



**UNITED STATES DISTRICT COURT
DISTRICT OF HAWAII**

**VACANCY ANNOUNCEMENT
No. 2023-09**

Position:	JURY INTERN
Terms of Employment:	Temporary, Part-time (Duration of appointment expected to extend from October 2023 through December 31, 2023, but dates are negotiable, depending on candidate availability and budget allowing)
Classification Level:	CL-22, \$16.47 per hour, depending on experience and qualifications
Position Location:	Office of the Clerk United States District Court Prince Kuhio Federal Building and U.S. Courthouse 300 Ala Moana Boulevard Honolulu, HI 96850
Closing Date:	Position open until filled.

The Clerk's Office of the United States District Court is a career-oriented organization focused on providing exceptional service to the court, members of the legal community, and the general public. Currently, we are seeking applicants for a part time **Jury Intern** position.

The Jury Intern will be responsible for performing a variety of administrative and customer services related support for the Clerk's Office. This position will be assigned in the Jury department, working with petit jurors and grand jurors.

REPRESENTATIVE DUTIES:

- Print and mail summons for jurors.
- Open and sort all daily incoming mail.
- Assist with ensuring supplies are stocked in the jury department and for the jurors during trials.
- Assist in answering phones and providing information to jurors.
- Assist in booking travel, airfare and hotel for neighbor island jurors.
- Prepare, scan and deliver material.
- Receive, screen and refer phone calls and visitors, answering routine inquiries and providing assistance.
- Maintain confidentiality, as applicable.
- Operate a variety of technical equipment, including but not limited to copiers, computers, scanners, and personal digital assistants.
- Perform assignments that are project based with attention to detail, accuracy and timeliness.
- Receive, screen, copy, and route correspondence and other material to appropriate personnel.
- Perform other related duties, as assigned.

MINIMUM QUALIFICATIONS:

We are seeking applicants who are motivated, personable, dependable, adaptable, and able to remain calm under pressure. Additionally, the selected intern must have strong organizational skills, including the ability to handle multiple assignments while dealing with frequent interruptions, and the ability to maintain strict confidentiality, always demonstrating sound ethics and good judgment. A professional demeanor and appearance appropriate for a court environment is required. Lifting and bending may be required.

Applicants for this position must be able to deal effectively with the Judges of the District Court, managers, coworkers and the public. The individual selected must understand and abide by the rules, policies and regulations of the Court. He or she must possess the ability to function to some extent as a replacement worker for other workers in leave status. General computer and word processing skills are required, including a working proficiency in Microsoft Office products. A team attitude, attention to detail and a willingness to adapt to a changing work environment are essential to maintain the Court's quality standards.

EDUCATION

To qualify, a person must be a high school graduate or equivalent, and be a student enrolled in a degree program such as, but not limited to, criminal justice, criminology, psychology, sociology, human relations, business or public administration.

BACKGROUND INVESTIGATION

As a condition of employment, the selected candidate must successfully complete a Federal Bureau of Investigation (FBI) background investigation, defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification. Court employees, including volunteers, are required to adhere to the [Code of Conduct for Federal Judicial Employees](#).

HOW TO APPLY:

It is recommended that applications be submitted as soon as possible. To ensure consideration, qualified applicants must submit one of each of the following documents combined into a single pdf:

- 1) A letter of interest;
- 2) An updated resume;
- 3) An unofficial transcript from your college or graduate program;
- 4) A completed and signed "AO-78 Judicial Branch Application for Employment" (available as a fillable pdf on the Employment page of our website at www.hid.uscourts.gov).

All four documents should be combined and submitted together as one pdf document.

Non-submission of the required documentation or an incomplete application packet may disqualify applicant from further consideration.

Please submit as one PDF via email to: careers@hid.uscourts.gov with subject line:
VA 23-09 Jury Intern (your name).

The U.S. District Court will only communicate with those individuals who will be invited for personal interviews and only applicants who are interviewed will receive a response regarding their application status. Interview and relocation expenses are not eligible for reimbursement.

The District of Hawaii, U.S. District Court reserves the right to modify or withdraw this vacancy announcement, to fill the position any time before the closing date, or to fill more than one position from this vacancy, any of which may occur without prior written or other notice. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Clerk of Court may choose to select a candidate from the original qualified applicant pool.

We value diversity, are committed to equity and inclusion, and support a workplace in which everyone is treated with dignity and respect.