



## VACANCY ANNOUNCEMENT

### UNITED STATES DISTRICT COURT WESTERN DISTRICT OF NEW YORK

Address: 100 State Street, Rochester, NY

Website: [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov)

**Position:** Pro Se Student Intern (Summer)

**Locations:** Buffalo or Rochester, New York



## Overview

The Pro Se Unit of United States District Court, Western District of New York, is accepting applications for a Student Intern. This is an excellent opportunity to develop legal research skills while gaining exposure to the federal government and personal experience in the Judiciary. Part-time/temporary schedule available.

## Representative Duties

- Performing legal research and assisting with updates to legal forms related to pro se prisoner litigation
- Preparing memos concerning relevant caselaw
- Observe civil and criminal court proceedings to develop a familiarity with the judicial process
- Perform other duties as assigned

## Qualifications:

Law student, or undergraduate student with interest in legal field

Strong research and writing skills

Ability to work efficiently and independently with moderate level of supervision

## How to Apply

Please submit a cover letter and resume by email to: [erin\\_tubbs@nywd.uscourts.gov](mailto:erin_tubbs@nywd.uscourts.gov)

## District Overview

The District's jurisdiction encompasses the 17 most western counties of Upstate New York, with courthouses located in Buffalo and Rochester. The District is comprised of 8 United States District Judges, 11 United States Magistrate Judges, and approximately 115 employees.

## **Qualification Requirements**

Candidates must have a high school diploma or equivalent, be at least 18 years of age, and be enrolled full time and in good standing at an accredited college or university. Candidates must be working towards a degree, preferably with a concentration in pre-law, criminal justice, business administration, finance, or a related discipline. Knowledge of basic computer skills, including proficiency in the Microsoft Office Suite of products, and knowledge of copy and scanning equipment is required. Successful candidates must be detail oriented, have excellent oral and written communication skills, be able to provide the highest level of customer service, lift and move heavy boxes, and demonstrate a professional and positive demeanor and appearance appropriate for a court environment.

## **Organizational Relationship**

This position is assigned to the Office of the Clerk, U.S. District Court, Western District of New York, and reports to the Operations Manager.

## **Benefits**

Benefits eligibility is dependent on employee work schedule, length of appointment, and hours worked. If the duration of the appointment is less than 90 days, sick leave is earned. If the appointment is extended to 90 days or more, annual leave is earned retroactively to the start of the appointment for each pay period in which a complete biweekly tour of duty is served. Click [HERE](#) to learn more about the Judiciary's benefits.

## **Background Investigation**

This is a sensitive position within the Judiciary. Employment will be considered provisional pending successful completion of an Office of Personnel Management background check, social media inquiry, and a favorable suitability determination.

## **Applicant Information**

Employees must adhere to a [Code of Conduct](#). The Court provides reasonable accommodations to applicants with disabilities. Veterans' preference is not a factor used in Judicial Branch appointments. Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed. Employees are required to use electronic funds transfer for payroll deposit.

***The United States District Court, Western District of New York is an Equal Opportunity Employer.***