

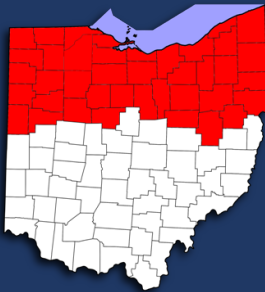


UNITED STATES DISTRICT COURT Northern District of Ohio

Sara Lioi, Chief Judge | Sandy Opacich, Clerk of Court

NOTICE OF VACANCY

801 West Superior Avenue
Cleveland, Ohio 44113
www.ohnd.uscourts.gov



The U.S. District Court for the Northern District of Ohio currently holds court in Cleveland, Akron, Toledo, and Youngstown and serves the 6 million citizens of the 40 most northern counties in the state. It is among the 17 largest U.S. district courts.

HOW TO APPLY

Applicants must submit ONE PDF document to apply@ohnd.uscourts.gov containing the following:

- Cover Letter
- Resume
- Three professional references with contact information
- Application for Federal Judicial Branch Employment found [HERE](#)

OPERATIONS STUDENT INTERN | VACANCY #25-03

Duty Station: Cleveland, Ohio **Posted:** January 17, 2025
Status: Part-time Temporary **Closing Date:** Open Until Filled
Classification: CL 21 **Reports To:** Operations Supervisor
Starting Salary Range* \$15.31 - \$16.92 / hour

**Starting salary commensurate with work experience, education, and previous Federal Court experience.*

POSITION OVERVIEW

The United States District Court for the Northern District of Ohio is seeking a Student Intern to join the District Court Clerk’s Office in Cleveland, Ohio. The Student Intern is an operational court support position. This position provides technical, administrative, and clerical support to the Operations staff. The Student Intern will work a minimum of 20 hours per week. This temporary appointment will commence as early as May 2025 and may be terminated at any time but not later than August 29, 2025. (This temporary appointment may be extended without further advertisement.)

DUTIES AND RESPONSIBILITIES

- Assists staff with data entry tasks.
- Assists in preparing and processing forms and documents, ensuring consistency and accuracy among court supplied documents.
- Performs back-up clerical duties which may include incoming/outgoing mail, scanning and document delivery as required.
- Assists court staff in providing exceptional customer service and answers to customer inquiries regarding court procedures.
- Assists court staff with audits and data quality tasks.
- Assist in the preparation and distribution of reports.
- Provides ECRO (Electronic Court Recording Operator) support.
- Assists with Naturalization tasks and ceremonies.
- Assists with basic jury tasks which may include juror check-in, processing exit questionnaires, and preparing attendance certificates.
- Utilizes various computer programs to obtain case information and track the movement of files.
- Perform other duties as assigned.

CONDITIONS OF EMPLOYMENT

- Applicants must be U.S. citizens or eligible to work without restriction in the United States.
- Completion of FBI background check with law enforcement agencies including fingerprint and criminal records check.
- Employment is considered provisional until the background check is complete.
- Employees of the federal judiciary must adhere to all Judicial Conference regulations, follow the policies in the Guide to Judiciary Policy, and are bound by the Code of Conduct for Judicial Employees.
- Employees are considered "at will".
- Employees are required to use direct deposit for payroll.

QUALIFICATIONS:

Qualifications (Must be met at the time of application)

Required Experience/Education

To qualify, the incumbent must be a high school graduate or equivalent. Currently enrolled undergraduate or graduate student in an accredited program and must have a cumulative grade point average of 2.50 or higher.

PREFERRED QUALIFICATIONS:

- Knowledge and proficiency in the use of Microsoft Office products
- Excellent written and communication skills
- Excellent organizational skills and attention to detail.
- Exercise mature judgement and ability to maintain strict confidentiality

OTHER:

Due to the high volume of applications received, the Court will only contact those who will be considered for interviews. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed.

The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.