



UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT

VACANCY ANNOUNCEMENT

Position Title:	Court Intern
Vacancy Number:	C-25/01
Position Information:	Part/Full-Time, Temporary
Location:	Philadelphia, PA
Classification/Salary:	CL-22/1-12 (\$17-\$19 per hour) <i>based upon qualifications and experience.</i>
Opening Date:	April 10, 2025
Closing Date:	Open until filled; priority given to applications received by May 2, 2025.

Position Overview

The Clerk's Office seeks a responsible, detail-oriented intern to assist in daily administrative duties. The intern should be able to work effectively in a team environment and demonstrate excellent customer service skills. This full-time (40 hours/week) or part-time (20-24 hours/week) position will start as soon as possible and last approximately three months. The in-office work schedule is flexible within the hours of 8:30 am to 5:00 pm. This is an excellent opportunity for students to gain professional experience while working for the federal judiciary. This position may be eligible for paid holidays. Multiple positions may be filled.

Duties and Responsibilities

- Scans documents to be uploaded to the Court's electronic filing system.
- Performs quality control on scanned documents.
- Downloads documents from other court or agency systems and transfers to other electronic media.
- Assists with pick up, opening, processing, and distributing incoming mail and packages.
- Processes outgoing mail and packages requiring special handling.
- Maintains shared email inboxes.
- Copies, files, and organizes documents.
- Assists with other special projects.

Minimum Qualifications

Qualified candidates must have a high school diploma or equivalent. Experience with office equipment such as copiers and scanners and familiarity with Adobe Acrobat and Microsoft Office is a plus.

Conditions of Employment

You must be a U.S. citizen or [eligible for employment in the United States](#). Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. The appointment is provisional and contingent upon the satisfactory completion of fingerprinting and an FBI background check. Direct deposit of pay is required.

How to Apply

Applicants must submit a **single PDF document** containing a cover letter and completed [AO-78, Application for Judicial Branch Federal Employment](#) to ca03_Court_Intern@ca3.uscourts.gov. The Court will only communicate with those qualified individuals who will be invited to interview. The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. The U.S. Court of Appeals is an Equal Opportunity Employer.