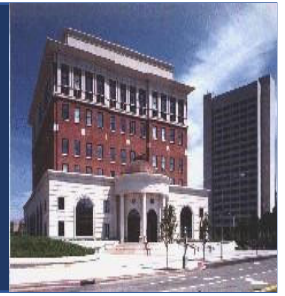




# UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



**Position:** Unpaid Intern – Clerk’s Office

**Term:** Temporary/ Flexible

**Vacancy No.:** 24-06

**Opening Date:** 04/30/2024

**Location:** 300 Quarropas St., White Plains, NY

**Closing Date:** Open Until Filled

**Number of Positions:** Multiple

## CONDITIONS OF INTERNSHIP:

Non-United States (U.S.) citizens must be legally in the U.S. and authorized to work in the U.S. under U.S. immigration law.

Employment Eligibility Verification (form I-9) must be completed with acceptable documentation to verify (1) legally in the U.S. and (2) authorized to work in the U.S. A Student Visa (form F-1) may be accepted. All acceptable documents must be original and unexpired and presented to HR on the first day of internship.

All employees, interns and volunteers are required to adhere to the Code of Conduct for Judicial Employees available for public review on the [USCourts.gov website](https://www.uscourts.gov).

The successful candidate for this position is subject to a background check.

The Southern District of New York values diversity and is committed to inclusion in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants.

**PROGRAM INTRODUCTION:** The U.S. District Court, Southern District of New York Student Internship or Volunteer Program is established to assist college students or recent graduates gain work and educational experience within the Federal Judiciary. The program is a directed and practical learning experience gained through observation and by performing assigned tasks related to educational and career interests. Students will be given an opportunity to learn about the role and mission of the federal court system, mainly within the SDNY Clerk’s Office.

**POSITION OVERVIEW:** The Clerk’s Office seeks an intern to provide clerical and administrative assistance in the Clerks Office. The intern will be assigned to the White Plains Courthouse. Duties include: handling mail and jury summons; filing and archiving original court documents and performing other duties as assigned. **The incumbent will report to the assistant to the Clerk of Court.**

**GENERAL EXPERIENCE:** The position requires a task driven individual with excellent communication skills (written and oral), strong interpersonal skills, computer literacy, attention to detail and knowledge of legal terminology. Must be punctual and reliable.

**QUALIFICATIONS:** Students must be enrolled in an approved university program. Preference will be given to students who have a major or minor in criminal justice, law or the legal system, or any closely related field of study. Students who have an interest in the state/local or federal courts or government will also be given preference.

**APPLICATION PROCEDURE:** To be considered for this position, please submit in one PDF document a resume detailing your education and work experience, a cover letter and a AO78 application for federal employment. The cover letter must indicate the position for which you are applying, including the vacancy number, and identify how your education and/or experience relate to the duties and responsibilities of the position. The Application for Federal Employment (AO78) can be downloaded from <https://www.uscourts.gov/sites/default/files/ao078.pdf>. Candidates must also include the vacancy number and position title in the subject field of the e-mail containing your application. Only applications submitted via email will be accepted. Applications that do not conform to the above procedures will not be considered. Only candidates selected for interviews will be contacted. Please submit your application, as one PDF document containing a resume and cover letter to: [Personnel@nysd.uscourts.gov](mailto:Personnel@nysd.uscourts.gov)

**EQUAL OPPORTUNITY EMPLOYER**