



# United States Court of Appeals for the Fourth Circuit Office of Circuit Mediation

## Business Analytics Intern

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**Announcement #:** 2018-OCM-BAI  
**Closing Date:** Open until filled. Applications will be reviewed upon receipt.

<b>Location:</b>	This is a home telework position.
<b>Grade/Salary:</b>	CL-25 (Steps 1-25) - Approximately \$19 to \$24 per hour based on the Rest of the US pay table. Salary is commensurate with qualifications in accordance with the U.S Courts Guidelines and may vary from the amount listed depending on the selected candidate's actual location.
<b>Appointment:</b>	Full-time/Temporary - This is a temporary position with an expected duration of approximately 6-8 weeks (may be extended) starting in June.

### Position Overview

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The Business Analytics Intern's primary responsibility is to collect, review, and analyze information and data related to court operations and prepare statistical reports.

**Duties include:** planning and designing studies of court data; gathering, analyzing, and evaluating research data; preparing and presenting reports, summaries, findings, and recommendations.

### Qualifications

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- One year of progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, procedures and practices of data collection, analysis, and reporting.
- Skill in research and data collection, analysis, and evaluation of statistics and data.
- Ability to establish facts, draw valid conclusions, discern trends, and provide recommendations.
- Skill in preparing statistical reports.
- Ability to work both independently and collaboratively.
- Excellent organizational and interpersonal skills as well as ability to exercise appropriate discretion in dealing with confidential information.

### Application Procedure

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Email (1) a **cover letter** detailing your qualifications and experience as they relate to the requirements of the position and (2) an **AO78–Application for Employment**, located at <http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment> to the HR Administrator at **ce04\_vacancy@ca4.uscourts.gov** in a single PDF document. Please include the title of the position in the subject line of the email. Receipt of applications will be acknowledged. Reimbursement for interview-related travel expenses is not provided.

### Conditions of Employment

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Applicants must be citizens of the United States or meet requirements under current law. Employees of the federal judiciary serve under “Excepted Appointments,” and are thus “at-will.” Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. The appointment to the position is provisional pending a suitability determination by the Court based on the results of a background check that includes fingerprinting. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. **The U.S. Court of Appeals for the Fourth Circuit is an Equal Opportunity Employer.**