

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

Position: Student Intern

Announcement Number: 2026-02
Location: Memphis/Jackson, TN
Grade Range: CL 22
Salary: \$20 per hour,
based on a 20 to 30 hour work
week



U.S. Bankruptcy Court
Clerk of Court's Office
200 Jefferson Ave, Suite 500
Memphis, TN 38103 Opening
Date: March 27, 2026
Closing Date: Open until filled

NOTICE OF VACANCY

The United States Bankruptcy Court for the Western District of Tennessee is a public service organization focused on providing exceptional customer service to the court, members of the legal community and the general public. Currently, we are seeking a highly motivated individual working toward a career in business, law or the social sciences to serve as a **College Student Intern**.

This is an excellent opportunity for students to gain professional experience while working for the federal judiciary.

POSITION OVERVIEW AND DUTIES:

The part-time (20 to 30 hours a week) student internship is located in the Clerk's Office at the James D. Todd United States Courthouse, 111 S. Highland Ave, Jackson, TN and/or 200 Jefferson Ave, Suite 500, Memphis, TN. The incumbent will provide a wide range of services to the Clerk's Office. This internship opportunity will begin in April 2026 and continue through July 2026.

A student demonstrating excellent performance during the summer may have the opportunity to extend the internship into the fall semester of the 2026-27 academic year, with work hours adjusted to accommodate the student's academic schedule. An internship during the school year is dependent upon available funding and may be unpaid. The student intern will be notified before July 31, 2026 if a fall opportunity is available.

Representative duties include:

- Monitor and assist with help desk calls and tickets. Elevate help desk calls to other IT staff when needed. Document help desk calls in ticket tracking system.
- Generate orders for unclaimed funds.
- Review proof of claims and other filing documents.
- Review applications and supporting documents filed by applicants for unclaimed funds.
- Learn the docketing system (CM/ECF) to post judicial orders.
- Research and ensure legal compliance of court processes and policies in human resources, financial operations, and other functions within the Clerk's office.
- Assist with outreach for the CARE (Credit Abuse Resistance Education) Initiative to include communicating with organizations and schools to schedule financial literacy trainings.
- Create checklists and first-drafts of manuals for various aspects of legal work within the Clerk's office.
- Review the court's intranet and internet websites for updates needed.

- Shadow Clerk's Office staff members to become familiar with the wide variety of duties within the departments and gain knowledge of the programs and processes used in the court.
- Observe Bankruptcy proceedings.
- Occasional lifting will be required.
- Increasing levels of responsibility and duties will be assigned based upon demonstrated abilities and positive performance evaluations.
- Other duties as assigned.

MANDATORY QUALIFICATIONS:

- High school diploma or equivalent required.
- At least 18 years of age and currently enrolled in an accredited undergraduate program (junior or senior status preferred) currently pursuing a Business (accounting, finance, management), Pre-law, or Social and Behavioral Sciences related major
- Detail oriented and excellent oral and written communication skills.
- Solid time management and critical thinking skills.
- Professional and positive demeanor appropriate for a court environment.
- Ability to maintain confidentiality, demonstrate sound judgment, handle sensitive information and exercise discretion at all times.
- Excellent customer service.
- Exhibit the qualities of judgment, temperament, integrity, trustworthiness and strong character required of an officer of the judiciary.

BENEFITS AND HIRING POLICIES:

The U.S. Bankruptcy Court falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under “Excepted Appointment” and are considered “at-will” employees. As such, employment may be terminated by either the employer or the employee with or without cause.

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. All application information is subject to verification.

HOW TO APPLY:

Submit a resume, cover letter addressed to Travis D. Green, Clerk of Court including GPA, and two letters of recommendation from a college professor or college administrator who is familiar with your coursework and who can attest to your qualifications, knowledge, skills, abilities, work ethic, and suitability for the court environment, and a one-page statement explaining why you want to work for the TN Western Bankruptcy Court. Incomplete applications will not be considered, returned, or retained. Only applicants selected for an interview will be contacted. Up to three (3) candidates may be accepted for this announcement.

Please use the link to apply:

<http://opportunities.ilnb.uscourts.gov/Employment/appform.cfm?ref=ha8ida7h&pos=2026-02>