



United States District Court Eastern District of New York

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

VACANCY ANNOUNCEMENT- FY18-04/SummerInt

POSITION: College Intern (Multiple positions available)
POSITION TYPE: Summer, Temporary
DUTY STATION: Brooklyn, NY, 225 Cadman Plaza East
Central Islip, NY 100 Federal Plaza
SALARY: \$14.69 per hour
OPENING DATE: Friday, May 11, 2018
CLOSING DATE: Friday, May 25, 2018

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 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 13 weeks, commencing in early June. The internship start date will be determined by the court and the student.

APPLICATION PROCEDURE: Interested applicants should submit a cover letter with the vacancy number, your preferred location (Brooklyn or Central Islip), the date you can start, the schedule (days and hours) that you can work each week, a résumé, and the [Application for Judicial Employment \(AO78\)](#), located on the court's employment page at <https://www.nyed.uscourts.gov/employment-0>. Create one **PDF document** and label the file your "Last Name, First Name" and send via **email to:**

nyed-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.