

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

VACANCY ANNOUNCEMENT

Student Intern

CL 22/1 – Approximately \$13 per hour

Announcement No. 19-49 **Position Closes:** open until filled **Available:** Fall 2019

The internship is available in the Fall 2019 for a 6 month term. The intern will work a total of approximately 380 hours. The supervisor and intern will establish a mutually agreeable work schedule.

Position Summary

The Middle District of Florida will select a college student to work as a paid intern. The internship will be mutually beneficial for the Court and the intern. The intern will be located in the Tampa Division Clerk's Office and will complete tasks and projects assigned by the Tampa supervisor. A mentor judge will regularly schedule meetings with the intern, allow the intern to observe courtroom proceedings, and explain the progression of a case.

Representative Duties

The intern is expected to be prompt and professional. The following is an illustrative list of tasks and projects:

- Assist the jury department by checking-in jurors and preparing paperwork;
- Assist the jury department with the Master Jury Wheel by opening, sorting, and scanning questionnaires;
- Assist the Clerk's Office with filing and scanning documents;
- Use CM/ECF to find case numbers for documents received in the mail without citation;
- Assist the Clerk's Office with the archive project by labeling and packing boxes for storage or disposal;
- Learn to docket simple entries in CM/ECF;
- Perform tasks in chambers as required by the mentor judge;
- Assist with preparations for Court educational outreach events;
- Attend court proceedings to develop familiarity with the judicial process;
- Shadow district court staff and staff from other court agencies;
- Assist with Naturalization Ceremonies;
- Perform basic research in support of court operations and administration;
- Perform other duties as assigned.

Minimum Qualification Requirements

The intern must be enrolled full-time in good standing at an accredited college, working toward a degree (preferably with a concentration in pre-law, political science, history, English, business administration, finance, or related discipline). The intern must submit one reference from a professor (in the intern's area of concentration) confirming the intern is of good character. Experience with Microsoft Word and Adobe Acrobat is desirable.

To Apply:

- Email a cover letter, resume, most recent transcript, and one reference from a professor (in the intern's area of concentration) confirming the intern is of good character together as one single PDF document to resume_orl@flmd.uscourts.gov;
- The PDF application file name MUST be "last name, first name" (e.g. Smith, John);
- The email subject line MUST state "attention 19-49."

Only applicants selected for interviews will be contacted.

Information for Applicants:

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

- Applicants must be U.S. citizen or eligible to work in the United States;
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit;
- The selected candidate will be subject to a background check as a condition of employment;
- Employees of the United States Courts serve under excepted appointments and are considered "at will" employees;
- The Clerk's Office is headquartered in Orlando, with full time divisional offices in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida.