

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA



COURT INTERN VACANCY ANNOUNCEMENT

Position Title: Court Operations Intern
Vacancy Number: T 23-11
Location: Gainesville
Closing Date: Open Until Filled
Grade: CL 21, step 1 - 25
Salary Range: \$24,004 to \$30,015 annually, working full time.
Hourly pay rates: (\$11.54 to \$14.31) per hour

POSITION OVERVIEW

The United States District Court, Northern District of Florida is now accepting applications for non-civil service **temporary** positions 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 these internships 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 Intern position will assist with tasks related to court operations, administration, and automation. The court intern position is a **temporary** employment opportunity for the Fall of 2023. 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, professional and/or administrative staff with jury matters.
- Assists judicial, legal, professional and/or administrative staff in collecting, maintaining, and processing case information,
- Understands the basics of Microsoft Office and Adobe
- 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 candidate(s) should follow directions and use excellent judgment based on the requirements of the position and the instructions provided. This requires 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.

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 a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at www.flnd.uscourts.gov.

HOW TO SUBMIT YOUR APPLICATION

Qualified applicants should submit the following documents combined into one PDF via email to Andrea_Zern@flnd.uscourts.gov:

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

Applications can be submitted by mailing all required documents to the following address:

Vacancy Announcement # T23-11
United States District Court
Northern District of Florida
One North Palafox Street
Pensacola, FL 32502

ADDITIONAL APPLICANT INFORMATION

Preferred submission of application is via email to Andrea_Zern@flnd.uscourts.gov. 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. Preference will be given to complete applications submitted prior to September 15, 2023.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER