



***Vacancy Announcement
Student Intern
District Court of Guam
Hagatna, Guam
Vacancy Number 24-001
Opening Date: March 26, 2024
Closing Date: April 19, 2024***

THE POSITION

The District Court of Guam is accepting applications for a one-year term student internship as part of the Model Intern Program (MIP) offered through the Administrative Office of the United States Courts. This program is built on a foundation of diversity, equity, and inclusion (DEI). DEI describes policies and programs that promote the representation and participation of all segments of society to ensure equal opportunity. The MIP seeks to provide talented, underserved college students with an appreciation for DEI to compete for paid internships with federal courts throughout the country, preparing them for future employment opportunities within the federal judiciary.

This unique, year-long internship is being offered to junior and senior undergraduate students and is located in Hagatna, Guam. The incumbent will engage in a wide range of tasks and will gain exposure to work performed in the District Court of Guam and U.S. Probation Office. More information about the MIP program can be found [here](#).

The internship will start on or after June 3, 2024, and will conclude no later than May 30, 2025. Details regarding hours of employment, qualifications, and how to apply are found below.

Representative Duties: Responsibilities of this position may include but are not limited to the following:

- Observes a wide variety of court proceedings in civil and criminal matters to develop a familiarity with the judicial process.
- Shadows judicial officers, judicial chambers personnel, U.S. Pretrial Services officers, U.S. Probation officers, Clerk's Office personnel, and other court-system professionals to develop an understanding of the federal judiciary.
- Assists judicial, legal, professional, and/or administrative staff with jury matters.
- Assists judicial, legal, professional, and/or administrative staff as needed in handling special events, such as naturalization ceremonies, investitures, and community outreach events.
- Assists judicial, legal, professional, and/or administrative staff in collecting, maintaining, and processing case information.
- Performs basic legal, social science, historical, statistical, and other research to support judicial, legal, professional, and/or administrative staff.
- Organizes legal pleadings, briefs, motions, and letters for judicial, legal, professional, and/or administrative staff.

- Sorts, classifies, copies, distributes, and files court records to assist judicial, legal, professional, and/or administrative staff.
- Performs other duties as assigned.

SALARY RANGE

This position is classified at CL 22 (\$15.21 - \$19.03 per hour) depending upon the qualifications and experience of the successful candidate.

QUALIFICATIONS

Minimum Qualifications: Candidates must be a junior or senior during the 2024 – 2025 academic year and currently enrolled full-time and in good standing at an accredited college or university. The candidate must be working toward a degree, preferably with a concentration in pre-law, criminal justice, business administration, finance, or a related discipline.

Qualified candidates must be willing to commit to a one-year internship. The incumbent will work full-time (no more than 40 hours per week) during the summer semester. During fall and spring semesters, the intern will work part-time (no more than 20 hours per week) and may work fewer hours per week to accommodate class and exam schedules.

Candidates must also demonstrate:

- Solid organizational skills;
- Strong academic achievement;
- Appreciation for the value of diversity and inclusion in the workplace; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

HOW TO APPLY

To apply, submit the following:

1. A cover letter explaining why you are interested in this internship and what experience you hope to gain;
2. Chronological resume;
3. At least one (1) character reference from a college professor; and
4. Application for Judicial Employment (available [here](#)).

Qualified applicants may submit their application packet electronically to employment@gud.uscourts.gov in PDF form. Electronic submissions should be combined into one PDF document. Alternatively, application packets can be delivered in person to:

District Court of Guam
Attn: Cynthia T. Palacios
520 W. Soledad Ave., FL 4
Hagatna, GU 96910

Incomplete application packets will not be considered.

CONDITIONS OF EMPLOYMENT

- Applicants must be United States citizens or lawful permanent residents currently seeking citizenship or intending to become a citizen after meeting the eligibility requirement as outlined in 8 U.S.C § 1324b(a)(3)(B).
- False statements or omissions of information on any application materials or the inability to meet conditions of employment may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- All information is subject to verification and background investigation.
- An FBI background check is required for all individuals appointed to positions in the United States Courts. New employees are considered "provisional hires" pending the successful completion of the FBI background check.
- Employees of the United States Courts serve under "Excepted Appointments" and are considered "at will" employees. As such, employment can be terminated at any time. Furthermore, Federal Civil Service classifications do not apply.
- Employees are subject to mandatory participation in electronic funds transfer (EFT) for payment of net pay (*i.e.*, Direct Deposit).
- The United States Courts require employees to adhere to the Code of Conduct for Judiciary Employees, which is available to applicants for review on the United States Courts' webpage [here](#).

ABOUT THE DISTRICT COURT OF GUAM

The District Court of Guam is an Equity Focused Employer. We value diversity and are committed to equity and inclusion in our workplace. The District Court of Guam encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, socio-economic circumstance, and any other status or characteristic protected under applicable federal law. The District Court of Guam is an Equal Opportunity Employer.

The District Court of Guam reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice.