



# United States Bankruptcy Administrator Middle District of Alabama

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**DANIELLE K. GRECO**  
BANKRUPTCY ADMINISTRATOR

Announcement Number: 21-01

Position Title: Staff Attorney

Nature of Appointment: Term/Temporary. The successful candidate will be appointed to one-year term position. Contingent on performance and budget availability, appointed candidates may be offered an extension of their appointments for a second year.

Number of Vacancies: One position.

Starting Salary: \$64,649 for recent law school graduates; candidates with relevant legal experience may qualify for a slightly higher starting salary.

Position Location: Montgomery, AL

Position Starting Date: The successful candidate will be expected to commence their service no later than October 25, 2021; an earlier starting date may be available.

Recruitment Schedule: To ensure full consideration, application materials must be received by September 10, 2021. Application packages received or completed after this deadline may not be accorded a complete review.

Application Procedures: Applications must be submitted online through the Online System for Clerkship Application and Review (OSCAR) website maintained by the Administrative Office of the U.S. Courts at <https://oscar.uscourts.gov/> or via email at [ba@almb.uscourts.gov](mailto:ba@almb.uscourts.gov). Applications received through other means will not be considered.

## **POSITION SUMMARY:**

The United States Bankruptcy Administrator for the Middle District of Alabama is soliciting applications for a staff attorney position to be stationed in Montgomery, Alabama. The successful candidate will be appointed to one-year term. Depending on office funding levels and employee performance, the successful candidate may be offered an extension of their appointments for a second year. Applicants interested in part-time work may be considered, depending upon office needs.

All matters relating to estate administration and the supervision of trustees and other court appointed fiduciaries are the official responsibilities of the Bankruptcy Administrator, an independent, non-judicial officer of the Federal Judiciary.

## **RESPONSIBILITIES:**

The staff attorney will provide substantive legal analysis, advice, and assistance on cases pending before the U.S. Bankruptcy Court for the Middle District of Alabama. Typical responsibilities include:

- Monitor petitions, motions, applications, and other pleadings filed by parties for substantive issues relevant to the Bankruptcy Administrator's duties;
- Perform legal research and analysis;
- Draft and file pleadings in bankruptcy cases including objections to discharge and motions to dismiss;
- Regularly appear in court as a representative of the Bankruptcy Administrator;
- Regularly appear at Section 341 meeting of creditors;
- Review employment and fee applications (in all cases other than chapter 11 cases);
- Review credit counseling and personal financial management applications; and,
- Perform other day-to-day duties as assigned.

Travel to Opelika and Dothan may be required to attend hearings, meetings of creditors, and for other duties as needed.

## **QUALIFICATIONS:**

Recruitment standards for staff attorney positions are selective, and the hiring process is highly competitive. Applicants must be graduates of AALS-accredited law schools, a member in good standing of the Alabama State Bar, eligible for admission or admitted to the United States District Court for the Middle District of Alabama and must be either a United States citizen or noncitizen eligible to work for the United States government. In addition, the most competitive applicants will:

- rank in the top 25% of their law school graduating class;
- have law review or similar legal publication experience, writing experience as a member of an interscholastic moot court competition team, or equivalent exceptional writing

- experience;
- possess superior proficiency in legal analysis and writing ability; and
- demonstrate exemplary oral communication skills.

Applicants should possess a genuine interest in the subject matter of federal bankruptcy law. Applicants who took bankruptcy courses or who have bankruptcy practice experience will be given preference.

### **SALARY AND BENEFITS:**

Applicants hired directly out of law school and those with minimal experience will be appointed at Court Personnel System (CPS) Classification Level 27, step 25, at a current annual salary of \$64,649. Starting salary offers above \$64,649 will reflect individual qualifications, experience, and salary history. Absent unique and pertinent post-law school experience, however, budgetary constraints will limit the maximum starting grade level to CPS Classification Level 28, step 12, at a current annual salary of \$69,092. Staff attorneys receive annual and sick leave and are eligible to participate in federal health and life insurance programs.

### **APPLICATION REQUIREMENTS AND PROCEDURES:**

Application packages will be accepted immediately. To ensure full consideration, completed application packages must be received by September 10, 2021. Application packages will be considered complete upon receipt of the following items:

- a cover letter;
- a current resume;
- a writing sample edited only by the applicant;
- a copy of the applicant's law school transcript;
- a statement of the applicant's current or final law school class ranking (if not reflected on the applicant's law school transcript) or a statement that explains why such information is unavailable; and,
- the names, addresses, and telephone numbers of three references. Letters of reference are not required.

Application materials must be submitted through the OSCAR website maintained by the Administrative Office of the U.S. Courts at <https://oscar.uscourts.gov/> or via email to [ba@almb.uscourts.gov](mailto:ba@almb.uscourts.gov).

The applicants considered most qualified will be invited for personal interviews. Interviews will be conducted at the Bankruptcy Administrator's office in Montgomery, Alabama. Applicants invited for interviews must assume the cost of their own travel expenses. Relocation costs will not be reimbursed.

Inquiries regarding this recruitment may be addressed to:

Donna Jordan  
Administrative Specialist  
(334) 954-3900  
[Donna.Jordan@almba.uscourts.gov](mailto:Donna.Jordan@almba.uscourts.gov)

The Bankruptcy Administrator's Office provides reasonable accommodations to applicants with disabilities. If an applicant requires a reasonable accommodation for any part of the application or interview process, please contact Donna Jordan at the email address above.

Applicants who accept offers of employment will be required to submit to a name and fingerprint background investigation. Employment is conditioned upon the satisfactory outcome of the required background inquiry.

Salaries are paid through mandatory Electronic Funds Transfers.

The Bankruptcy Administrator reserves the right to modify the conditions of this job, to withdraw the job announcement, or to fill the position sooner than the closing date; any of these actions may occur without any prior notice.

**THE BANKRUPTCY ADMINISTRATOR FOR THE MIDDLE DISTRICT OF ALABAMA IS AN EQUAL-OPPORTUNITY EMPLOYER THAT VALUES DIVERSITY AND INCLUSIVENESS.**