

# UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



## VACANCY ANNOUNCEMENT

June 1, 2026

Reference No.: FY 26-17

**Position Title:** HR Intern (Temporary Administrative Assistant)  
**Location:** Office of the Circuit Executive, New York, NY  
**Salary Range:** \$20 per hour  
**Closing Date:** June 19, 2026

The Office of the Circuit Executive seeks a highly organized and detail-oriented individual to assist Human Resources with daily administrative duties for the Summer of 2026.

**POSITION OVERVIEW:** Primary tasks will involve capturing fingerprints for background checks, issuing facility access cards, escorting visitors throughout the building, scanning extremely confidential files, reorganizing and renaming electronic files, and reviewing documents for accuracy. Assigned tasks may be adjusted to accommodate changes in workload and organizational needs. This position may require some standing, bending, and lifting of boxes. An applicant should be familiar with Adobe Acrobat, and comfortable working with computers and computer storage systems. The applicant will also perform other duties as assigned by the HR Director. An ideal candidate will understand the importance of safeguarding confidential records, maintaining professionalism and confidentiality at all times, preventing the unauthorized transmission of data, and communicating potential issues immediately.

**The start date for this position is late June or early July, and the duration of the assignment will last for 10-12 weeks.**

**REQUIRED QUALIFICATIONS:** The ideal applicant is highly motivated with a keen interest in human resources policies and procedures. The applicant should be exceptionally well-organized, innovative, and capable of applying information technology toward managing human resources data. The ability to understand and carry out instructions is required. This position requires a high school diploma or equivalent. However, we prefer the incumbent to have either: (1) one year of education beyond high school; (2) one year of general work experience, or the ability to acquire the knowledge and skills needed to perform the duties of the position. Applicants must be able to work (in person) 24 - 40 hours between Monday and Friday, 9:00 AM - 5:00 PM.

**CONDITIONS OF EMPLOYMENT:** Must be a U.S. citizen or lawful permanent resident 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 employees are subject to strict confidentiality requirements. The candidate selected for the position will be brought on provisionally pending the results of a background check. Direct deposit of pay is required.

**TO APPLY:** Please submit a cover letter and a resume **as a single PDF attachment** by email to [resumes@ca2.uscourts.gov](mailto:resumes@ca2.uscourts.gov), subject line: **FY26-17\_HR Intern**. **When saving your documents as one PDF, it is important to name the file using only your firstname\_lastname.** Incomplete applications will not be considered. Only candidates selected for an interview will be notified. No phone calls, please.

**THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY  
EMPLOYER.**