



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 – Operations/Jury

LOCATION: Cleveland

REPORTS TO: Operations 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 is an operational court support position. This position provides technical, administrative, and clerical support to the Operations and Jury 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 staff with data entry tasks.
- Assists in preparing and processing forms and documents, ensuring consistency and accuracy among court supplied documents.
- Performs back-up clerical duties which may include incoming/outgoing mail, scanning and document delivery as required.
- Assists court staff in providing exceptional customer services and answers to customer inquiries regarding court procedures.
- Assists court staff with audits and data quality tasks.
- Assist in the preparation and distribution of reports.
- Provides ECRO (Electronic Court Recording Operator) support.
- Assists with Naturalization tasks and ceremonies.
- Assists with basic jury tasks which may include juror check-in, processing exit questionnaires, and preparing attendance certificates.
- Utilizes various computer programs to obtain case information and track the movement of files.
- Perform other duties as assigned.

Student Intern –
Operations/Jury
(VA 23- 08)

How to Apply:

Applicants must submit ONE PDF document containing the following to

Apply@OHND.uscourts.gov

- Cover Letter (include VA 23- 08 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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Qualifications (Must be met at the time of application)

Required Experience/Education

To qualify, the incumbent must be a high school graduate or equivalent. Currently enrolled undergraduate or graduate student in an accredited program and must have a cumulative grade point average of 2.50 or higher.

Preferred Education/Skills

- 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.



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