



UNITED STATES DISTRICT COURT DISTRICT OF ALASKA

STUDENT INTERN (Model Intern Program)

Announcement Number USDC 24-02
Announcement date March 20, 2024
Closing Date May 1, 2024
Salary Range CL 22
\$17.19 - \$20.95 (depending on qualifications and experience)
Location Anchorage, Alaska

POSITION OVERVIEW - The United States District Court for the District of Alaska 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 college students an opportunity to internship with the 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 based in Anchorage, Alaska. 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 Chief Deputy Clerk and will work directly with district court federal judicial officers, court unit executives, federal practitioners, law enforcement officers, probation and pretrial officers, information technology and bankruptcy court. This position will perform or assist in the performance of a variety of judicial, legal, administrative and/or technological functions within the federal judiciary. This opportunity will provide the incumbent with exposure to many different aspects of the federal judiciary.

REPRESENTATIVE DUTIES –

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

- Observing a wide variety of court proceedings in civil and criminal matters to develop a familiarity with the judicial process;
- Observing judicial officers, judicial chambers personnel, U.S. Pretrial Services officers, U.S. Probation officers, Federal Public Defenders, Clerk's Office personnel, and other court-system professionals to develop an understanding of the federal judiciary;
- Working collaboratively with members of judicial chambers to effectively support judges in fulfilling their judicial responsibilities;

- Assisting judicial and/or administrative staff with jury matters;
- Assisting with court related special events, such as naturalization ceremonies, investitures, and community outreach events;
- Working with Clerk’s Office personnel to learn and perform office tasks, including electronic filing of case-related submissions, reviewing and archiving documents, as well as assisting with other administrative matters;
- Performing basic administrative functions, like collecting, organizing, and drafting documents to assist judicial and 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 AND REQUIREMENTS -

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 internship will start on or after June 3, 2024, and will conclude no later than May 30, 2025.

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 applicant’s for review on the Court’s webpage at <https://www.uscourts.gov/rules-policies/judiciary-policies/ethics-policies>.

HOW TO APPLY -

Qualified persons must submit the following in a **single PDF document** to HR@akd.uscourts.gov in the following order:

- 1) A cover letter. In your cover letter please answer the following question: Why are you interested in this internship and what experience you hope to gain from it?
- 2) An updated resume;
- 3) At least one (1) character reference from a college professor; and
- 4) A completed, [Application for Judicial Branch Federal Employment, form AO 78](#).

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, without prior written or other notice.

The United States District Court is an Equal Opportunity Employer