



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF LOUISIANA
OFFICE OF THE CLERK**

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NOTICE OF POSITION VACANCY

POSITION TITLE: STUDENT INTERN

POSITION LOCATION: NEW ORLEANS, LOUISIANA

VACANCY ANNOUNCEMENT #: 24-DSC-08

OPENING DATE: MONDAY, MARCH 25, 2024

CLOSING DATE: APPLICATIONS RECEIVED BY CLOSE OF BUSINESS **TUESDAY, APRIL 30, 2024**, WILL BE CONSIDERED FOR FIRST REVIEW (**OR UNTIL FILLED**).

JOB CLASSIFICATION/GRADE: CL-22

TERM: JUNE 3, 2024 – MAY 30, 2025 (40 HOURS/WEEK DURING SUMMER SEMESTER; UP TO 20 HOURS/WEEK DURING FALL AND SPRING SEMESTERS)

SALARY RANGE: \$12.11 - \$18.71 PER HOUR, BASED ON EXPERIENCE

POSITION OVERVIEW

The United States District Court for the Eastern District of Louisiana is accepting applications for a one-year term student internship as part of the Model Intern Program (MIP) offered through the Administrative Office of the United States Courts. This program is built on a foundation of diversity, equity, and inclusion (DEI). DEI describes policies and programs that promote the representation and participation of all segments of society to ensure equal opportunity. The MIP seeks to provide talented, underserved college students with an appreciation for DEI to compete for paid internships with federal courts throughout the country, preparing them for future employment opportunities within the federal judiciary.

This unique, year-long internship is being offered to rising junior and senior undergraduate students and will be headquartered at New Orleans, Louisiana. The incumbent will work full-time (no more than 40-hours/week) during the Summer semester and part-time (no more than 20-hours/week) during the Fall and Spring semesters. The incumbent will report directly to Clerk's Office and will work with federal judicial officers, court unit executives, federal practitioners, and other court-system professionals, performing or assisting in the performance of a variety of judicial, legal, and/or administrative functions within the federal judiciary.

REPRESENTATIVE DUTIES:

The Intern will function as a student trainee and his/her duties include:

- Observing a wide variety of court proceedings in civil and criminal matters to develop a familiarity with the judicial process;
- Shadowing Clerk's Office personnel, and other court-system professionals;
- Assisting Clerk's Office, legal, professional, and/or administrative staff with a variety of court matters;

- Assisting legal, professional, and/or administrative staff as needed in handling special events, such as naturalization ceremonies, investitures, and community outreach events;
- Assisting legal, professional, and/or administrative staff in collecting, maintaining, and processing case information;
- Performing basic legal, social science, historical, statistical, and other research to support judicial, legal, professional, and/or administrative staff;
- Collecting, organizing, and summarizing statistical, accounting, or mathematical data on case processing, budgetary, workload, and other court-related issues for judicial, legal, professional, and/or administrative staff;
- Organizing legal pleadings, briefs, motions, and letters for judicial, legal, professional, and/or administrative staff;
- Sorting, classifying, copying, distributing, and filing court records to assist judicial, legal, professional, and/or administrative staff; and
- Performing other duties as assigned.

MINIMUM EXPERIENCE AND EDUCATION QUALIFICATIONS:

Candidates must be a junior or senior during the 2024-2025 academic year and currently enrolled full-time and in good standing at an accredited college or university. The candidate must be working toward a bachelor’s degree. Helpful concentrations include pre-law, criminal justice, business administration, finance, liberal arts, English, History, Civics, Information Technology, or a related discipline.

CONDITIONS OF EMPLOYMENT:

Must be a U.S. citizen or eligible to work in the United States (See [Citizenship Requirements](#)). Judiciary employees serve under excepted appointments, are considered “at will” appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a criminal background check and fingerprinting and are subject to a probation period. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The U.S. Courts require employees to adhere to the Code of Conduct for Judiciary Employees, which is available to applicants for review on the Court’s webpage [here](#).

HOW TO APPLY:

Qualified candidates should submit **one PDF document** that contains:

- A completed [AO 078 Federal Judicial Branch Application For Employment](#).
- A cover letter, including your response to the following question: **Why are you interested in this internship and what experience do you hope to gain?**
- A current resume.
- At least one (1) character reference from a college professor.

Please reference the vacancy announcement number in your cover letter. Applications will not be considered complete until all items listed above have been received by Human Resources.

All application materials must be submitted ELECTRONICALLY, no exceptions, to:

HRAdmin@laed.uscourts.gov

DISCLOSURES:

Due to the volume of applications received, only those interviewed will be notified of the selection outcome. Applicants selected for interviews must travel at their expense and relocation expenses will not be reimbursed. Funding for housing will not be provided and will be the responsibility of the intern throughout the internship.

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