

United States Bankruptcy Administrator
NORTHERN DISTRICT OF ALABAMA

POSITION ANNOUNCEMENT

Position: Bankruptcy Generalist

Location: Birmingham, Alabama

Opening Date: February 2, 2020

Closing Date: Applications must be received by 1:00 p.m. CST on February 28, 2020
Applications received after that date and time will **NOT** be considered.

Starting Salary: CPS CL 24 (Starting Salary Approx. \$38,401.00 to \$62,466.00)
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 Applicants must email a cover letter, resume, salary history, and reference list to BOTH Thomas_Corbett@alnba.uscourts.gov and jon_dudeck@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 a Bankruptcy Generalist. The position is part of a team that monitors the quality and accuracy of filings in bankruptcy cases. Bankruptcy experience is preferred. The official duty station for the position of Bankruptcy Generalist is Birmingham, Alabama.

The Bankruptcy Generalist performs various functions and is responsible for maintaining and processing case information and assists in managing the flow and progression of bankruptcy cases and related adversary proceedings, from opening to final disposition, in accordance with approved internal controls, procedures, and rules. Employees at this level may also prepare cases for closing by ensuring that all necessary orders and documents are entered and proceedings are completed accurately. The incumbent receives and reviews incoming court documents and other records for conformity with federal and local rules, performs noticing, provides customer service, and completes administrative and clerical tasks as assigned. Familiarity with the Bankruptcy Code and Rules is anticipated. The applicant must possess a good working knowledge of word processing and spreadsheet software as well as the ability to adapt to local specific spreadsheet software. 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

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-24, at least one (1) years of specialized experience equivalent to work at CL-23 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. Federal and Judiciary employees serve under "Excepted Appointments," and are thus "at-will," and, As such, can be terminated with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of an FBI background investigations, which includes fingerprinting that is updated every five years. 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.

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