



United States Court of Appeals for the Sixth Circuit

APPELLATE CLERICAL INTERN

Cincinnati, OH Full-Time
\$15.84 per hour (CL 22/1)

About the Court

The Sixth Circuit offers a forward-thinking work environment with a team of dedicated professionals.

The United States Court of Appeals for the Sixth Circuit hears appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

About Cincinnati

The Cincinnati region is booming! Located on the banks of the Ohio River, we have old city charm with a contemporary vibe. We enjoy a diverse and energetic population who are transforming the area into **one of the top places to live in the country**. Explore our remarkable city at: cincinnati.chamber.com and check out our awards at cincyusa.com.

Position Summary

This is a part-time temporary position beginning in August 2024 and ending in December 2024, depending on the student's school calendar. The position may extend into the winter semester, ending May 2025.

The Appellate Clerical Intern performs various functions related to the administration and operations of the Clerk's Office. Duties include: provide general office support including scanning, filing, processing mail and packages and assisting with records management; sort, classify, create and process court documents; assist with case management functions; assist with entry of various case documents on the docket; assist with issuing mandates and closing cases; assist with calendaring duties; prepare form letters, notices, and other correspondence using templates and forms; perform research for case-related, operational, and administrative functions; and perform receptionist duties, greet visitors, answer and route incoming calls and voicemail.

Qualifications

Anticipates being enrolled in an accredited college or university program in junior or senior status. Possess the ability to work under varying time constraints, detail-oriented, excellent organizational and interpersonal skills, and exercise discretion in dealing with confidential information.

How to Apply

Submit a cover letter explaining your interest in working with the Sixth Circuit and how your experience relates to the position and a resume in one pdf to the Human Resources Office at: humanresources@ca6.uscourts.gov addressed to Director of Human Resources, United States Court of Appeals for the Sixth Circuit, 100 East Fifth Street, Cincinnati, Ohio 45202. To ensure consideration, applications must be received by March 1, 2024.

Conditions of Employment

Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Selectees are subject to a background check and are provisionally hired pending results of the background check. Employees are required to adhere to the [Judicial Code of Conduct for Judicial Employees](#). Employees are required to use Electronic Fund Transfer for payroll direct deposit. The Court reserves the right to modify the conditions of this announcement, or to withdraw the announcement for any reason notice. For citizenship requirements, visit www.uscourts.gov/careers.

The Court of Appeals values diversity and is committed to inclusion in the workplace. We encourage applications from all qualified individuals and seek a diverse pool of applicants. If a reasonable accommodation is needed during the recruitment process, please contact Human Resources at humanresources@ca6.uscourts.gov.