

VACANCY ANNOUNCEMENT NO. 25-01
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 = \$17.35/hour (includes COLA)

Opening Date: April 21, 2025 - Applications received by April 30, 2025, will be given priority.

POSITION OVERVIEW:

The United States District Court is accepting applications for a part-time, one-year term student internship as part of the Model Intern Program (MIP) offered through the Administrative Office of the United States Courts. The MIP was established to expand applicant pools and increase access to opportunities within the Judiciary by fostering excellence and values the unique perspective within the Judiciary and the communities it serves. The program is designed to address barriers to opportunity unrelated to merit or qualifications, and ensure a chance to pursue opportunities based on their skills and abilities.

The internship begins on June 16, 2025, and concludes by May 30, 2026. The Selectee 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 court.

POSITION DUTIES AND RESPONSIBILITIES:

- 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.

MINIMUM AND PREFERRED QUALIFICATIONS:

Candidate must be a junior or senior during the 2025-2026 academic year and currently enrolled full-time in an accredited four-year college degree program. Candidate should have strong academic achievement, good character, self-sufficiency under challenging circumstances, and solid organizational and planning skills.

CONDITIONS OF EMPLOYMENT:

Candidate must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments and are "at will" employees and may be terminated by either the court or the employee at any time for any reason. Selectees are hired provisionally pending a successful criminal background check, are subject to the Judicial Code of Conduct, and direct deposit of pay is required.

APPLICATION PROCEDURE:

Qualified candidates must submit a Cover Letter, Resume, and an AO-78 form. AO-78 forms and a complete position description is available on our website at: <https://www.nmid.uscourts.gov/employment-opportunities>.

Position is open until filled; applications received by April 30, 2025, will be given priority. **Due to the volume of applications the court expects to receive, the Court intends to only communicate with applicants who will be interviewed.**

We prefer you to email signed applications as a single PDF file to: HR@nmid.uscourts.gov