



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Job Announcement: 16-03
Opening Date: March 31, 2016

VACANCY ANNOUNCEMENT

Position:	College Intern (This is a summer, full-time, WAE position. More than one position may be filled.)
Salary:	\$14.04 / per hour (CL 22, Step 1)
Closing Date:	April 22, 2016

Position Overview:

The Court of International Trade is currently accepting applications for a college intern. The intern will assist various sections within the Clerk's Office by providing office support and assistance for the administrative functions of the section, which may include: entering data; preparing routine correspondence and reports; organizing and maintaining files in a systematic and orderly manner; archiving materials; scanning and arranging documents; interpreting statistical data; assisting with special projects and, performing other duties as assigned. The internship will run from June 2016 through August 2016. The core hours are 8:30 am – 5:00 pm.

In addition, the intern will have the opportunity to attend oral arguments and observe the workings of the Court.

Qualifications:

The successful applicant must be a current college student in good academic standing and have one year of general experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

The applicant must possess good clerical and organizational skills; software and keyboarding skills; good written communication skills; and the ability to apply a body of rules, regulations, directives or laws. In addition, the applicant must be mature, detail-oriented and responsible. Adherence to the Code of Conduct for Judicial Employees and ability to maintain confidentiality is required.

Salary / Benefits:

When-Actually-Employed (WAE) appointments are paid based on the actual hours worked. WAE employees may not exceed 80 hours per pay period (40 hours per week). WAE employees are eligible for public transportation vouchers (Transitcheks).

Conditions of Employment:

Applicants must be U.S. citizens. All appointments are subject to an FBI background check. Electronic Funds Transfer (EFT) is mandatory for payment of net pay.

Application Procedure:

To be considered, applicants must submit a cover letter, résumé, college transcript, and [Application for Judicial Employment \(AO78\)](#). The AO78 form can be found at www.cit.uscourts.gov under Human Resources. The cover letter should address how you satisfy the qualifications listed above and why you want to be an intern for the U.S. Court of International Trade. Failure to submit a complete application will not be considered.

All applications should be directed via mail (postmarked by the closing date) to: United States Court of International Trade, One Federal Plaza, New York, NY 10278-0001, Attn: Human Resources, #16-03 or via e-mail in PDF or Word format to: Human_Resources@cit.uscourts.gov. Please include the title of the position and job announcement in the subject line. Please use only one method of application. Only applicants selected for an interview will be notified.