

U.S. Bankruptcy Administrator Vacancy Announcement



U.S. Court of Appeals for the Fourth Circuit

WEBSITE
ca4.uscourts.gov

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804-916-2184

ABOUT THE JOB

The Bankruptcy Administrator is responsible for supervising trustees, debtors, and other court-appointed fiduciaries in bankruptcy cases and assuring that such persons effectively administer estates in cases under section 1134 of Title 28, United States Code.

The Fourth Circuit 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.

- **Announcement USBA-NCE1**
- **Location:** Eastern District of North Carolina at Raleigh, N.C.
- **Appointment:** Five-Year appointment/Full-time beginning May 2022
- **Salary:** CC-16, \$156,094-\$202,918
- **Closing Date:** November 5, 2021

REQUIRED QUALIFICATIONS

Applicants must satisfy the following conditions: (1) be a member in good standing of the Bar of the highest court of at least one state; (2) have engaged in the active practice of law for at least three years; (3) be competent to perform the duties of the office; (4) possess a commitment to equal justice under the law; (5) have demonstrated outstanding legal ability and competence; (6) possess the demeanor, character, and personality to perform the duties of the office; and (7) not be related by blood or marriage to a U.S. judge at the time of initial appointment.

Fourth Circuit

The United States Court of Appeals is part of the judicial branch of the federal government. The 94 U.S. judicial districts are organized into 12 regional circuits, each of which has a United States court of appeals. A court of appeals hears appeals from the district courts located within its circuit, as well as appeals from decisions of federal administrative agencies. The Fourth Circuit encompasses the states of Maryland, North Carolina, South Carolina, Virginia, and West Virginia.

*The Fourth Circuit is an Equal
Opportunity Employer.*

APPLICATION PROCEDURE

Attorneys interested in applying should complete 1) **an application** (https://www.ca4.uscourts.gov/docs/pdfs/usba_app.pdf) and 2) **an AO 78 form** (<https://www.ca4.uscourts.gov/docs/pdfs/ao78.pdf>) and email both to the U.S. Court of Appeals for the Fourth Circuit via vacancy@ca4.uscourts.gov.

Applications must be **COMPLETED AND RECEIVED
NO LATER THAN November 5, 2021.**

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or be eligible to work in the United States and receive compensation. The appointment is subject to a successful criminal, character, and IRS background investigation. A U.S. Bankruptcy Administrator may not engage in the private practice of law. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. Reimbursement for interview-related travel expenses and relocation is not provided.