

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: December 2, 2022
POSITION: Court Intern
(Multiple positions may be filled from this vacancy)
TERM: [Temporary](#)
LOCATION: 500 Pearl Street, New York, New York
CLASS LEVEL: CL 22 – CL 23
SALARY: \$33,585 - \$67,610
Depending on qualifications & experience
VACANCY NO.: 23-01
CLOSING DATE: Open Until Filled

POSITION OVERVIEW: The Office of the District Executive seeks a highly motivated, responsible, detail-oriented intern to assist in daily administrative duties. The intern should be able to work with a team and have excellent customer service skills. The intern will perform various administrative duties, including filing, copying, answering the phone, taking messages, scanning, retrieving and boxing documents, labeling records, and creating spreadsheets. Hours of employment will be determined.

REQUIRED QUALIFICATIONS: The position requires a high school diploma or equivalent and either: (i) one year (30 semester or 45 quarter hours) of education beyond high school or (ii) one year of general work experience involving progressively responsible clerical, administrative or other work that indicates the possession of, or the ability to acquire, the knowledge and skills needed to perform the duties of the position. To qualify for the CL 23, in addition to possessing a high school diploma or equivalent, one must have either: (i) two years (60 semester or 90 quarter hours) of education beyond high school or (ii) two years of general work experience as previously described.

APPLICATION PROCEDURE: To be considered for this position, please submit a resume detailing your education and work experience, along with a cover letter. The cover letter must indicate the position for which you are applying, and you must identify how your education and/or experience relate to the duties and responsibilities of the position. Resumes without the cover letter addressing the qualifications will not be considered.

Only applications submitted via email will be accepted. Any other means of submission will not be accepted. Candidates must also include the vacancy number and position title in the subject field when submitting via email. Only candidates selected for interviews will be contacted.

Please submit your resume and cover letter to: dejobs@nysd.uscourts.gov

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. All employees are required to adhere to the Code of Conduct for judicial employees. The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net salary.

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