

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Student Intern

POSITION TYPE: Part-Time or Full-Time Temporary, Excepted Service

ANNOUNCEMENT #: #24-06

LOCATION: Boston, MA

CLASSIFICATION LEVEL: CL 22 (\$17.18/hr - \$21.49/hr)

OPENS: March 8, 2024

CLOSES: April 5, 2024

The Clerk's Office for the U.S. District Court for the District of Massachusetts is currently accepting applications for full-time and part-time summer student intern positions. The term of the appointments is expected to commence by late May/early June and conclude at or toward the end of August/early September. Extension of the appointments, either on a full or part time basis, is possible.

Position Overview

The incumbent may be asked to perform a variety of duties, depending on placement, which may include, but not be limited to: reviewing and cataloging both criminal and civil case files to be packaged and sent to the National Archives, monitoring courtroom technology equipment during large trials, assisting with a variety of administrative duties within the customer service area, including filing, scanning, copying, data entry and mail sorting/delivery; providing support to the jury staff with large mailings and with juror processing; assisting with special projects in other areas of the office, as needed. Positions are available in operations, IT, HR and Finance.

Qualifications:

Applicants for this position must be able to deal effectively with the Judges of the District Court, managers, coworkers and the public. The individual selected must understand and abide by the rules, policies and regulations of the Court. He or she must possess the ability to function to some extent as a replacement worker for other workers in leave status. General computer and word processing skills, including a working proficiency in Microsoft Office products, are required. A team attitude, attention to detail and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. Professional approach and attire are required at all times.

Education

To qualify, a person must be a high school graduate or equivalent, some college preferred.

FBI Background Investigation

Applicants considered for this position will undergo a Federal Bureau of Investigation (FBI) background investigation defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database to determine if there is an arrest record on the individual.

Hours

Monday to Friday, 8:30 AM to 5:00 PM. Some flexibility in start and end times, as approved by the Clerk of Court and management staff, may be available.

How To Apply:

Consideration will only be given to those that apply through the court's online applicant tracking system. To view openings and to apply, visit our applicant tracking system at <https://forms.mad.uscourts.gov/recruitment/>

Applicants must submit the following:

1. A cover letter of interest.
2. A current resume
3. A completed AO-78, Application for Judicial Branch Federal Employment (submitted via applicant system).

Information For Applicants:

The District of Massachusetts is an equal opportunity employer that is committed to a diversified workforce. Employees of the U.S. District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be a United States Citizen or permanently eligible to work in the United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview. Applicants invited for a personal interview will be subject to a criminal record check with law enforcement agencies.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

NO FAXES OR EMAIL PLEASE