

UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF LOUISIANA



NOTICE OF VACANCY

The United States District Court for the Middle District of Louisiana is accepting applications for the position of **Clerk of Court Intern**.

ANNOUNCEMENT NUMBER: 24-USDC-5
LOCATION OF POSITION: Baton Rouge, Louisiana
POSITION TITLE: Clerk of Court Intern
CLASSIFICATION LEVEL: Court Personnel System, CL 24 – 27
SALARY: Unpaid, gratuitous service
OPENING DATE: Monday, June 17, 2024
CLOSING DATE: Open until filled
STARTING DATE: ASAP

- This is a part-time temporary internship opportunity. Services of an appointed intern are to be rendered solely as a volunteer (gratuitous service).
- The duration of the position is estimated between 6-12 months assuming a 10-hour work week.

POSITION OVERVIEW:

The United States District Court for the Middle District of Louisiana is seeking applicants for the Clerk of Court Intern position. This position will focus on assisting the Court with development of a "media plan." Although the internship is unpaid, the opportunity is intended to provide valuable work experience and better prepare students interested in a public service media career. The Clerk of Court Intern is considered a direct reflection of the Court therefore the highest standard of conduct, confidentiality, and appearance are both expected and mandatory. This position reports directly to Tara Madison, Chief Deputy.

DUTIES AND RESPONSIBILITIES:

The Clerk of Court Intern will assist the Court in the development of a "media plan" that covers various topics such as:

- when and how to talk to the press
- how to increase visibility and accessibility in the community
- how to increase social media presence
- website communication best practices, etc.

The incumbent may perform other duties as assigned.

REQUIREMENTS & QUALIFICATIONS:

Applicants must be United States citizens or eligible to work in the United States. Background checks will be conducted on final candidate(s). Work will be performed in an office setting. Professional/business casual attire is required.

Applicants must be currently enrolled as a part-time or full-time student pursuing an undergraduate or graduate degree in Mass Communication, Media, Digital Advertising, Public Relations, or a related field of study.

Applicants must also:

- Work well both independently and in a team environment.
- Have very strong organization and communication skills and be detail oriented.
- Have working knowledge of Microsoft Word and other computer applications.

GRATUITOUS SERVICE:

Services of an appointed intern are to be rendered solely as a volunteer aka gratuitous service. Incumbents thereby waive any claim or right to receive a salary or other compensation in consideration of the performance of the duties assigned by the Court. Gratuitous service positions are excluded from federal insurance programs, flexible benefits programs, supplemental benefits, retirement, holidays, and leave.

HOW TO APPLY:

Persons interested in being considered for the position are invited to submit an applicant's packet which includes: a letter of interest, a resume, and a letter of recommendation from a faculty advisor. Hard copies will not be accepted. Please email or fax your complete applicant packet to:

humanresources@lamd.uscourts.gov

(Attachment must be saved as one PDF file – Multiple attachments WILL NOT be accepted.)

OR

Attention: Human Resources; fax number 225.389.3542

ADDITIONAL INFORMATION:

The most qualified applicants may be invited to one (or more) personal interview(s) with the Court. Applicants selected for interviews will be required to travel to the designated location at their own expense if interviewed in person. The Court is not authorized to reimburse applicants for travel and/or relocation expenses. All applicants who participate in the interview process will receive a written response if they are not selected. Please do not inquire about the status of your application.

Prior to appointment, the selectee considered for this position is required to undergo an FBI background check and investigation. The selectee may then be appointed provisionally, and retention will depend upon a favorable suitability determination of the investigation. Unfavorable results may result in termination of internship.

Per Administrative Order 2021-7 all employees must be "fully vaccinated" against the COVID-19 virus (unless the Court has granted an exemption from this vaccination mandate on medical or religious grounds). "Fully vaccinated" is defined as two weeks after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or the single-dose vaccine (Johnson & Johnson). Acceptable forms of proof of vaccination include the Centers for Disease Control COVID-19 Vaccination Record Card issued by the vaccine provider or the SMART Health Card that can be found in the LA Wallet application for mobile devices. Exemptions to the vaccination requirement will only be considered for individuals with medical conditions that prevent them from being vaccinated or for individuals with sincerely held religious beliefs that prohibit them from being vaccinated. Procedures for exemption requests will be provided upon request.

Adherence to the rules, regulations, and policies of the Court including the *Code of Conduct for Judicial Employees* is required. Applicants may request a copy for review by contacting Human Resources.

The Court has the right to modify the conditions of this vacancy announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.

The Court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The United States District Court for the Middle District of Louisiana is an Equal Opportunity Employer and values diversity in the workplace.