



United States Court of International Trade

One Federal Plaza
New York, NY 10278-0001
www.cit.uscourts.gov

Vacancy Announcement Number: 24-02
Opening Date: March 22, 2024

VACANCY ANNOUNCEMENT

Position: Law Library and Court Archives Intern

Term of Internship: June 2024 – August 2024

Salary Range: \$17.87 - \$22.16 per hour (CL 22)
Depending on qualifications and experience.

Closing Date: Open Until Filled
Preference given to those who apply by April 15, 2024.

Position Overview

The Library and Legal Services section at the United States Court of International Trade is accepting applications for a Law Library and Court Archives Intern. The intern will assist the Library and Legal Services section within the Clerk's Office by providing office support and assistance for the administrative functions of the section, which includes; conducting digital and print bibliographic surveys of prominent court judges, assisting with the digitization and cataloging of the historic court publications, assisting in the indexing, identification and cataloging of the archive's photograph collection; participating in the library's ongoing collection review (e.g., weeding, catalog updates, and new purchase recommendations); and other projects and duties as assigned.

The Law Library and Court Archives intern will also receive training in best practices for reference and research, basic cataloging and classification (SirsiDynix), and basic and advanced legal research techniques both in print and online (including Westlaw, Lexis Advance, Bloomberg Law, and other specialized legal research databases). The applicant will work independently under the direction of the Supervisory Librarian and Assistant Librarian.

This position is a When-Actually-Employed (WAE) appointment. The position will not exceed 90 days.

Qualifications

Bachelor's degree is preferred. Recent college graduates are welcome to apply. Preference will be given to current or recent graduate students with a demonstrated interest in libraries and library science, the law and legal research, or historical research and archives. Applicants should be able to lift and move boxes and books weighing approximately 30 pounds. Ability to work with limited supervision. Ability to communicate clearly, courteously, and effectively both orally and in writing is required. Must be detail oriented with strong organization skills.

Salary / Benefits

Compensation is based on the actual hours worked. Intermittent employees may not work more than 80 hours per pay period. Employee is 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](https://www.uscourts.gov), 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](https://ww2.cit.uscourts.gov:8443/recruitment/) 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.