



U.S. Bankruptcy Court, EDNY  
Conrad B. Duberstein U.S. Bankruptcy Courthouse  
271-C Cadman Plaza East, Suite 1595  
Brooklyn, NY 11201-1800

# U.S. Bankruptcy Court Eastern District of New York Office of the Clerk

[www.nyeb.uscourts.gov](http://www.nyeb.uscourts.gov)

## VACANCY ANNOUNCEMENT #FY13/01



U.S. Bankruptcy Court, EDNY  
Alfonse M. D'Amato U.S. Courthouse  
290 Federal Plaza  
Central Islip, NY 11722

# Vacancy Announcement

**POSITION TITLE:** Attorney (Pro Se Outreach Office)  
**OPENING:** February 22, 2013  
**SALARY:** CL28/01 - 29/25 (\$62,046 - \$92,259)  
depending on work experience and qualifications  
**CLOSING:** March 8, 2013  
**DUTY STATION:** Brooklyn, New York

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### Position Overview:

The United States Bankruptcy Court for the Eastern District of New York is accepting applications for the position of Attorney (Pro Se Outreach Office). The Attorney serves as staff attorney in the Pro Se Outreach Office and provides assistance to the public, including general information concerning bankruptcy laws and procedures, and forms, as well as assistance to the Judges and the Clerk of Court concerning the court's docket of pro se cases. The Attorney will report directly to the Clerk of Court. The Attorney's principal duty station is in the Conrad B. Duberstein U.S. Bankruptcy Courthouse in Brooklyn, but travel to the Alfonse M. D'Amato U.S. Courthouse in Central Islip may be required.

### Representative Duties:

- Responds to telephone and in person inquiries from pro se parties, including debtors and creditors.
- Works with Clerk's Office personnel to review submissions prepared by pro se parties to ensure compliance with procedural requirements. Instructs filers on requirements for submissions to the Court.
- Develops and presents educational programs to assist pro se filers. Creates notices and instructional materials to assist pro se parties in accessing the bankruptcy system and local courts.
- Maintains a database of information pertaining to the financial and demographic characteristics of pro se filers, as well as a synopsis of each interview with a pro se party.
- Prepares a quarterly Pro Se Report for the Clerk and the Judges.
- Assists in updating information for pro se parties on the court's website.
- Provides information to Judges and court staff on issues related to pro se cases.
- Assists Clerk's Office in resolving procedural and case management issues related to pro se cases.
- Collaborates with bar associations, legal service providers, and law firms to obtain pro bono representation for pro se parties for court hearings and proceedings.
- Performs all other duties as assigned.

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**Minimum Requirements:** Graduation with a Juris Doctor (JD) degree from a law school that has been accredited by a recognized accrediting authority, or admission to practice before the highest court of a State, Territory, Commonwealth, or federal court of general jurisdiction of the United States.

CL-28 Two years of specialized experience

CL-29 Three or more years of specialized experience, **and** admission to practice before the highest court of a State, Territory, Commonwealth, or Possession of the United States.

**Specialized Skills:** Progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience, gained after graduation from law school.

**Communication Skills:** Must possess excellent oral, written, and interpersonal communication skills.

**Preferred Experience:** Bankruptcy and/or public interest law experience is preferred.

**Benefits:** Benefits include paid vacation based on federal years of service, paid holidays, sick leave, health and life insurance plans, long-term care insurance, Flexible Benefits Program, Federal Employees Retirement System, Federal Dental Vision Plans and Thrift Savings Plan.

**Excepted Appointment:** Employees serve under “Excepted Appointments” and are considered “at will” employees. Position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. Direct Deposit).

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, either of which may occur without prior written or other notice. Only qualified applicants will be considered for this position.

**Required Clearance:** Appointment to this position is provisional, contingent upon a background check. The person selected for this position will be required to submit to and successfully complete a background investigation which includes fingerprinting.

**Application Process:** Qualified candidates must submit a cover letter with resume and salary history, and three (3) business references which should include reference name, title, business phone number, and e-mail address on or before Friday, March 8, 2013, to: Human Resources Department FY13/01, U.S. Bankruptcy Court, EDNY, Conrad B. Duberstein Courthouse, 271 Cadman Plaza East, Suite 1595, Brooklyn, NY 11201.

**Applicant must be a U.S. citizen or eligible to work in the Federal U.S. Court System**

The U.S. Bankruptcy Court is an Equal Opportunity Employer