



UNITED STATES DISTRICT COURT MIDDLE DISTRICT OF NORTH CAROLINA

VACANCY ANNOUNCEMENT

Announcement Number: **26-04**

Opening Date: **March 27, 2026**

Closing Date: **Open until filled**

Priority will be given to applications received by April 24, 2026.

STUDENT INTERN (PART TIME/TEMPORARY)

DUTY STATION: GREENSBORO, NC

CL 22 (\$32,588 - \$52,957)

INTRODUCTION AND POSITION DESCRIPTION

Federal courts play an important role in the administration of justice. The United States has 94 district courts, which serve as the trial level court in the federal system. Federal judges decide complex and sometimes high-profile criminal and civil cases. To support their work, the judges of a Court appoint a Clerk of Court who is responsible for the administration of all non-judicial functions, ranging from court support, docketing, records maintenance, information technology, finance, human resources, jury administration, facilities, and public relations.

The Clerk of the United States District Court for the Middle District of North Carolina is accepting applications for the position of **Student Intern in Greensboro**. This is an entry level position. This position affords undergraduate and graduate students the opportunity to gain invaluable hands-on experience working in a federal court environment, develop personal and professional skills, attend court trials, network with courthouse personnel and officials, and receive superior mentorship by court professionals. The Student Intern will work up to 20 hours per week.

The Clerk's Office has regular vacancies for full-time positions, and Student Interns who are successful in their positions will be welcome to apply for any full-time vacancies that are of interest. However, permanent employment is not guaranteed.

REPRESENTATIVE DUTIES

Under close supervision the Student Intern will assist one of the following departments with myriad administrative tasks while learning the functions of a busy trial court in the federal system:

Court Operations

- Records Management
- Court Administration
- Jury Administration

Finance and Facilities

- Vendor Payments and Maintenance
- Courthouse Building Project Coordination

Information Technology

- Troubleshooting
- Help Desk Assistance
- Special Projects

REQUIRED QUALIFICATIONS

Court Operations

- Ability to apply court's policies, procedures, practices, and guidelines related to office administration.
- Ability to learn court operations and legal terminology.
- Ability to learn organizational roles and responsibilities.

Administrative

- Skill and ability to file, extract, and re-file documents accurately and appropriately.
- Ability to follow detailed instructions.
- Ability to multi-task.

Information Technology

- Skill in the use of automated equipment including word processing, spreadsheet, and database applications.
- Skill in using standard office equipment (telephones, copiers, scanners, etc.).
- Ability to learn court specific database systems.

BENEFITS

Federal benefits will be dependent on length of employment term. A comprehensive summary of benefit information is available for review via [Benefits | United States Courts \(uscourts.gov\)](http://www.uscourts.gov/benefits).

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct which is available on the judiciary's web site at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct>. This position is subject to mandatory electronic funds transfer (direct deposit) of federal wages for court employees.

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable, and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

Due to the volume of applications received, only the best qualified applicants will be invited for personal interviews. The United States District Court is a smoke-free environment. Applicants must be U.S. citizens or eligible to work in the United States.

TO APPLY:

To apply for this position, qualified applicants should submit: 1) a completed [AO78 5 2024.pdf](#) 2) a cover letter addressing which department is of interest (Court Operations, Finance/Facilities, or Information Technology); and 3) a chronological résumé including education. The completed package as a single pdf file should be submitted electronically to ncmdml_persnml@ncmd.uscourts.gov.

*This position is a part-time/temporary position with a “Not-to-Exceed” (NTE) date noted at time of appointment.

*Interview and relocation expenses are not reimbursable.

The United States District Court is an Equal Opportunity Employer.