



**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF ALABAMA**

Vacancy Announcement: 15-001

Position: Administrative Support Intern

Location: Montgomery, Alabama

Position term: Temporary (Full-time position)

Salary range: CL 22 (\$25,533 to \$41,561)—based upon qualifications and experience

Closing date: May 6, 2015

Description of Duties

The administrative support intern is a temporary administrative position which reports directly to the chief deputy clerk. The incumbent works in a team environment and must handle all aspects of administrative operations support. The primary focus of the job is to ensure all electronic case filing procedures are accurately written using proper sentence structure, grammar, punctuation, and spelling. The ideal candidate possesses excellent skills in grammar, punctuation, editing, and using Microsoft Word. The incumbent will manage administrative tasks such as preparing, reviewing, editing, and revising procedures for the electronic case filing procedures manual and will provide clerical support and other support as needed. The term of the position is from no earlier than May 2015 and no later than September 2015.

Minimum Qualifications

- U.S. citizen or eligible to work in the United States.
- High school graduate or equivalent.
- One year of general experience, including work or academic experience, which includes clerical, office, or other work that proves the possession of or the ability to acquire the particular knowledge and skills needed to perform the duties of the position:
 - a general knowledge of administrative processes;
 - skill in dealing with others in person-to-person work relationships; and
 - the ability to exercise mature judgment.
- Specialized experience involves the routine use of automated software and keyboarding for word processing data entry.
- Excellent oral and written communication skills.

Desirable Qualifications

- Excellent grades in advanced high school English classes or college-level English courses is highly preferred.
- The successful candidate should:
 - possess excellent skills in grammar, spelling, punctuation, proofreading, syntax, and adherence to office style;
 - possess skill and experience in using proper sentence structure;
 - possess excellent clerical skills (i.e. typing, filing, using a multi-line telephone;
 - possess the ability to review, revise, and edit procedures to improve readability;
 - possess the ability to verify the accuracy of procedures;
 - possess the ability to update written procedures using proper grammar;
 - possess skill using software and keyboarding for word processing (specifically Microsoft Word), data entry, and computers;
 - possess tact, good judgment, and initiative; and
 - portray a professional appearance and demeanor at all times.

Information for Applicants

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Employees are not part of the Office of Personnel Management's civil service classifications or regulations and are considered "AT WILL" employees. This position is subject to mandatory electronic funds transfer participation for payment of net pay.

Application Procedures and Information

Qualified applicants must submit an original and three copies of the following:

1. an Application for Judicial Branch Federal Employment (Form AO78), which is available at <http://www.uscourts.gov/forms/AO078.pdf> ;
2. a cover letter and resume;
3. a writing sample;
4. copies of transcripts; and
5. a list of three references with current contact information.

Submit all of the above by mail to the following address:

United States Bankruptcy Court
Attention: Ms. Henrietta Foster, HR Manager
One Church Street
Montgomery, AL 36104

The United States Bankruptcy Court requires employees to adhere to a code of ethics and conduct which is available to applicants upon request. Only the most qualified applicants will be considered for testing and interviews.

As a condition of employment, the selected candidate must successfully complete a mandatory FBI fingerprint check and criminal record check.

EQUAL OPPORTUNITY EMPLOYER