

# Career Opportunity

## STUDENT INTERN DISTRICT OF SOUTH DAKOTA



### ABOUT THE COURT

The U.S. District Court for District of South Dakota was established in 1889 when the Dakota Territory was divided into North and South Dakota. The Court handles issues pertaining to federal law within the state of South Dakota and has courthouses in Sioux Falls, Rapid City, Pierre, and Aberdeen. Additionally, U.S. Probation has satellite offices in Eagle Butte, Kyle, McLaughlin, Mission, and Winner.

The U.S. District Court consists of federal court chambers, a clerk's office, and a probation and pretrial services office. The district has three Article III district judges, three senior district judges, and three full-time magistrate judges.

### ABOUT THE POSITION

The United States District Court for the District of South Dakota has an opening for a student intern in our Pierre and Rapid City offices. The 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. A high level of confidentiality is required.

### POSITION DUTIES AND RESPONSIBILITIES

The student intern performs duties and responsibilities which include, but are not limited to:

- Attend civil and criminal 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.
- 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.

**Vacancy No.:** 03-25

**Number of Vacancies:** 2

**Location:** Pierre (1) Rapid City (1)

**Salary:** CL23 \$39,958 -- \$64,962  
Commensurate with experience

**Employment:** Temporary, full-time or part-time

**Closing Date:** Open until filled; priority consideration given to applications received by April 11, 2025



## How to Apply

Please submit the following:

- A cover letter
- An unofficial copy of your college transcript(s)
- A letter of recommendation from a current or previous college professor
- Completed AO 78 Application for Judicial Branch Federal Employment Forms | United States Courts ([uscourts.gov](https://uscourts.gov))

**All documents must be emailed in PDF format with “Vacancy 03-25” in the subject line to [recruitment@sdd.uscourts.gov](mailto:recruitment@sdd.uscourts.gov).**

Visit our employment site



[www.sdd.uscourts.gov](https://www.sdd.uscourts.gov)

## QUALIFICATIONS

- Currently enrolled in good standing at an accredited college or community college.
- 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 political science, human sciences, business administration, paralegal studies, or another 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 excepted appointments, 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.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- The U.S. District Court for the District of South Dakota reserves the right to amend or withdraw any vacancy announcement with or without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time after the original announcement has closed, the Court Unit Executive reserves the right to select a candidate from the original applicant pool of the previous vacancy announcement.

**THE DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH THE FAIR CHANCE TO COMPETE ACT**