



**UNITED STATES DISTRICT COURT
DISTRICT OF CONNECTICUT
VACANCY ANNOUNCEMENT - USDC-CT 23-02**

NOTICE OF POSITION VACANCY

Date:	March 3, 2023	Grade Range:	CL 22-01 to CL 22-61
Job Announcement No.:	23-02	Salary Range:	\$35,234 - \$57,292
Duty Station:	New Haven		(\$16.94 - \$27.54 hourly)
Position Title:	Student Intern	Closing Date:	April 3, 2023

The United States District Court for the District of Connecticut is now accepting applications for a unique one-year term as a Student Intern as part of the Model Intern Diversity Pilot Program offered through the Administrative Office of the U.S. Courts. This is an excellent opportunity for an individual who is interested in learning about the Federal Court system, and who is self-motivated with strong attention to detail. The Intern will provide a wide range of services and will gain exposure to the work performed by several court units, including the District Court, Bankruptcy Court, Probation Office & Pretrial Services, U.S. Attorney's Office, and the Federal Defender's Office. This unique one-year internship will start during the summer semester (but no sooner than June 5, 2023) and end during the spring semester of 2024 (no later than May 31, 2024).

POSITION DUTIES AND RESPONSIBILITIES

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

- Observing a wide variety of hearings and trials in civil, bankruptcy, appeals, and criminal cases to develop familiarity with the judicial process;
- Performing basic social science, historical, statistical, and other research to support judicial, legal, professional, and administrative staff;
- Job shadowing court-system professionals, such as court staff, judges, Clerk's Office staff, Probation & Pretrial Services, U.S. Attorney's, and Federal Defender Staff Attorneys to understand the Federal Court system;
- Assisting judicial, legal, professional, and administrative staff as needed in handling special events, such as naturalization ceremonies, and in jury matters;
- Assisting judicial, legal, professional, and administrative staff in collecting, maintaining, and processing case information;
- Collecting, organizing, and summarizing statistical, accounting, or other data on case processing, budgetary, workload, and other court-related issues for judicial, legal, professional, and administrative staff;
- Organizing legal pleadings, briefs, motions, and correspondence for judicial, legal, professional, and administrative staff;

- Sorting, classifying, copying, distributing, and filing court records to assist judicial, legal, professional, and administrative staff; and
- Performing other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Qualified candidates must be willing to commit to a one-year internship and be a rising undergraduate junior or senior currently enrolled full-time, in good standing, at an accredited college. During the summer (June through August), the intern is limited to no more than 40 work hours per week. During the academic year (September through May), the intern is limited to 15-20 work hours per week, and may work fewer hours per week to accommodate class and exam schedules.

The candidate must have skills in analysis, research, and writing, with a strong interest in the legal system. Advanced computer skills are required. Successful candidates are detail oriented, customer-service oriented, and demonstrate a professional and positive demeanor, as well as appearance appropriate for a court environment (business/office wear). The Intern candidate must strictly adhere to court confidentiality requirements, the Code of Conduct for Judicial Employees, computer use policy, social media policy, and other court policies. The selected candidate will be subject to a background check, via fingerprint analysis, as a condition of employment, and may be subject to periodic updates.

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications, and salary history of the successful candidate. To qualify at CL 22, applicants must have a high-school diploma or equivalent.

NOTICE TO APPLICANTS

Consideration will be given to those who apply through the court's online applicant tracking system by April 3, 2023 (incomplete applications will not be considered). Preference will be afforded to first-generation college students.

Qualified candidates should submit the following:

- **A cover letter, which includes the following:**
 - **Why you are interested in the internship and what experience do you hope to gain?**
- **A resume, which includes dates of education**
- **The Judicial Branch Federal Employment Application (AO 78)**
- **The name of a college professor (in area of your academic concentration) willing to provide a character reference.**

Applications for Judicial Branch Federal Employment (AO 78) may be obtained at:

<https://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

To apply, visit our applicant tracking system at:

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=mf6sdx2k&pos=23-02>

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews will be communicated to only through email and must travel at their own expense and relocation expenses will not be reimbursed.

Diversity is important to the Judiciary. It is an essential component of services that the Judiciary is charged with providing to maintain justice, equality, fairness, respect, and dignity in society. To fulfill

its duties, the Judiciary must include all members of society—not just regardless, but also inclusive of race, gender, disability, and the many other variables that make up the citizens of our nation. The Judiciary has a duty to promote a fair, just, and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

To be eligible for employment, applicants must meet one of the following requirements:

- (1) U.S. citizen;
- (2) Person who owes allegiance to the U.S. (i.e., nationals of American Samoa, Swains Island, and the Northern Mariana Islands);
- (3) Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
- (4) Lawful permanent resident (i.e., green card holder) who is seeking citizenship. A lawful permanent resident "seeking citizenship":
 - a. May not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen);
 - b. Must apply for citizenship within six months of becoming eligible; and
 - c. Must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.

The District of Connecticut is an equal opportunity employer and values diversity and inclusion.