**C A R E E R O P P O R T U N I T Y**

**UNITED STATES DISTRICT COURT**

**DISTRICT OF CONNECTICUT**

**POSITION:** Jury Intern (Part-Time) **OPENING DATE:** September 27, 2021

**SALARY:** N/A **CLOSING DATE:** Position will remain open

**DUTY STATION:** Hartford, CT until filled\*

**\***Priority given to applications received by October 8, 2021

The United States District Court for the District of Connecticut is accepting applications for the unpaid position of Jury Intern. The incumbent will perform administrative work to support the Jury Clerk and Jury Administrator, in accordance with approved internal controls, procedures, and rules.

**Representative Duties:**

* Prepare and mail juror summonses and other documents.
* Open and sort juror mail and documents.
* Make copies as directed by Jury Clerk.
* Assist with jury selections.
* Provide support to and assist trial jurors during jury service.
* Other duties as assigned.

**Qualifications:**

* Three years general clerical or specialized experience.
* Excellent oral and written communication skills.
* Excellent customer service skills.
* Ability to work independently and use judgment to resolve issues based on knowledge and experience.
* Ability to interact effectively and appropriately with the public, internal customers, and coworkers; ability to work well with others.
* Ability to maintain confidentiality and exercise mature judgment.
* Ability to be flexible and adapt to unanticipated needs and problems and to manage multiple tasks and priorities.
* Ability to consistently demonstrate sound ethics and judgment.
* Ability to use scanners, hi-tech copiers, and A/V equipment.
* Skill in Microsoft Office (e.g., Outlook, Word, Excel, etc.) desired.

**Education:** High school diploma required; bachelor’s degree preferred.

**How to Apply:**

Submit resume with a cover letter, narrative statement, and a completed AO-78 Application for Federal Employment as a single PDF document to: HR\_department@ctd.uscourts.gov.

Applications for Judicial Branch Federal Employment (AO78) may be obtained at:

<http://www.uscourts.gov/forms/human-resources-forms/application-judicial-branch-federal-employment>

Applicants must also submit a narrative statement addressing the following:

1. Why are you interested in the Jury Intern position?

The Court will communicate only with those applicants who are selected for an interview. **No phone calls please.**

**Conditions of Employment:**

* Applicants must be U.S. citizens or eligible to work in the United States.
* Employees are required to adhere to the Code of Conduct for Judicial Employees (available to applicants to view at the court website: www.ctd.uscourts.gov).
* Employees of the U.S. District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated with or without cause by the court.

***The United States District Court is an Equal Opportunity Employer.***