

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 , F Y 1 9 / 0 8

POSITION: College Interns

POSITION TYPE: Full time-Temporary, NTE August 30, 2019, multiple positions

DUTY STATION: Brooklyn, NY, 271-C Cadman Plaza East
Central Islip, NY, 290 Federal Plaza

CLASSIFICATION: CL22/01- CL23/01

SALARY: \$15 - \$18.60 per hour

OPENING DATE: April 19, 2019

CLOSING DATE: May 24, 2019

Introduction:

The U.S. Bankruptcy Court for the Eastern District of New York is currently accepting applications for college interns in the Brooklyn and Central Islip Clerk's Office.

Representative Duties:

The intern will assist various sections within the Clerk's Office by providing office support and assistance for the administrative functions of the section, 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; 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 detailed 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 cover letter, résumé, vacancy number, FY19/08, college transcript, three business references and [Application for Judicial Employment \(AO78\)](#). The form can be found on the court's Internet at <http://www.nyeb.uscourts.gov/> under *Employment, Working for the Federal Courts*. 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. Applicants who fail to submit a complete application package will not be considered.

All applications should be submitted to: resumes@nyeb.uscourts.gov. Candidates must include the title of the position and job announcement number in the subject line. Only applicants selected for an interview will be notified. **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.

Equal Opportunity Employer