



United States Bankruptcy Administrator Southern District of Alabama

Position Announcement

Position Title:	Bankruptcy Attorney
Position Location:	U.S. Bankruptcy Administrator, Mobile, Alabama
Position Type:	Full Time, Permanent (after 1-year probationary period)
Position No.	#20-1
Announcement Date:	July 31, 2020
Closing Date:	Open Until Filled (preference given to applications received by August 14, 2020)
Job Classification/Grade:	CL 29 to CL 30, depending on qualifications and experience
Salary Range:	\$72,975 to \$107,807, with promotion potential to \$140,157

JOB SUMMARY

The United States Bankruptcy Administrator is responsible for monitoring cases filed under Title 11 and supervising trustees under Chapters 7, 11, 12, and 13. The Bankruptcy Attorney provides the Bankruptcy Administrator with procedural and substantive legal advice. Bankruptcy Attorneys appear in court on behalf of the Bankruptcy Administrator, review and analyze bankruptcy schedules and pleadings and conduct legal research on issues of bankruptcy law. The Bankruptcy Attorney supervises Chapter 7 and Chapter 11 Trustees, and acts as the presiding officer of Meetings of Creditors held pursuant to 11 U.S.C. §341.

REPRESENTATIVE DUTIES

- ◆ Represents the Bankruptcy Administrator in legal proceedings.
- ◆ Prepares and tries cases in the U.S Bankruptcy Court, including preparation of pleadings, motions, interrogatories, briefs, adversary proceedings and other legal documents.
- ◆ Reviews petitions, pleadings, statements, applications, plans, disclosure statements, motions and other documents filed with the court for legal sufficiency and initiates and/or recommends appropriate strategy to the Bankruptcy Administrator.
- ◆ Performs legal research and prepares memoranda for own use and for the Bankruptcy Administrator.
- ◆ Conducts Meetings of Creditors, 2004 examinations, organizational meetings of creditors

- committees and intake conferences.
- ◆ Provides technical assistance and responds to inquiries of trustees, other fiduciaries, court staff, and the public concerning administrative matters.
- ◆ Conducts court-ordered Mediation
- ◆ Conducts formal legal education training for trustees and others.
Supervises Chapter 7 and Chapter 11 Trustees.
- ◆ Reviews, analyzes, and responds to *In Forma Pauperis* Applications.
- ◆ Represents Bankruptcy Administrator in bankruptcy appeals before District Court and Court of Appeals.
- ◆ Performs other duties as assigned, including administrative duties.

REQUIREMENTS

- ◆ Juris Doctor from an accredited law school.
- ◆ Admitted to practice law in the Southern District of Alabama and member in good standing of the Alabama State Bar.
- ◆ Must have superior analytical, research and writing skills and be proficient in computer-assisted research (i.e. Lexis and/or Westlaw).
- ◆ Strong communication and interpersonal skills are essential.
- ◆ Proficiency with Microsoft Office.
- ◆ Must consistently demonstrate sound professional ethics and judgment.
- ◆ Appointment is subject to a satisfactory background investigation and FBI fingerprint check.

PREFERRED QUALIFICATIONS

- ◆ Knowledge of and experience with Bankruptcy Code and Rules, practice, and procedures.
- ◆ Familiarity with CM/ECF
- ◆ Five years or more experience in the legal field, with Federal Court experience desired.
- ◆ Mediation experience highly desirable.

INFORMATION FOR APPLICANTS

- ◆ Applicant must be a US Citizen or eligible to work in the U.S.
- ◆ The selected applicant will be required to use Electronic Fund Transfer (EFT) for payroll deposit of pay.
- ◆ Only well-suited applicants will be selected for personal interviews. Those selected for interviews should be prepared to provide a self-edited writing sample and professional references.
- ◆ Travel to divisional court location as well as debtor locations throughout the District may be required. Overnight travel, other than for training purposes, will be infrequent.
- ◆ Interview and/or relocation expenses will not be reimbursed.
- ◆ Positions in the U.S. Courts are excepted appointments. Court employees are “at will” employees, subject to removal at any time.
- ◆ Benefits include health and life insurance options, flexible benefit program (health, dependent care, parking, and mass transit), retirement including Thrift Savings Plan, paid holidays, and annual and sick leave accrual.

- ◆ Selected candidate is subject to a background investigation, including social media, and FBI fingerprint check as a condition of employment.
- ◆ Judicial employees are required to adhere to a Code of Conduct.

APPLICATION PROCESS

Qualified applicants should submit a cover letter, resume, AO 78 that details education, work history, related experience, and three-year salary history to:

United States Bankruptcy Administrator
Attention: Human Resources
113 St. Joseph Street, Room 520
Mobile, AL 36602

Or by e-mail to Rhonda C. Case at rhonda_case@alsba.uscourts.gov

Job description and AO 78 may be found at: (need link)

THE U.S. BANKRUPTCY ADMINISTRATOR IS AN EQUAL OPPORTUNITY EMPLOYER