

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.: CAFC-18-12

OPEN: September 24, 2018
CLOSE: October 12, 2018

POSITION TITLE: Court Intern (Student Internship)

GRADE AND PAY RATE: CL-22/1 (\$14.26/hr)

WORK SCHEDULE AND DURATION: Part-time, up to 20 hours per week
Spring semester/Expected start January 2019
Temporary, up to four months with the option of extension

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

About the Court

The United States Court of Appeals for the Federal Circuit was established under Article III of the Constitution on October 1, 1982. The court was formed by the merger of the United States Court of Customs and Patent Appeals and the appellate division of the United States Court of Claims. The court is located in the Howard T. Markey National Courts Building on historic Lafayette Square in Washington, D.C.

The Federal Circuit is unique among the thirteen Circuit Courts of Appeal. It has nationwide jurisdiction in a variety of subject areas, including international trade, government contracts, patents, trademarks, certain money claims against the United States government, federal personnel, veterans' benefits, and public safety officers' benefits claims. Appeals to the court come from all federal district courts, the United States Court of Federal Claims, the United States Court of International Trade, and the United States Court of Appeals for Veterans Claims.

The court also takes appeals of certain administrative agencies' decisions, including the United States Merit Systems Protection Board, the Boards of Contract Appeals, the Patent Trial and Appeal Board, and the Trademark Trial and Appeal Board. Decisions of the United States International Trade Commission, the Office of Compliance, an independent agency in the legislative branch, the Government Accountability Office Personnel Appeals Board, and the Department of Justice Bureau of Justice Assistance also are reviewed by the court.

Position Overview

This position is located in the Clerk's Office (CO) of the U.S. Court of Appeals for the Federal Circuit. The incumbent is responsible for providing general administrative and project assistance to the CO.

The position reports directly to the Administrative Supervisor. The incumbent selected for this position will not be eligible for federal benefits and paid leave.

Required Qualifications

High school graduate or equivalent. Additionally, applicants must be currently enrolled in a degree-seeking undergraduate or graduate program to be considered. Applicants must be able to lift and move boxes and files of up to 25 pounds.

Prior exposure to the legal field is preferred.

Application Process and Information

For consideration, application packages must include:

1. A cover letter wherein the applicant describes his or her interest in this position and the experience that makes her or him well qualified to fill this position
2. Resume outlining educational background, employment history, and other relevant information
3. A copy of academic transcripts

Once you have the files ready and accessible, follow the link below to submit your file:

<https://www.ondemandassessment.com/link/index/JB-AN3NK63T2>

Applicants who require an exception to the online application may contact Human Resources to request an alternate method using the following email: hr@cafc.uscourts.gov

Other Information

Only those applicants selected for an interview will be contacted and must travel at their own expense; except that reimbursement for travel may be available during the final stages of the interview process. Reimbursement for 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 at any time, any of which actions may occur without notice.

Employees of the United States Court of Appeals for the Federal Circuit are excepted service appointments. Federal government civil service classifications or regulations do not apply. All offers of employment are provisional pending successful completion of a background check or investigation and a favorable employment suitability determination. This position is subject to Electronic Funds Transfer (EFT) for payroll deposit.

Must be a U. S. citizen or eligible to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C.§1324b(a)(3)(B). Under 8 U.S.C.§1324b(a)(3)(B), a lawful permanent resident seeking citizenship may not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen), at which point he or she must apply for citizenship within six months of becoming eligible, and must complete the process within two years of applying (unless there is a delay caused by the processors of the application). Non-citizens who have not been permanent residents for five years will be required to execute an affidavit that they intend to apply for citizenship when they become eligible to do so.

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