

OFFICE OF THE CIRCUIT EXECUTIVE

UNITED STATES COURTS OF THE
DISTRICT OF COLUMBIA CIRCUIT

Room 4726
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E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, NW
Washington, D.C. 20001

INTERN

Announcement Number USCA-16-02

Position Description – The Office of the Circuit Executive is accepting applications for the position of unpaid intern located in Washington, D.C. This internship will entail (a) reviewing and revising circuit procedures as a result of national policy or rule changes, (b) researching and analyzing issues related to the 2017 Circuit Judicial Conference, and (c) assisting with identifying options for enhancing tenant services. The intern will be exposed to a broad range of court administration issues, including opportunities to attend meetings of senior court leadership and court proceedings.

Qualifications – Candidates must possess excellent analytical, organizational, interpersonal, and communication skills.

Experience and Education – Candidates should have familiarity with spreadsheets and databases. An interest in judicial administration, the law, or public policy is highly desirable. At least one year of college is preferred.

Conditions of Employment – Applicants must be a United States citizen or eligible to work in the United States. The candidate(s) selected for the position will be brought on provisionally pending the results of a background investigation. All interns are subject to strict confidentiality requirements.

Salary – This is an unpaid position. Course credit may be arranged with a candidate's educational institution, if appropriate.

Position Location and Schedule – E. Barrett Prettyman Courthouse, 333 Constitution Avenue, NW, Washington, D.C. 20001. Start and end dates, as well as daily hours, are negotiable.

Applications – Submit cover letter and resume as a single pdf to Steven Gallagher at VacancyIntern@cadc.uscourts.gov. The vacancy announcement number should appear in the subject line. Only those selected for an interview will be contacted. When the position is filled, a notice will be placed on the Court's internet site.

This vacancy announcement was posted on April 26, 2016, and will remain open until filled. More than one candidate may be selected from this announcement.

The Office of the Circuit Executive is an Equal Opportunity Employer.
