



**UNITED STATES DISTRICT COURT
DISTRICT OF MARYLAND
OFFICE OF THE CLERK**

Reply to Northern Division Address

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

Position Announcement for GENERAL OFFICE INTERN (Summer 2016)

ASSIGNMENTS INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Conducting and assembling the internal audit, researching projects and surveys, organizing standing orders, compiling past versions of the local rules, generating and analyzing reports in the court's electronic filing system.
- Updating court case files, routing and processing mail, answering telephone calls, directing visitors to appropriate offices, preparing correspondence, and assisting the Operations Department with clerical functions.

BENEFITS OF A FEDERAL COURT INTERNSHIP

- Interns are exposed to the actual workings of a federal trial court, working with judges, court managers, attorneys, case administrators, probation officers, law enforcement officers, jurors and members of the general public.
- Interns gain valuable knowledge and experience for careers in a variety of fields, such as the legal field, court operations and administration, business and criminal justice.
- Many colleges and universities offer course credit for participation in our internship program. Interns are strongly encouraged to check with their school to see if this is available.

MINIMUM QUALIFICATIONS

- High school graduate, enrolled in a post-secondary education, with general knowledge of filing, telephone usage, and record keeping.
- 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 attorneys, personnel from other federal agencies, and the public while maintaining a high quality standard of work.
- Must be willing to work at the Baltimore office and work a minimum of 20 hours per week for 12 weeks beginning on May 31, 2016. Dates and hours are flexible. Compensation may be provided subject to availability of funds.
- Open to all majors and fields of study.

HOW TO APPLY

Submit a resume and cover letter to: Kenneth_Sheain@mdd.uscourts.gov. Applications must be received on or before 5 p.m. on April 29, 2016. Applications are reviewed and interviews are scheduled on a rolling basis.

The United States District Court is an Equal Opportunity Employer. Applicants must be U.S. citizens or eligible to work in the United States. All applications will be reviewed to identify the best qualified candidates. The successful candidate for this position is subject to a full fingerprint and background records check.