

VACANCY ANNOUNCEMENT (VA 25-05)



United States District Court - Middle District of PA
www.pamd.uscourts.gov

INTERN/GENERALIST – SCRANTON, PA

Full-Time Temporary Position with Benefits*

*This position is scheduled to expire on February 28, 2026, but may be extended contingent on budgetary funding, performance and organizational needs.

SALARY: CL 23-1 (\$39,958.00) – CL 23-61 (\$64,962.00) – RUS Salary Table
CL 24-1 (\$44,259.00) – CL 24-61 (\$71,932.00) – RUS Salary Table

Starting salary based on qualifications, experience, and prior classifications under CPS.
Promotion potential to a CL 24, without further competition.

Opening Date: August 8, 2025 – August 29, 2025

The United States District Court, Middle District of Pennsylvania, is seeking qualified applicants for the position of full-time-temporary (40 hours/week) Intern/Generalist. This position is in the Office of Clerk of Court.

POSITION OVERVIEW:

The Clerk's Office of the U.S. District Court for the Middle District of Pennsylvania is seeking an Intern position in the Scranton headquarters office. The ideal candidate is a customer-focused, motivated, career-oriented individual eager to grow with us, and the Federal Judiciary. This internship offers a valuable opportunity to gain hands-on experience in a fast-paced legal environment. Under the general direction of the Operations Supervisor, the Intern aids in the areas of operations by providing support to all Judicial Officers, Court Unit Executive, Court Managers, Court Staff, the Bar and the Public. This position has an end date of February 28, 2026, but has the potential to be extended and converted to a permanent Generalist position contingent upon funding, performance, and organizational needs.

REPRESENTATIVE DUTIES:

- Performs many duties and functions and is responsible for processing case information during the initial filing of Court documents in accordance with procedures and rules.
- Provides customer service by providing Court information to the public via telephone and in person, including providing answers to Case Management/Electronic Case Files (CM/ECF) inquiries.
- Assists with the reproduction of Court documents.
- Receives and reviews incoming Court documents for compliance with the federal and local court rules.

REPRESENTATIVE DUTIES (cont'd):

- Processes incoming mail and routes Court documents accordingly.
- Enters Court documents and proceedings on the electronic data system.
- Performs operations duties as needed as well as other duties as assigned.

QUALIFICATIONS:

The successful candidate must have at a minimum a high school diploma and the equivalent of two years of general experience. A college degree is desirable. To qualify for the CL-24 level, the successful candidate must be a high school graduate, have two years of general experience, and one year of specialized experience.

GENERALIZED EXPERIENCE:

Generalized experience is defined as progressively responsible clerical, office, or other work that demonstrates the possession of or the ability to acquire the knowledge and skills needed to perform the duties of the position. This includes but is not limited to knowledge of professional office procedures, excellent customer service initiatives and excellent organizational, analytical, communication and interpersonal skills.

SPECIALIZED EXPERIENCE:

Specialized experience includes progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, and laws that involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, and report generation.

The Court is seeking an applicant with a strong work ethic, initiative, dependability and a friendly and customer focused attitude. An understanding of professional office procedures and the ability to work both independently and in a team environment is required. Interaction will be with various individuals; therefore, the candidate should possess excellent interpersonal and written and verbal communication skills. The ability to handle multiple priorities and tasks simultaneously are essential. Proficiency in the use of computer systems, including but not limited to Microsoft Office applications, such as, Word, Excel, Outlook, and Teams, is required. Limited travel to other offices for training events may be required.

COURT PREFERRED KNOWLEDGE AND SKILLS:

Case Management/Electronic Case Files (CM/ECF) experience and general knowledge of Court and/or legal terminology is preferred.

SALARY:

The salary range for the position is CL 23-1 to CL 24-61, commensurate with qualifications, specialized experience, budgetary considerations, prior classification under the Judiciary Salary Plan and/or the Court Personnel System and location of position/duty station. This position has promotion potential to the CL-24, without further competition, at the discretion of the Clerk of Court, based on achievement of performance benchmarks, subject to budgetary considerations and organizational needs.

BENEFITS:

This is a full-time position which is eligible for the Federal Judiciary=s benefits package, which includes paid annual and sick leave, health insurance, dental and vision insurance, parking subsidy program (contingent on budgetary funding), employee assistance program, transportation subsidy program and paid Federal holidays per calendar year. Additional information about the benefits can be found at www.uscourts.gov/careers/benefits.

CONDITIONS OF EMPLOYMENT:

- The successful candidate must be a United States citizen or eligible to work in the United States.
- The successful candidate is hired provisionally, pending subsequent favorable employment suitability determination.
- Travel for the interview and/or relocation expenses are not authorized for reimbursement.
- The Court provides reasonable accommodations to applicants with disabilities. If you require a reasonable accommodation for any part of the application process, please notify the District Court's Human Resources Office at (570) 207-5670. The decision on granting a reasonable accommodation will be made on a case-by-case basis.
- Employees are required to use electronic fund transfer (EFT) for payroll purposes (Direct Deposit).

TO APPLY:

Applicants are invited to electronically submit a cover letter; resume (including educational information, employment experience and salary history); three (3) professional references and contact information; and a completed AO 78 (Application for Judicial Branch Federal Employment), which may be downloaded from the Court's web site at www.pamd.uscourts.gov.

All documents are to be forwarded as one PDF file via email to:

HR_PAMD@pamd.uscourts.gov

Please include in the subject line: Intern/Generalist (VA 25-05)

Closing date for applications is August 29, 2025 (close of business).

The United States District Court is an Equal Opportunity Employer.

This Vacancy Announcement may be used to fill more than one position, if another position becomes vacant within a reasonable timeframe of this announcement.

All information provided by an applicant is subject to verification. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The United States District Court, Middle District of Pennsylvania, reserves the right to modify the conditions of this Vacancy Announcement, to withdraw the Vacancy Announcement or to fill the position at any time before the closing date, any of which actions may occur without any prior written or other notice. Due to the volume of applications received, only candidates in consideration for this position will be contacted.

Employees of the United States District Court, Middle District of Pennsylvania, serve under excepted appointments and are considered “at will” and can be terminated with or without cause at any time.