

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS**

Position: Student Intern (2 positions)

Announcement Number: 2018-23

Location: Tyler, Texas

Grade Range: CL 22

Salary Range: \$21,271 - \$34,561

(\$10.23 - \$16.62 hourly)

Depending on qualifications



U.S. District Court, EDTX

Human Resources

211 W. Ferguson Street

Tyler, Texas 75702

Opening Date: December 18, 2018

Closing Date: Open until filled

NOTICE OF VACANCY

The United States District Court for the Eastern District of Texas is a public service-oriented organization focused on providing exceptional customer service to the court, members of the legal community and the general public. Currently, we are seeking an innovative and experienced individual to serve as a **Student Intern** for the U.S. District Court. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler.

This is an excellent opportunity for students to gain professional experience while working for the federal judiciary.

POSITION OVERVIEW AND DUTIES:

The part-time (20 hours a week) student internships are located in the Clerk's Office at the U.S. District Court. The incumbents will provide a wide range of services to the Clerk's Office. This temporary internship opportunity will begin in February 2019 and extend for six to twelve months. Students will be assigned to provide administrative support to various departments of the Clerk's Office for the duration of the internship including Space and Facilities, Finance, Human Resources, Operations and Information Technology. Representative duties include:

- Maintain and file documents in various departments, escort contractors, take inventory of supplies and provide supplies to internal customers, assist internal customers with GSA request tickets, assist with basic maintenance of office equipment, complete data entry tasks, schedule and coordinate interviews, assist with new hire orientations, lift and move boxes up to 50 lbs.
- Scan and file juror questionnaires, prepare questionnaires for mailing to perspective jurors, assist with the check-in of jurors.
- Assist internal and external customers with basic requests and inquiries, prepare records for shipment to the Federal Records Center.
- Answer and log calls received by the help desk application support, website support, develop test scripts, troubleshoot and resolve help desk inquiries, provide PC support and maintenance.
- Other clerical duties as assigned.

MANDATORY QUALIFICATIONS:

- High school diploma or equivalent required.
- At least 18 years of age and be currently enrolled in an accredited undergraduate program.
- Basic computer skills, including proficiency in the Microsoft Office Suite of products and knowledge of office equipment.
- Detail oriented and excellent oral and written communication skills.
- Solid time management and critical thinking skills.
- Professional and positive demeanor and appearance appropriate for a court environment.
- Ability to maintain confidentiality, demonstrate sound judgment, handle sensitive information and exercise discretion at all times.
- Excellent customer service.
- Good judgement, even temperament, integrity, trustworthiness and strong character.

BENEFITS AND HIRING POLICIES:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under “Excepted Appointment” and are considered “at-will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees. These benefits include paid holidays and annual/sick leave accrual. See the United States Courts website for an overview of [Federal Judiciary benefits](#).

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

HOW TO APPLY:

Qualified applicants should send a cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application and a resume. The cover letter should be addressed to:

Jeanette Knight, Human Resources Manager
William M. Steger Federal Building and United States Courthouse
211 West Ferguson Street, Room 106
Tyler, Texas 75702

An application form can be obtained on our web page at: www.txed.uscourts.gov. All documents should be submitted as a single pdf with the reference number (2018-23) in the subject line via e-mail to: hr@txed.uscourts.gov.

Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Skill and knowledge testing may be administered to candidates that progress beyond the initial interview process. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer.