BANKRUPTCY ADMINISTRATOR
WESTERN DISTRICT OF NORTH CAROLINA

POSITION ANNOUNCEMENT

Position Title:	Staff Attorney
Position Location:	Charlotte, North Carolina
Announcement No.:	26-NCWBA-01
Announcement Date:	May 29, 2026
Closing Date:	Open until filled; priority given to applications received by June 15, 2026
Appointment:	Full-time or Part-time
Job Classification/Grade:	CL 28 to CL 29
Salary Range:	$73,179 to $141,465 (depending on qualifications and experience)[1]

The Bankruptcy Administrator for the Western District of North Carolina is accepting applications for a staff attorney to be stationed in Charlotte, NC. All matters relating to estate administration and the supervision of trustees and other court appointed fiduciaries are the official responsibilities of the Bankruptcy Administrator, an independent, non-judicial officer of the Federal Judiciary.

Duties. The staff attorney will provide substantive legal analysis, advice, and assistance on cases pending before the US Bankruptcy Court for the Western District of North Carolina or on appeal. Typical responsibilities include:

- Monitor petitions, motions, applications, and other pleadings filed by parties for substantive issues relevant to the Bankruptcy Administrator's duties
- Perform legal research and analysis
- Draft and file pleadings in bankruptcy cases or on appeal
- Appear in court as a representative of the Bankruptcy Administrator
- Conduct section 341 first meetings of creditors in chapter 11 cases
- Review Chapter 7 Trustee semiannual/quarterly reports and audits
- Review applications to be approved as providers of credit counseling and financial management courses
- Monitor changes in the law and brief the Bankruptcy Administrator
- Travel to attend hearings, meetings of creditors, and for other duties as needed
- Perform other day-to-day duties as assigned

[1] Most starting salaries fall within the lower to mid-range of the pay table.

Requirements. A qualified candidate must be a law school graduate and member in good standing of the North Carolina State Bar. Applicants must be citizens of the United States or be authorized to work in the United States. Non-citizens may be interviewed and considered for employment, but employment offers will only be made to individuals who qualify under one of the exceptions in 8 U.S.C. § 1324b(a)(3)(B).

Employment is subject to a satisfactory background investigation, including but not limited to an FBI name and fingerprint check. The selected candidate may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check or investigation.

Selection Criteria. The successful applicant will have an established capacity or clearly demonstrated aptitude for excellence in bankruptcy practice and a reputation for integrity. Demonstrable experience in discovery, depositions, and trial work preferred. Applicants must also possess the ability to communicate effectively with debtors and their counsel, parties in interest, colleagues, and court personnel as part of their employment.

Benefits. The position offers federal government employment benefits, including participation in health, dental, vision, and life insurance, retirement, the Thrift Savings Plan, and paid holidays. For additional details, visit: http://www.uscourts.gov/careers/benefits. This is an "Excepted Appointment" and an "At Will" position. Federal Government Civil Service classifications or regulations do not apply. Employees are required to use electronic fund transfer (EFT) for payroll direct deposit.

How to Apply. Qualified persons may apply by forwarding a letter of interest, which includes the applicant's preference for a full-time or part-time appointment, the Application for Judicial Branch Employment (Form AO 78), a detailed resume, and writing sample, in a single pdf document, to applications@ncwba.uscourts.gov. No paper applications or phone calls, please. Candidates invited to interview will be asked to provide references. Depending on the volume of applications received, the Bankruptcy Administrator may communicate only with those candidates selected for an interview.

The Bankruptcy Administrator reserves the right to modify the conditions or requirements of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice.

The Bankruptcy Administrator for the Western District of North Carolina is an equal-opportunity employer.