

UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA
UNITED STATES PROBATION OFFICE

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POSITION VACANCY
ANNOUNCEMENT
22-P005D

Human Resources
U.S. District Courthouse
600 Granby Street
Norfolk, Virginia 23510
(757) 222-7332

POSITION: Student Intern (1-year commitment program)

GRADE RANGE: CPS CL 22/1 – 22/24

SALARY RANGE: \$30,000--\$37,499 full-time
annually (\$14.37--\$17.97 hourly)

OPEN DATE: Immediately

CLOSING DATE: Preference given to those who apply by April 20,2022

AREA OF CONSIDERATION: Open to rising junior or senior students enrolled full-time and in good standing at an accredited college.

LOCATION: Richmond, VA

The United States District Court, Eastern District of Virginia is now accepting applications for a unique, one- year term as a Student Intern. 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. The goal of this internship is to develop tomorrow’s judiciary employees through exposure, assignments, rotations, networking, training and mentoring; as such, the intern will be exposed to various career fields and opportunities within the federal judiciary.

The Model Intern Diversity Pilot Program (MIDPP) is built on a foundation of diversity and innovation and exists to expose, develop and place talented, underserved youth in the courts and prepare them for future permanent employment opportunities while training them to be champions of diversity and inclusion.

This position is intended to work with all aspects of the federal judiciary including: District and Circuit Judges’ chambers, District, and Court of Appeals operations, Federal Public Defenders Office and the Probation and Pretrial Office. This year-long internship will commence no earlier than June 6, 2022 and end no later than June 2, 2023. 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 20 work hours per week. Duty station is located at the Federal Courthouse Building in Richmond, Virginia.

The Intern will function as a student trainee and the duties include:

- Working in Chambers with a Circuit Court Judge, District Court Judge and a Magistrate Court Judge and attend a variety of types of hearings in civil and criminal cases to develop familiarity with the judicial process;
- Assisting judicial, legal, professional, and/or administrative staff with jury matters;

- Assisting judicial, legal, professional, and/or administrative staff as needed in handling special events, such as naturalization ceremonies;
- Assisting judicial, legal, professional, and/or administrative staff in collecting, maintaining, and processing case information;
- Performing basic social science, historical, statistical, and other research to support judicial, legal, professional, and/or administrative staff;
- Organizing legal pleadings, briefs, motions, and letters for judicial, legal, professional, and/or administrative staff;
- Sorting, classifying, copying, distributing, and filing court records to assist judicial, legal, professional, and/or administrative staff;
- Performing duties with Federal Probation and Pretrial Services Office to include: working with officers and other staff in direct/indirect client interaction, preparing documents for the Court, appearing at Court hearings, meeting with collateral resources;
- Exposure to the Office of United States Attorney and Federal Public Defender operations.
- Performing duties with the Fourth Circuit Library to develop familiarity with aspects of librarianship, including historical research and preparation of exhibits;
- Performing other duties as assigned.

Minimum qualifications: To be eligible for consideration, the applicant must:

1. Be a rising junior or senior currently enrolled full-time.
2. Be in good standing at an accredited college.
3. Possess excellent communication and organizational skills.

Preferred qualifications:

1. Preference will be given to first-generation college students and those demonstrating:
 - a. self-direction and ability to work with limited supervision.
 - b. appreciation for the value of diversity and inclusion in the work place.
 - c. organization and planning skills.
 - d. effective project coordination, facilitation, and implementation based on past work or school experience.
2. Degree or emphasis in one of the following disciplines: pre-law, political science, history, English, business administration, finance, or related discipline.

How to Apply:

Qualified applicants should submit the following documents combined into **one PDF** with Vacancy #2022-05-EDVA in the subject line by email to: danae_rodriguez@vaep.uscourts.gov

1. A cover letter describing how your experience relates to the position and if you are a first-generation college student.
2. A resume detailing experience, education, and skills.
3. An essay, no more than 300-words, describing the importance of diversity in the U.S. Courts.
4. Unofficial school transcript (reflecting most recent academic semester and the cumulative GPA as of the application date).
5. An application for Judicial Employment **AO 78** found [here](#).



6. One to three reference letters with at least one from a Professor or Community Leader.

Additional Applicant Information:

This position requires a minimum commitment of one year. The federal immigration and appropriations law significantly limits the circumstances in which the federal judiciary may employ a non-citizen of the United States. As such, all applicants must be a U.S. citizen or legally eligible to work in the United States. Proof of eligibility status will be required.

The selected candidate will be subject to a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until background check is completed, and favorable suitability is determined.

COVID Vaccination Policy- Our agency requires that all employees report and attest their COVID vaccination status at the start of employment. Unvaccinated employees are required to submit one negative COVID test per week as a condition of employment.

Interviews are tentatively scheduled the week of May 9, 2022.

The selected candidate will be required to use the Electronic Funds transfer (EFT) for payroll deposit.

The Eastern District of Virginia has an unwavering commitment to recruit, maintain and retain a diverse workforce with the aim that every one of our people has a full sense of belonging within our organization. It is our belief that a diverse workforce and an inclusive environment will help us better serve our communities and carry out our mission.

The United States Courts Are An Equal Opportunity Employer