

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA



COURT INTERN VACANCY ANNOUNCEMENT

Position Title:	Court Intern
Vacancy Number:	T17-01
Location:	Pensacola, Florida
Closing Date:	Open Until Filled
Salary Range:	CL 21 step 1 (\$395.62 per week for full time – 40 hours)

POSITION OVERVIEW

The position of Court Intern is a non-civil service **temporary** position located in the office of the Clerk of Court. The Court Intern position will assist with tasks related to court operations, administration, and automation. The Court Intern position is a temporary employment opportunity beginning November 1, 2016 and may expire on or before May 1, 2017. One or more positions may be filled in the Clerk's Office for the United States District Court, Pensacola Division.

REPRESENTATIVE DUTIES

- Receives, screens, copies, and routes correspondence and other materials to appropriate personnel; sorts, classifies, and files correspondence; prepares, scans, and delivers material as directed.
- Receives, screens, and refers telephone calls and visitors; answers routine inquiries and provides assistance while maintaining excellent customer service skills and upholding confidentiality requirements.
- Operates a variety of copying, mailing, scanning, and computer equipment.
- Assists with court ceremonies and performs other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

The candidate must have the ability to follow directions and use judgment based on the requirements of the position and the direction provided. This will often require setting priorities and addressing duties in accordance with those priorities. The complexity of the position requires the ability to handle multiple tasks, the ability to cope with distractions, and the ability to maintain confidentiality of information. Candidates must have excellent communication, interpersonal, and customer service skills. Skill in the use of automated systems and programs is required, and clerical or administrative experience is desired. Candidates must be 18 years of age or older and a legal resident of the United States. A high

school diploma with clerical experience or some college education is required. Candidates pursuing a degree in legal studies, criminal justice, public administration, or similar fields of study are preferred. Previous court experience is preferred.

EMPLOYMENT INFORMATION AND BENEFITS

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are "At Will" employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at www.flnd.uscourts.gov.

APPLICANT INFORMATION

Submit a cover letter stating the vacancy number and an AO-78 Application Form (available on our website: www.flnd.uscourts.gov) by **10:00 AM, October 31, 2016**, to:

Vacancy Announcement #T17-01
United States District Court
Northern District of Florida
111 N. Adams Street, Suite 322
Tallahassee, FL 32301

Applications may also be submitted via e-mail to Charmaine_Steiner@flnd.uscourts.gov or via fax to 850-521-3550. Applicants will be screened and **only the most qualified candidates will be invited for an interview**. Candidates will be subject to a background investigation. Mandatory electronic funds transfer of salary payments required.

The Court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER