



**CALIFORNIA STATE BOARD OF EQUALIZATION  
Legal Department**

**Looking for a change? Do you want to do something to make a real difference? Are you ready for a rewarding internship with endless opportunity for work experience? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further!**

**JOB TITLE:** Bankruptcy Student Intern

**SCHEDULE:** Flexible hours based upon students schedule

**KNOWLEDGE OF:**

- Importance of presenting a good public image
- Basic knowledge of standard business office procedures and operations, as well as filing systems and operation of standard office machines
- General departmental administrative policies, rules and regulations
- Organization and functions of the Board and other state agencies
- Basic knowledge of accounting and inventory methods

**ABILITY TO:**

- Apply the above knowledge effectively and accurately
- Gather and analyze data and draw sound conclusions
- Exercise initiative and independent judgment
- Communicate effectively, both orally and in writing
- Handle a heavy and constant workload through effective task management
- Create and maintain cooperative working relationships
- Adjust to changing assignments and priorities
- Use a personal computer, multifunction copier/printer and other office equipment
- Work in a high rise building

**Desirable Qualifications**

- Strong oral and written communication skills
- Proficient in using a personal computer, including various software packages such as Microsoft Word (word processing) and Microsoft Excel (spreadsheet), and relational database programs for letter and report writing, data analysis, and presentations
- Ability to maintain confidentiality of sensitive information
- General knowledge of the Board's organizational structure

**STATEMENT OF DUTIES:** Under direct supervision, the Student Intern will be responsible for a wide variety of technical support duties. This includes, but is not

limited to the issues related to bankruptcy, and providing support for the unit's professional staff.

### **ESSENTIAL FUNCTIONS**

75% **Bankruptcy and Legal Cases:** Review bankruptcy notices and miscellaneous incoming legal documents. Determine if the Board has an interest, and take appropriate action or forward to responsible person for further handling. If necessary enter the bankruptcy filing information into the BOE legal subsystem and put the account(s) into legal status. Contact attorneys, Trustees, or taxpayer representatives if needed to clarify the reason a document was received. Perform related actions supporting the legal claims process. Screen new cases entered into BOE legal subsystem for automatic stay violations. Review bankruptcy cases to verify scheduled plan payments. Assist with bankruptcy claims verification. Accessing the federal Public Access to Court Electronic Records (PACER) system to verify new accounts transmitted in the legal subsystem are accurately and completely entered, and to check on case status. May involve obtaining case and docket information from federal Appellate, District and Bankruptcy courts, and from U.S. Party/Case index.

25% **General Support and Other Duties as Required:** Act as general support for Bankruptcy Team including:

- Scanning documents, court cases, and legal opinions
- Faxing, making copies, preparing documents or other such duties as needed
- Sorting, logging in, and distributing documents received in the mail or by fax, and prepare for mailing and mailing a variety of documents
- Delivering and picking up time sensitive documents

Please email your resume **and** proof of college enrollment to:

[lou.bender@boe.ca.gov](mailto:lou.bender@boe.ca.gov)

Or US mail to:

Mrs. Lou Bender

Board of Equalization

450 N Street, MIC 15

Sacramento, CA 95814