

**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

E-mail: [mindi\\_decker@iasd.uscourts.gov](mailto:mindi_decker@iasd.uscourts.gov)

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