

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

April 24, 2024

Reference No.: FY 24-14

Position Title: Human Resources Intern
Location: Office of the Circuit Executive, New York, NY
Salary Range: \$18 to \$21 per hour
Closing Date: Open Until Filled

The Office of the Circuit Executive seeks a highly organized and detail-oriented individual to assist Human Resources with daily administrative duties.

POSITION OVERVIEW: Primary tasks will involve capturing fingerprints for background checks, issuing facility access cards, escorting visitors throughout the building, scanning extremely confidential files, reorganizing and renaming electronic files, and reviewing documents for accuracy. Assigned tasks may be changed to accommodate workload and organizational needs. This position may require some standing, bending, and lifting of boxes. An applicant should be familiar with Adobe Acrobat, and comfortable working with computers and computer storage systems.

An ideal candidate will: (1) understand the importance of guarding highly-sensitive records; (2) maintain professionalism and confidentiality at all times; (3) apply quality controls on all work performed to prevent the unauthorized transmission of data.; and (4) communicate potential issues in a timely manner.

REQUIRED QUALIFICATIONS: The position requires a high school diploma or equivalent. To qualify for a higher rate of pay, applicants must have either: (1) one year (30 semester or 45 quarter hours) of education beyond high school; or (2) one year of general work experience, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. Applicants must be able to work (in person) at least 40 hours per week from Monday through Friday, 9:00 AM - 5:00 PM.

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 candidate(s) selected for the position will be brought on provisionally pending the results of a background investigation. 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: HR Intern, Reference No. FY 24-14. **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** 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.**