

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: February 28, 2019
POSITION: Court Intern – **Audio/Visual**
(multiple positions may be filled from this vacancy)
TERM: **Temporary**
LOCATION: 500 Pearl Street, New York, New York
CLASS LEVEL: CL 22
SALARY: \$30,571 - \$49,756
(depending on qualifications & experience)
CLOSING DATE: March 15, 2019
VACANCY NO.: 19-15

POSITION OVERVIEW: The Office of the District Executive seeks a highly motivated, responsible, detail-oriented intern based at the Daniel Patrick Moynihan Courthouse in Manhattan, with periodic travel to White Plains, NY. Under guidance from the Audio/Visual Supervisor, the incumbent will provide technical support for all aspects of audio and visual and media systems in the Southern District of New York such as those located in courtrooms and conference rooms. The incumbent will be responsible for technical setup and operation of all equipment, training staff, scheduling use of equipment, maintenance of equipment and inventory of equipment.

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 audio/visual and telecommunication experience 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.

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, 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.**

Only applications submitted via email will be accepted. Any other means of submission will not be accepted. **Candidates must also include the vacancy number and position title in the subject field when submitting via email.** Only candidates selected for interviews will be contacted.

Please submit your resume and cover letter to:
dejobs@nysd.uscourts.gov

Applicants must be U. S. citizens or lawful permanent residents seeking U. S. citizenship. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. All employees are required to adhere to the Code of Conduct for judicial employees. The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net salary.

EQUAL OPPORTUNITY EMPLOYER