United States District Court Southern District of Iowa Student Internship Program

Position: Clerk's Office Intern **Compensation:** Unpaid Internship

Position Location: Des Moines

The internship program is available in the U.S. Courthouse in Des Moines. This is strictly a volunteer position under the supervision of the Chief Deputy.

Duties and Responsibilities:

The duties and responsibilities performed by interns will be as follows:

- Pull and update files as needed for the work of the Court and return them to the file room
- Assist in opening incoming mail and routing to appropriate designation
- Assist with the processing of outgoing mail
- Prepare correspondence in response to inquiries regarding files
- Prepare records of files transmitted to the Federal Record Center
- Retrieve closed files and records from the Records Center
- Assist with the archive program
- Assist court staff with clerical functions
- Assist in preparing records for cases on appeal
- Answer telephone calls
- Duplicate requested documents
- Assist courtroom deputies
- Observe court proceedings
- Perform other general office or project duties as assigned

Qualifications:

To be considered for the internship position, candidates must meet the following minimum qualifications:

- 1. College student who has general knowledge of filing, telephone usage, record keeping, etc.
- 2. Must have a commitment to regular attendance, maintain a positive and pleasant work attitude, work well in a team environment, have a high level of energy, and must deal tactfully and effectively with the bar and public while maintaining a high quality standard of work.
- 3. Be willing to sign an "Acknowledgment of Gratuitous Services and Waiver for Uncompensated Employees" form.

Benefits:

Interns are not entitled to any benefits with the Court. All services are to be rendered solely on a voluntary basis. Applicants will need to check with their school to see if they can receive academic credit.

Miscellaneous:

The Court reserves the right to modify the conditions of this internship program or to withdraw the announcement. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of the internship.

Expectations of Student Intern:

The intern will be expected to:

- Adhere to the Clerk's Office work hours or an established work schedule
- Follow Clerk's Office policies and procedures
- Strict observance of the Code of Conduct for Judicial Employees

How to Apply:

Submit a cover letter and resume to: United States District Court Southern District of Iowa Attn: Mindi Decker P.O. Box 9344 Des Moines, IA 50306-9344

The United States District Court is an Equal Opportunity Employer