

United States Court of Appeals for the Federal Circuit

ANNOUNCEMENT NO: 06-10

OPEN: December 3, 2006 (will remain open)

POSITION: Interns (several positions available immediately)
10 - 40 hours a week
Clerk's Office

DUTIES:

An intern may perform duties such as the following: (1) provides administrative support for the Clerk's office by assisting deputy clerks with periodic, special or short-term projects such as filing documents in accordance with court rules; (2) provides administrative support for information systems staff in their technology projects; (3) assists in the analysis of technical and administrative procedures and formulation of recommendations for enhancements or improvements; (4) other projects as needed.

GENERAL EXPERIENCE:

Responsible clerical, administrative, or technical experience which provided a knowledge of general office procedures and practices such as data entry, filing, record keeping. Experience with Microsoft Word or Excel as well as familiarity with database management concepts is helpful.

SPECIALIZED EXPERIENCE:

Progressively responsible clerical, administrative or technical experience in a legal setting such as a law office, another court in the judicial system, or a local, state or federal government. An understanding of court management practices is desirable.

ADDITIONAL INFORMATION:

This will be a paying position subject to available funding. No civil service or other benefits are available.

SUBMIT RESUME WITH COVER LETTER TO:

Clerk
U.S. Court of Appeals for the Federal Circuit
717 Madison Place, N.W.
Washington, DC 20439
Attn: Intern Coordinator (fax copies are accepted: 202-633-9623)

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer. Applicants must be United States citizens or eligible to work in the United States.

This position is subject to mandatory Electronic Fund Transfer program (EFT) participation for payment of net pay.