

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

Position: General Office Duty Intern
Announcement Number: 2024-02
Location: Beaumont, Texas
Grade Range: CL 22
Salary Range: \$15 - \$17.50 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: March 20, 2024
Closing Date: Open until filled

NOTICE OF VACANCY

The United States District Court for the Eastern District of Texas is a public service-oriented organization focused on providing exceptional customer service to the court, members of the legal community and the general public. Currently, we are seeking an innovative and experienced individual to serve as a **General Office Duty Intern** for the U.S. District Court. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler.

This is an excellent opportunity for students 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. The incumbent will provide a wide range of services related to the administration and operations of the Clerk's Office. This temporary internship opportunity will begin in July/August 2024 and continue for six months dependent on the student's school calendar. Representative duties include:

- Provide general office support including data entry, scanning, filing, shredding, processing mail and packages and assisting with records management.
- Sort, classify, create, and process court documents.
- Assist with case management functions.
- Assist with entry of various case documents on the docket.
- Assist with issuing mandates and closing cases.
- Assist with calendaring duties.
- Prepare form letters, notices, and other correspondence using templates and forms.
- Perform research for case-related, operational, and administrative functions.
- Perform receptionist duties, greet visitors, answer and route incoming calls and voicemail.

MANDATORY QUALIFICATIONS:

- High school diploma or equivalent required
- At least 18 years of age and currently enrolled in an accredited undergraduate program in a junior or senior status.
- Detail oriented and excellent oral and written communication skills.
- Solid time management and critical thinking skills.
- Professional and positive demeanor appropriate for court environment.
- Ability to maintain confidentiality, handle sensitive information and exercise discretion at all times.
- Demonstrated skill in providing excellent customer service.
- Demonstrated ability to 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 with Optional Background Information (questions 18,19, and 20 completed), and a resume. The cover letter should be addressed to:

Diana Velez, 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 (2024-2 General Office Duty Intern) 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 that 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.