

**United States Bankruptcy Court - Western District of Tennessee**  
**Notice of Position Vacancy**

**This Position is Open to the Public**

**Bankruptcy Generalist**  
**Jackson, TN – Divisional Office**  
**Announcement No.: 16-03**

**Beginning Classification Level:** CL24-01 - \$17.00/hours

**Closing Date:** Open until filled; First round of interviews will take place on or about December 14, 2016.

**General Information**

The United States Bankruptcy Court for the Western District of Tennessee is accepting applications for the position of part-time Bankruptcy Generalist for its divisional office located in Jackson, TN. This position is a permanent appointment.

**Position Overview**

The Bankruptcy Generalist performs various 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 will receive and review incoming court documents and other records for conformity with federal and local rules, performs noticing, provides customer services and completes administrative and clerical tasks as assigned.

**Qualifications**

To qualify for the Bankruptcy Generalist position, an individual must be a high school graduate or equivalent, have two years of general experience and one year of specialized experience.

**General Experience:** Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position.

**Specialized Experience:** Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

**Information for Applicants**

- Applicants must be a U.S. citizen or eligible to work in the United States.
- The Federal Financial Reform Act requires direct deposit of federal wages for court employees.
- All court employees are “at will” employees, and therefore the appointee may be removed from this position at any time during or after the probationary period, if after reasonable on-the-job training, the appointee fails to perform at a satisfactory level.
- The selected candidate for this position is subject to a background check as a condition of employment for the position.
- The Court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice.
- This job announcement may involve filling more than one position described herein.

**Procedures for Applying**

To be considered for this position, please submit the following:

- Application for Judicial Branch Federal Employment - (Link to this document is found on the court’s web site at [www.tnwb.uscourts.gov](http://www.tnwb.uscourts.gov) under Job Opportunities)
- Cover letter expressing the applicants qualifications and experience, and Resume (include position number)

Documents must be submitted in PDF format to: [employment@tnwb.uscourts.gov](mailto:employment@tnwb.uscourts.gov)

The United States Bankruptcy Court is an Equal Opportunity Employer.