

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA



COURT INTERN VACANCY ANNOUNCEMENT

Position Title: Court Jury Intern
Vacancy Number: T 25-08
Location: Tallahassee
Closing Date: Open Until Filled
Grade: CL 21, step 1 - 25
Salary Range: \$25,681 to \$41,765 Annually (Working Full Time)
Hourly pay rates: \$12.35 to \$20.08 Per Hour

POSITION OVERVIEW

The United States District Court, Northern District of Florida is now accepting applications for non-civil service **temporary** position of a court jury intern located in the office of the Clerk of Court. This is an excellent opportunity for individuals who are interested in learning about the federal court system, and who are self-motivated with strong attention to detail. The goal of the court entry level internship program is to develop tomorrow's judiciary employees through exposure, assignments, rotations, networking, training and mentoring as such the intern will be exposed to various opportunities within the federal judiciary district court. The court jury intern will assist with tasks related to court operations, administration, and automation. The position is a temporary employment opportunity. Start date is negotiable.

REPRESENTATIVE DUTIES

- Receives, screens, scans, and routes correspondence and other materials to appropriate personnel.
- Screens and refers telephone calls and visitors at the intake counter; answer routine inquiries and provides assistance while maintaining excellent customer services skills and upholding confidentiality requirements.
- Operates a variety of copying, mailing, scanning, and computer equipment.
- Sorting, classifying, copying, scanning, distributing, and filing court records to assist judicial, legal professional and/or administrative staff.
- Assists judicial, legal, business, professional and/or administrative staff with jury matters.

- Assists judicial, legal, business, professional and/or administrative staff in collecting, maintaining, and processing case information.
- Understands the basics of Microsoft Office and Adobe Acrobat.
- Assists with court ceremonies and performs other duties as assigned.

MINIMUM REQUIREMENTS AND QUALIFICATIONS

- Be a rising undergraduate, junior, senior, a recent graduate, or a law student enrolled in good standing, at an accredited college, university, or law school.
- 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.

PREFERRED QUALIFICATIONS

The ideal candidate can follow directions and use excellent judgment based on the requirements of the position and the instructions provided by court personnel. The person who accepts this position should be proficient at setting priorities and addressing job 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.

EMPLOYMENT INFORMATION

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 the [Code of Conduct for Judicial Employees](#), which is available to candidates for review on the Court's website at www.flnd.uscourts.gov.

ADDITIONAL APPLICANT INFORMATION

Qualified applicants should submit the following documents:

- A cover letter describing how your experience relates to the position;
- A resume detailing experience, education, and skills;
- An application for Judicial Employment **AO 78** found [here](#); and
- Reference letter from a professor or community leader.

By mail to: Vacancy Announcement # T 25-08
United States District Court
Northern District of Florida
One North Palafox Street
Pensacola, FL 32502

Applications may also be submitted electronically to Careers_FLND@flnd.uscourts.gov

This position is open until filled. Applicants will be screened and **only the most qualified candidates will be invited for an interview**. Candidates will be subject to a background check. 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