UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF FLORIDA

NOTICE OF CAREER OPPORTUNITY

Vacancy Announcement TLH 2025-02

Position Title: Bankruptcy Generalist Clerk

Salary Range: CL-24 $44,259 - $54,867
(with promotion potential to Case Administrator CL-25 $48,890 – $60,602)

Position Location: Tallahassee, Florida

Opening Date: September 8, 2025

Application Deadline: Open until filled

Join the United States Bankruptcy Court's team of energetic and career-minded professionals! The Office of the Clerk is seeking a self-motivated individual with a strong work ethic and excellent interpersonal, automation and analytical skills to launch or continue a career in public service. The ideal candidate would be a dependable and independent worker who possesses excellent time management skills and can perform a variety of job duties and responsibilities with the ability to stay focused and organized. This important position offers training opportunities and the potential for advancement. The Clerk's Office values a healthy work-life balance by offering flexible scheduling and opportunities for *ad hoc* telework.
(Note: This position is under the hiring authority of the Clerk of Court in the federal judicial branch – **not** the executive branch – and is not subject to executive orders and DOGE mandates that apply only to the executive branch.)

Before you get started: Carefully read all the content within this announcement and follow all directions. Incomplete application packets or applications that contain errors will not be considered.

Position Overview:

The Bankruptcy Generalist Clerk performs various functions in the Clerk's Office including case management, customer service, courtroom management, financial work, and procurement. Case management duties include managing case progression from opening to final disposition in accordance with approved internal controls, procedures and rules using case management software. Customer service is performed by answering questions posed by court customers in person, over a multi-line telephone system, and through email. Courtroom management includes serving as the primary relief courtroom deputy (i.e., the courtroom administrative manager) during hearings and trials. Financial work includes cashiering and providing fee-related procedural information to court customers. Procurement work includes making purchases in accordance with a set of procurement rules and procedures and working with financial management software. The Bankruptcy Generalist will also interface with and learn from the larger federal court community through Microsoft Teams. Other duties will be assigned to this position on an as needed basis. Training will be provided for *all* aspects of work required under this position, including procurement certification training.

About Tallahassee:

Tallahassee is centrally located in the panhandle region of Florida and is the capital city. Known for its lush forests, red clay rolling hills, and mossy oak trees, it is the perfect location for anyone who loves adventuring in the outdoors. There are plenty of trails to choose from since the City of Tallahassee boasts over 1,630 miles of bicycle, pedestrian, and trail facilities. The U.S. Bankruptcy Courthouse is located along beautiful Bloxham Park in the heart of downtown Tallahassee. The park is the site of community events such as markets, art festivals, and parades. In addition to being the capital of Florida, Tallahassee enjoys the distinction of being home to the Florida State University, Florida A&M University, Tallahassee State College (including the Ghazvini Center for Healthcare Education) and Keiser College. Tallahassee is also close to beaches, including the St. Marks National Wildlife Refuge, Shell Point, Mashes Sands Beach, Panama City Beach, and Destin, as well as natural springs such as Wakulla Springs, Madison Blue Springs, Devils Den, and Ginnie Springs.

Minimum Qualifications:

- High school diploma or equivalent.
- At least two years of progressively responsible clerical or administrative experience.
- Ability to meet and communicate effectively with a variety of people.
- Experience providing customer service to a variety of people in a public environment.
- Experience using automated systems and office equipment such as computers, scanners and multi-line telephone systems.
- Experience using software productivity suites, including Microsoft 365 (e.g., Word, Excel, PowerPoint).
- Ability to work harmoniously and effectively in a team-based environment.
- Ability to follow directions, think critically, and be creative.
- Familiarity with an IT desktop in a Windows environment.
- Excellent organizational and interpersonal skills.
- A professional demeanor and appearance.
- Ability to effectively interface with all levels of management.
- Ability to communicate effectively orally and in writing.
- Ability to organize work and effectively manage the completion of a variety of tasks with competing deadlines.

Desirable Qualifications:

A college degree from an accredited educational institution is preferred. Appropriate education above the high school level may be substituted for experience at the discretion of the Clerk. Federal Court or Federal Bankruptcy court experience, including familiarity with court operations and a working knowledge of the Bankruptcy Code and Rules is also preferred. Working knowledge of IT services and software such as Zoom or similar applications, digital court recording, and Case Management/Electronic Case Files (CM/ECF) is highly desirable.

Benefits:

A generous benefits package is available which includes the following:

- Twelve (12) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees' Retirement System (FERS)
- Thrift Savings Plan (similar to a 401K plan) including a ROTH option
- Health benefits under the Federal Employees' Benefits Program (FEHB)

- Life Insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Flexible Benefits Program
- Federal Employees' Group Long Term Disability Program (FEGLTD)
- Long Term Care Insurance (through the Federal Judiciary or the Office of Personnel Management)
- The Court values a healthy work life balance and offers flexible work schedules and opportunities for telework
- Additional information is available at: https://www.uscourts.gov/careers/benefits

Miscellaneous:

- Citizenship requirements for employment in the Judiciary.
- The selected candidate will be subject to a background investigation and FBI fingerprint check as a condition of employment. Appointment will be made conditional to an acceptable background investigation report.
- Employees of the U.S. Bankruptcy Court are "At Will" employees and are required to adhere to a Code of Conduct of Judicial Employees.
- All employees are subject to mandatory electronic payroll deposit.
- Applicants selected for interviews must travel at their own expense. Due to the expected high volume of applicants for this position, the Clerk's Office will contact only those qualified applicants who will be invited for an interview.

Application Requirements:

Qualified applicants must submit the following documents in .PDF format via email:

- Letter of interest re Announcement TLH 2025-02
- Current resume detailing years of pertinent experience, dates of employment, and salary history.
- One-page narrative essay describing work experience that demonstrates your work ethic, aptitude, or personal drive for excellence.
- Completed AO-78, Application for Federal Employment. Do not send the form itself but send a scanned or otherwise flattened .PDF copy of it to ensure the data you input is not lost in the email process
  (See http://www.flnb.uscourts.gov/sites/default/files/forms/ao78.pdf).

Email To: Flnb_response@flnb.uscourts.gov

Subject Line Must Contain: **Announcement TLH 2025-02**

First review of applications will be on October 7, 2025. To receive first consideration the application packet must be received by close of business on October 6, 2025. The position is open until filled.

***Note that receipt confirmation **will not be provided** regarding emailed application packets. ***

The U.S. Bankruptcy Court for the Northern
District of Florida is an Equal Opportunity Employer