



UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
OFFICE OF THE CLERK
Tampa Division

VACANCY ANNOUNCEMENT
Student Intern (1-year commitment program)

CL 22 \$13.42 - \$16.64 hourly

Announcement Number: 20-16 **Position Closes:** Open Until Filled **Available:** June 8, 2020

Position Overview

The United States District Court, Middle District of Florida is accepting applications for a unique, one-year term as a Student Intern. The internship is an excellent opportunity for a student interested in learning about the Federal Court system. The goal of the internship is to develop tomorrow's judiciary employees through exposure, assignments, rotations, networking, training, and mentoring; the intern will be exposed to various career fields and opportunities within the federal judiciary. Open to rising junior or senior students enrolled full-time and in good standing at an accredited college.

Representative Duties

The Model Intern Diversity Pilot Program (MIDPP) is built on a foundation of diversity and innovation and exists to expose, develop, and place talented, underserved college students in the courts to prepare the students for future permanent employment opportunities.

This year-long internship will commence no earlier than June 8, 2020 and end no later than June 4, 2021. During the summer (June through August), the intern is limited to no more than 40 work hours per week. During the academic year (September through May), the intern is limited to 20 work hours per week.

The intern will function as a student trainee and the duties include:

- Working in chambers with a District Court Judge and a Magistrate Court Judge and attend a variety of types of hearings in civil and criminal cases to develop familiarity with the judicial process;
- Assisting judicial or court staff with jury matters;
- Assisting judicial or court staff in handling special events, such as naturalization ceremonies;
- Assisting judicial or court administrative staff in collecting, maintaining, and processing case information;
- Performing basic social science, historical, statistical, and other research to support judicial, legal, professional, or administrative staff;
- Organizing legal pleadings, briefs, motions, and letters for judicial, legal, professional, and/or administrative staff;
- Sorting, classifying, copying, distributing, and filing court records to assist judicial or administrative staff;
- Exposure to the Office of United States Attorney and Federal Public Defender operations; and
- Performing other duties as assigned.

Minimum Qualification Requirements

1. Be a rising junior or senior enrolled full-time, in good standing, at an accredited college.
2. Possess excellent communication and organizational skills.

Preferred Qualification Requirements

1. Preference will be given to first-generation college students and those demonstrating:
 - a. self-direction and ability to work with limited supervision;
 - b. appreciation for the value of diversity and inclusion in the workplace;
 - c. organization and planning skills;
 - d. effective project coordination, facilitation, and implementation based on past work or school experience.
2. Degree or emphasis in one of these disciplines: pre-law, political science, history, English, business administration, finance, or related discipline.

Information for Applicants

To apply:

- Submit an application through <https://www.governmentjobs.com/careers/flmd>
- Attach your cover letter describing how your experience relates to the position and if you are a first generation college student, a resume detailing experience, education and skills, an essay, no more than 300-words, describing the importance of diversity in the U.S. Courts, unofficial school transcript, and one to three reference letters with at least one from a Professor or Community Leader as one PDF document named "last name, first name" (e.g. Smith, John)

Due to the number of resumes received, only applicants selected for interviews will be contacted.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

Applicants must be U.S. citizen or eligible to work in the United States
Employees must use the Electronic Fund Transfer (EFT) for payroll deposit
The selected candidate will be subject to a background check as a condition of employment

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population over twelve million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office provides clerical and administrative support to all areas of the federal judicial administrative process.