

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF TEXAS**

**Position: Student Intern
Space and Facilities**

Announcement Number: 2022-16

Student Intern – Space & Facilities

Location: Tyler, Texas

Grade Range: CL 22

Salary: Approximately \$15

per hour, based on a 20-hour work week.



U.S. District Clerk's Office
Human Resources
211 W. Ferguson Street
Tyler, TX 75702
Opening Date: August 12, 2022
Closing Date: Open until filled

NOTICE OF VACANCY

The United States District Clerk's Office for the Eastern District of Texas is a public service organization focused on providing exceptional customer service to the court, members of the legal community and the general public. Currently, we are seeking a highly motivated individual working toward a career in Space and Facilities to serve as a **Space and Facilities Student Intern**. There are seven Clerk's Offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler.

This is an excellent opportunity for a student to gain professional experience while working for the federal judiciary.

POSITION OVERVIEW AND DUTIES:

The part-time (20 hours a week) student internship is located in the Clerk's Office at the U.S. District Court. This temporary internship opportunity will begin in September 2022 and continue for six months. Representative duties include:

- Assist with planning, monitoring and inspecting renovations, repairs, installations and construction projects performed by contractors in eight district courthouses.
- Shadow team members to become familiar with the wide variety of duties within the department and gain knowledge of how space and facilities work is conducted in the federal judiciary.
- Support court personnel regarding purchases, court property, supplies, facility issues and various projects.
- Assist in conducting physical inventory of accountable property.
- Gain skill in developing creative design solutions based on user requirements within policy design standards and budget restrictions.
- Assist in developing documentation for department use.
- Same day travel to divisional offices may be required.
- Increasing levels of responsibility and duties will be assigned based upon demonstrated abilities and positive performance evaluations.
- Other duties as assigned.

MANDATORY QUALIFICATIONS:

- High school diploma or equivalent required.
- At least 18 years of age and currently enrolled in an accredited undergraduate program pursuing a space and facilities related major (construction management/administration, architecture, interior design, etc.)
- Knowledge of the methods and practices of planning, design and construction processes.
- Skill in using technology, including proficiency in Microsoft 365 and Windows 10.
- Detail oriented and excellent oral and written communication skills.
- Solid time management and critical thinking skills.
- Professional and positive demeanor appropriate for a court environment.
- Ability to maintain confidentiality, demonstrate sound judgment, handle sensitive information and exercise discretion at all times.
- Excellent customer service.
- Exhibit the qualities of judgment, temperament, integrity, trustworthiness and strong character required of an officer of the judiciary.

BENEFITS AND HIRING POLICIES:

The U.S. District Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under “Excepted Appointment” and are considered “at-will” employees. As such, employment may be terminated by either the employer or the employee with or without cause. This position is eligible for paid holidays.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. The selected candidate will be subject to a background check as a condition of employment and will be hired provisionally pending successful completion of the background check. Unsatisfactory results may result in termination of employment. Court employees are required to adhere to the *Code of Conduct for Federal Judicial Employees*. This position is subject to mandatory electronic funds transfer for payroll direct deposit.

HOW TO APPLY:

Qualified applicants should send a cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application and a resume. The cover letter should be addressed to:

Human Resources Manager
William M. Steger Federal Building and United States Courthouse
211 West Ferguson Street, Room 106
Tyler, Texas 75702

An application form can be obtained on our web page at: www.txed.uscourts.gov. All

documents should be submitted as a **single pdf** with the reference number (2022-16 Student Intern – Space and Facilities) in the subject line via e-mail to: hr@txed.uscourts.gov.

Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Skill and knowledge testing may be administered to candidates who progress beyond the initial interview process. Expenses associated with interviews or relocation will not be reimbursed.

The United States District Court Is an Equal Opportunity Employer.