



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

Vacancy Announcement: 16-003

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

Opening date: Immediately

Closing date: March 10, 2016

Description of Duties

The administrative support intern is a temporary administrative position which reports to the chief deputy. The incumbent works in a team environment and must handle all aspects of administrative operations support. The primary focus of the job is to write and review procedures and other written work products to ensure they 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 handle administrative tasks such as handling mail, working at the court's intake desk, and providing clerical support and other support as needed. The term of the position is from no earlier than April 15, 2016 and no later than September 30, 2016.

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 progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.
- Excellent oral and written communication skills.

Desirable Qualifications

- Excellent grades in advanced high school English classes or undergraduate English courses is highly preferred.
- Knowledge of the court’s electronic case filing system, CM/ECF, is useful but not required.

- The successful candidate should:
 - possess excellent skills in grammar, spelling, punctuation, syntax, proofreading, and adherence to office style;
 - possess skill and experience in drafting and reviewing written documents;
 - possess excellent clerical skills (i.e. typing, filing, using a multi-line telephone)
 - possess the ability to review, revise, and edit documents and procedures to improve readability;
 - possess the ability to verify the accuracy of procedures;
 - 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 no later than the closing date of this announcement 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.

**The United States Bankruptcy Court for the Middle District of Alabama is an
Equal Opportunity Employer**