



**United States District Court
Eastern District of New York**
www.nved.uscourts.gov

**Vacancy Announcement – 16-14/SummerInt
March 29, 2016**

**College Intern
(Multiple positions available)**

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

**Salary: \$14.03 per hour
Closing date for receipt of résumés: Friday, April 29, 2016**

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, IT and operations 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 and hours worked may vary. The internship will run no more than 12-14 weeks, commencing Tuesday, May 31st.

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.