



**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF TENNESSEE**

VACANCY ANNOUNCEMENT

NUMBER: 2025-009

OPEN TO ALL APPLICANTS

POSITION TITLE: DEPUTY IN CHARGE/ADMINISTRATIVE ATTORNEY

OPENING DATE: 11/7/2025

LOCATION: GREENEVILLE, TN

CLOSING DATE: 11/30/2025

CLASSIFICATION LEVEL/SALARY: CL29 - CL30 (\$84,284 - \$161,910)

Classification is dependent on experience and qualifications – Note promotion potential to CL31 is included without further competition.

NUMBER OF POSITIONS AVAILABLE: ONE

TARGET START DATE: 1/12/2026

Note: Visit www.tneb.uscourts.gov/employment for complete information.

POSITION OVERVIEW

The Clerk of the United States Bankruptcy Court for the Eastern District of Tennessee is accepting applications for the position of Deputy in Charge/Administrative Attorney. There are three staffed offices within the Eastern District of Tennessee: Greeneville, Chattanooga, and Knoxville. The incumbent performs a full range of high-level functional duties as well as having many supervisory responsibilities. This position reports directly to the Chief Deputy and supervises the Northeastern division's operational staff which serves the district's three judges, including the resident judge located in Greeneville. In addition, the Deputy in Charge/Administrative Attorney will conduct legal research and provide guidance to staff in administrative and operational areas. As part of the Clerk's management team, the Deputy in Charge/Administrative Attorney works closely with the Clerk, Chief Deputy, and administrative staff in identifying and implementing best practices in both operations and administration.

MAJOR DUTIES

The representative duties are intended to provide generalized examples of major duties and responsibilities that are performed by this position and do not reflect all duties assigned.

- Supervise the daily activities of the Northeastern divisional office, ensuring the timely and accurate planning, scheduling, and completion of work. Structure and assign the workload to utilize staff effectively and efficiently. Develop and conduct employee performance evaluations. Assist in developing work standards. Implement staff procedures and conduct staff meetings. Oversee office functions. Identify issues and resolve disputes. Train staff on policies, procedures, and internal controls. Make recommendations regarding employee appointments, promotions, and separations;
- Oversee all functional components of the Northeastern divisional Clerk's Office, including intake, docketing, records,

- appeals, finance, and chambers support;
- Oversee receipt and review of incoming documents for conformity with federal and local rules. Monitor daily case data processing and data quality assurance activities, including case opening and closing. Assist attorneys and their staff with electronic case and document filing;
- Coordinate with the court's financial administrator regarding maintenance, supervision, and accountability for all on-site financial functions, including supervision of cashiers, reconciliation, and bank deposit functions, control of vault access and contents, custodial responsibility for the Northeastern divisional office financial records, supervision of the issuance of receipt stock, and the review of mail logs;
- Develop, implement, and monitor operational, administrative, and managerial procedures, practices, systems, and techniques. Monitor and oversee records maintenance, storage, and control, release and certification of official records, management of physical resources, and space layout. Monitor compliance with standards and internal control procedures;
- Assist the Clerk and Chief Deputy in defining and creating long- and short-term goals regarding the efficient functioning of the Northeastern divisional office and implementing and monitoring strategic plans for the accomplishment of goals;
- Conduct legal research and provide procedural and substantive advice on legal policy matters applicable to day-to-day and assigned projects. Conduct research on specific legal questions and report on the results of such research;
- Assist in the development of guidelines by which the federal and local rules are applied in cases filed with the court. Review and draft changes to local rules, administrative orders of the court, forms, and procedures;
- Collect, review, and analyze information and data related to court operations and prepare statistical reports, data for submission to the Administrative Office, and complete similar projects and activities. Prepare a variety of legal and administrative reports on both historical and current data;
- Analyze and provide recommendations regarding federal statutes and regulations, Administrative Office directives, policies, procedures, and court rules affecting the operation and work of the court;
- Draft and finalize documents and procedural manuals. Serve as project manager on significant special projects, making recommendations, and implementing approved changes, as appropriate. Develop and conduct presentations regarding special projects or other applicable administrative or operational topics;
- Communicate clearly and effectively, both orally and in writing, to explain complex operational matters and concepts to individuals and groups with varying experience and backgrounds. Interact effectively with the public and staff, providing good customer service and resolving difficulties efficiently while complying with regulations, rules, and procedures;
- Perform other duties as assigned.

Minimal travel within the district is required. Additionally, some travel throughout the United States to attend training sessions and conferences may be required.

MINIMUM QUALIFICATIONS (APPOINTMENT AT THE CL 29 LEVEL)

- A minimum of six years of experience is required, two of which must be specialized experience in administrative, professional, supervisory, or managerial positions 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. This experience would preferably be in a court environment, which provided an opportunity for the applicant to gain knowledge of management practices and administrative processes;
- A J.D. degree from an accredited law school;
- Admitted to practice by the highest court of a state, federal territory, or the District of Columbia; and a member in good standing in all courts where admitted to practice;
- Outstanding organizational and interpersonal skills, computer proficiency, and oral and written communication skills;
- Ability to research and analyze problems and assess the practical implications of alternate solutions;
- Ability to exercise mature judgment and maintain high ethical standards;
- Flexibility to adapt and lead in a changing work environment; and
- A strong commitment to public service.

PREFERRED QUALIFICATIONS

- Work experience in bankruptcy, federal or state courts, other legal fields, finance, or banking;
- Knowledge of the Bankruptcy Code and Rules;
- Advanced familiarity with electronic case filing, especially CM/ECF; and
- Proficiency in Adobe and Microsoft Office products with the ability to create spreadsheets, charts, graphs, and presentations.

To qualify at the CL 30 level, the successful applicant must possess the above minimum qualifications and an additional year of specialized experience.

BENEFITS

- Eleven paid holidays a year;
- Paid annual leave in the amount of 13 days annually (increases after 3 years of federal service);
- Paid sick leave in the amount of 13 days annually;
- Retirement benefits (employee contributes 4.4%; government contributes 11.9%);
- Thrift Savings Plan including investment options and matching benefits;
- Optional participation in a choice of subsidized Federal Employee Health Benefit Plans (including additional vision and dental coverage plans) with pretax deductions;
- Optional participation in Federal Employees Group Life Insurance; and
- Optional participation in a flexible spending pretax program for dependent care and medical care.
- See <https://www.uscourts.gov/careers/benefits> for details.

INFORMATION FOR APPLICANTS

This position is a full time, permanent appointment. Employees of the United States Bankruptcy Court are excepted appointments and serve at the pleasure of the Court; they are not included in the government competitive service classification system. The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are considered at-will and can be terminated with or without cause by the court. Applicants must be U.S. citizens or eligible to work in the United States. Direct deposit of pay is mandatory as well as participation in the Federal Employees Retirement System. As a condition of employment, a full background investigation consisting of fingerprint check and FBI background investigation is required. The Judiciary requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

To apply for this position, submit the following items in a single pdf document to hr-usbc@tneb.uscourts.gov:

- (1) cover letter which addresses the applicant's qualifications, skills, and experience;
- (2) resume, including a list of professional references; and
- (3) Federal Judicial Branch Application for Employment ([AO78](#)) which can be found on the court's website (<https://www.tneb.uscourts.gov/employment>) or the U.S. Court's website (<https://www.uscourts.gov/careers>).

Applicants selected for interviews must travel at their own expense or be interviewed via telephone and/or Microsoft Teams. Relocation expenses are not available. The United States Bankruptcy Court reserves the right to amend the conditions of this vacancy announcement or to withdraw the announcement at any time without prior written or other notice. The Court will only communicate with those qualified applicants selected for an interview.

*****AN EQUAL OPPORTUNITY EMPLOYER*****