

**UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS**

**NOTICE OF VACANCY**



**POSITION TITLE:** Summer Student IT Intern

**POSITION TYPE:** Full-Time Temporary (FTT), Excepted Service

**ANNOUNCEMENT #:** #16-03

**LOCATION:** Boston, Massachusetts

**CLASSIFICATION LEVEL:** CL 21/1 (10.83/hour, plus)\*  
\* Starting salary rate depending on experience and skills

**OPENS:** May 9, 2016      **CLOSES:** Open Until Filled

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The Clerk's Office for the U.S. District Court for the District of Massachusetts is currently accepting applications for a full-time or part-time summer student intern for the IT team. The appointment is expected to commence in early to mid June, and conclude at or toward the end of August or September 2016, as needed .

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**Position Overview**

The incumbent may be asked to perform a variety of duties, depending on the needs of the office, which may include, but not be limited to: assisting the IT team with PC administration, Help Desk calls, and network support, as well as assisting with special projects for the unit, as needed.

**Qualifications**

Applicants for this position must be able to deal effectively with the Judges of the District Court, co-workers and the public. The student selected must understand and abide by the rules, policies and regulations of the Court. He or she must possess the ability to function as a replacement worker for other workers in leave status. Applicants must have a familiarity with hardware and software programs and a general knowledge of routine office work and personal computing, including use of office equipment and standard office software applications.

It is important for the individual performing these duties to have the necessary skills to organize his/her own work, be able to follow instructions, multi-task and seek assistance when appropriate. Knowledge of software and keyboarding for word processing, data entry, email and computers, as well as skill in using standard office equipment (telephones, copiers, fax machines, scanners, etc.), keyboarding, typing and data entry are critical.

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 or businesslike approach and attire are required at all times. Commitment to public service. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

### **Education**

To qualify, the student must be a high school graduate or equivalent, with some college preferred, especially in programs directly related to the work of the position.

### **FBI Background Investigation**

As a condition of employment, the selected candidate must successfully complete 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.

### **Benefits**

A generous benefits package is available and includes the following:

- Paid federal holidays
- Paid sick leave

Plus, for appointments of at least 90 days:

- Paid annual leave

AND when scheduled to work at least 130 hours per month:

- Health benefits under the Federal Employees' Health Benefits Program (FEHB)

### **Hours**

Hours of operation are 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 Chief Information Officer. Additional hours, as needed.

### **How To Apply**

Submit all of the following documents: (1) a cover letter indicating why you are interested in being considered and for the position; (2) a current resume; and (3) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09)) to:

**United States District Court**  
**Attn: Human Resources**  
**Summer Student IT Intern- #16-03**  
**John Joseph Moakley U.S. Courthouse**  
**1 Courthouse Way, Suite 2300**  
**Boston, MA 02210**

\*Application forms (AO-78) are available on our website in fillable format at [www.mad.uscourts.gov](http://www.mad.uscourts.gov). **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Applications will also be accepted by e-mail: [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov)

Note: If you apply by e-mail, please make certain the code **HR Mail, Vacancy #16-03, Summer Student IT Intern** appears in the subject line of your e-mail correspondence to [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov).

### **Information for Applicants**

Employees of the United States 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. **Applicant must be a United States Citizen or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.** The United States District Court is a part of the Judicial Branch of the United States government, and therefore is 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. The Federal Financial Management Reform Act requires direct deposit of federal wages.

**Due to the expected high volume of applicants for this position, the U.S. District Court for the District of Massachusetts will only make contact with those qualified individuals who will be invited for an interview.**

**NO FAXES PLEASE**

**EQUAL OPPORTUNITY EMPLOYER**