Position Description

Job Title: **Student Intern (CL-22)**

Job Summary

This is an entry level operational court support position. Incumbent will perform various functions in supporting court operations, including maintaining, organizing and processing case information. Incumbent also assists clerks with customer service, cashier intake, shelving of law library materials, and review and image scanning of civil, criminal, and bankruptcy documents which are the official record of the Court. Performs other support duties as assigned.

Education

Must be a Fall 2021 full-time college junior or senior enrolled in an accredited college or university.

Representative Duties

The Intern will function as a student trainee and the duties will include:

- Shadowing various court personnel and attending court hearings in civil, bankruptcy, and criminal cases to develop an understanding of the Federal court system and its legal, administrative, and technical processes;
- Assisting judicial, professional and/or administrative staff with jury matters, and special events such as naturalization ceremonies and community outreach events;
- Assisting in collecting, maintaining, organizing and processing case information, including legal pleadings and court orders;
- Undertaking basic paralegal training;
- Assists in collecting, organizing, and summarizing statistical, accounting, or mathematical data on case processing, budgetary, workload, and other court-related issues for judicial, professional, and/or administrative staff; and
- Performing other duties as assigned.

Factor 1 – Required Competencies (Knowledge, Skills, and Abilities)

- Ability to learn to apply the court's policies, procedures, practices, and guidelines.
- Ability to perform a wide variety of administrative and technical tasks.
- Ability to follow documented instructions with strong attention to detail.
- Development of analytical, problem solving and critical thinking skills.
- Skill in organizing and presenting information.
- Skill in organizing own work and multitasking.
- Works effectively within a team environment and the ability to work with people from varied backgrounds who have multiple and different interaction styles.
- Shows willingness to learn and demonstrates personal accountability.
- Must have a positive attitude and be flexible in accepting new tasks.

Judgment and Ethics

- Knowledge of and compliance with the Code of Conduct for Judicial Employees.
- Ability to consistently demonstrate sound ethics and judgment, including discretion with regard to confidential information.

Written and Oral Communication

The Student Intern will develop skills in written and oral communication with all levels of employees including senior management.

Information Technology

Ability to use computers for data entry, word processing, and email. The Student Intern will develop proficiency with Microsoft Office software including Microsoft Outlook, Word, Powerpoint and Excel.

Factor 2 – Primary Job Focus and Scope

The primary focus of the job is to provide administrative, and technical assistance by maintaining, organizing and processing court case documents, and undertaking introductory paralegal training.

Factor 3 – Complexity and Decision Making

The tasks performed are usually straightforward. While most aspects of the position are standard, some aspects present challenges and skill in handling a variety of persons, problems and subject areas. Decision making is based on well-defined policies, standards, and procedures, with unusual situations being referred to a more senior-level staff person or operations supervisor. Judgment is exercised when planning the work, setting priorities, and maintaining confidentiality.

Factor 4A – Interactions with Judiciary Contacts

The primary judiciary contacts are the Clerk of Court and Clerk's office staff for court operational and administrative work. The Student Intern will also interact with the Chief Judge, Magistrate Judge, and Chambers Staff during introductory paralegal training.

Factor 4B – Interactions with External Contacts

External contacts are infrequent but may include attorneys and the general public while shadowing court staff for the purpose of exchanging information and providing basic customer service and assistance.

Factor 5 – Work Environment and Physical Demands

Work is performed in an office setting and may occur at off-site meeting locations. Some lifting and handling of books or equipment is required. Physical accommodation will be considered.