



U.S. BANKRUPTCY COURT WESTERN DISTRICT OF TENNESSEE

Vacancy Announcement: 26-01

Position: Bankruptcy Generalist

Location: Jackson, TN

Position Term: Full-time / This appointment is for one year and one day. This position may be converted to a permanent appointment.

Salary Range: CPS / CL 24 (\$44,701 - \$72,654) *Salary dependent upon qualifications and experience.

Closing Date: February 13th, 2026 (Close of business) or until filled.

Position Overview

The United States Bankruptcy Court for the Western District of Tennessee is accepting applications for the position of Bankruptcy Generalist Clerk for its divisional office located in Jackson, TN. The Bankruptcy Generalist performs various functions within the Clerk's office.

Representative Duties

- The Bankruptcy Generalist position is cross trained in different areas of the Clerk's Office with its main focus on the Operations Department.
- Assist customers at the intake counter. Received stamp all incoming documents.
- Communicate fees, receive payments, and issue receipts.
- Prepare and process outgoing mail daily. Open and route incoming mail as needed.
- Provides excellent customer service when responding to inquiries on case status, archive information, court procedures and/or aiding the public. Assists the public in the use of computerized databases. Answers and routes incoming calls to the appropriate person or department.
- Analyzes electronically filed claims for basic case information for quality control.
- Communicates effectively with team members, the public, the bar, and the court.
- Scans and converts all documents filed over the counter into image files. Maintains documents in the appropriate location.
- Assists the public with electronic and paper files. Research case information when necessary. Operate a variety of copying and records equipment.
- Cross train in other areas of the court and perform other duties as assigned.

Minimum Qualifications

- Applicants must be a U.S Citizen or eligible to work in the United States.
- 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 knowledge and skills needed to perform the duties of the position.
 - Specialized Experience – One year of progressively responsible clerical or administrative experience that is in, or closely related to the work of the position and which has demonstrated the knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and 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.
- Applicants must possess excellent communication skills, unquestioned integrity, and trustworthiness; the ability to maintain confidentiality, demonstrate mature problem-solving skills and judgment in handling sensitive material; exhibit a professional and positive demeanor; possess a can-do attitude a willingness to learn beyond the scope of their duties; have a customer focused attitude and the ability to work independently.

Benefits

Full-time employees of the United States Bankruptcy Court are eligible for a full range of benefits to include paid vacation and sick leave, 10 paid holidays per year, and retirement benefits to include a defined contribution program and 401(k)-styled program (Thrift Savings Plan [TSP]), with a government match of up to 5%. Optional benefits include health and life insurance, disability insurance, dental and vision insurance, and a Flexible Benefits Program which includes medical and dependent care reimbursement.

How to Apply

Qualified candidates must submit a cover letter (include position number), resume, AO78 Judicial Application, names of three professional references with addresses and phone numbers. The cover letter should be addressed to Mr. Travis D. Green, Clerk of Court, and describe your work experience as it pertains to this position. The resume should include the years of specialized experience including dates of employment, education, and salary history.

- Please submit resume and cover letter, and AO78 via e-mail in a single PDF file to: employment@tnwb.uscourts.gov
- To complete the AO78, Judicial Application for Employment click on the link: https://www.tnwb.uscourts.gov/PDFs/CourtInfo/Jobs/AO_078-08-2024_1.pdf

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.
- Selectee for this position is subject to a high-sensitive background check as a condition of employment.
- The Court reserves the right to modify the conditions within or to withdraw the job announcement.
- Incomplete applications will not be considered.

Additional Information

- Judiciary employees are “at will” employees; therefore, can be removed from this position at any time. Employees must adhere to the Code of Conduct and may be removed from this position at any time if the employee fails to perform at a satisfactory level. The first year of service will be probationary. [Code of Conduct for Judicial Employees.](#)
- Relocation assistance is not available. Candidates for interviews must travel at their own expense.

The United States Bankruptcy Court is an Equal Opportunity Employer.