



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**
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CAROL L. MICHEL
CLERK OF COURT

BRANDON C. BRISCOE
CHIEF DEPUTY

LILIAN V. PASCONE
CHIEF DEPUTY

NOTICE OF POSITION VACANCY

POSITION TITLE: INFORMATION TECHNOLOGY INTERN

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 23-DSC-11

OPENING DATE: MONDAY, MARCH 13, 2023

CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS ON **MONDAY, APRIL 10, 2023** WILL BE CONSIDERED FOR FIRST REVIEW OR UNTIL FILLED. MORE THAN ONE POSITION MAY BE FILLED FROM THIS VACANCY ANNOUNCEMENT.

NOTE: INTERNSHIP FROM DATE OF APPOINTMENT UNTIL **FRIDAY, SEPTEMBER 1, 2023**. THIS DATE MAY BE EXTENDED WITH THE APPROVAL OF THE CLERK OF COURT.

JOB CLASSIFICATION/GRADE: CL-21

POSITION TYPE: TEMPORARY, PART-TIME OR FULL-TIME (minimum of 20 hours, up to 40 hours per week)

SALARY RANGE: \$11.54 - \$14.43 PER HOUR, BASED ON EXPERIENCE

POSITION OVERVIEW

The United States District Clerk's Office for the Eastern District of Louisiana 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 highly motivated, qualified applicants for the temporary, part-time or full-time position of Information Technology (IT) Intern. The IT Intern is located in the Clerk's Office and is responsible for performing a variety of technical, administrative, and customer service-related support duties throughout the Court, as needed. This is an excellent opportunity for students to gain professional experience while working for the federal judiciary.

REPRESENTATIVE DUTIES:

The incumbent will provide a wide range of services to the IT department, including:

- Assistance with the replacement of IT equipment for end users including laptops, thin clients, monitors, printers, keyboards, mice, and scanners. Assists with organizing, removing and inventorying IT equipment.
- Inventory IT equipment or accessories to be located to a secure storage depot or area for disposal.
- Assist with the organization of the IT equipment staging area and storage depot including testing and cleanup of used equipment and identification of equipment for disposal. Sort, label and organize data, power and other miscellaneous cables.
- Assists with videoconferencing, teleconferencing, and other multi-media projects.
- Assists with testing basic court applications including some data comparison.
- Assists with the installation of IT infrastructure, including network data cabling, UPS units, server room and data closet cable management.
- Assists in developing IT documentation for end users as well as for internal IT department use only.
- Provides in-person hands on assistance to end users with court technology including mobile devices such as laptops, iPhones and iPads. Backs up and upgrades iOS on court Apple devices.
- Shadows IT staff members to become familiar with the wide variety of duties within the department and gain knowledge of the technologies used in the court.
- Increasing levels of responsibility and duties will be assigned based upon demonstrated abilities and positive performance.
- Performs other duties as assigned.

QUALIFICATIONS:

Minimum Qualifications:

- High school graduation or equivalent

Preferred Qualifications:

- Skill in using technology, including proficiency in Microsoft 365 and Windows 10.
- Detail oriented and excellent oral and written communication skills, especially with email.
- 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 always exercise discretion.
- Excellent customer service.
- Exhibit the qualities of judgment, temperament, integrity, trustworthiness, and strong character required of an officer of the judiciary.

BENEFITS:

This position is temporary, time limited, and therefore not eligible for full Federal Employee benefits. The following benefits will be provided:

- Paid Holidays
- Direct deposit is required for payment of compensation for employees

ADDITIONAL INFORMATION:

The Office of the Clerk provides clerical support and record keeping services to the U. S. District Court for the Eastern District of Louisiana. The Clerk's Office provides both short and long-range opportunities for those interested in a service career with the United States Courts.

- Employees are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Employees of the United States District Court are at will and can be terminated with or without cause at any time.
- The Eastern District of Louisiana 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.
- This appointment is not telework eligible.

HOW TO APPLY:

Applicants must be citizens of the United States or be authorized to work in the United States.

Interested candidates should submit a completed application form [AO 078 Federal Judicial Branch Application For Employment](#).

Please reference the vacancy announcement number in your letter of interest. Applications will not be considered complete until all items listed above have been received by Human Resources. All application materials must be submitted **ELECTRONICALLY**.

Please email your complete applicant's packet to: HRAdmin@laed.uscourts.gov

DISCLOSURES:

The United States District Court reserves the right to modify the conditions of this vacancy announcement, and/or fill multiple positions from this vacancy announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior written notice. The United States District Court requires employees to adhere to a Code of Conduct for Judiciary Employees. The Court will not reimburse candidates for travel in connection with the interview or pay for any relocation expenses. Only those interviewed will be notified of the selection outcome. We appreciate your interest in employment with our district.

The United States District Court for the Eastern District of Louisiana is an Equal Opportunity Employer.