



**United States District Court  
Eastern District of New York**  
[www.nved.uscourts.gov](http://www.nved.uscourts.gov)

**Vacancy Announcement – 15-11/SummerInt  
April 21, 2015**

**College Intern  
(More than one position may be filled)**

**Clerk's Office  
Brooklyn and Central Islip Courthouses  
225 Cadman Plaza East & 100 Federal Plaza**

**Salary: \$13.84 per hour  
Closing date for receipt of résumés: Friday, May 1, 2015**

**POSITION OVERVIEW:** The Clerk's Office seeks a highly motivated, responsible, detail-oriented intern to assist in daily administrative and case management duties. Responsibilities will include assisting the administrative staff with filing, copying, answering phones, data input, inventory, and other administrative duties. Interns may have an opportunity to attend court proceedings and observe the workings of the Court.

**REQUIREMENTS:** The successful candidate(s) must be currently enrolled in an undergraduate program at a college or university and in good academic standing. Applicants must possess good clerical and organizational skills, software, and keyboarding skills, and the ability to follow a body of rules, regulations, directives, or laws. Applicants must also adhere to the *Code of Conduct for Judicial Employees*. The core hours are 8:30 am to 5:00 pm, although assigned schedules may vary. The internship will run for no more than 12 weeks, commencing Tuesday, May 26<sup>th</sup>.

To apply, please submit a cover letter which includes your preferred location (Brooklyn or Central Islip) along with a résumé to:

**U.S. District Court, Eastern District of New York  
225 Cadman Plaza East  
Brooklyn, NY 11201**

**or you can apply via email at:  
[nyed-applications@nyed.uscourts.gov](mailto:nved-applications@nyed.uscourts.gov)  
Attn: Jeffery Howell, Human Resources Manager**

**All applicants must be U.S. Citizens. Applicants selected for the position are subject to a background check.  
Employees are required to use electronic funds transfer for payroll deposit.**

**The U.S. District Court is an Equal Opportunity Employer.**