

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.

CAFC-07-19

OPEN:

November 5, 2007

CLOSE:

Open until Filled

**POSITION TITLE, GRADE
AND SALARY:**

Court Intern
(approx. \$12.97 hourly)
Up to 40 Hours per Week
1 Position Available

LOCATION OF POSITION:

United States Court of Appeals
for the Federal Circuit
717 Madison Place, N.W.
Washington, D.C. 20439

DESCRIPTION OF DUTIES:

Working in a court environment, an intern provides technical and clerical support to managers at the highest levels of the court as needed. The duties of the intern include, but are not limited to: conducting research; preparing reports and other correspondence; organizing and maintaining files; assisting with periodic, special or short-term projects; photocopying and faxing items as needed; and, performing other duties as assigned. The successful candidate will be knowledgeable of personal computers, word processing and various software programs; possess excellent organizational, analytic, communication and interpersonal skills; have the ability to work positively with others; maintain confidentiality and loyalty; demonstrate adaptability and flexibility, be customer-centric and focused; and, possess familiarity with court procedures, processes and the judicial environment.

EDUCATION/GENERAL EXPERIENCE:

High School graduation or equivalent. College or Graduate student preferred.

Responsible clerical, office administrative, or other work experience, which provided knowledge of general office procedures and practices such as data entry, filing and record keeping. Experience with Microsoft Word, Excel and Adobe is desired.

SPECIALIZED ABILITIES AND SKILLS:

Ability to follow established procedures and strong attention to details is required.

HOW TO APPLY:

Send Cover Letter With Resume or AO 78 (Application for Judicial Branch Federal Employment), List of References, and a Writing Sample to:

U.S. Court of Appeals for the Federal Circuit
717 Madison Place, N.W., ASO-Suite 410
Washington, D.C. 20439

Attention: Court Intern # CAFC-07-19

Fax to: (202) 633-5885 E-Mail: cafcjobs@cafc.uscourts.gov

OTHER INFORMATION:

Only those applicants selected for an interview will be contacted and must travel at their own expense. Reimbursement for travel and/or relocation is not available.

The Court reserves the right to modify the conditions of this announcement, commence interviews immediately, withdraw the announcement or fill the position(s) at any time, any of which actions may occur without notice. No phone calls please.

NOTES: As a condition of employment, applicants must successfully complete a criminal background check. This position is subject to EFT (direct deposit of earnings).

Must be a U. S. citizen or eligible to work in the United States.

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer.