

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: May 2, 2025
POSITION: Court Intern
(Multiple positions may be filled from this vacancy)
TERM: Temporary – Summer of 2025
LOCATION: 500 Pearl Street, New York, New York
CLASS LEVEL: CL 22
SALARY: \$38,027 - \$47,529 (\$18.28-\$22.85 per hour)
Depending on qualifications & experience
VACANCY NO.: 25-06
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.

APPLICATION PROCEDURE: To be considered for this position, submit in one PDF document, 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, including the vacancy number, and identify how your education and/or experience relates to the duties and responsibilities of the position. Candidates must also include the vacancy number and position title in the subject field of the e-mail containing the application. Resumes without the cover letter addressing the qualifications will not be considered.

Only applications submitted via e-mail will be accepted. Applications submitted as zip files, cloud files and/or links will not be accepted. Applications that do not conform to the above procedures will not be considered.

Please submit your application, consisting of **one PDF document** containing a resume and cover letter to:
DEjobs@nysd.uscourts.gov

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

Judicial employees are required to adhere to the Court's code of conduct, available for public review on the USCourts.gov website: https://www.uscourts.gov/rules_policies/judiciary-policies

This position is subject to mandatory electronic funds transfer for payment of net pay.

The U.S. District Court for the Southern District of New York reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

The United States District Court is an Equal Opportunity Employer