



## United States Bankruptcy Court Central District of California

### CAREER COURT INTERN VACANCY ANNOUNCEMENT

#### Date

April 13, 2009

#### Agency

United States Bankruptcy Court - Central District of California  
[www.cacb.uscourts.gov](http://www.cacb.uscourts.gov)

#### Overview

- As part of the Court's succession planning efforts, the Career Court Intern program was designed to identify and develop potential candidates for careers in the federal judiciary.
- After a two week orientation and training period, Court Interns will participate in five rotational assignments over a two year period, comprised of four 90-day assignments in the first year, followed by one year-long assignment.
- Certain rotations may be completed at any of the Court's four larger division offices. Representative duties may include working on the Court docket, working at the Intake window, drafting project proposals, or assisting with reports.
- Upon acceptance for an internship, the Court will work with each Intern to develop a mutually beneficial experience, considering the needs of the Court as well as an Intern's specific area of skills, expertise, and interests.
- Interns who successfully complete their internships and meet all qualifications, suitability, and performance requirements may be eligible for permanent positions.

#### Qualifications

- Required competencies: self-management, conscientiousness, interpersonal skills, oral and written communication skills, and teamwork.
- Desired competencies: quantitative and analytical skills, and/or project management skills.
- Applicants must be proficient in WordPerfect or Microsoft (MS) Word. Other applications which may be helpful include Adobe Acrobat, MS PowerPoint, and MS Excel.
- Bachelors degree required, Graduate degree preferred, from an accredited four-year college or university in Public Administration, Political Science, Business, Communication, Liberal Arts, Information Systems, or other related fields.

#### Employment Terms

- \$19.91 to \$30.13 per hour, commensurate with experience
- Full-time (40 hours per week)
- Two-year appointment, subject to extension, beginning in September 2009; positions may be converted to permanent without further competition
- Benefits available to full-time employees may include paid vacation and sick leave, medical coverage, and other options

#### About the Court

The U.S. Bankruptcy Court is an Equal Opportunity Employer. The Ninth Circuit EEO Plan is available for review upon request. We appreciate your interest in the federal judiciary.

#### To Apply

Positions are opened until filled. Please submit resume and cover letter to:

Michele James, Human Resources  
255 East Temple Street, Room 1058  
Los Angeles, California 90012

or E-mail [michele\\_james@cacb.uscourts.gov](mailto:michele_james@cacb.uscourts.gov)  
or Fax (213) 894-7498