



## United States Court of International Trade

One Federal Plaza  
New York, NY 10278-0001  
[www.cit.uscourts.gov](http://www.cit.uscourts.gov)

Vacancy Announcement Number: 24-03  
Opening Date: March 22, 2024

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### VACANCY ANNOUNCEMENT

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<b>Position:</b>	College Intern
<b>Term of Internship:</b>	June 2024 – August 2024
<b>Salary Range:</b>	\$17.87 - \$22.16 per hour (CL 22) Depending on qualifications and experience.
<b>Closing Date:</b>	Open Until Filled Preference given to those who apply by April 15, 2024.

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#### Position Overview

The Office of the Clerk's section at the United States Court of International Trade is accepting applications for a College Intern. The intern will perform a wide variety of administrative support duties and perform general office tasks, such as answer telephones; copy, file, and scan documents; archive materials; organize and maintain files in a systematic and orderly manner; proofread and edit materials; conduct research; prepare correspondence and reports; assist with special projects and court events; and perform other duties as assigned.

In addition, the intern will have the opportunity to attend oral arguments and observe the workings of the Court.

This temporary position will begin in June 2024 and end in August 2024 and will not exceed 90 days. The position is an in-person position.

#### Qualifications

The successful applicant must be a current college student in good academic standing and have one year of general experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours equals one year of general experience).

The applicant must have strong organizational and communication skills and be detail-oriented; have a working knowledge of computer applications such as Microsoft Word and Microsoft Excel; have standard office equipment experience in operating telephones, copiers, and scanners; have excellent writing, reading and interpersonal skills, and be able to organize a variety of assignments simultaneously and meet deadlines. In addition, the applicant should be mature, enthusiastic, and dependable. Adherence to the Code of Conduct for Judicial Employees and ability to maintain confidentiality is required.

#### Salary / Benefits

This position is a When-Actually-Employed (WAE) appointment. Compensation is based on the actual hours worked. Intermittent employees may not work more than 80 hours per pay period. WAE employees are eligible for the USCIT Commuter Benefit Program.

#### Additional Information

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Applicants selected for interviews must travel at their own expense. Employment will be considered provisional pending successful completion of an FBI background check. Federal court employees are appointed under the excepted service. Excepted service appointments are "at will" and can be terminated with or without cause by the court. Employees are required to use Electronic Funds Transfer (EFT) for payroll direct deposit. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for applicants to review on the [US Courts website](http://US Courts website), and comply with court policies and procedures.

## How to Apply

- Consideration will only be given to those that apply through the court's employment application system by clicking [here](#) or at: <https://ww2.cit.uscourts.gov:8443/recruitment/>
- Upload a cover letter and resume. The cover letter should address how your education and experience relate to the position. Attachments must be in PDF format (unless otherwise specified) and not be password protected. Files are limited to a size of 5 MB.

Only applicants selected for an interview will be notified. All application information is subject to verification. Incomplete applications will not be considered. Only applicants selected for an interview will be notified.

The Court reserves the right to modify, withdraw, or fill the vacancy announcement at any time, any of which may occur without prior written or other notice.