

BANKRUPTCY ADMINISTRATOR EASTERN DISTRICT OF NORTH CAROLINA



434 Fayetteville Street, Suite 640
Raleigh, North Carolina 27601
www.nceba.uscourts.gov

POSITION ANNOUNCEMENT

Position Title:	Paralegal
Position Location:	Raleigh, North Carolina
Announcement No.:	23-NCEBA-02
Announcement Date:	March 9, 2023
Closing Date:	Open until filled; priority given to applications received by April 15, 2023
Appointment:	Full Time
Job Classification/Grade:	CPS 27
Starting Salary:	\$57,577.00

The Bankruptcy Administrator for the Eastern District of North Carolina is accepting applications for a paralegal to be stationed in Raleigh, NC. The Bankruptcy Administrator is responsible for supervising trustees, debtors, and other court-appointed fiduciaries in bankruptcy cases and assuring that such persons effectively administer bankruptcy estates. The Bankruptcy Administrator is an independent, non-judicial officer of the Federal Judiciary.

Job Description: The paralegal provides administrative and legal support to the Bankruptcy Administrator, staff attorneys, and other staff by performing legal research, factual and legal analysis, and case-related administrative services.

Duties: The duties and responsibilities for a Paralegal generally include, but are not limited to, the following:

- Performing a variety of paralegal support assignments relating to bankruptcy cases filed under title 11 of the U.S. Code.
- Performing legal research.

- Conducting factual research related to pending bankruptcy cases.
- Proofreading legal filings and other written work product including verification of legal citations.
- Monitoring the progress of pending cases and initiates action to ensure that legal pleadings, forms, reports, correspondence, and other documents are prepared.
- Drafting of simple motions and complaints objecting to discharge.
- Managing and maintaining internal databases used for tracking relevant case information.
- Monitoring deadlines, caseload, and prioritizing tasks related to the mission of the Bankruptcy Administrator.

Qualifications

Mandatory Qualifications: Applicants must have a bachelor's degree from an accredited college or university or have a paralegal certificate from an accredited paralegal program. The position requires a detail-orientated self-starter with excellent organizational and planning skills. Candidates must have strong problem-solving skills and the ability to use legal databases. Applicants must possess excellent oral and written communication skills and the ability to interact successfully and effectively with staff at all levels and the public.

Preferred Qualifications:

Preference will be given to applicants who have one or more of the following qualifications:

- Demonstrated experience in legal research, analysis, and writing. Experience and skill in editing, proofreading, and cite-checking, including proficiency with the Blue Book.
- Knowledge, experience, and skill in the use of legal databases, including WESTLAW and LEXIS/NEXIS.
- Proficiency in the use of PACER and its search functions, including accessing and understanding bankruptcy court and district court dockets.
- Outstanding academic credentials.
- Knowledge of the Bankruptcy Code and the Federal Rules of Bankruptcy Procedure.
- Knowledge of basic accounting principles.

Employment is subject to a satisfactory background investigation, including but not limited to, an FBI name and fingerprint check. The selected candidate may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check or investigation.

Selection Criteria. Recruitment standards for this position are selective and the hiring process is highly competitive. Competitive applicants will have exceptional writing ability and demonstrate exemplary oral communication skills. Applicants must also possess the ability to communicate effectively with persons of diverse backgrounds, including those seeking bankruptcy relief and their counsel, parties in interest, colleagues, and court personnel as part of their employment.

The Office of the Bankruptcy Administrator prides itself on being a collegial and collaborative workplace. We are an organization that promotes creativity and innovation, believes in diversity and inclusion, recognizes excellence, and is important to the administration of justice. In return, we look for strong candidates who share our vision, values, and passion.

Benefits. The position offers federal government employment benefits, including participation in health, dental, vision, and life insurance, retirement, the Thrift Savings Plan, and paid holidays. For additional detail, visit: <http://www.uscourts.gov/careers/benefits>. This is an “Excepted Appointment” and an “At Will” position. Federal Government Civil Service classifications or regulations do not apply. Employees are required to use electronic fund transfer (EFT) for payroll direct deposit.

How to Apply. Qualified persons may apply by forwarding a letter of interest, Application for Judicial Branch Employment ([Form AO 78](#)), detailed resume, and writing sample, each in pdf format, to NCEBA_Vacancy@nceba.uscourts.gov.

No paper applications or phone calls, please. Candidates invited to interview will be asked to provide references. Depending on the volume of applications received, the Bankruptcy Administrator may communicate only with those candidates selected for an interview.

The Bankruptcy Administrator reserves the right to modify the conditions or requirements of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. Funding is allotted to the office of the Bankruptcy Administrator on a fiscal year basis. Filling the position is dependent on adequate funding, the level of funding will not be finalized until the federal budget is approved.

The Bankruptcy Administrator for the Eastern District of North Carolina is an equal-opportunity employer.