

UNITED STATES BANKRUPTCY COURT

For the Eastern District of New York



<http://www.nyeb.uscourts.gov>

V A C A N C Y A N N O U N C E M E N T, FY20-06

POSITION TITLE: College Intern
POSITION TYPE: Part-time, Temporary
(Not-to-Exceed June 30, 2020)
DUTY STATION: Central Islip, NY
SALARY: \$15 per hour
OPENING DATE: March 6, 2020
CLOSING DATE: Until filled

Introduction:

The U.S. Bankruptcy Court for the Eastern District of New York is currently accepting applications for college interns in the Clerk's Office of the Conrad B. Duberstein Courthouse in Central Islip, New York. The incumbent reports to the Generalist Supervisor.

Representative Duties:

The intern will assist various sections within the Clerk's Office by providing office support, which may include: entering data, preparing routine correspondence and reports, organizing and maintaining files in a systematic and orderly manner, archiving materials, scanning and arranging documents, interpreting statistical data, processing transcript requests, assisting with special projects, and performing other duties as assigned.

Qualifications:

The successful candidate must be a current college student in good academic standing and have one year of general experience. General experience is progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours equals one year of general experience).

Skills:

The successful candidate must have excellent customer service, organizational, interpersonal and verbal communication skills. Must be detail-oriented and have the ability to prioritize in starting and completing tasks.

Conditions of Employment:

Applicants must be U.S. citizens or eligible to work in the United States. All appointments are subject to an FBI background check. Electronic Funds Transfer is mandatory for payment of net pay.

Application Procedure:

To be considered, applicants must submit a resume, cover letter referencing Vacancy Number FY20-06, college transcript, list of business references (at least three), and Application for Judicial Branch Federal Employment (AO78). The application can be found at: https://www.nyeb.uscourts.gov/sites/nyeb/files/AO_078.pdf. The cover letter should address how you satisfy the qualifications listed above and why you want to be an intern for the U.S. Bankruptcy Court, EDNY. All documents should be emailed in PDF format to resumes@nyeb.uscourts.gov. Applicants who fail to submit a complete application package will not be considered.

Only applicants selected for an interview will be contacted. **Phone calls will not be accepted.** The Court reserves the right to modify, withdraw, or fill the Vacancy Announcement at any time, any of which may occur without prior written or other notice. Applicant must be a U.S. citizen or eligible to work in the Federal U.S. Court System

The U.S. Bankruptcy Court is an Equal Opportunity Employer