VACANCY ANNOUNCEMENT NO. 21-02

United States District Court for the Northern Mariana Islands

Student Intern (part-time, one-year term, paid internship)

Location: SAIPAN, Northern Mariana Islands (CNMI)

Pay grade: CL-22 Step 1 = $15.26/hour (includes COLA)

Opening Date: April 20, 2021 ● Applications received by April 30, 2021 will be given priority.

Position Overview:

The United States District Court is accepting applications for a one-year part-time student internship as part of the United States Courts *Model Intern Diversity Program,* to expose, develop and place talented, underserved youth in the courts and prepare them for future permanent employment opportunities while training them to be champions of diversity and inclusion. This year-long internship is available to an undergraduate college student. The Student Intern will work directly with the Chief Judge, the Magistrate Judge/Clerk of Court, and other court-system professionals performing or assisting in judicial and administrative functions within the federal judiciary. Complete position description is available at https://www.nmid.uscourts.gov

Position Duties and Responsibilities:

- Observing a wide variety of court proceedings in civil, criminal, and bankruptcy matters.
- Shadowing judicial officers, judicial chambers personnel, clerk's office personnel, and other court-system professionals to develop an understanding of the federal judiciary.
- Assisting judicial, professional, and/or administrative staff with jury matters and special events, such as naturalization ceremonies, and community outreach events.
- Assisting in collecting, organizing, and summarizing statistical, accounting, or mathematical data on case processing, budgetary, workload, and other court-related issues to support judicial, professional, and/or administrative staff.
- Assisting with maintaining, organizing and processing case documents, including legal pleadings and court orders to provide a complete account of active court cases.
- Performing basic legal and other research.
- Performing other duties as assigned.

Minimum Qualifications and Preferred Qualifications:

Candidates must be enrolled full-time as a Fall 2021 junior or senior year in a four-year college degree program, and have strong academic achievement, good character, self-sufficiency under challenging circumstances, solid organizational and planning skills, and demonstrate an appreciation for the value of diversity and inclusion in the workplace. Additional preference will be afforded to first generation college students.

Citizenship Requirement:

Applicants must be a U.S. citizen or eligible to work in the U.S.

Notice to Applicants:

Excepted service appointments are "at will" and may be terminated by either the court or the employee at any time for any reason. Selectees are hired provisionally pending results of a criminal background check. Employees are subject to the Judicial Code of Conduct. Direct deposit of pay is required.

Application Procedure:

Each applicant is required to submit a Cover Letter, Resume, and an AO-78 application form. AO-78 forms are on the Internet at: **Error! Hyperlink reference not valid.**or may be picked up at the U.S. District Court. Position is open until filled; applications received by April 30, 2021 will be given priority.

We prefer you to email signed applications to:

HR@nmid.uscourts.gov

Or, you may deliver signed applications to:

Clerk of Court
U.S. District Court for the Northern Mariana Islands
P.O. Box 500687, Saipan MP 96950
(Located on Gualo Rai Road, Gualo Rai, Saipan.)

The United States District Court is an Equal Opportunity Employer.