



United States Bankruptcy Court Western District of Louisiana Vacancy Announcement #2015-03

Position Title: Student Intern
Salary Range: CL 21 (\$9.78 - \$15.90 hourly)*
Term of Internship: Temporary (June to August 2015)
(Not-to-Exceed date will be less than 90 days)**
(Position may be extended, dependent on funding and need)
Position Location: Shreveport, LA
Opening Date: April 27, 2015
Closing Date: Position(s) open until filled

Applications received by May 11, 2015 will be given priority consideration.

**Salary is based on qualifications and experience*

***This position is not eligible for benefits*

Promotional potential to Cl 22 without further competition.

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 and technical assistance. This includes entering procedural data in MediaWiki, 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 and currently enrolled as a Junior or Senior in an accredited undergraduate program with good academic standing or a recent college graduate (Associate or BA). Must have a minimum documented GPA of 3.00.

Court Preferred Qualifications/Experience:

A strong preference will be given to candidates with experience in one or more of the following skill sets:

- 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)
- Knowledge of programming in one or more object oriented languages – JAVA and/or JavaScript or PERL/Python
- Working knowledge of database applications, such as Informix, MySQL, Access

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 send copies of the following documents:

- 1) A detailed cover letter;
- 2) 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, degrees awarded, and grade point averages.

Submit all required documents to the address provided below or email the application packet via pdf format with the subject line "**HR Confidential**" 2015-03 to: joann_walker@lawb.uscourts.gov.

U.S. Bankruptcy Court
Western District of Louisiana
Attn: Human Resources "Confidential" 2015-03
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.
Multiple positions may be filled from this announcement.

Equal Opportunity Employer