

**UNITED STATES DISTRICT COURT
DISTRICT OF MASSACHUSETTS**

NOTICE OF VACANCY



POSITION TITLE: Court Interns

POSITION TYPE: Full-Time or Part-Time Temporary (FTT/PTT), Excepted Service

ANNOUNCEMENT #: #18-11

LOCATION: Boston, Massachusetts

CLASSIFICATION LEVEL: CL 21/1 (\$11.30 per hour)*
* Starting salary depending on experience

OPENS: August 17, 2018

CLOSES: Open until filled
(Preference when applying by September 7)

The Clerk's Office for the U.S. District Court for the District of Massachusetts is currently accepting applications for full-time and part-time court intern positions. Multiple candidates will be selected, depending on available schedules and as needed. The term of the appointments are expected to commence Monday, September 17, 2018 and/or Monday, October 1, 2018, and conclude after one year and a day, depending on need.

Position Overview

The incumbent(s) may be asked to perform a variety of duties throughout the Clerk's Office. These may include: monitoring courtroom technology equipment during trials, assisting with a variety of administrative duties within the customer service area, including filing, scanning, copying, data entry and mail sorting/delivery; providing support to the jury staff with large mailings and with juror processing; and assisting with special projects in other areas of the office, as needed.

Minimum Qualifications/Requirements:

Applicants for this position must be able to deal effectively with the Judges of the District Court, co-workers and the public. The individual selected must understand and abide by the rules, policies and regulations of the Court. He or she must possess the ability to function as a replacement worker for other workers in leave status. General computer and word processing skills, including a working proficiency in Microsoft Office products,

are required. A team attitude, attention to detail and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards. Professional or businesslike approach and attire are required at all times.

Education:

To qualify, a person must be a high school graduate or equivalent, some college preferred.

FBI Background Investigation

Applicants considered for this position will undergo a Federal Bureau of Investigation (FBI) background investigation defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database to determine if there is an arrest record on the individual.

Hours:

To be determined in coordination with the Clerk of Court, but are expected to be within normal business hours, 8:30 AM to 5:00 PM, as needed.

How To Apply:

Submit all of the following documents as a single pdf: (1) a cover letter, (2) a current resume, and (3) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) to:

**United States District Court
Attn: Human Resources
Vacancy #18-11
John Joseph Moakley U.S. Courthouse
1 Courthouse Way, Suite 2300
Boston, MA 02210**

Applications also accepted by e-mail: usdcmajobs@mad.uscourts.gov

Note: If you apply by e-mail, please make certain the code **HR Mail, Vacancy #18-11, Court Interns** appears in the subject line of your e-mail correspondence to usdcmajobs@mad.uscourts.gov.

The Application form AO-78, version dated 10/09) is available on our website in fillable format at www.mad.uscourts.gov. **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

Information For Applicants:

Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. Applicants who do not submit all requested materials by the closing date of this announcement may lose consideration for the position.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Completion of a six month probationary period is required.

Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview.

NO FAXES PLEASE

EQUAL OPPORTUNITY EMPLOYER