

**United States Bankruptcy Administrator**  
**NORTHERN DISTRICT OF ALABAMA**  
**POSITION ANNOUNCEMENT**

Position: Estate Administration Clerk

Location: Tuscaloosa, Alabama

Opening Date: August 30, 2017

Closing Date: Applications must be received by 1:00 p.m. CST on September 22, 2017  
Applications received after that date and time will NOT be considered.

Starting Salary: CPS CL 25 (Starting Salary Approx. \$39,796.00 to \$64,718.00)  
Depending on experience and qualifications.

Position Available: Immediately

**The full Position Description may be found on the U. S. Bankruptcy Administrator's website: [www.alnba.uscourts.gov](http://www.alnba.uscourts.gov) Applicants must email a cover letter, resume, salary history, and reference list to BOTH [Thomas Corbett@alnba.uscourts.gov](mailto:Thomas_Corbett@alnba.uscourts.gov) and [rachel webber@alnba.uscourts.gov](mailto:rachel_webber@alnba.uscourts.gov) No telephone calls regarding the position will be accepted or returned. Applications sent by facsimile, U.S. Mail, personal delivery, or delivery service will not be accepted.**

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

Estate Administration Clerks review a wide variety of case documents and make decisions as to subsequent action. Familiarity with the Bankruptcy Code and Rules is anticipated. The Estate Administration Clerk interprets, summarizes, and drafts proposed pleadings regarding a variety of legal documents and continuously tracks case progression for the purpose of maintaining accurate and complete records. The applicant must possess good knowledge of word processing and spreadsheet software as well as the ability to adapt to local needs. The applicant must possess excellent communication and writing skills. The applicant works routinely with other employees within the office of the U.S. Bankruptcy Administrator as well as with attorneys, trustees, and personnel in other agencies.

For a more complete position description, please visit the U. S. Bankruptcy Administrator's 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 (2) 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. For placement at salary levels above minimum, for CL-25, at least two (2) years of 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 various automation systems, have good communication skills and be able to interpret documents submitted for analysis.

**Information for Applicants:**

Applicants must be mature, be able to exercise initiative, be responsible, tactful, analytical, possess good judgment, be able to work independently, exercise discretion, honor confidentiality 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/ability 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 applicants and identify the best suited applicants. Only the best suited 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.