

**UNITED STATES BANKRUPTCY ADMINISTRATOR
MIDDLE DISTRICT OF NORTH CAROLINA**

JOHN PAUL H. COURNOYER – BANKRUPTCY ADMINISTRATOR
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September 24, 2024

ATTORNEY POSITION ANNOUNCEMENT

Announcement Number: 24-001

Position Title: Term Staff Attorney

Nature of Appointment: Successful candidate will be appointed to a two-year position with the U.S. Bankruptcy Administrator for the Middle District of North Carolina. The bankruptcy administrator acts as a watchdog over the bankruptcy system, seeking to ensure that bankruptcy cases are administered quickly, fairly, in compliance with the law and public policy, without fraud or abuse, at the lowest reasonable cost, and with the best possible outcomes for all stakeholders. The position is akin to a two-year fellowship targeted at new or recent graduates aspiring for a career in bankruptcy law.

Salary Range: CPS 28 - \$69,551 to \$113,078, depending on the candidate and their qualifications and experience. This range is based upon the 2024 pay scale and is likely to increase before the position start date in 2025.

Position Location: Greensboro, North Carolina, with some remote work permitted.

Position Starting Date: September 1, 2025.

Recruitment Scheduled: This position will remain open until filled, but the hiring decision will likely be made by November 2024. To ensure full consideration, application materials must be received by October 31, 2024. Applications received after this date may or may not be considered.

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Application Process:

The following documents are required: (1) cover letter, (2) resumé, (3) law school transcript, (4) list of three professional references with current contact information, (5) self-edited writing sample that demonstrates analytical ability, and (6) completed and signed AO-78, Application for Federal Judicial Branch Employment. These documents must be submitted in PDF format via email to ncmba_vacancy@ncmba.uscourts.gov. The application form (AO-78) as available at [Application for Judicial Branch Federal Employment](#).

The U.S. Bankruptcy Administrator for the Middle District of North Carolina is accepting applications for a two-year term staff attorney position, to be stationed in Greensboro, NC.

Duties. The attorney will provide substantive legal analysis, advice, and assistance on cases pending before the U.S. Bankruptcy Court for the Middle District of North Carolina or on appeal to the District Court and U.S. Court of Appeals for the Fourth Circuit. The bankruptcy administrator acts as a watchdog over the bankruptcy system, seeking to ensure that bankruptcy cases are administered quickly, fairly, in compliance with the law and public policy, without fraud or abuse, at the lowest reasonable case, and with the best possible outcomes for all stakeholders. The position is akin to a two-year fellowship targeted at new or recent graduates aspiring for a career in bankruptcy law.

Typical responsibilities will include:

- Regularly appearing in court on behalf 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.
- Researching legal and policy issues important to the bankruptcy system.
- Assisting in the oversight of the administration of bankruptcy cases filed in the district.
- Conducting creditors' meetings under 11 U.S.C. § 341 in chapter 7 and chapter 11 cases.
- Litigating civil enforcement matters arising in bankruptcy cases, including discharge objections, dismissal proceedings involving debtors' ability to repay creditors, attorney misconduct matters, and non-attorney document preparation servicer misconduct.
- Reviewing financial and transactional documents related to bankruptcy cases and case administration.

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- Assisting in the supervision of private trustees in the district who administer bankruptcy cases filed under chapter 7, 13, and 12 of the Bankruptcy Code.
- Assisting in the office's work with federal and state law enforcement partners to report criminal activity identified through bankruptcy case oversight.
- Assisting in appellate matters.
- Assisting in outreach to interested constituents and stakeholders in the bankruptcy system, such as the bankruptcy court, the bar, and other federal and state agencies.
- Traveling by personal vehicle to attend hearings, meetings of creditors, and for other duties as needed.
- Performing 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 in a demanding legal environment. Further, an applicant must have a J.D. degree from an accredited law school, and 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 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 or completing a bankruptcy clerkship, 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.

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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. The following documents are required: (1) cover letter, (2) resumé, (3) law school transcript, (4) list of three professional references with current contact information, (5) self-edited writing sample that demonstrates analytical ability, and (6) completed and signed AO-78, Application for Federal Judicial Branch Employment. These documents must be submitted in PDF format via email to ncmba_vacancy@ncmba.uscourts.gov. The application form (AO-78) as available at [Application for Judicial Branch Federal Employment](#). No paper applications or phone calls, please. 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 Middle District of North Carolina is an equal-opportunity employer.