



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW MEXICO**

**Vacancy Announcement No. 2024-01
September 24, 2024**

“Student Internship Opportunity”

POSITION:	
Administrative Support Clerk/Intern (Temporary)	
LOCATION:	
Albuquerque, NM	
CLASSIFICATION LEVEL:	CLOSING DATE:
CL 22 Steps 1-25 (\$15.37 to \$19.23) to CL23 Steps 1-25 (19.05 to \$23.82), depending on qualifications and experience	Open until filled. Initial review begins November 1, 2024.
NATURE OF POSITION:	
<p>This is a temporary intern position, part-time or full-time position, depending on the availability of funds, workload and performance. This is an excellent opportunity for students who have recently graduated from college or who are currently enrolled in a technical, vocational, college or university taking at least a half-time academic course load with an emphasis in accounting/business management. This position maybe extended or become permanent without further advertising if funds are available. If hired at CL 22 level, this position has promotion potential to CL 23, without further competition. The person selected for this position is required to be in the office and is not eligible for remote work. Benefits available depending on full-time or part-time status.</p>	
POSITION OVERVIEW:	
<p>The administrative support intern provides a variety of clerical and administrative duties primarily focused on finance by reviewing documents for accuracy, entering financial transactions and maintaining required records in accordance with court policies and approved internal controls. Administrative support duties include a variety of services such as filing, copying, data entry, typing, formatting, assembling reports, and archiving files. The incumbent may provide assistance to other departments as needed.</p> <p>Representative duties:</p> <ul style="list-style-type: none"> • Assists with reconciliation of monies received, deposited, transferred or disbursed by the court. • Assists with data entry in the court’s accounting system. • Researches and contacts potential payees of unclaimed funds currently held by the court. • Assists with voucher preparation by reviewing documents for correct entry, mathematical accuracy and proper codes. • Provides clerical and administrative support to the Clerk’s Office Administrative Department; may also provide clerical support to other departments, as needed. • Assists with preparing correspondence and documents, including typing, keyboarding, formatting, and generating documents from templates. 	

- Performs other data entry functions. Generates standard reports from databases and computerized systems.
- Uploads documents as needed (e.g, inventory application, website, etc.)
- Assists with scanning, copying, filing, and locating files and documents.
- Assists with preparing or making copies of training materials or handouts.
- Assists with organization of file room, copy room and general office space. Assists with file maintenance and archiving.
- Assist with maintenance of court property, including receiving, distribution, and disposal of items
- Assists with file maintenance, shredding, and archiving.
- Report matters regarding the office's physical needs (such as heating, cooling, lighting, and cleaning).

A copy of the complete position description is available for download from the court website www.nmb.uscourts.gov/employment.

QUALIFICATIONS:

Mandatory qualifications:

- High school graduate or equivalent
- Must be a United States citizen or eligible to work in the United States
- Excellent communication and interpersonal skills, computer literacy, strong customer service and work ethic.

For placement at salary levels above the minimum up to and including step 25, applicant must have at least two years of general experience and one year of specialized experience. Educational substitution applies.

General experience: Progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Such experience would provide a good knowledge of office clerical practices such as filing, telephone usage, record keeping, scanning documents, sorting and distributing mail.

Specialized experience: 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, practices, and principles of financial administration and/or accounting; and involve the routine use of automated financial and accounting systems or other computer-based systems and applications such as word processing, spreadsheets, or databases.

Preferred Qualifications: The ideal candidate will possess the following: enrolled or earned courses in business/accounting concentration, outstanding customer service skills, excellent communication skills, maintain professional appearance and demeanor, ability to show initiative and accountability, flexibility and willingness to work harmoniously with others in a team-based environment.

EDUCATION:

Education above the high school level in an accredited institution may be substituted for the required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

BENEFITS:

The Federal Judiciary offers a comprehensive benefits package for full time employees with appointment for more than one year, including paid vacation, paid parental leave, sick leave and holidays; participation in federal health benefits, life insurance, retirement programs (FERS-FRAE), and Thrift Savings Plan; supplemental vision and dental insurance, long term care plan options, and flexible spending accounts once eligibility requirements are met. This position is not eligible for telework. Benefits do not apply if the duration of appointment is less than 90 days, except sick leave.

INFORMATION FOR APPLICANTS:

Interested applicants must submit the following:

- (1) cover letter,
- (2) resume, with three references
- (3) Federal Judicial Branch Application for Employment, Form AO78 (available for download in *pdf* format from the employment information link at www.nmb.uscourts.gov/employment or at the United States Bankruptcy Court, 333 Lomas Blvd, Ste 360, Albuquerque, New Mexico. (Do not complete questions 19-21, see paragraph below*)

via: hand delivery, e-mail (pdf format for any attachments), or US mail

*to: Human Resources, Vacancy Announcement #2024-01
United States Bankruptcy Court
Pete Dominici US Courthouse
333 Lomas Blvd NW, Ste 360
Albuquerque, NM 87102
E-mail: nmbc_hr@nmb.uscourts.gov*

*You do not have to complete questions 19-21 on the Application for Judicial Branch Federal Employment (AO78). Initial appointment of the successful applicant is provisional pending the required fingerprint and background investigation once an offer of employment is made. All information provided by the applicant is subject to verification. Applicants are advised that false statements or omission of information on any application materials maybe grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Application deadline: Open until filled. Initial review will begin on November 1, 2024.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. The US Bankruptcy Court reserves the right to amend or withdraw any announcement without written notice to applicants. Professional office attire is required for this position.

We provide reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation are made on a case-by-case basis.

Conditions of Employment:

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a criminal background check and FBI Background Check or Investigation.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- Employees of the United States Bankruptcy Court are Excepted Service Appointments and is not covered by the competitive services provisions of executive branch employment. This is

commonly known as “at will” employment and can be terminated with or without cause by the Court.

- Employees of the United States Bankruptcy Court are required to adhere to a Code of Conduct which will be discussed with any applicants who are invited for an interview.

For additional information on the United States Bankruptcy Court, see our web site at:

www.nmb.uscourts.gov

The United States Bankruptcy Court is an Equal Opportunity Employer