

BANKRUPTCY ADMINISTRATOR EASTERN DISTRICT OF NORTH CAROLINA



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

POSITION ANNOUNCEMENT

Position Title:	Staff Attorney (Entry Level)
Position Location:	Raleigh, North Carolina
Announcement No.:	23-NCEBA-01
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 28
Starting Salary:	\$69,019.00 for recent law school graduates; (depending on qualifications, and experience)

The Bankruptcy Administrator for the Eastern District of North Carolina is accepting applications for a Staff Attorney 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.

Duties. The staff attorney will provide substantive legal analysis, advice, and assistance on cases pending before the US Bankruptcy Court for the Eastern District of North Carolina or on appeal to the District Court and U.S. Court of Appeals for the Fourth Circuit. Typical responsibilities include:

- Assist in the oversight of the administration of bankruptcy cases filed in the Eastern District of North Carolina.
- Conduct section 341 meetings of creditors in chapter 11 cases.

- Regularly appear in court as a representative of the Bankruptcy Administrator where the individual will be responsible for the preparation, presentation, and litigation of cases and matters arising under the Bankruptcy Code.
- Litigate issues arising in chapter 11 proceedings, including those involving corporate governance, and issues arising in employment applications, fee applications, disclosure statements, and plan confirmation matters.
- Litigate civil enforcement matters arising in consumer bankruptcy cases, including discharge objections, dismissal proceedings involving debtors' ability to repay creditors, attorney misconduct matters, and non-attorney document preparation services misconduct.
- Assist with appellate matters arising in the Eastern District of North Carolina.
- Review of financial documents.
- Assist in the supervision of private trustees in the District who administer bankruptcy cases filed under chapter 7, 13, and 12 of the Bankruptcy Code;
- Work with the federal and state law enforcement partners to report criminal activity identified through bankruptcy case oversight.
- Provide outreach to interested constituents, and those involved in the bankruptcy system, such as the bankruptcy court, the bar, and other federal and state agencies.
- Travel by personal vehicle to attend hearings, meetings of creditors, and for other duties as needed.
- Perform other day-to-day duties as assigned.

Requirements. Applicants must demonstrate excellent academic and professional credentials; superior oral and written communication skills; outstanding legal research, analytical, and legal reasoning skills; outstanding judgment; and the ability to function with minimal guidance in a demanding legal environment. Further, an applicant must have a J.D. degree from an accredited law school; be an active member in good standing or eligible for admission to the North Carolina State Bar. Applicants must be citizens of the United States or be authorized to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B).

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 and proficiency in legal analysis. Applicants must also possess the ability to communicate effectively with persons of diverse backgrounds, including individuals seeking relief under the bankruptcy code and their counsel, parties in interest, colleagues, and court personnel as part of their employment. Applicants should possess a genuine interest in the subject matter of federal bankruptcy law. Applicants with prior bankruptcy experience including taking bankruptcy courses in law school will be given preference.

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, law school transcript, 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.