



UNITED STATES TAX COURT
WASHINGTON, DC

**Case Processing
Legal Student Intern**

Position:	Case Processing Legal Student Intern
Position Type:	Student Intern (Winter) This is a Temporary, at-will appointment in the Excepted Service
Positions:	More than one position may be filled from this announcement.
Opening Date:	December 16, 2024
Closing Date:	January 8, 2025
Salary Range:	GS-07/01 (\$26.80 per hour, 15 to 20 hours a week) Paid interns do not receive paid leave or other employee benefits.
Area of Consideration:	U.S. Citizens or Nationals
Location:	U.S. Tax Court, Washington, D.C. This is not a remote position.
Telework eligible:	As determined by Court policy

The United States Tax Court has an opening for a paid intern to assist in the processing and management of cases not yet assigned to a judicial officer. The internship will provide exposure to case processing procedures of the U.S. Tax Court, a federal court located in Washington, D.C. Intern will assist on projects and will consult with judicial officers, attorneys, and U.S. Tax Court staff. The internship will begin in January 2025 and last for a term of at least 60 days but not more than 89 days. The position will be located at the United States Tax Court courthouse, 400 Second Street, NW, Washington, D.C. 20217. Telework might be available after the initial training period depending upon the circumstances.

Ideal candidates should demonstrate academic achievement; exhibit qualities such as strong character and self-sufficiency; be proficient in Microsoft Office (including Excel and Teams); and be self-directed and able to work with limited supervision.

Additionally, applicants must:

- a. Be currently enrolled in law school;
- b. Have a 3.0 GPA or higher;
- c. Have an interest in working with the federal government, particularly in the area of federal taxation; and
- d. Be able to work 12-16 hours per week during the internship.

Conditions of Employment

- Applicants must be United States citizens or Nationals.
- All Court employees and volunteers are required to adhere to the Code of Conduct for US Tax Court Employees.
- Employees of the United States Tax Court serve under “excepted appointments” and are considered “at-will” employees, and, as such, may be terminated with or without cause.
- Those who are required must abide by Selective Service registration requirements.
- All applicant information is subject to verification.
- The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.

How to Apply

By 5:00 PM (ET) on the closing date of this announcement, send a cover letter and a resume along with a copy of your most recent undergraduate or graduate transcript to HumanResources@ustaxcourt.gov. The subject line of the email must include, “2025 ADC Internship”.

The United States Tax Court is an equal opportunity employer.