

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: June 9, 2017
POSITION: Court Intern
(multiple positions may be filled from this vacancy)
TERM: Temporary
LOCATION: 500 Pearl Street, New York, New York
CLASS LEVEL: CL 22 – CL 23
SALARY: \$29,961 - \$60,334
depending on qualifications & experience
VACANCY NO.: 17-23
CLOSING DATE: Open Until Filled
Priority will be given to those applications received by June 15, 2017

POSITION OVERVIEW: The Office of the District Executive seeks a highly motivated, responsible, detail-oriented intern to assist in daily administrative duties. The intern should be able to work with a team and have excellent customer service skills. The intern will perform various administrative duties, including filing, copying, answering the phone, taking messages, scanning, retrieving and boxing documents, labeling records, and creating spreadsheets. Hours of employment will be determined.

REQUIRED QUALIFICATIONS: The position requires a high school diploma or equivalent and either: (i) one year (30 semester 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. To qualify for the CL 23, in addition to possessing a high school diploma or equivalent, one must have either: (i) two years (60 semester or 90 quarter hours) of education beyond high school or (ii) two years of general work experience as previously described.

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education and work experience, along with a cover letter. The cover letter must indicate the position for which you are applying (including the vacancy number), and identify how your education and/or experience relate to the duties and responsibilities of the position. **Resumes without the cover letter addressing the qualifications will not be considered.**

Please submit your resume and cover letter to:

U.S. District Court
500 Pearl Street
New York, NY 10007
Attn: District Executive's Office, Suite 820
OR
DEjobs@nysd.uscourts.gov

ONLY APPLICANTS SELECTED FOR INTERVIEWS WILL BE CONTACTED

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY

THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK

APPLICANTS MUST BE UNITED STATES CITIZENS

EQUAL OPPORTUNITY EMPLOYER