



United States Bankruptcy Court Western District of Louisiana Vacancy Announcement #2018-02

Position Title: Court Intern
Salary Range: CL 21 (\$10.23 - \$16.62 hourly)*
Term: Temporary (**Not-to-Exceed date will be less than 90 days**) ** (*Position may be extended or become permanent, dependent on funding or need*).
Tour of Duty: Full-time or Part-time
Position Locations: Shreveport, Alexandria, and Lafayette, LA
Opening Date: June 8, 2018
Closing Date: Open Continuously***

*Salary is based on qualifications and experience.

**Temporary position (less than 90 days) is not eligible for benefits.
Promotional potential to CL 22 or above without further competition.
Multiple positions may be filled from this announcement.

Position Description:

This is a temporary position located in the Clerk's office at the United States Bankruptcy Court for the Western District of Louisiana. The court intern will assist various sections within the Clerk's office by providing operational support, clerical, and technical assistance. This includes data entry, scanning documents, assisting with special projects, and performing other duties as assigned. This position requires a self-motivated person with a professional attitude and ability to work collaboratively with others.

General Experience/Qualifications/Educational Requirements:

The successful applicant must be a high school graduate or equivalent. The ideal applicant will be enrolled as a Junior or Senior in an accredited undergraduate program with good academic standing or a recent college graduate (Associate or BA). The successful applicant should have effective oral and written communication skills.

Court Preferred Qualifications/Experience/Skills:

A strong preference will be given to candidates with either experience or a demonstrable skill set in one or more of the following:

- Minimum documented GPA of 3.00.
- Possess substantial clerical, organizational, and administrative skills
- Experience with HTML based forms, web design documentation, and/or MediaWiki
- Proficiency in Microsoft Office (Word, Excel, Access) Windows, WordPerfect, and Adobe (Adobe LiveCycle is desirable)
- Accounting, finance, or business experience with accounts payable, receivable, bookkeeping, etc
- Experience working with formulas in Excel
- Ability to prioritize and efficiently manage multiple assignments

- Ability to perform research and information gathering
- Comprehend written documentation such as compliance documents, regulations, etc.
- Perform tasks involving administrative, analytical, and technical aspects
- Detail oriented with the ability to follow and adhere to consistent methods
- Sound ethics and judgement
- Seeks opportunities to take on projects and accept challenges

Conditions of Employment:

Applicants must be U.S. citizens or eligible to work in the United States. As a condition of employment, the selected candidate will be subject to a background check, which includes FBI fingerprinting. Appointment will be provisional, contingent upon the results of the background check.

The United States Bankruptcy Court is a part of the federal judiciary, so employees must comply with the Judicial Code of Conduct. Court employees are under “Excepted Appointments” and are considered “at will.” All court employees are required to adhere to a Code of Conduct. This position is subject to mandatory electronic funds transfer (direct deposit) of net pay.

Benefits:

The U.S. Bankruptcy Court offers excellent opportunities for training and career development. The intern will have the opportunity to attend and observe the working of the court. This temporary position (less than 90 days) is not eligible for health, life, or retirement benefits.

Application Packet Procedures and Information:

To apply for this temporary internship position, qualified persons should submit the following documents:

- 1) A detailed cover letter and resume.
- 2) A completed Judicial Branch Federal Employment Application (AO-78), which is available at: www.lawb.uscourts.gov (See Court/Employment)
- 3) Copies of official college transcripts; transcripts submitted must indicate dates of graduation, if applicable, degree(s) awarded, and grade point averages.
- 4) Names and contacts of three professional references.

Submit all required documents to the address provided below or email the application packet via pdf format with the subject line “HR Confidential” 2018-02 to: joann_walker@lawb.uscourts.gov.

U.S. Bankruptcy Court
Western District of Louisiana
Attn: Human Resources “Confidential” 2018-02
300 Fannin St., Suite 2201
Shreveport, LA 71101

Only candidates selected for an interview will be contacted.

Candidates selected for interviews must travel at their own expense.

The court reserves the right to modify the conditions of this job announcement, withdraw the announcement, or fill the position at any time, any of which may occur without prior written notice.

***As vacancies open up the positions will be filled from applications on file.

Equal Opportunity Employer