



UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK

Felicia C. Cannon, Clerk of Court
Jarrett B. Perlow, Chief Deputy
Elizabeth B. Snowden, Chief Deputy

Reply to Northern Division Address

Position Announcement for Paid Human Resources Intern

Are you interested in learning about the day-to-day operations of human resources in the federal courthouse? If so, the Clerk's Office of the U.S. District Court for the District of Maryland is seeking a human resources intern to assist with various functions related to human resources and court operations.

Assignments include, but are not limited, to the following:

- Updating personnel files, routing and processing mail, answering telephone calls, directing visitors to appropriate offices, preparing correspondence, and assisting the Human Resources Department with clerical functions.
- Assisting with the performance management plan, training materials, personnel policies and other special projects.
- Assist in preparing and distributing vacancy announcements, coordinating interviews, and conducting reference checks. Assist in administering background and investigation checks, pre-employment tests, and issuing credentials and identification cards.
- Assist with employee recognition programs and other human resources related events.

Qualifications and Requirements:

- Currently enrolled as a degree-seeking student in an undergraduate program with a earned minimum of 60-credit hours by the time the internship begins. Preference given to students majoring in human resources, criminal justice, government, judicial administration, or legal studies/pre-law, but is open to all majors and fields of study.
- Excellent computer, verbal, and written communications, as well as organizational and interpersonal skills. Accuracy and attention to detail, as well as ability to work independently, are essential.
- Must have a commitment to regular attendance, maintain a positive and pleasant attitude, work well in a team environment, have a high level of energy, and must deal tactfully and effectively with all types of individuals while maintaining a high quality standard of work.
- Minimum of 24 hours per week for 12 weeks in the Baltimore courthouse. Dates and hours are flexible.

Benefits:

- \$10.64 per hour
- Opportunities to observe criminal and civil federal court proceedings will be available.
- Transit subsidy available.

How to apply:

Submit your cover letter, resume and unofficial transcript to jobs@mdd.uscourts.gov.

To be considered, applications must be received on or before 5 p.m. on May 4, 2015. Applications are reviewed and interviews scheduled on a rolling basis.

- Due to the volume of applications received, the court will only communicate with those individuals invited for an interview.
- The United States District Court is an Equal Opportunity Employer. All applications will be reviewed to identify the best qualified candidates.
- Applicants must be U.S. citizens or eligible to work in the United States. Successful candidate for this position is subject to a full fingerprint and background records check and mandatory electronic direct deposit of salary payment.

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