

U.S. Bankruptcy Administrator Vacancy Announcement



U.S. Court of Appeals for the Fourth Circuit

ca4.uscourts.gov

804-916-2184

vacancy@ca4.uscourts.gov

Announcement USBA-NCM22

Location: Middle District of North Carolina at Greensboro, N.C.

Appointment: Five-year appointment/
Full-time beginning April 2023

Salary: CC-16, \$153,848-
\$199,999

Closing Date: June 20, 2022

The **Fourth Circuit 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.

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.

REQUIRED QUALIFICATIONS

Applicants must: (1) be a member in good standing of the Bar of the highest court of at least one state; (2) be competent to perform the duties of the office; (3) possess, and have a reputation for, integrity and good character; (4) possess, and have demonstrated, a commitment to equal justice under the law; (5) be of sound mental and physical health; (6) possess, and have demonstrated, outstanding legal ability and competence; (7) indicate by demeanor, character, and personality that one would exhibit the quality of judgment and temperament required of an officer of the judiciary if appointed; (8) serve full-time and hold no other civil or military office under the United States, except that retired officers and enlisted personnel of the Regular and Reserve components, and members of the Reserve components, of the Army, Navy, Air Force, Marine Corps, Coast Guard, and the National Guards may be appointed and serve as administrators; and, (9) not be related by blood or marriage to a judge of the appointing Court of Appeals or Judicial Council of the circuit, or to a judge within the district; (10) have engaged in the active practice of law for at least three years (the Court may consider as substitute experience for the active practice of law the following, including any combination thereof: a) judge of a court of record or other judicial officer, b) attorney for federal or state agencies and courts, c) law clerk to any judge or judicial officer (limited to two years)).

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.

Applications must be **COMPLETED AND RECEIVED NO LATER THAN June 20, 2022.**