



# United States District Court Eastern District of New York

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

## VACANCY ANNOUNCEMENT- FY19-08/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:** \$15.00 per hour  
**OPENING DATE:** Friday, April 5, 2019  
**CLOSING DATE:** Friday, April 19, 2019

**POSITION OVERVIEW:** The Clerk's Office seeks highly motivated, responsible, detail-oriented interns to assist in daily administrative and case management duties. Responsibilities will include assisting the operations staff with filing, copying, scanning, archiving, inventory, and other 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 internship will run no more than 13 weeks, commencing in late May. The internship start date will be determined by the court and the student.

**APPLICATION PROCEDURE:** Interested applicants should submit a cover letter which includes the court location you are applying for (include vacancy announcement number), a current resume and a completed application for federal employment (AO78) to your preferred court's applicant submission location below:

[NYED Summer Intern – Brooklyn Courthouse](#)

[NYED Summer Intern – Central Islip Courthouse](#)

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 Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

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