



United States Bankruptcy Court
District of Delaware
824 N. Market Street
Wilmington, DE 19801
www.deb.uscourts.gov

CAREER OPPORTUNITY

Vacancy Announcement #24-03

Position: BANKRUPTCY GENERALIST

Position Type: Full-Time Permanent

Number of Positions: Multiple

Salary Range: CL 24 (\$47,773-\$59,245) *
**Depending upon experience and qualifications*

Duty Location: 824 North Market Street, Wilmington, DE 19801

Opening Date: August 19, 2024

Closing Date: When Filled

Position Overview:

The Bankruptcy Generalist performs various Operations Department related functions and is responsible for maintaining and processing case information and assists in managing the flow of bankruptcy cases and related adversary proceedings, in accordance with approved internal controls, procedures, and rules. The incumbent has responsibility for the accurate and appropriate verbatim recording of court proceedings in the courtroom through the use and operation of electronic sound recording equipment. The incumbent accepts appropriate documents, informs customers of required fees, receives payments, and issues receipts.

Representative Duties and Responsibilities:

- Receives and screens incoming documents to determine conformity with appropriate rules, practices, and court requirements.
- Collects appropriate fees, process receipts. Issues summons, subpoenas, and writs. Routes documents to proper offices/persons after acceptance. Files documents meeting requirements.
- Accepts appropriate documents, inform customers of required fees, receive payments, and issue receipts. Secures funds in cash register, balance cash drawer at the end of the day, and process credit card payments for filed documents.
- Processes, logs, and distribute mail. Retrieves files and make copies of records for the public, attorneys, and others. Prepares, ships, and retrieves archived records.
- Acts as receptionist and furnish information to a wide variety of the court's internal and external customers. Answers customer inquiries regarding status of cases and provide procedural information.
- Assist attorneys and the public in accessing case information via public CM/ECF terminals.
- Records court proceedings. Manages and organizes exhibits in court proceedings, including setting up and troubleshooting courtroom technology equipment and software.
- Assists with orderly flow of proceedings, including but not limited to setting up the courtroom assuring presence of all necessary participants, and managing exhibits.
- Takes note of proceedings, rulings, notices, and prepares minute entries electronically. Processes requests of transcripts and audio recordings.
- Performs case management work. Reviews filed documents to determine conformity and takes appropriate action and follow ups with rules, practices, and filing requirements.
- Dockets orders, pleadings, judgments, and minutes as directed by local court policy, utilizing applicable automated systems. Reviews the quality of electronically filed documents, ensuring that all orders and automated entries are appropriately and accurately docketed, and makes summary entries on the docket of all documents and proceedings. Prepares correspondence regarding file inquires, docket sheets, and other file request information.

Minimum Qualifications:

- A minimum of two years of progressively responsible clerical or administrative experience that provided knowledge and skills needed to perform the duties of the position.
- Ability to apply a body of rules, regulations, directives, or laws.
- Ability to follow detailed instructions and multitask.
- Excellent communication (written and verbal) skills.
- Skill in organizing own work and prioritize as required.
- Excellent computer and data entry skills with a demand for accuracy and quality assurance.
- Ability to exercise good judgment and the ability to act with diplomacy and maintain strict confidentiality.

Court Preferred Qualifications:

- A bachelor's degree from an accredited college or university.
- Familiarity with CM/ECF (Case Management/Electronic Case Files) system.
- Familiarity with Microsoft Office Suite – Word, Excel, and PowerPoint.
- Knowledge of bankruptcy rules and procedures.
- Prior experience in a court or legal setting.

Conditions of Employment:

Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are “at will” and can be terminated with or without cause by the Court. Federal Government Civil Service classifications/regulations do not apply.

The initial offer is contingent upon the completion of a criminal background investigation. The offer can be rescinded, or employment terminated without notice, if the background investigation results show any offenses that would make you an unsuitable candidate or employee of the United States Bankruptcy Court, District of Delaware.

The Court requires employees to adhere to the Code of Conduct for Judiciary Employees.

Applicants must be a U.S. citizen or meet requirements under current law.

Expenses associated with the interviews or relocations will be not reimbursed.

Benefits:

Federal Judiciary benefits include paid vacation, sick leave and holidays; participation in federal health insurance, life insurance and retirement programs, include the Thrift Savings Plan (tax-deferred retirement savings and investment plan with matching contributions); supplemental dental and vision insurance, and flexible benefit and commuter programs. An overview of Federal Judiciary benefits is accessible at:

<http://www.uscourts.gov/Careers/BeneFitForLife.aspx>

Application Procedure:

Qualified candidates may apply by sending a single pdf file containing a cover letter that includes the vacancy announcement number, a resume detailing qualifications and experience and a completed Application for Judicial Branch Federal Employment (Form AO78) with current and past salaries indicated to deb_jobs@deb.uscourts.gov

The Application for Judicial Branch Federal Employment (Form AO78) can be found on the Court's Website under the Employment section.

Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for this position. **No phone calls will be accepted.** Only qualified applicants will be considered. Incomplete applications will not be considered.

The United States Courts is an Equal Opportunity Employer.

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice or other notice.