



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

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

# U. S. DISTRICT COURT NORTHERN DISTRICT OF OHIO

## Student Intern - Finance

**VACANCY #23- 05**

**LOCATION:** Cleveland

**REPORTS TO:** Financial Supervisor

**STATUS:** Part Time

**CLASSIFICATION:** CL 21

**POSTED:** February 28, 2023

**SALARY RANGE:** \$14.06- 15.95/hour

**CLOSING DATE:** Open Until Filled.

### Position Overview

The Student Intern - Finance is an operational court support position. The Student Intern provides technical, administrative, and clerical support to the finance and procurement staff. The Student Intern will work a minimum of 30 hours per week. This temporary appointment will commence as early as May 1, 2023 and may be terminated at any time but not later than September 30, 2023. (This temporary appointment may be extended 120 days without further advertisement.)

### Duties and Responsibilities:

- Assists finance and procurement staff with audit procedures and conducting research.
- Assists finance and procurement staff with cleanup of files.
- Assists the finance and procurement staff with administrative duties including scanning, filing, and shredding documents.
- Assists with data entry and preparing/processing forms and documents, ensuring consistency and accuracy.
- Assists with management of finance and procurement inboxes.
- Assists staff with production and distribution of reports.
- Provides overpayment research assistance; assists staff to obtain letters from FLU and save with case reports and judgements.
- Performs other duties as assigned.

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

#### Required Experience/Education

To qualify, the incumbent must be a high school graduate or equivalent.

Student Intern - Finance  
(VA 23- 05)

How to Apply:

Applicants must submit ONE PDF document containing the following to

[Apply@OHND.uscourts.gov](mailto:Apply@OHND.uscourts.gov)

- Cover Letter (include VA 23- 05 in Subject of Email)
- Resume
- Three professional references with contact information
- Copy of college transcripts
- Application for Federal Judicial Employment found at:

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

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.

Starting salary commensurate with work experience, education, prior/present day pay history and previous Federal Court experience.

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**Preferred Education/Skills**

- Currently enrolled undergraduate or graduate student in an accredited program and must have a cumulative grade point average of 2.50 or higher.
- Knowledge and proficiency in the use of Microsoft Office products
- Excellent written and communication skills
- Excellent organizational skills and attention to detail.
- Exercise mature judgement and ability to maintain strict confidentiality

**Conditions of Employment:**

- Applicants must be U. S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background investigation with law enforcement agencies including fingerprint, criminal, financial and employment records check.
- Employment is considered provisional until the background check is successfully completed.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judicial Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will" employees.
- Employees are required to use direct deposit for payroll.
- The organization reserves the right to assign/reassign and employee to any location within the District based on the needs of the organization.

