

# VACANCY ANNOUNCEMENT DISTRICT COURT CLERK'S OFFICE DIVERSITY STUDENT INTERNSHIP



**U.S. District Court**  
**District of South Dakota**  
[www.sdd.uscourts.gov](http://www.sdd.uscourts.gov)

**Announcement #:** 04-23

**Number of Vacancies:** 1

**Location:** Sioux Falls, Pierre, or Rapid City, South Dakota

**Compensation:** CL 23 – CL 24  
(\$37,357 - \$51,713 full time)  
commensurate with experience

**Employment:** Temporary, full-time or part-time not to exceed 90 days.

**Closing Date:** Open until filled with priority consideration given to applications received by 4/14/2023.

## The District of South Dakota

The U.S. District Court for the District of South Dakota consists of five district judges and three magistrate judges. The corporate office is in Sioux Falls with divisional offices in Aberdeen, Pierre, and Rapid City.

## About the Position

The U.S. District Court for the District of South Dakota is seeking candidates for a paid diversity student internship. The diversity student intern will work with judiciary employees to support all areas of the court and clerk's office. The successful candidate will learn about various career opportunities in the Federal Court system through exposure, assignments, networking, and training, and be exposed to District Court, Bankruptcy Court, and the Probation department. A high level of confidentiality is required.

The internship is open to juniors, seniors, or law students currently enrolled in good standing at an accredited college or law school. Minorities are encouraged to apply.

## Overview of Duties

- Attend civil, criminal, and bankruptcy hearings to develop a better understanding of the judiciary system.
- Work closely with courtroom deputies to learn the appropriate steps taken before, during, and after court cases and trials.
- Assist with collecting, maintaining, and processing case information.
- Organize legal pleadings, briefs, motions, and letters.
- Perform basic statistical analysis and data research to provide information.
- Shadow probation officers to develop an understanding of the criminal justice system and methods used to prevent recidivism of persons under supervision.
- Assist with organizing external court events such as naturalization ceremonies and provide support internally with jury duty processes.
- Sort, classify, copy, distribute, and file court records.
- Other duties as assigned.

## Internship Requirements and Qualifications

- Current junior, senior, or law student enrolled in good standing at an accredited college or law school.
- Possess excellent writing, communication, organizational, and critical thinking skills.
- Proven ability to perform a wide variety of administrative tasks such as electronic filing, utilizing multi-line phone systems, and completing basic financial and accounting duties accurately and timely.
- Strong attention to detail.
- Possess a willingness to learn, be personally accountable, maintain a positive attitude, and remain flexible in an ever-changing environment.
- Work effectively in a team environment as well as the ability to work independently and maintain responsibility for assigned tasks.

## Preferred Skills and Experience

- Pursuing a degree concentrated in pre-law, political science, human sciences, business administration, or other related field.
- Demonstrated project coordination, facilitation, and implementation based on past work or school experience.

## Conditions of Employment

- Applicants must be a U.S. citizen or eligible to work in the United States.
- Judiciary employees must adhere to the *Code of Conduct for Judicial Employees* at all times.
- Employees of the United States District Court are hired under an excepted appointment, are not covered by the Civil Service System, and are considered "at will" employees.
- The candidate hired for this position will be subject to a full background record check as a condition of employment.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- The U.S. District Court, District of South Dakota reserves the right to amend or withdraw any vacancy announcement with or without notice to applicants. If a subsequent vacancy of the same or similar position becomes available within a reasonable amount of time after the original announcement has closed, the Court Unit Executive has the right to select another candidate from the applicant pool of the original vacancy announcement.

## Application Instructions

For consideration, applicants must submit the following:

- 1) A letter of recommendation from a current or previous college professor;
- 2) A completed AO 78 *Judicial Branch Federal Employment* application, found on <https://www.uscourts.gov> under Court Forms. Education and/or experience must be clearly detailed and explained for each position held. Applicants are not required to answer questions 18, 19, or 20 on form AO 78.

Application packages should be emailed in PDF format with "Vacancy 04-23" in the subject line to Brooke Richards at: [brooke\\_richards@sdd.uscourts.gov](mailto:brooke_richards@sdd.uscourts.gov).

**Incomplete application packages will not be considered.**

**The District of South Dakota is an Equal Opportunity Employer and complies with the Fair Chance to Compete Act.**