



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF LOUISIANA

Summer Intern Vacancy Announcement

ANNOUNCEMENTNUMBER	USBC- EDLA #25-02
ANNOUNCEMENT DATE	February 25, 2025
DUTY STATION	New Orleans, Louisiana
POSITION TYPE	Temporary Summer Intern, full-time (40 hours per week). This position may be extended or become permanent depending on funding and need.
CLOSING DATE	Open until filled. Multiple positions may be filled from this announcement.
SALARY RANGE	CL 21 (\$12.35 - \$20.08 hourly) depending on experience and qualifications. Applicants hired at the CL 21 level may be promoted to CL 22 without further competition.
POSITION DESCRIPTION	<p>This is a temporary summer intern position located in the Clerk's Office at the United States Bankruptcy Court for the Eastern District of Louisiana. The court intern will assist various departments within the Clerk's Office by providing operational, clerical, and/or technical support. This includes organizing, scanning, filing, shredding, answering help desk calls, data entry, 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.</p>
GENERAL REQUIREMENTS	<p>The successful applicant must be a high school graduate or equivalent and at least 18 years old. The successful applicant should have effective oral and written communication skills.</p>
QUALIFICATIONS	<p>A strong preference will be given to candidates who can demonstrate one or more of the following:</p> <ul style="list-style-type: none">• Minimum documented GPA of 3.00.• Substantial clerical, organizational, and administrative skills.• Proficiency in Microsoft Office (Word, Excel, etc.), Windows, and Adobe.• Organizational skills which can be applied to information, documents, and/or inventory.• Ability to prioritize and efficiently manage multiple assignments.• Comprehension of written documentation, such as compliance documents & regulations.• Ability to perform tasks involving administrative, analytical, and technical aspects.• Detail oriented with the ability to follow and adhere to consistent methods.• Sound ethics and judgment.• Self-motivated to seek opportunities to take on projects and accept challenges.• Ability to lift & move equipment, supplies, etc.
CONDITIONS OF EMPLOYMENT	<p>Applicants must be a U.S. citizen 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 digital fingerprinting. Appointment will be provisional, contingent upon the results of the background check. This position is subject to mandatory direct deposit of net pay.</p>

ADDITIONAL INFORMATION

The United States Bankruptcy Court is a part of the federal judiciary and requires employees to adhere to the Judicial Code of Conduct and business dress code. Additionally, please note:

- All Clerks Office employees are under excepted service appointments and as such are “at will” employees that can be terminated with or without cause by the Court at any time.
- Due to the volume of applications, the Court will only communicate with those individuals who will be interviewed.
- Applicants are advised that false statements or omission of information on any application materials or the inability to meet the aforementioned conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- 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.

BENEFITS

The Louisiana Eastern Bankruptcy Court offers excellent opportunities for training and career development. The intern(s) selected will have the opportunity to attend proceedings and observe the operational procedures of the court. This temporary position is not eligible for health, life, or retirement benefits. Depending on funding and need, this position may be extended or become permanent.

HOW TO APPLY

To be assured consideration for this temporary position, qualified persons must submit the following documents:

- A detailed cover letter that refers to the vacancy announcement number and addresses your qualifications and relevant experience;
- A current/detailed resume;
- The names and current contact information for three professional references;
- Form [AO 78](#), Application for Judicial Branch Employment. The form can be found at: <https://www.uscourts.gov/services-forms/forms> (Applicants are required to answer background questions 18, 19, and 20 on the AO 78 application form).
- If applicable, copies of official school transcripts; transcripts submitted must indicate dates of graduation, if applicable, degree(s) awarded, and grade point averages.

All application documents should be combined into **one PDF** document and emailed with the subject line “**USBC – EDLA #25-02 Court Intern**” to:

HR@laeb.uscourts.gov

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER