



United States District Court Eastern District of New York

<https://www.nyed.uscourts.gov>

VACANCY ANNOUNCEMENT, FY17-10

POSITION: College Intern
POSITION TYPE: Summer, Temporary
DUTY STATION: Central Islip, NY, 100 Federal Plaza
SALARY: \$14.40 per hour
OPENING DATE: May 26, 2017
CLOSING DATE: June 7, 2017

POSITION OVERVIEW: The U.S. District Court, Eastern District of New York 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 and operations staff with filing, copying, answering phones, data input, inventory, and other administrative duties. The successful applicant 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 and have one year of general experience. 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 the assigned schedule and hours worked may vary. The internship will run no more than 12 weeks, commencing Monday, June 12th, 2017.

Interested applicants should submit a cover letter (include vacancy announcement number 17-10), college transcript, a résumé in **Adobe Format (.pdf) only**, and the [Application for Judicial Employment \(AO78\)](#) located on the court's employment page at <https://www.nyed.uscourts.gov/employment-0> via email at:

nyed-applications@nyed.uscourts.gov

Attn: Jeffery Howell, Human Resources Manager

All applicants must be U.S. Citizens. Applicants who fail to submit a complete application package will not be considered. Applicants selected for the position are subject to a background check. Employees are required to use electronic funds transfer for payroll deposit. Only applicants selected for an interview will be notified. **Phone calls will not be accepted.**

The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which may occur without prior written or other notice.

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