

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA



VACANCY ANNOUNCEMENT
COURT FINANCE AND JURY INTERN

Position Title: Court Finance and Jury Intern
Vacancy Number: T 24-09
Location: Tallahassee, Florida
Closing Date: Open Until Filled
Grade: CL 21, step 1 - 61
Salary Range: \$25,204 to \$40,975 annually, working full time.
Hourly pay rates: \$12.11 to \$19.70 per hour

POSITION OVERVIEW

The United States District Court, Northern District of Florida is now accepting applications for non-civil service **temporary** position located in the office of the Clerk of Court. This is an excellent opportunity for individuals who are interested in learning about the Federal Court system, and who are self-motivated with strong attention to detail. The goal of these internships is to develop tomorrow's judiciary employees through exposure, assignments, rotations, networking, training, and mentoring and provide exposure to various opportunities within the federal judiciary district court. The Court Finance and Jury Intern will assist with tasks related to court operations, administration, and automation. The position is a **temporary employment opportunity**.

REPRESENTATIVE DUTIES

- Receives, screens, scans, and routes correspondence and other materials to appropriate personnel
- Screens and refers telephone calls and in-person visitors at the intake counter; answer routine inquiries and provide assistance while maintaining excellent customer service skills and upholding confidentiality requirements
- Operates a variety of copying, mailing, scanning, and computer equipment using Microsoft Outlook, Excel, and judiciary systems.
- Sorting, classifying, copying, scanning, distributing, and filing court records to assist judicial, legal professional, and/or administrative staff
- Assists judicial, legal, professional, and/or administrative staff with jury matters
- Assists judicial, legal, professional, and/or administrative staff in collecting, maintaining, and processing case information
- Assists with court ceremonies and performs other duties as assigned.

MINIMUM REQUIREMENTS AND QUALIFICATIONS

- Be a rising undergraduate, junior, senior, a recent graduate, or a law student enrolled in good standing, at an accredited college, university, or law school.
- Candidates must be 18 years of age or older and a legal resident of the United States.
- A high school diploma with clerical experience or some college education is required.
- Familiarity in using electronic calendars, Microsoft Office programs, including excel, and Adobe Acrobat.

PREFERRED QUALIFICATIONS

The candidate should follow directions and use excellent judgment based on the requirements of the position and the instructions provided. This requires setting priorities and addressing duties in accordance with those priorities. The complexity of the position requires the ability to handle multiple tasks, the ability to cope with distractions, and the ability to maintain confidentiality of information. Candidates should have excellent communication, interpersonal, and customer service skills. Progressively responsible clerical or administrative experience requiring the application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of automated software and equipment for word processing, data entry, and/or report generation is preferred.

EMPLOYMENT INFORMATION

Judiciary employees serve under excepted appointments (not civil service). Employees of the United States District Court are "at will" employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at www.flnd.uscourts.gov.

HOW TO SUBMIT YOUR APPLICATION

Qualified applicants should submit the following documents:

- A cover letter describing how your experience relates to the position;
- A resume detailing experience, education, and skills;
- An application for Judicial Employment **AO 78** found [here](#); and
- Reference letter from a professor or community leader.

By mail to: Vacancy Announcement # 24-09
United States District Court
Northern District of Florida
One North Palafox Street
Pensacola, FL 32502

Or by email to: careers_flnd@flnd.uscourts.gov ([Careers flnd@flnd.uscourts.gov](mailto:Careers_flnd@flnd.uscourts.gov))

ADDITIONAL APPLICANT INFORMATION

Applicants will be screened and **only the most qualified candidates will be invited for an interview**. Candidates will be subject to a background check. Mandatory electronic funds transfer of salary payments required.

The Court reserves the right to change or withdraw this vacancy announcement at any time without notification to applicants.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER