

United States Bankruptcy Administrator  
NORTHERN DISTRICT OF ALABAMA

**POSITION ANNOUNCEMENT**

Position : Estate Administration Clerk  
Location : Birmingham, Alabama.  
Opening Date : September 25, 2009  
Closing Date : Applications must be received by 4:30 p.m. CST on Oct. 23, 2009.  
Applications received after that date and time will not be considered.  
Starting Salary : CPS CL 25 (Starting Salary Approx. \$37,279 - \$46,625)  
Depending on Experience and Qualifications  
Position Available : Immediately

**The Position Description may be found on our website: [www.alnba.uscourts.gov](http://www.alnba.uscourts.gov). Applicants please e-mail a cover letter, a resume, and salary history to [Human\\_Resources@alnba.uscourts.gov](mailto:Human_Resources@alnba.uscourts.gov). No telephone calls, please.**

The U.S. Bankruptcy Administrator has a need for an Estate Administration Clerk. The position is part of a team that monitors the quality and accuracy of filings in Chapter 7 bankruptcy cases. Bankruptcy experience is required.

Estate Administration Clerks and review a wide variety of case documents and make decisions as to subsequent action including preparation of cases for closing. Knowledge of the Bankruptcy Code and Rules is required. Employees also interpret and summarize a variety of legal documents, and continuously track case progression for the purpose of maintaining accurate and complete court records. The Individual must possess good knowledge of word processing and spreadsheet software, as well as ability to adapt it to local needs. The Individual must possess excellent communication and writing skills. The Individual works routinely with other employees within the USBA, as well as with automation personnel in other agencies.

For a more complete position description, visit our website: : [www.alnba.uscourts.gov](http://www.alnba.uscourts.gov).

**Qualifications:**

To qualify, Applicants must have a high school degree or its equivalent, and must have two years of general experience, consisting of 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. Education above high school level may be substituted for general experience. In addition, the Applicant must have one year of specialized experience, consisting of progressively responsible experience related to the technical aspects of bankruptcy cases. For placement at salary levels above minimum, for CL-25, at least two (2) years specialized experience equivalent to work at CL-24 level is required. Specialized experience consists of progressively responsible clerical or administrative experience that is in, or closely related to the work of the position, that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position. Applicants should be proficient in the use of automation systems, have good communications skills, and be able to interpret documents submitted for analysis.

### **Information for Applicants**

Applicants must be mature, responsible, tactful, analytical, possess good judgment and initiative, and be able to work harmoniously with others in a team-oriented work environment. The selected applicant will be subject to a one-year probationary period of “AT WILL” employment. The selected applicant will be subject to “AT WILL” employment thereafter. A knowledge/skills/abilities assessment may be required of applicants.

The selected applicant will be subject to a mandatory requirement of electronic direct deposit for salary payments.

The U.S. Bankruptcy Administrator will screen all applications and identify the best qualified applicants. Only the best qualified applicants may be invited for personal interviews. More than one position may be filled from this Position Announcement. Applications received for this position may be considered for any similar or resulting vacancy that may occur within ninety days.

The U.S. Bankruptcy Administrator is an equal opportunity employer.