

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

April 23, 2024

Reference No.: FY 24-11

Position Title: College Intern
Location: Office of Legal Affairs, New York, NY
Salary Range: \$15 to \$20 per hour
Salary commensurate with experience, qualifications, and education
Closing Date: May 10, 2024

The Office of Legal Affairs seeks a highly motivated, responsible, detail-oriented college intern to assist in daily administrative duties.

Position Overview: The Office of Legal Affairs is comprised of the Staff Attorney's Office and the Civil Appeals Mediation Program (CAMP). The Court has 25+ staff attorneys and 5 supervisory staff attorneys who assist the judges with pro se appeals and motions, counseled motions, and immigration appeals. CAMP conducts mediation sessions in which the parties and their counsel explore the prospect of settlement and work to narrow the issues on appeal. The intern will perform various administrative duties, including filing, scanning, copying, data entry, and answering the phone. The intern should be able to work with a team and have excellent client service skills.

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.

Conditions of Employment: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. 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. The applicant(s) selected for the position will be brought on provisionally pending the results of a background check. Direct deposit of pay is required.

To Apply: Please submit a cover letter and resume as a single PDF attachment by email to resumes@ca2.uscourts.gov, subject line: College Intern, Reference No. FY 24-11. **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Your cover letter should include your availability and best means of contacting you. Incomplete applications will not be considered. Only candidates selected for an interview will be notified. No phone calls, please.

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