

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



## VACANCY ANNOUNCEMENT

May 18, 2020

**Reference No.: FY 20-25**

**Position Title:** Intern/Student Trainee  
**Location:** Office of the Circuit Executive, New York, NY  
**Salary Range:** \$18 - \$21 per hour  
*Salary commensurate with experience, qualifications, and education*  
**Closing Date:** Open Until Filled

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**Position Overview:** The U.S. Court of Appeals for the Second Circuit seeks a highly motivated, responsible, detail-oriented intern to participate in the Model Intern Diversity Pilot Program (MIDPP) for a one-year term. Depending on the intern's academic schedule, the intern may work up to 40 hours during the summer and up to 20 hours during the academic year. The intern will serve as a student trainee and perform a variety of administrative tasks to support judges, senior court executives, and other employees, including:

- Working with supervisors of the case opening, agency, civil, criminal, and closing teams to develop an understanding of where an appeal fits in the structure of the legal system. Working with the calendar team, Chief Judge's chambers, administrative attorneys, and Clerk's Office IT staff to understand the life cycle of an appeal and how technology aids the court's work.
- Attending oral arguments on appeals and motions with the courtroom deputy or law clerks to develop familiarity with the judicial process. Attending meetings with the Chief Judge and Clerk of Court, as appropriate, to better understand how information is gathered and policy decisions are made.
- Assisting with the Sonia & Celina Sotomayor Judicial Internship Program and handling other special events, such as Law Day and Justice Resource Center moot court competitions. Creating distance learning content on the *Justice for All: Courts and the Community* website and assisting the library in coordinating and staffing high school visits to the courthouse learning center.
- Assisting the Staff Attorney's Office by identifying immigration cases that have detained petitioners, sorting asylum cases by country of origin, and conducting country-specific conditions research.
- Providing general clerical assistance such as word processing, scanning, photocopying, and distributing and filing court records. Organizing legal pleadings, briefs, motions, and letters.
- Performing other duties as assigned to accommodate the workload and needs of the court.

**Required Qualifications:** Applicants must be a rising sophomore, junior, or senior currently enrolled full-time in good standing at an accredited college. Qualified applicants must also work well with a team and possess excellent academic credentials; superior analytical, research, and writing skills; outstanding written and oral communication abilities; strong interpersonal skills; and a keen interest in courts and the legal system.

**Benefits:** Earn up to 13 days of vacation and 13 days of sick leave. Off on holidays. Choice of employer-subsidized federal health insurance plans. On-site fitness center and cafeteria. Public transportation subsidy (budget dependent).

**Conditions of Employment:** Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are “at will” and may be terminated with or without cause. All interns are subject to strict confidentiality requirements. The applicant selected for the position will be brought on provisionally pending the results of a background investigation. Direct deposit of pay is required.

**To Apply:** Please submit a cover letter, resume, and at least one reference from a professor **as a single PDF attachment** by email to [resumes@ca2.uscourts.gov](mailto:resumes@ca2.uscourts.gov), subject line: Intern/Student Trainee, Reference No. FY 20-25. **When saving your documents as one PDF, it is important to name the file using only your firstname\_lastname.** Your cover letter should include your availability and best means of contacting you. Only candidates selected for an interview will be notified. No phone calls, please.

**THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.**