

UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF WEST VIRGINIA



Notice of Vacancy*

Announcement # 21-02

Applications and required documents, which can be submitted via mail or email, must be received no later than 5:00 P.M. on April 2, 2021.

IT Intern (student)
(TEMPORARY PART-TIME position)
Closing Date: April 2, 2021 by 5:00 p.m. CL
22/12 (\$15.11 per hour*)

***This position will be a set number of hours up to 20 hours per week for up to twelve (12) weeks and will be accommodating to class schedules.**

The United States Bankruptcy Court for the Southern District of West Virginia is focused on providing exceptional service to the court, members of the legal community and the general public. The Bankruptcy Court provides a professional, fair and efficient public forum for both individuals and business enterprises needing protection under the Nation's bankruptcy laws and provides related services in a manner that is considerate and equitable to all parties in interest. Our

Organization operates from offices in our headquarters in Charleston, West Virginia, along with satellite locations in Huntington, Bluefield, and Beckley.

We are seeking applicants for a Temporary Part-time Student IT Intern. The open position is based in the Bankruptcy Clerk's office in Charleston, West Virginia.

The Student IT Intern position is a temporary, part-time position and will last no longer than a period of twelve weeks. The work schedule will be accommodating to class schedules but must be approved by the Clerk of Court. The Student IT Intern will be under the supervision of the Clerk of Court and reports directly to the IT Department Staff.

Representative Duties*

Duties include, but are not limited to the following:

- Communicate effectively orally and in writing with judges, chambers staff, court staff, the bar and the public.
- Basic day-to-day user-based desk-top support needs such as answering MS Office related questions or basic Windows Functionality
- Perform other duties as assigned.
- Occasional Telework may be offered upon approval of the Clerk

Minimum Qualifications*

- Applicants must possess a high school diploma or the equivalent.
- Applicants must currently be enrolled in an Information Technology or related program as a Junior or Senior-status.
- A 3.0 GPA in an Information Technology or related program.
- Applicants should have an interest in applying their Information Technology knowledge and experience to the legal industry.
- Applicants need to be familiar with Microsoft Office.
- Basic hardware connection knowledge (monitors/printers, etc.).
- Must be detail oriented and have the ability to manage several priorities at one time.
- Excellent oral and written communication skills.
- Excellent organizational and analytical skills.
- Demonstrate attention to detail, critical thinking and the ability to take direction from others.
- Effectively communicate with court staff and the public.

- Possess excellent interpersonal skills and customer service skills.
- Must maintain a professional demeanor, exercise mature judgment and be a dependable and flexible team participant.
- Must be able to adapt to regular changes.

Preferred Qualifications

- Knowledge of Windows and/or Linux operating system.
- Experience with case management/customer management systems.

Conditions of Employment

Applicants must be United States Citizens or eligible to work in the United States. Appointment to this position is provisional and contingent upon the successful completion of a background investigation including a FBI fingerprint check. Judiciary employees serve under “Excepted Appointments” and are considered “At-Will” employees. As such, employment may be terminated by either the employer or employee with or without cause. Electronic Fund Transfer (EFT) for payroll deposit is required. Interview and relocation expenses will not be reimbursed.

Benefits

Benefits are not available to this temporary part-time Position.

Application Procedure

To be considered for this position please submit:

- A resume detailing your education and experience.
- A cover letter indicating the position you are applying for and identifying how your education and/or experience relates to the duties and responsibilities of the position.
- Transcript of Grades
- A completed Application for Judicial Branch Federal Employment, AO 78 form, which is available at: <http://www.wvsb.uscourts.gov/>

Complete applications that are timely filed will be considered first and incomplete or late applications may not be considered. Required documents can be submitted via mail or email and must be received no later than 5:00 p.m. on April 2, 2021. If submitting via email, please include all required documents in pdf format, preferably in one document, to WVSB_HR@wvsb.uscourts.gov. If sending via mail, please submit all required documents to:

Attn: Bankruptcy Human Resources,
U.S. Bankruptcy Court Clerk's Office, Room 3200
300 Virginia Street, East
Charleston, WV 25301

Due to the anticipated volume of applicants, only those candidates in consideration for this position will be contacted. The court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice.

The United States Bankruptcy Court for the Southern District of West Virginia is an Equal Opportunity Employer and values diversity in the work place.