

**United States Bankruptcy Administrator
Northern District of Alabama**

**ROBERT S. VANCE FEDERAL BUILDING
1800 FIFTH AVENUE, NORTH
SUITE 3303
BIRMINGHAM, ALABAMA 35203
(205)-714-3838**

Vacancy Announcement

Position: Assistant United States Bankruptcy Administrator

Location: Birmingham, Alabama (see JOB SUMMARY below for additional information)

Position Type: Full-Time Permanent Position

Starting Salary: (CL-31) Begins at \$118,359 - \$146,724 (promotion potential to \$192,354) Salary commensurate with qualifications, experience, education and salary history.

Opening Date: October 15, 2025

Closing Date: Applications must be received by Noon on November 7, 2025. Applications received after that date and time will not be considered. Interviews will likely be conducted the week of November 10, 2025.

JOB SUMMARY

The duty station for this position is located in the Southern Divisional office of the U. S. Bankruptcy Administrator for the Northern District of Alabama. Occasional/periodic use of office space in other Divisions may be available. The Assistant Bankruptcy Administrator provides the Bankruptcy Administrator with procedural, substantive, legal, financial and operational analysis and advice concerning cases pending before the U. S. Bankruptcy Court and on other court-related matters. The Assistant Bankruptcy Administrator will appear in court on behalf of the Bankruptcy Administrator, review and analyze bankruptcy schedules and pleadings, review case records/filings/ orders, and conduct legal research on issues of bankruptcy or bankruptcy related law. The Assistant Bankruptcy Administrator supervises Trustees and may act as the presiding officer at Meetings of Creditors held pursuant to 11 U.S.C. §341. The Assistant Bankruptcy Administrator acts as the chief of the division in which the Assistant Bankruptcy Administrator is located. The Assistant Bankruptcy Administrator reports directly to the U. S. Bankruptcy Administrator.

REPRESENTATIVE DUTIES

Representative duties may include, but are not limited to the following:

- ◆ Represents the Bankruptcy Administrator in legal proceedings.
- ◆ Prepares and tries cases in the U. S. Bankruptcy Court, including conducting discovery, preparation of pleadings, motions, interrogatories, briefs, and other legal documents.
- ◆ Conducts and reports on research regarding issues unique to the administration of bankruptcy cases.
- ◆ Review petitions, pleadings, statements, applications, plans, disclosure statements, motions and other documents filed with the court for legal sufficiency and initiates and/or recommends appropriate responses and strategy to the Bankruptcy Administrator.
- ◆ Where appropriate, prepares pleadings, briefs, and memoranda of law for matters on appeal.
- ◆ 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 training for trustees and others.
- ◆ Supervises Trustees including Chapter 11 Trustees.
- ◆ Conducts initial meetings with Chapter 11 Debtors to explain reporting requirements; conducts on-site inspections of debtors' businesses and operations.
- ◆ Reviews and advises the Bankruptcy Administrator concerning financial transactions of bankruptcy trustees, including but not limited to sufficiency of trustee bonds and collateralization of trustee accounts; periodically attends auctions and/or court-ordered sales in order to review the performance of trustees and Court-approved professionals.
- ◆ Manages all aspects of the daily operation of the division to which the incumbent is assigned, including but not limited to personnel matters; maintenance of personnel time and attendance records; approval of leave requests from personnel; assigns, supervises, and manages work of divisional personnel; and trains personnel in the incumbent's divisional office.
- ◆ Performs various financial audit technics utilized in the Bankruptcy Administrator office, including but not limited to feasibility analysis of Chapter 11 Plans; ratio analysis of business projections and operating reports; review and analysis of financial transactions; review and audit of professional fee statements; on-site inspections of inventory and operations; review and audit of trustee final reports and proposed distributions; review of bankruptcy petitions for accuracy and breadth of disclosures made by debtors and attorneys; and conducts "Means Test" analysis.
- ◆ Directs the preparation of documents for filing in the courts by divisional personnel, and reviews all work prepared by divisional personnel prior to dissemination of that work. Bears responsibility for all work performed in the divisional office.
- ◆ Exercises full supervisory and management control over personnel assigned to the incumbent's divisional office.
- ◆ Performs other duties as assigned.

REQUIREMENTS

- ◆ Juris Doctor from an accredited law school.
- ◆ Admitted to practice law in the Northern 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, etc.).
- ◆ Strong communication and interpersonal skills are essential.
- ◆ Proficiency with Corel WordPerfect and Microsoft Office (MS Word, Excel, etc).
- ◆ Must consistently demonstrate sound professional ethics and judgement.
- ◆ Familiarity with CM/ECF.
- ◆ Ability to perform the Representative Duties described herein.
- ◆ Thorough knowledge of bankruptcy law and procedure.
- ◆ Ability to conduct in depth legal research and analysis.
- ◆ Skilled in writing legal memoranda, opinions, pleadings, orders, and other documents.
- ◆ Skilled in written and oral presentation of complicated legal and financial matters.
- ◆ Experience in office and personnel management.
- ◆ Ability to assign work and to supervise personnel in the completion of the assigned work.
- ◆ Appointment is subject to a satisfactory background investigation and FBI fingerprint check.

PREFERRED QUALIFICATIONS

- ◆ Though the work centers on bankruptcy matters, it covers numerous areas of the law, as bankruptcy cases often involve issues outside the traditional bankruptcy arena, including tort, domestic relations, contract, property, secured transaction, and other areas of the law. The incumbent must be able to determine the approach to be taken for each case.
- ◆ Three years or more experience in the legal field, with Federal Court and bankruptcy practice experience.
- ◆ Significant experience in the practice of bankruptcy law.
- ◆ Significant knowledge of the Bankruptcy Code and Bankruptcy Rules of Procedure.

INFORMATION FOR APPLICANTS

- ◆ Applicant must be a U. S. 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 interviews. Those selected for interviews should be prepared to provide professional references.
- ◆ The most qualified applicants will be invited to one or more personal interviews with the Bankruptcy Administrator. Travel to the designated location for interviews will be at the applicant's own expense.
- ◆ Travel to divisional court locations as well as debtor locations throughout the district may be required. Overnight travel for training purposes will be infrequent.
- ◆ Interview and/or relocation expenses will not be reimbursed.
- ◆ Positions in the U.S. Courts are excepted appointments. Employees are "at will" employees, subject to removal at any time.
- ◆ Benefits for applicants include health and life insurance options, flexible benefits program (health, dependent care, parking & mass transit), retirement including Thrift Savings Plan,

- ♦ paid holidays, annual and sick leave accrual.
- ♦ Selected candidate is subject to a background investigation and FBI fingerprint check as a condition of employment.
- ♦ Judicial employees are required to adhere to a Code of Conduct and additional Internal Control requirements.
- ♦ The duty station for this position is located in the Southern Division (Birmingham, Alabama) of the Northern District of Alabama
- ♦ Work is performed in an office setting and will involve the transportation of case material.
- ♦ The Bankruptcy Administrator reserves the right to modify the conditions of the job announcement, to withdraw the job announcement, fill the position sooner than the closing date or extend the closing date without prior notice.

APPLICATION PROCESS

Qualified applicants must submit the following:

1. Cover letter
2. Resume that details education, work history, and related experience
3. Three-year salary history
4. Form AO-78 (See link below for Form AO-78)
5. Three references, including phone numbers, email contacts and physical addresses.

The above must be submitted via email to the following address:

human_resources@alnba.uscourts.gov

Position Announcement may be found at: <http://www.alnba.uscourts.gov>
Application form AO-78 may be found at: <http://www.uscourts.gov/forms/AO078.pdf>

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