



**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF WISCONSIN
OFFICE OF THE CLERK**

Date: March 9, 2023		Grade Range: CL-22
Vacancy Announcement No.: 2023-03		Salary Range: \$31,503-\$51,225
No. of Vacancies: One		Closing date: April 14, 2023
Position Title: Student Intern		

The United States District Court for the Eastern District of Wisconsin is now accepting applications for a unique, one-year term as a student intern as part of the Model Intern Diversity Pilot Program offered through the Administrative Office of the U.S. Courts. This is an excellent opportunity for an individual who is interested in learning about the federal court system, and who is self-motivated with strong attention to detail. Consideration will be given only to those who apply through employment@wied.uscourts.gov and submit a cover letter, resume, the name of a college professor willing to provide a character reference and a Form AO 78. To apply, please see the “Notice to Applicants” section below.

POSITION OVERVIEW

This unique, one-year student internship is located in the United States District Court for the Eastern District of Wisconsin, in Milwaukee. The intern will provide a wide range of services and will gain exposure to the work performed by several court units, including the District Court, Bankruptcy Court, Probation Office, Pretrial Services Office and the Federal Defender. The one-year internship will start during the summer semester (but no sooner than June 5, 2023) and end during the spring semester of 2024 (no later than May 31, 2024).

POSITION DUTIES AND RESPONSIBILITIES

The intern will function as a student trainee and duties will include:

- Observing a wide variety of hearings and trials in civil, bankruptcy and criminal cases to develop familiarity with the judicial process;
- Job shadowing court-system professionals, such as court staff, judges and Clerk’s Office staff to understand the federal court system;
- Performing basic social science, historical, statistical and other research to support judicial, legal, professional and administrative staff;
- Assisting judicial, legal, professional and administrative staff as needed in handling special events, such as naturalization ceremonies, and in jury matters;
- Assisting judicial, legal, professional and administrative staff in collecting, maintaining and processing case information;
- Collecting, organizing and summarizing statistical, accounting or other data on case processing, budgetary, workload and other court-related issues for judicial, legal, professional and administrative staff;
- Organizing legal pleadings, briefs, motions and correspondence for judicial, legal, professional and administrative staff;
- Sorting, classifying, copying, scanning, distributing and filing court records to assist judicial, legal, professional and administrative staff; and
- Performing other duties as assigned.

JOB REQUIREMENTS AND QUALIFICATIONS

Qualified candidates must be willing to commit to a one-year internship and be a rising undergraduate junior or senior currently enrolled full-time, in good standing, at an accredited college. During the summer (June through August), the intern is limited to no more than 40 work hours per week. During the academic year (September through May), the intern is limited to 15-20 work hours per week, and may work fewer hours per week to accommodate class and exam schedules.

The candidate must have skills in analysis, research and writing, with a strong interest in the legal system. Advanced computer skills required. Successful candidates are detail-oriented, customer service-oriented and demonstrate a professional and positive demeanor, as well as appearance appropriate for a court environment (business/office-wear). The intern candidate must strictly adhere to court confidentiality requirements, the Code of Conduct for Judicial Employees, computer use policy and other court policies. The selected candidate will be subject to an FBI background check, via fingerprint analysis, as a condition of employment, and may be subject to periodic updates. The selected applicant will be based primarily in the Milwaukee courthouse and federal building but will visit the Green Bay courthouse and federal building on occasions during the internship.

COMPENSATION

Compensation and classification level will be set based on the work experience, qualifications and salary history of the successful candidate. To qualify at CL-22, applicants must have a high school diploma or equivalent.

NOTICE TO APPLICANTS

Consideration will be given to those who apply via employment@wied.uscourts.gov by APRIL 14, 2023. Incomplete applications will not be considered. Preference will be afforded to first-generation college students.

Qualified candidates must submit a single PDF file including the following:

- A cover letter, describing why you are interested in the internship and what experience you hope to gain from the internship;
- A resume that includes the dates of education;
- The name of a college professor (in your area of academic concentration) willing to provide a character reference; and
- A Form AO 78, Federal Judicial Branch Application for Employment (available at www.wied.uscourts.gov/employment).

Please use “**MIDPP Student Intern**” as the subject of your email when sending your application materials.

Due to the volume of applications received, the court will communicate only with those applicants who are selected for interviews. The court will communicate with applicants selected for interviews only through email and those applicants must travel at their own expense. The court will not reimburse relocation expenses. The court and other agencies will screen applicants to determine their experience and qualifications.

Prior to employment, the successful candidate will be required to satisfactorily complete a criminal background investigation. The court requires employees to adhere to a Code of Conduct which is available upon request. Electronic Fund Transfer is required for payment of compensation for all employees. Employees of the court are excepted service appointments. Employees are considered at-will and are not covered by federal civil service classifications or regulations. The United States District Court is an Equal Opportunity Employer.

Diversity is important to the federal judiciary. It is an essential component of services that the federal judiciary is charged with providing to maintain justice, equality, fairness, respect and dignity in society. To fulfill its duties, the federal judiciary must include all members of society—not just regardless, but inclusive of, race, gender, disability and the many other variables that make up the citizens of our nation. The federal judiciary has a duty to promote a

fair, just and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

To be eligible for employment, applicants must meet one of the following requirements:

- U.S. citizen;
- Person who owes allegiance to the U.S. (*i.e.*, nationals of American Samoa, Swains Island and the Northern Mariana Islands);
- Person admitted as a refugee or granted asylum who has filed a declaration of intention to become a lawful permanent resident and then a citizen when eligible; or
- Lawful permanent resident (*i.e.*, green card holder) who is seeking citizenship. A lawful permanent resident “seeking citizenship”:
 - a. May not apply for citizenship until he or she has been a permanent resident for at least five years (three years if seeking naturalization as a spouse of a citizen);
 - b. Must apply for citizenship within six months of becoming eligible; and
 - c. Must complete the process within two years of applying (unless there is a delay caused by the processors of the application).

The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice.

INFORMATION ABOUT THE EASTERN DISTRICT OF WISCONSIN

The Eastern District of Wisconsin is the federal trial district that covers twenty-eight counties on the eastern side of the state. It includes two of Wisconsin’s largest cities—Milwaukee and Green Bay. The district is divided into two divisions: the Green Bay division (covering Florence, Forest, Marinette, Langlade, Menominee, Oconto, Shawano, Door, Waupaca, Outagamie, Brown, Kewaunee, Waushara, Winnebago, Calumet and Manitowoc counties) and the Milwaukee division (covering Marquette, Green Lake, Fond du Lac, Sheboygan, Dodge, Washington, Ozaukee, Waukesha, Milwaukee, Walworth, Racine and Kenosha counties). The Eastern District is home to two judges of the United States Court of Appeals for the Seventh Circuit, five United States District Court judges (one located in Green Bay and the others in Milwaukee), three full-time judges (in Milwaukee) and one part-time magistrate judge (in Green Bay), two recall magistrate judges and four United States Bankruptcy Court judges. There are two courthouses, one in Green Bay and one in Milwaukee; both are historic buildings. The Milwaukee courthouse and federal building also houses other federal agencies, such as the U.S. Attorney’s Office (the federal prosecutor), the U.S. Pretrial Services and Probation Office, the General Services Administration, the Social Security Administration, the Secret Service, the Federal Protective Service, the U.S. Marshal Service and a U.S. senator.