



United States Courts

District of Montana

Vacancy Announcement

04D:2021

Position Title:	Student Intern
Duty Station:	U.S. Courts District of Montana Duty Station in Billings, Great Falls, or Missoula
Starting Grade/Salary*:	CPS CL 24 – CL 25 (\$38,694 - \$69,462)
Announcement Date:	April 19, 2021
Application Deadline:	Open until filled, with first consideration given to applications received by May 9, 2021

Position Overview

The District of Montana is accepting applications for a one-year term student internship as part of the Model Intern Diversity Pilot Program offered through the Administrative Office of the United States Courts. This program is built on a foundation of diversity and innovation and exists to expose, develop and place talented, under-served youth in the courts and prepare them for future permanent employment opportunities while training them to be champions of diversity and inclusion.

This unique, year-long internship is being offered to junior and senior undergraduate students and will be headquartered at one of three courthouses within Montana. The incumbent will work full-time (no more than 40-hours/week) during the summer semester and part-time (no more than 20-hours/week) during the fall and spring semesters. The incumbent will rotate through all three court units located within Montana: U.S. District Court, Bankruptcy Court and U.S. Probation Office. The intern will work directly with federal judicial officers, court unit executives, law enforcement officers, and other court- system professionals, performing or assisting in the performance of a variety of judicial, legal, and/or administrative functions within the federal judiciary.

Duties and Responsibilities

- Observing operations in all three court units in Montana: District and Bankruptcy Courts, including Chambers and Clerk's Office; and Probation & Pretrial Services.
- Observing U.S. Marshals Office, U.S. Attorney Office and Federal Public Defenders Office.
- Shadowing judicial officers, judicial chambers personnel, and Clerk's Office personnel, including courtroom support roles, human resources, information technology, and finance/budget.
- Working with Probation Officers, including specific work with Presentence Investigation Officers and Supervision Officers.
- Assist offices with administrative duties such as filing and scanning of case documents, data entry within applicable case management systems, facilitate automated database searches (including criminal records review), and chronological entries.
- Assist officers with conducting investigations and verifying background information concerning persons charged with a federal offense when they are arrested or summoned to court.
- Provide administrative assistance to the Location Monitoring and Drug, Alcohol, and Re-Entry Specialists.
- Assist in the research and recording of resources for posting on the internet and/or intranet websites.

- Assist in performing receptionist duties by greeting visitors/defendants in person and/or on the telephone directing them to the appropriate staff member. Assist in the processing of outgoing mail/receiving mail and routing to the appropriate staff member.
- Preparing written communications for the Court, law enforcement agencies and community organizations.
- Interviewing people on supervision and assisting with facilitating change.
- Working with Reentry Courts (Drug Court and Veterans Court) and the Forensics and Urinalysis Laboratories.
- Observing Bankruptcy Court proceedings and section 341 hearings.
- Learning and re-enacting procedures & processes such as creating & delivering performance evaluations and statistical reports.
- Comply with the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and judgment. Handle confidential information in a careful and deliberate manner.
- Performing other duties as assigned.

Minimum Qualifications and Requirements

Candidates must be a junior or senior during the 2021-2022 academic year and currently enrolled full-time and in good standing at an accredited college or university. The candidate must be working toward a degree, preferably with a concentration in pre-law, criminal justice, business administration, finance or related discipline.

Conditions of Employment

The selectee will be subject to an FBI background check (fingerprints). Employment will be considered provisional until the FBI background check is completed. The selectee must be a United States citizen or meet appropriations act citizenship requirements for federal employment.

Employees of the federal judiciary must adhere to all Judicial Conference regulations, must follow the policies outlined in the *Guide to Judicial Policy*, and are bound by the ethical standards established by the chief judge and the *Code of Conduct for Judicial Employees*.

Employees of the federal judiciary are considered “at will” employees and are not covered by the Office of Personnel Management’s civil service classification system or regulations. Employees are required to use electronic fund transfer for payroll (direct deposit).

Application Procedure

Qualified applicants should submit by email only the following materials in PDF format:

1. A cover letter. In your cover letter please answer the following question: Why are you interested in this internship and what experience do you hope to gain?
2. A resume.
3. At least one (1) character reference from a college professor.
4. A completed application for judicial branch employment, form AO-78.
(Note: the last page of the AO-78 requires a conventional signature)

Online Application (preferred):

<https://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=p4ezazbn&pos=04D2021>

U.S. Mail: Susie Johnston, HR Administrator
PO Box 7675
Missoula, MT 59807

Fax: Include cover sheet (Attn: Human Resources) and number of pages
406-303-6813

The Court will provide acknowledgement of received applications via email within ten days of receipt. Due to the expected volume of applications further communication will be limited to those applicants chosen for additional screening and/or interviews.

The Court reserves the right to modify the conditions of this vacancy announcement or to withdraw the announcement without prior written or other notice. Applications submitted for this position may be considered for similar vacancies that may occur within six months from the date the position is filled.

The United States Courts are an Equal Opportunity Employer.