



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



**VACANCY ANNOUNCEMENT 25-01**

**POSITION:** Paralegal (Bankruptcy)  
Full-Time Permanent Position

**LOCATION:** Mobile, Alabama

**STARTING  
SALARY RANGE:** Court Personnel System CL 26/27  
Salary range \$67,297 to \$73,939 based on qualifications and  
experience (possible promotion potential to CL 29 without  
further competition)

**OPENING DATE:** September 25, 2025

**CLOSING DATE:** Open until filled

The United States Bankruptcy Administrator in Mobile, Alabama is seeking qualified applicants for a challenging, interesting, and rewarding position as a Paralegal in the Bankruptcy Administrator's Office.

**Job Summary:** The Bankruptcy Paralegal will work with and provide support to the Bankruptcy Administrator, Bankruptcy Attorney, and Bankruptcy Trustees. The Bankruptcy Paralegal will review pleadings, operating reports, trustee case filings, banking reports, applications for

compensation, and other documents associated with Chapter 7 and Chapter 11 bankruptcy cases. The Bankruptcy Paralegal will monitor statutory and other important deadlines in addition to providing legal and analytical duties which support the effective functioning of the office and the court.

### **Representative Duties**

- Review and audit Chapter 7 Trustee Final Reports and Accounts, Reports of Dividends, Applications for Compensation, Motions to Sell, Reports of Sale, Motions to Abandon Estate Assets, and other documents associated with Chapter 7 cases.
- Review Monthly and Quarterly Operating Reports in Chapter 11 cases.
- Communicate with debtors, attorneys, creditors, and trustees by mail, e-mail, and telephone.
- Open files for new Chapter 11 cases and schedule Chapter 11 Intake Meetings.
- Monitor weekly court dockets and assist Bankruptcy Administrator and Bankruptcy Attorney with hearing preparation.
- Input case information into Bankruptcy Administrator Information Management System (BAIMS+).
- Perform legal research using Lexis/Nexis and Westlaw.
- Monitor blanket bond coverage for Chapter 7 Trustees, and communicate with Surety Company.
- Monitor collateralization of estate and Debtor-in-Possession bank accounts and communicate with banks holding estate funds on a monthly and quarterly basis. Prepare and submit quarterly collateralization reports to Chief Bankruptcy Judge.
- On a rotating basis, prepare and submit to the Chief Judge of the Eleventh Circuit semi-annual reports of bankruptcy case statistical information.
- Other duties as assigned, including budget and financial duties.

### **Qualifications and Education Requirements**

To qualify for the position, applicants must have a degree in paralegal studies, or at least three (3) years of similar experience in a court, legal, or financial setting. Education may substitute for experience up to two (2) years. Applicants should have a working knowledge of bankruptcy rules and procedures. Applicants must be able to organize information and manage time effectively, including setting priorities and meeting deadlines. Applicants should be proficient in the use of computers, and computer programs such as Microsoft Office, CM/ECF, Adobe Acrobat, Outlook, and other applications. The successful candidate must be professional and able to work well with others while consistently maintaining attention to detail in all areas of responsibility. Applicants must have the ability to maintain confidentiality and have excellent oral and written communication skills and a familiarity with CALR and the *Code of Conduct for Judicial Employees* is a bonus.

**Preferred:** Preference will be given to anyone with legal and/or court experience.

**Conditions of Employment:** This is a sensitive position within the U.S. Judiciary. Proof of citizenship and satisfactory completion of a background and fingerprint check is required as a condition of employment. Employees of the United States Bankruptcy Administrator are considered “At Will” employees and are subject to termination by the Bankruptcy Administrator with or without cause. All new employees are subject to a six (6) month probationary period. This position is subject to mandatory Electronic Funds Transfer (direct deposit) for salary payment.

**Benefits:** A generous benefits package is available to employees, including health insurance, life insurance, dental and vision insurance, long term care insurance, flexible spending benefits, paid federal holidays, retirement and Thrift Savings Plan (401-k), and annual and sick leave.

**Application Process:** Qualified applicants must submit *ONE COMBINED PDF* document containing the following:

- Letter of interest explaining how your experience relates to the position requirements;
- Resume detailing all relevant experience, education and skills; and
- Completed Application for Judicial Branch Employment Form AO 78 ([ao078.pdf](#)) available on the court's website at [www.alsba.uscourts.gov](http://www.alsba.uscourts.gov).

Application packages should be mailed to:

**United States Bankruptcy Administrator**  
**Attention: Human Resources**  
**113 St. Joseph Street, Suite 520**  
**Mobile, AL 36602**  
Or e-mailed to [Rhonda\\_Case@alsba.uscourts.gov](mailto:Rhonda_Case@alsba.uscourts.gov)

If your application packet does not include all information requested, you may lose consideration for this position. Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice. Applicants selected for interviews must travel at their own expense. Reimbursement for travel and/or relocation is not available. Please do not inquire about the status of your application. The U.S. Bankruptcy Administrator reserves the right to modify the conditions of this job announcement or withdraw the job announcement without prior notice.

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