

UNITED STATES DISTRICT COURT

Western District of Kentucky
Announcement Number 22-07



POSITION: Student Intern
LOCATION: Louisville, Kentucky
STARTING SALARY: CL 22 (\$28,895- \$34,614)
CLOSING DATE: Open until filled, First Consideration given to applications received by April 29, 2022

POSITION OVERVIEW:

The United States District Court for the Western District of Kentucky 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 and under-served undergraduate students in paid internships in federal courts around the country, and to prepare them for future employment opportunities within the federal judiciary.

This unique, year-long internship is being offered to rising junior and senior undergraduate students. The position will be headquartered in Louisville, KY and will include rotations with the U.S. District and Bankruptcy Courts and the Probation and Pretrial Services division for the Western District of Kentucky. The incumbent will work full-time (no more than 40 hours per week) during the Summer semester and part-time (no more than 20 hours per week) during the Fall and Spring semesters. The incumbent will report directly to a U.S. District Judge and will work directly with federal judicial officers, court unit executives, federal practitioners, probation 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. The intern will function as a student trainee.

REPRESENTATIVE DUTIES:

- Observing a wide variety of court proceedings in civil and criminal matters to develop a familiarity with the judicial process
- Shadowing judicial officers, judicial chambers personnel, U.S. Pretrial Services officers, U.S. Probation officers, personnel of the Clerk's Offices of the District Court and the Bankruptcy Court, and other court-system professionals to develop an understanding of the federal judiciary
- Working cooperatively with members of judicial chambers to effectively support judges in fulfilling their judicial responsibilities
- 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, investitures, and community outreach events

- Assisting judicial, legal, professional, and/or administrative staff in collecting, maintaining, and processing case information
- Performing basic legal, social science, historical, statistical, and other research to support judicial, legal, professional, and/or administrative staff
- Collecting, organizing, and summarizing statistical, accounting, or mathematical data on case processing, budgetary, workload, and other court-related issues for 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; and
- Performing other duties as assigned.

QUALIFICATIONS:

Candidate must be a junior or senior during the 2022-2023 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:

Must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered “at will” appointments, and can be terminated with or without cause by the Court. Employees are hired provisionally pending results of a criminal background check and fingerprinting and are subject to a probation period. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of salary. The U.S. Courts require employees to adhere to the Code of Conduct for Judiciary Employees, which is available to applicants for review on the Court’s webpage [here](#).

APPLICATION INSTRUCTIONS:

Qualified persons must submit the following:

- 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 judiciary application (available [here](#)).

Incomplete applications will not be considered.

Submissions must be made via email to: Careers@kywd.uscourts.gov. The subject line for your submission must read: Job announcement 22-07, Student Intern.

Due to the volume of applications received, the Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their expense and relocation expenses will not be reimbursed. Funding for housing will not be provided and will be the responsibility of the intern throughout the internship.

The U.S. District Court is an Equal Opportunity Employer