

■ CAREER OPPORTUNITY ■



UNITED STATES DISTRICT COURT WESTERN DISTRICT OF MICHIGAN

Announcement: #19-01
Title: CLERICAL INTERN
Position Type: Part-Time Temporary (June 2019 – August 2019)
Location: Grand Rapids, Michigan
Closing Date: April 29, 2019 (By 4:30p.m. EST)
Salary Range: CL 21 (\$10.22/hr - \$12.78/hr)*

A great opportunity is available with the U. S. District Court for the Western District of Michigan. Applications are being accepted for a part-time (24-32 hours/week) paid Clerical Intern. This position provides college students with the opportunity to gain first hand exposure to the federal judicial system by learning and observing the workings of the Court.

**Starting salary commensurate with work experience, prior/present pay history, and previous Federal court experience.*

POSITION OVERVIEW

This position is responsible for sorting, classifying, and scanning appropriate documents to upload into the Case Management/Electronic Court Filing (CM/ECF) system or other electronic locations; assisting with records management; collecting and entering case data into a spreadsheet; sorting case files; creating labels and packing boxes for storage or disposal; arranging, storing or creating an inventory of case documents and exhibits; assisting with special projects; performing backup clerical duties, including mail, filing, and photocopying, as required, and performing other duties as assigned.

QUALIFICATIONS

To qualify for this position, the candidate must be a high school graduate or equivalent, be at least 18 years of age, and currently enrolled in an accredited undergraduate program, in good academic standing.

Applicant must possess experience working in an electronic environment with various technologies to accomplish work (including Microsoft Excel), good clerical, organizational and communication skills, and the ability to follow instructions and procedures. In addition, applicant must be reliable,

detail-oriented, and able to lift and sort boxes of up to 40 lbs.

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments. Judiciary employees are considered “at will” and are not covered by federal civil service classifications or regulations. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. Reimbursement of travel and/or relocation expenses is not authorized. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. Appointment is provisional and contingent upon successful completion of an FBI fingerprint background check. The U.S. Courts require employees to adhere to the [Code of Conduct for Judicial Employees](#). The position will not exceed 90 days.

HOW TO APPLY

For consideration, qualified applicants must provide the following:

- a cover letter;
- a detailed resume;
- current or most recent college/university transcript;
- contact information for three professional references, and
- a completed [Application for Judicial Branch Federal Employment](#), AO78 form

Incomplete or late applications will not be considered. Required documents must be sent via email and received by 4:30p.m. EST on **April 29, 2019**. Please email all required documents in pdf format, preferably in one document, to human_resources@miwd.uscourts.gov. **No phone calls please. EQUAL OPPORTUNITY EMPLOYER**