

United States District Court, Southern District of Florida  
Notice of Vacancy

**Position:** Student Intern– One or more positions may be filled.  
Temporary 1 year, 1 day appointment  
*This is a part-time position, up to 20 hours per week.*

**Announcement No:** 2015-CLK-10

**Location:** Miami, Florida

**Salary Range:** \$18,215 - \$21,519 (Student Trainee Pay Band)

**Opening Date:** July 9, 2015

**Closing Date:** Open Until Filled - Applications received by July 23, 2015 in first review

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The start time and end time of the work schedule are negotiable. Increasing the work hours to full-time may be possible based on work needs and availability of funds.

**Position Overview:**

The Student Intern is responsible for providing office support and assistance for the administrative functions in various departments in the Clerk's Office.

**Representative Duties:**

- Perform filing
- Scans documents
- Registers scanned records in electronic document managerial system
- Perform photocopying
- Compiles packages for conferences or meetings
- Runs errands such as mail retrieval as directed by supervisor
- Ability to lift boxes and materials weighing up to 40 pounds (lbs.)
- Aids with delivery of supply items and/or with set-up of tables and chairs for events
- Performs other duties as assigned

**Qualification Requirements:**

Progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of this position.

**Preferred Experience:**

Excellent computer, verbal and written communications, as well as organizational and interpersonal skills is essential. Accuracy and attention to detail is very important; should be able to have the ability to work independently. Possess skills in using Microsoft word. Possess tact, good judgment and initiative and portray a professional appearance and demeanor at all times. Must possess the ability to maintain confidentially and interact tactfully with a wide variety of people.

**Organizational Relationship:**

This is a Clerk's Office position and reports to the Executive Services Administrator located in Miami, Florida.

**Background Investigation:**

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

## **Employee Benefits**

Employees of the United States District Court serve under "Excepted Appointment" and are considered "At-Will" employees subject to a one (1) year probationary period. Federal Government Civil Service classifications or regulations do not apply; however, court employees, if eligible, may enjoy the same benefits as other Federal Government employees and enhanced Judiciary-only benefits such as:

- Employees accrue 13 days of paid vacation per year for the first three years.
- Ten paid national holidays per year.
- Participation in the Federal Employees Health Insurance Program on a pre-tax deduction basis.
- Participation in Group Life Insurance, Long Term Disability and Long Term Care Insurance Programs.
- Participation in the Federal Employees Retirement System with investment opportunities through the Thrift Savings Plan.
- Mandatory EFT (electronic funds transfer) participation for payment of net pay.
- Participation in Pre-Tax Flexible Spending Accounts.

## **How to Apply**

Qualified applicants should submit the following documents electronically in PDF (preferred), or Word format noting Announcement Number 2015-CLK-10 in the subject line to: [flsd\\_hrmail@FLSD.uscourts.gov](mailto:flsd_hrmail@FLSD.uscourts.gov)

- Cover letter
- AO 78 – Federal Judiciary Branch Application for Employment
- Resume that includes your personal email address

**Please do not cut and paste your resume into your email. If you do not follow all application requirements, your application will not be considered.**

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. The court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodations will be made on a case by case basis.

United States District Court  
Human Resources - Room 8S47  
400 North Miami Avenue  
Miami FL 33128

General Information: (305) 523-5980  
District Court Website: [www.flsd.uscourts.gov](http://www.flsd.uscourts.gov)

The Federal Courthouse has been designated a non-smoking area.

Applicants must be a United States Citizen or eligible to work in the United States.

For more information on working for the federal courts, please visit <http://www.uscourts.gov/Careers.aspx>

**THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER**