



United States Court of International Trade

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

Job Announcement Number: 21-03
Opening Date: April 5, 2021

INTERNSHIP OPPORTUNITY

Position:	Student Intern
Salary Range:	\$15.66 - \$19.59 per hour (CL 22) Depending on experience.
Closing Date:	Extended to May 21, 2021

POSITION OVERVIEW

The United States Court of International Trade is seeking applications for a one-year term student internship as part of the Model Intern Diversity Pilot Program offered through the Administrative Office of the United States Courts. This program is built on a foundation of diversity and innovation and exists to expose, develop and place talented, underserved youth in the courts and prepare them for future permanent employment opportunities.

This unique, year-long internship is being offered to junior and senior undergraduate students. The incumbent will work full-time (no more than 40 hours/week) during the Summer semester and part-time (no more than 20 hours/week) during the Fall and Spring semesters. The incumbent will rotate through assignments, while performing or assisting in the performance of a variety of judicial, legal, and/or administrative functions within the federal judiciary. The internship will start no earlier than June 7, 2021 and will end no later than June 3, 2022.

POSITION DUTIES & RESPONSIBILITIES

The Intern will function as a student trainee and his/her duties may include:

- Performing basic legal, historical, statistical, and other research to support judicial, legal, professional, and/or administrative staff;
- Collecting, organizing, and summarizing statistical, accounting, or mathematical data on case processing, budgetary, workload, and other court-related issues;
- Assisting with legal pleadings, briefs, motions, and letters for judicial, legal, professional, and/or administrative staff;
- Assisting as needed in handling special events;
- Assisting with collecting, maintaining, and processing case information;
- Observing court proceedings in civil matters to develop a familiarity with the judicial process;
- Shadowing Clerk's Office personnel, and other court-system professionals to develop an understanding of the federal judiciary;
- Sorting, classifying, copying, distributing, and filing court records to assist judicial, legal, professional, and/or administrative staff; and
- Performing other duties as assigned.

QUALIFICATIONS

Candidates must be a junior or senior during the 2021-2022 academic year and currently enrolled full-time and in good standing at an accredited college or university. The candidate must be working toward a degree, preferably with a concentration in pre-law, business administration, finance or related discipline.

The applicant must possess the following:

- Strong academic achiever;
- Exhibit qualities such as strong character and self-sufficiency under challenging circumstances;
- Able to work with limited supervision;
- Good organizational and planning skills;
- Demonstrate effective project coordination, facilitation, and implementation based on past work or school experience;

Preference will be given to first generation college students.

CONDITIONS OF EMPLOYMENT

Must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered "at will" appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a criminal background check and fingerprinting. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. Employees of the Court are required to adhere to the Code of Conduct for Judicial Employees, which is available for applicants to review on the U.S Courts webpage [here](#), and comply with court policies and procedures, such as computer security and confidentiality requirements.

APPLICATION INSTRUCTIONS

Qualified persons must submit the following:

- 1) A cover letter. In your cover letter please answer the following questions: Why are you interested in this internship and what experience do you hope to gain?
- 2) A resume.
- 3) Current or most recent college/university transcript.
- 4) At least one (1) character reference from a college professor.
- 5) Form AO78-Application for Federal Judicial Branch Employment (available [here](#)).

Incomplete applications will not be considered.

Submissions must be made via email to: human_resources@cit.uscourts.gov by the closing date. Please reference MIDPP on the subject line.

Due to the volume of application received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Funding for housing will not be provided and will be the responsibility of the intern throughout the internship.

The U.S. Court of International Trade is an Equal Opportunity Employer