



U. S. District Court
Northern District of Ohio
801 West Superior Avenue
Cleveland, Ohio 44113

Benefits:

Federal Benefits Include:

- Paid Annual Leave
- Paid Sick Leave
- Paid Holidays
- Transit subsidy
- Fitness Center

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

MIDPP STUDENT INTERN

VACANCY #23-03

LOCATION: Cleveland, Ohio

REPORTS TO: HR Director

CLASSIFICATION: CL 22

PAY RANGE: \$15.14- \$18.93/ per hour

POSTED: January 11, 2023

AREA OF CONSIDERATION: All qualified applicants

CLOSING DATE: Open until filled with first consideration given to submissions received by February 10, 2023.

Position Overview

The U. S. District Court for the Northern District of Ohio is accepting applications for a one-year term student internship as part of the Model Intern Diversity Pilot Program offered through the Administrative Office of the United States Courts. This program is built on a foundation of diversity and innovation and exists to expose, develop and place talented and underserved undergraduate students in paid internships in federal courts around the country, and prepares them for future employment opportunities within the federal judiciary.

This unique and year-long internship is being offered to rising junior and senior undergraduate students and will be headquartered at the Carl B. Stokes U.S. Court House in Cleveland, Ohio. The incumbent will work full-time (no more than 40 hours/week) during the summer semester, and part-time (no more than 20-hours/week) during the Fall and Spring Semesters. The incumbent will work directly with federal judicial officers, court unit executives, federal practitioners, law enforcement officers and other court-system professionals performing or assisting in the performance of a variety of judicial, legal, and/or administrative functions within the federal judiciary.

Duties and Responsibilities:

The intern will function as a student trainee and his/her duties will include:

- Observing a wide variety of court proceedings in civil and criminal matters to develop a familiarity with the judicial process.
- Shadowing judicial officers, judicial chambers personnel, U.S. Pretrial and Probation Officers, Clerk's Office personnel, and other court-system professionals to develop an understanding of the federal judiciary.
- Working cooperatively with members of the judicial chambers to effectively support judges in fulfilling their judicial responsibilities.
- Assisting judicial, legal, professional and/or administrative staff with jury matters, special events, and collecting/processing case information.

VA 23-03 Student Intern

Conditions of Employment:

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check with law enforcement agencies.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

The U. S. District Court for the Northern District of Ohio is an Equal Opportunity Employer.

- Performing basic legal, social science, historical or other research to support judicial, legal, professional, and/or administrative staff.
- Collecting, organizing, and summarizing statistical or accounting data on case processing, budgetary, workload, and other court related issues for judicial, legal, professional, and/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, legal, professional, and/or administrative staff.
- Performing other duties as assigned.

Qualifications (Must be met at the time of application):

- Must be a junior or senior during the 2023-2024 academic year and currently enrolled full-time and in good standing at an accredited college or university.
- The candidate must be working toward a degree, preferably with a concentration in pre-law, criminal justice, business administration, finance, or related discipline.
- Strong academic record.
- Good organizational and planning skills.
- Good communication skills.
- An appreciation for diversity and inclusion in the workplace.

Application Instructions:

Qualified applicants must submit ONE pdf document containing the following:

- 1) A cover letter. In your cover letter please answer the following questions: Why are you interested in this internship and what experience do you hope to gain?
- 2) A resume
- 3) Current college transcript.
- 4) Three (3) references with at least one (1) reference from a college professor.
- 5) A completed and signed Application for Judicial Branch Federal Employment (AO78) which can be found here:

<https://www.ohnd.uscourts.gov/careers>

INCOMPLETE applications will NOT be considered.

Submissions must be made via email to: Apply@OHND.uscourts.gov. The subject line for your application submission must read:

Student Intern VA 23-03

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected to interview must travel at their own expense and relocation expenses will not be reimbursed. Funding for housing will NOT be provided and will be the responsibility of the intern throughout the internship.