

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF FLORIDA



VACANCY ANNOUNCEMENT Court Operations Intern

Position Title:	Court Operations Intern
Vacancy Number:	T 25-02
Location:	Pensacola, Florida
Closing Date:	Open Until Filled
Grade:	CL 21, step 1 - 61
Salary Range:	\$25,681 to \$41,765 Annually (Working Full Time)
Hourly pay rates:	\$12.35 to \$20.08 Per Hour

POSITION OVERVIEW

The Clerk of Court for the United States District Court for the Northern District of Florida is seeking qualified applicants for the **temporary** position of Court Operations Intern in the Pensacola Division of the Court. The Court Operations Intern will be responsible for performing a variety of tasks related to court operations, administration, and automation. When possible, tasks will be assigned in a manner that will provide exposure to the wide variety of tasks performed within the Office of the Clerk to create interest in and help prepare individuals for developing careers in the federal judiciary. This is an excellent opportunity for individuals who are self-motivated, have a strong attention to detail, and are interested in learning about the federal judiciary.

The Court Operations Intern position is a **temporary** employment opportunity, starting in Spring 2025. The start date is negotiable.

REPRESENTATIVE DUTIES

- Receives, screens, scans, and routes correspondence and other materials to appropriate personnel.
- Screens and refers telephone calls and visitors at the intake counter; answers routine inquiries and provides assistance, while maintaining excellent customer services skills and upholding confidentiality requirements.
- Operates a variety of office computer and other equipment, including, but not limited to, printers, scanners, copy machines, and mail equipment.
- Receives, screens, scans, copies, distributes, and files court records to assist judicial, legal professional, and administrative staff.
- Assists, as requested, with matters related to petit and grand jury; court ceremonies; automation; court administration; and other duties, as assigned.

MINIMUM REQUIREMENTS AND QUALIFICATIONS

- A high school diploma or equivalent with clerical experience or have some college-level education.
- 18 years of age or older and a legal resident of the United States.

- Fundamental understanding of, and the ability to use, Adobe Acrobat; Microsoft Office products, including, Word, Outlook, Excel, Teams; and other standard software and equipment required for word processing, data entry, and report generation.
- Excellent communication and customer service skills and the ability to serve a wide variety of customers tactfully, courteously, and with a professional demeanor.
- Proven history successfully working well within a team.
- Proven history exhibiting a strong work ethic; attention to detail and accuracy; use of good judgment; and ability to adhere to ethics and confidentiality requirements.

PREFERRED QUALIFICATIONS

- Progressively responsible clerical or administrative experience requiring the application of clerical procedures that demonstrates the ability to apply a body of rules, regulations, directives, or laws.
- Ability to successfully accomplish multiple tasks by setting priorities, maintaining attention to detail, and performing duties efficiently and in compliance with directions provided.

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 for review on our website at www.flnd.uscourts.gov.

HOW TO SUBMIT YOUR APPLICATION

Qualified applicants should submit the following documents to the address or email listed below.

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

By mail: Vacancy Announcement # T 25-02
 United States District Court
 Northern District of Florida
 One North Palafox Street
 Pensacola, FL 32502

By email: careers_flnd@flnd.uscourts.gov (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 is required.

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

Preference will be given to complete applications submitted prior to May 15, 2025.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER