

***** CAREER OPPORTUNITY *****



**UNITED STATES BANKRUPTCY COURT
WESTERN DISTRICT OF OKLAHOMA**

Position Title: Court Intern
Type: Full-Time Temporary
Vacancy Number: 23-01BK
Location: Oklahoma City
Opening Date: April 14, 2023
Closing Date: May 8, 2023
Starting Salary: \$11.54 - \$14.49 per hour (CL 21) *Starting salary will be commensurate with qualifications and experience.

POSITION OVERVIEW: This is an entry level temporary operational court support position with the federal Bankruptcy Clerk's office in Oklahoma City for Summer 2023. The Court Intern scans and uploads documents using computer hardware and software designed for this purpose. Documents are saved to designated electronic system folders. The incumbent provides limited clerical support to staff.

REPRESENTATIVE DUTIES:

- Sort, classify, and scan appropriate documents from paper case files into electronic format.
- Quality-check all scanned documents to ensure each has been correctly uploaded and organized.
- Provide regular feedback regarding scanning status, and direct any questions or concerns to the Operations Supervisor.
- Perform additional general scanning, photocopying, mailing, and faxing.
- Perform backup clerical duties, including mail sorting, filing, photocopying, faxing, and document delivery, as required.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS: Applicants must be a U.S. citizen or eligible to work in the United States. The applicant must possess a high school diploma, or equivalent, at the time of employment.

ADDITIONAL INFORMATION: Only qualified applicants will be considered for this position. All employees are subject to mandatory electronic direct deposit of salary payment. Participation in the interview process will be at the applicant's own expense and relocation expenses cannot be provided. Employees of the U.S. Courts serve under excepted appointments and are considered at-will employees. As such, employment may be terminated by either the employer or the employee with or without cause. Federal Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other federal employees.

As a condition of employment, the selected candidate will be subject to an FBI fingerprint background check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available for review upon request. The Bankruptcy Court hiring procedures follow the guidelines set out in the EEO/EDR Plan, a copy of which is available for review upon request. Only the most qualified applicants will be interviewed and participation in the interview process is at the applicant's own expense.

The court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, any of which action may occur without any prior written notice. If another position in a similar classification becomes available within a reasonable time from this announcement, the court may elect to select a candidate from the applicants who responded to this announcement without re-posting the position.

DESIRABLE CHARACTERISTICS: Successful candidates must be able to maintain a professional demeanor, work harmoniously with others, and be responsive, courteous, and polite. Successful candidates must be flexible, conscientious about detail and accuracy, and must be able to meet deadlines.

BENEFITS: Temporary employees who are appointed for 1 year or less are covered by Social Security and Medicare. If the appointment is for less than 90 days, the employee will be covered by sick leave.

APPLICATION INSTRUCTIONS: To apply, please submit a resume and cover letter explaining why you are qualified for this position and a completed Application for Judicial Branch Federal Employee (AO-78) (www.okwb.uscourts.gov/job-openings) to:

Vacancy: 23-01BK
Douglas Wedge, Court Clerk
U.S. Bankruptcy Court
215 Dean A. McGee, Room 147
Oklahoma City, OK 73102

Or by email to: HR@okwb.uscourts.gov

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