

U.S. Bankruptcy Court
Eastern District of New York
Office of the Clerk
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 2 3 - 0 7

POSITION TITLE: College Intern
POSITION TYPE: Full-time, Temporary (Not-to-Exceed September 30, 2023)
DUTY STATION: Brooklyn and Central Islip, NY
SALARY: CL22/01 - CL23/01 or \$16.93 - \$20.99 per hour
OPENING DATE: April 05, 2023
CLOSING DATE: May 12, 2023

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. This temporary appointment will commence as early as May 1, 2023, and may be terminated at any time, but not later than September 30, 2023.

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. All court employees are required to adhere to a Code of Conduct.

COVID-19 Policy:

The U.S. Bankruptcy Court for the Eastern District of New York currently has a COVID-19 vaccination policy in effect. All new employees must be fully vaccinated for COVID-19 and, prior to starting with the Clerk's Office, present proof of vaccination or submit a request in writing for an exemption to this requirement on the basis of a sincerely held religious belief or medical condition.

Application Procedure:

To be considered, applicants must submit a resume, cover letter referencing Vacancy Number FY23-07, 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: nyeb_interns@nyeb.uscourts.gov.

Incomplete applications 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 Career Opportunity at any time, any of which may occur without prior written or other notice.

Diversity is important to the Judiciary. It is an essential component of services that the Judiciary is charged with providing to maintain justice, equality, fairness, respect, and dignity in society. To fulfill its duties, the Judiciary must include all members of society - not just regardless, but also inclusive of race, gender, disability, and the many other variables that make up the citizens of our nation. The Judiciary has a duty to promote a fair, just, and sustainable model of inclusive democracy and social justice that surpasses any governmental entity in the history of this nation or of any other nation.

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