

UNITED STATES BANKRUPTCY ADMINISTRATOR
EASTERN DISTRICT OF NORTH CAROLINA
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ADMINISTRATIVE ASSISTANT

April 21, 2025

Announcement Number: 25-NCEBA-01
Position Title: Administrative Assistant
Nature of Appointment: Successful candidate will be appointed to a one-year term position; however, funding for the position beyond September 30, 2025 is contingent upon Fiscal Year 2026 appropriations. Contingent on performance and budget availability, appointed candidate may be offered an extension of their appointment.
Salary Range: CPS 24 (Starting \$46,218.00 to \$57,295.00)
Position Location: Raleigh, North Carolina
Position Starting Date: Successful candidate will be expected to commence their service no later than July 1, 2025.
Recruitment Schedule: This posting will remain open until the position is filled. Priority will be accorded to applications received prior to May 9, 2025.
Application Process: The following documents are required: (1) cover letter, (2) resumé, (3) list of three professional references with current contact information, and (4) completed and signed AO-78, Application for Federal Judicial Branch Employment. These documents must be submitted in PDF format via email to nceba_vacancy@nceba.uscourts.gov. The application form (AO-78) is available at [Application for Judicial Branch Federal Employment](#).

The Bankruptcy Administrator for the Eastern District of North Carolina is accepting applications for an Administrative Assistant position 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 administrative assistant position provides support to the Bankruptcy Administrator, staff attorneys, and other staff by performing a variety of administrative assistance to ensure the efficient management of the BA office.

Duties

The duties and responsibilities for an Administrative Assistant Position generally include, but are not limited to, the following:

- Perform a variety of administrative support assignments relating to bankruptcy cases filed under title 11 of the U.S. Code.
- Prepare reports, form letters, notices, and other correspondence using templates and forms.
- Receive, prioritize, and route all incoming mail to appropriate individuals in the office.
- Schedule appointments, arrange meetings, and maintain staff calendars and action items.
- Report matters related to the office's physical needs (such as heating, cooling, lighting, cleaning, and office supplies).
- Maintain, update, and track paper and electronic files. Assist staff with making copies, scanning documents, and serving documents.
- 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.
- Skill in filing and knowledge of filing requirements. Ability to file, extract, and re-file documents accurately and appropriately.

Qualifications

Mandatory Qualifications: Applicants must have an associate or 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. 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.

- General secretarial experience providing significant knowledge of office clerical practices such as filing, telephone usage, proof-reading, formatting, and proficiency with Microsoft Word, Excel, TEAMS, and Zoom.
- Ability to manage multiple projects and priorities with strict deadlines.
- Ability to handle sensitive information and maintain confidentiality.

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

- B.A. degree in English.
- 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.

Judgment and Ethics

Knowledge of and compliance with the Code of Conduct for Judicial Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and good judgment.

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, detailed resumé, list of three professional references with current contact information, and Application for Judicial Branch Employment ([Form AO 78](#)), 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. **As noted above, the position is currently only funded through September 30, 2025; while it is anticipated sufficient funding will be available beyond September 30, 2025, this funding is not guaranteed.**

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