



UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF PENNSYLVANIA

TIMOTHY B. McGRATH • CLERK OF COURT

PHILADELPHIA OFFICE: ROBERT N.C. NIX U.S. COURTHOUSE, 900 MARKET STREET, SUITE 400, PHILADELPHIA, PA 19107, TELEPHONE (215) 408-2800

READING OFFICE: THE GATEWAY BUILDING, 201 PENN STREET, SUITE 103, READING, PA 19601

SUMMER INTERNSHIP

Announcement Number:	25-03
Position Title:	Summer Clerical Support Intern (5 Positions)
Term of Internship:	May 5, 2025 – Aug 8, 2025 The work schedule will be as follows: Philadelphia Office: Monday - Friday 8:30 a.m. to 5:00 p.m. Reading Office: Wednesday – Friday 8:00 a.m. to 4:30 p.m.
Salary:	CL 23 (Annual Salary \$44,031-\$71,583)
Position Location:	4 Full-time position - Philadelphia Office 1 Part-time position (3 days/week) - Reading, PA
Open Date:	April 30, 2025
Closing Date:	Open Until Filled
Area of Consideration:	Current students enrolled in an accredited undergraduate or graduate program.

POSITION SUMMARY:

This position is for a summer clerical support intern who will provide clerical and technical assistance in the areas of office operations. The candidate must be a motivated individual with a strong attention to detail and the ability to work independently.

- Research, gather, and compile data for reports.
- Assist in the planning and preparation of materials for court events.
- Performs routine clerical and data entry duties.
- Performs receptionist duties, greeting visitors in person and on the telephone, answering routine questions and directing visitors/caller to the appropriate person/department.
- Generate standard reports from databased and computerized systems.
- Receive, prioritize, screen and route all incoming materials to the appropriate individuals in the office.
- Assist managers, supervisors and other staff as required.
- Perform related duties as assigned.

KNOWLEDG SKILLS and ABILITIES REQUIRED:

- Experience with Microsoft Windows and Microsoft Word.
- Ability to analyze and solve problems.
- Ability to prepare routine administrative paperwork and reports..
- Clerical, word processing, and general office skills.

HOW TO APPLY:

To be considered for this “at will” position, applicants must submit the following required documents:

- Resume with a cover letter
- The resume must show all relevant experience, education, and skills

Failure to submit the required cover letter and resume will result in immediate disqualification. Only applicants selected for an interview will be contacted and must travel at their own expense. Virtual interviews maybe conducted in lieu of face-to-face interviews. One application per candidate will be accepted for this announcement. Applicants selected for an interview will be asked to provide a completed Application for Judicial Branch Federal Employment (Form AO 78) before a final offer can be made.

Application materials may be mailed or hand-delivered to:

United States Bankruptcy Court Eastern District of Pennsylvania
Attn: Human Resources
900 Market Street, Ste 400
Philadelphia, PA 19107
Reference Announcement # 25-03

Or

e-mailed to:

PAEB_HR@pae.uscourts.gov

Questions, please contact the Human Resources Department at 215-408-2808.

DISCLOSURES:

Due to the volume of applications received, only those interviewed will be notified of the selection outcome.

**The United States Bankruptcy Court for the Eastern District of Pennsylvania is
an Equal Opportunity Employer.**