
**INTERNSHIP OPPORTUNITY
U.S. DISTRICT COURT, CENTRAL DISTRICT OF ILLINOIS**

ANNOUNCEMENT NO: 2024-04
NO. OF VACANCIES: ONE (1)
POSITION TITLE: STUDENT INTERN

DATE: March 13, 2024
SALARY: \$31,642 (CL 22) (**pro-rated**)
DUTY STATION: Springfield, IL
(Preferred); Peoria IL

CLOSING DATE: Open until filled with first consideration given to submissions received by April 3, 2024

*******NOTICE OF VACANCY*******

POSITION OVERVIEW:

The United States District Court for the Central District of Illinois is accepting applications for a one-year term student internship as part of the Model Intern Program offered through the Administrative Office of the United States Courts. This program is built on a foundation of diversity, equity, and inclusion (DEI). DEI describes policies and programs that promote the representation and participation of all segments of society to ensure equal opportunity. The MIP seeks to provide talented, underserved college students with an appreciation for DEI to compete for paid internships with federal courts throughout the country, preparing them for future employment opportunities within the federal judiciary.

This unique, year-long internship is being offered to junior and senior undergraduate students and will be headquartered at Springfield, IL (preferred) or Peoria, IL. 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 report directly to the Clerk of Court and will work directly with federal judicial officers, court unit executives, federal practitioners, 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.

POSITION DUTIES & RESPONSIBILITIES:

The Intern will function as a student trainee and his/her duties will include:

- Assisting judicial, legal, professional, and/or administrative staff in collecting, maintaining, and processing case records and information;
- 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, Clerk’s Office personnel, 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;
- Performing basic legal, social science, historical, statistical, and other research to support judicial, legal, professional, and/or administrative staff;
- Performing basic tasks to support administrative staff in property management, information technology maintenance, and financial/budget activities.

- 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.

EXPERIENCE/BACKGROUND:

Candidates must be a junior or senior during the 2024-2025 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 a 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.

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 at www.ilcd.uscourts.gov/employment)

Incomplete applications will not be considered.

Submissions must be made via email to: keely_sprague@ilcd.uscourts.gov. The subject line for your submission must read -- Job announcement 2024-04, 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