



UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA
OFFICE OF THE CLERK

EMPLOYMENT OPPORTUNITY

Position:	Student Intern	Announcement #:	25-CO-02
Appointment Type:	Temporary (hours worked will vary between full and part-time, based on school schedule)		
Location:	Charleston, WV		
Starting Salary:	CL 22 (\$32,269 - \$39,660)		
Opening Date:	February 28, 2025		
Closing Date:	Open until filled. Applications received by April 4, 2025 will receive first consideration.		
Open To:	All qualified applicants		
Start Date:	June 16, 2025 or June 30, 2025		
End Date:	May 30, 2026		

Job Summary:

The United States District Court and Bankruptcy Court for the Southern District of West Virginia 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. The MIP was established to expand applicant pools and increase access to opportunities within the Judiciary. The MIP fosters excellence and values the unique perspectives, experiences, and backgrounds present within the Judiciary and the communities it serves. The program is designed to address barriers to opportunity, such as income disparities, ensuring that individuals have a chance to pursue opportunities based on their merit, talent, and qualifications. The MIP provides opportunities for talented college students to compete for paid internships with federal courts throughout the country, preparing them for future employment opportunities within the Judiciary.

This unique, year-long internship is being offered to junior and senior undergraduate students and will be headquartered at Charleston, West Virginia. **The MIP internship begins on June 16, 2025, or June 30, 2025, and concludes by May 30, 2026.** The intern will work full-time (no more than 40-hours/week) during the Summer semester and part-time (no more than 20-hours/week) during the Fall and Spring semesters. The intern will report directly to the Clerk of Court of the U.S. District Court in Charleston, WV and will rotate among the chambers of Chief U.S. District Judge Frank W. Volk, the chambers of Chief Bankruptcy Judge B. McKay Mignault, the Clerk's Office of the District Court, the Clerk's Office of the Bankruptcy Court, and the U.S. Probation & Pretrial Services Office to maximize exposure to the diverse career opportunities within the Judiciary.

Position Duties & Responsibilities:

The Intern will function as a student trainee and his/her duties will include:

- Observing a wide variety of court proceedings in civil and criminal matters to develop a familiarity with the judicial process;
- Working with judges, U.S. Probation Officers, the Criminal Justice Act unit, Clerk's Office personnel, and other court-system professionals to develop an understanding of the federal judiciary;
- Working cooperatively with members of judicial chambers to effectively support judges in fulfilling their judicial responsibilities;
- Assisting judicial, legal, professional, and/or administrative staff with jury matters;
- Assisting judicial, legal, professional, and/or administrative staff as needed in handling special events, such as naturalization ceremonies, investitures, and community outreach events;
- Providing support and guidance to members of the public regarding court processes and procedures;
- Assisting judicial, legal, professional, and/or administrative staff in collecting, maintaining, and processing case information;
- Performing basic legal, social science, historical, statistical, and other research to support judicial, legal, professional, and/or administrative staff;
- Collecting, organizing, and summarizing statistical, accounting, or mathematical data on case processing, budgetary, workload, and other court-related issues for judicial, legal, professional, and/or administrative staff;
- Organizing legal pleadings, briefs, motions, and letters for judicial, legal, professional, and/or administrative staff;
- Sorting, classifying, copying, distributing, and filing court records to assist judicial, legal, professional, and/or administrative staff; and
- Performing other duties as assigned.

Qualifications:

Candidates must be a junior or senior during the 2025-2026 academic year and currently enrolled full-time and in good standing at an accredited college or university.

The ideal candidate will:

- Be self-motivated and proficient at working with minimal supervision;
- Possess excellent communication and interpersonal skills;
- Have the ability to use Microsoft Office Suite, Adobe Acrobat, and other technology systems and software;
- Demonstrate an appreciation for fostering a civil and respectful workplace where people of different backgrounds, experiences, and abilities feel valued and engaged;
- Exhibit the highest standards of excellence, integrity, good judgment, and customer service.

Employee Benefits:

This position is covered by the Court Personnel System and is entitled to accrue paid annual and sick leave. The intern will also have access to an onsite physical fitness facility.

Conditions of Employment:

The United States District Court is part of the Judicial Branch of the United States government. A paid intern of the United States federal government must be a U.S. citizen or eligible to work in the United States (see full citizenship requirements [here](#).) Paid interns serve under excepted appointments (not civil service) and are “at-will” employees and can be terminated with or without cause by the Court. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Interns are required to adhere to policies and the [Code of Conduct for Judiciary Employees](#). Selected candidate is subject to a background investigation, including FBI fingerprint check, and subsequent favorable suitability determination.

Application Process:

Qualified applicants must submit the following in a **single PDF document**:

- Cover letter that briefly describes why you are interested in the internship and what you hope to gain;
- Résumé;
- At least one (1) character reference from a college professor; and
- Completed Form [AO-78 Application for Judicial Branch Employment](#) (Completion of Optional Background Information section, #19-21 is not required).

Application packets should be submitted via email to Human_Resources@wvsd.uscourts.gov, referencing vacancy **#25-CO-02 Student Intern** in the subject line. To receive first consideration, application materials must be received by **April 4, 2025**.

Accurate compliance with these instructions is a factor expressly considered in the evaluation of the application. The Court will only communicate with those applicants who will be interviewed. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Funding for housing will not be provided and will be the responsibility of the intern throughout the internship.

The United States District Court is an equal opportunity employer and values diversity, equity, and inclusivity in the workplace.