

Position Description

Job Title: Student Intern (CL-22)

Job Summary

The Student Intern undertakes a variety of assignments and job-shadowing at the District Court. The purpose is to expose the Student Intern to many legal and administrative functions of the District Court. The Student Intern works directly with the Chief Judge, the Magistrate Judge/Clerk of Court, and court administrative professionals.

Education

Must be a junior or senior during the 2025-2026 college or university academic year and currently enrolled full-time in an accredited four-year degree program.

Representative Duties

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

- Observe and assist courtroom proceedings in civil, criminal, and bankruptcy matters to expand knowledge with case administration;
- Job shadowing judicial officers, judicial chambers personnel, clerk's office personnel, and other court-system professionals to develop an understanding of the federal judiciary;
- Assist judicial and administrative staff with jury matters and special events, such as naturalization ceremonies, and community outreach events;
- Assist with maintaining, organizing and processing case documents, including legal pleadings and court orders to provide a complete account of active court cases;
- Assist 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;
- Performing basic legal and other research;
- 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, assist in finance and human resource department, 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.