

US Bankruptcy Administrator for the Middle District of North Carolina
NOTICE OF VACANCY

Position Title: Bankruptcy Attorney
Position Type: Part-time permanent
Announcement #: 2013-02
Location: Greensboro, North Carolina
Salary: CL30 (\$77,347 - \$96,690 DOE)
Opens: September 10, 2013
Closes: September 19, 2013

The Bankruptcy Administrator for the Middle District of North Carolina currently has an opening for a Bankruptcy Attorney. The incumbent will report to the Bankruptcy Administrator. This position is located in the Federal Law Center in Greensboro, North Carolina.

REPRESENTATIVE DUTIES:

Prepares and tries cases in the U.S. Bankruptcy Court. Prepares pleadings, motions, interrogatories, and other legal documents, including briefs, and will be responsible for conducting discovery as appropriate for the preparation and presentation of evidence during the course of proceedings.

Reviews pleadings, statements, applications, plans, disclosure statements, motions or other documents filed with the court for legal sufficiency and initiates and/or recommends appropriate strategy to the U.S. Bankruptcy Administrator.

Performs legal research and prepares memoranda for own use and for the Bankruptcy Administrator.

Provides technical assistance and responds to questions of trustee and other fiduciaries, court employees, and the public concerning case administration matters.

The incumbent's work affects both the decision making process and the final decisions in a case and, therefore, the impact of the incumbents work may extend far beyond the court.

MINIMUM QUALIFICATIONS:

Admission to the practice of law in North Carolina and the Federal Courts. A minimum of three years practice of law. Experience as a law clerk for a Federal Judge maybe substituted for up to one years of experience. Strong knowledge of Bankruptcy Law and Rules.

SPECIALIZED QUALIFICATIONS:

Two years of progressively responsible bankruptcy practice. Excellent research and writing skills. Exceptional Court presence and litigation skills.

CONDITIONS OF EMPLOYMENT:

The person selected is subject to a background check or investigation, which includes an FBI fingerprint check. Employee retention depends upon a favorable suitability determination.

BENEFITS

A generous benefits package is available including but not limited to the following:

1. Ten (10) paid federal holidays
2. Paid annual and sick leave
3. Retirement benefits under the Federal Employees' Retirement System (FERS)
4. Health benefits under the Federal Employees' Health Benefits Program (FEHB)
5. Life insurance benefits under the Federal Employees' Group Life Insurance Program (FGLI)
6. Flexible Benefits Program
7. Dental and Vision insurance options under the Federal Employees' Vision and Dental Insurance Program (FEDVIP)
8. Federal Employees' Group Long Term Disability Program (FGLTD)
9. Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)

HOW TO APPLY:

Submit a cover letter of interest and resume to:

US Bankruptcy Administrator, attn: John Peterson, PO. Box 1828, Greensboro, NC 27402, not later than 3:00 p.m. on September 19, 2013. (If there are questions, you may contact John Peterson at 336-358-4170.)

ADDITIONAL INFORMATION:

Employees of the U.S. Bankruptcy Administrator are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. An applicant must be a United States Citizen or permanently eligible to work in the United States. The U.S. Bankruptcy Administrator is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U.S. Bankruptcy Administrator reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. The Federal Financial Management Reform Act requires direct deposit of federal wages. Successful completion of a six-month probationary period is required.

The U.S. Bankruptcy Administrator will only make contact with those qualified individuals who will be invited for an interview.

EQUAL OPPORTUNITY EMPLOYER