

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

April 23, 2024
Reference No.: FY 24-12

Position Title: Law School Intern
Location: Office of Legal Affairs, New York, NY
Salary Range: \$20 to \$24 per hour
Salary commensurate with experience, qualifications, and education
Closing Date: May 10, 2024

The Staff Attorney's Office for the United States Court of Appeals for the Second Circuit is accepting applications from second-year law students for summer internships in 2024.

Office Overview: The Staff Attorney's Office provides legal advice to the judges of the Court on a variety of matters, including habeas corpus applications, pro se appeals and motions, counseled motions, immigration appeals, and *Anders* motions. Staff Attorneys function as law clerks to the Court on these cases; they review case records and filings, conduct legal research, draft bench memoranda and opinions and orders, and provide three-judge panels with legal advice regarding the appropriate disposition.

Position Overview: Summer interns will perform work similar to the staff attorney work described above; i.e., under the supervision of staff attorneys, they will conduct legal research and draft bench memoranda for the judges of the court of appeals. A summer internship at the Staff Attorney's Office is ideal for students interested in criminal law and procedure, administrative law, federal jurisdiction and procedure, immigration and civil rights issues, as well as those interested in judicial clerkships or appellate work.

Required Qualifications: The position requires a high school diploma or equivalent. To qualify for a higher rate of pay, applicants must have either: (i) one year (30 semesters or 45 quarter hours) of education beyond high school, or (ii) one year of general work experience involving progressively responsible clerical, administrative or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Applicants must be able to work at least 24 hours per week Monday through Friday, from 8:30 AM to 5:00 PM. More than one position may be filled. An applicant must be a second-year student at an ABA-accredited law school seeking an internship for the summer preceding his or her third year (or the equivalent for students in non-traditional programs). A successful applicant will have outstanding academic credentials, and superior skills in analysis, research, writing, and editing. Law review or other legal publication experience is strongly preferred.

To Apply: Please submit a cover letter, resume, law school transcript, one writing sample (unedited by another person), and contact information for two references who can comment on your writing.

The application package should be submitted **as a single PDF attachment** by email to resumes@ca2.uscourts.gov, subject line: Law School Intern, Reference No. FY 24-12. **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Only candidates selected for an interview will be notified. No phone calls, please.

Conditions of Employment: Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. The applicant(s) selected for the position will be brought on provisionally pending the results of a background check. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. All interns are subject to strict confidentiality requirements. Direct deposit of pay is required.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.