



**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF LOUISIANA  
OFFICE OF THE CLERK**  
[www.laed.uscourts.gov](http://www.laed.uscourts.gov)

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 #:** 26-DSC-11

**OPENING DATE:** WEDNESDAY, MAY 20, 2026

**CLOSING DATE:** FRIDAY, MAY 29, 2026

**NOTE:** INTERNSHIP FROM DATE OF APPOINTMENT UNTIL **FRIDAY, SEPTEMBER 4, 2026**. THIS DATE MAY BE EXTENDED WITH THE APPROVAL OF THE CLERK OF COURT.

**JOB CLASSIFICATION/GRADE:** CL-21

**POSITION TYPE:** TEMPORARY, PART-TIME [UP TO 32 HOURS PER WEEK, WITH A MAXIMUM OF FOUR (4) WORKDAYS PERMITTED]

**SALARY RANGE:** \$12.47 - \$20.27 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 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:**

- 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.

### **MINIMUM QUALIFICATIONS:**

Applicants must be a high school graduate or equivalent.

### **Preferred Qualifications and/or Experience:**

- Skill in using technology, including proficiency in Microsoft 365 and Windows 11.
- 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; and
- Direct deposit is required for payment of compensation for employees.

### **HOW TO APPLY:**

Applicants must be citizens of the United States or be authorized to work in the United States (see [Citizenship Requirements](#)).

Interested candidates should submit a completed [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** to: [HRAdmin@laed.uscourts.gov](mailto: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](#). Applicants who are interviewed and employees are subject to the court's [Employment Dispute Resolution \(EDR\) Plan](#). New Selectees are subject to background check or investigation and subsequent favorable suitability determination, and selectees to high-sensitive positions are subject to updated background investigations every five years. 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***