



**United States Bankruptcy Administrator  
Southern District of Alabama**

**Position Announcement #26-01**

**POSITION:** **Administrative Assistant**  
Full-Time Permanent Position

**LOCATION:** Mobile, Alabama

**SALARY RANGE:** Court Personnel System CL 24  
\$44,701 to \$55,882 based on qualifications and experience

**OPENING DATE:** July 6, 2026

**CLOSING DATE:** Until Filled

The United States Bankruptcy Administrator in Mobile, Alabama is accepting applications for a challenging, interesting, and rewarding position as an **ADMINISTRATIVE ASSISTANT** in the Bankruptcy Administrator's Office.

**Job Summary** The Administrative Assistant provides administrative, technical, and secretarial assistance to the office in accordance with approved internal procedures and policies in order to ensure the smooth and efficient operation of the office.

**Representative Duties**

- Perform office reception duties by greeting visitors in person and on the telephone. Screen telephone calls and visitors and direct to the appropriate staff member. Answer routine inquiries based on knowledge of staff activities and office operations.
- Prepare form letters, notices, and other correspondence.
- Maintain, update, and track paper and electronic files. Scan, copy, and file documents and locate and provide requested files and documents.
- Act as Time and Attendance Clerk. Verify and release payroll certification report through HRMIS on a bi-weekly basis.
- Prepare Annual Renewal letters for Trustee Panel.

- Serve as travel coordinator by preparing travel orders and travel vouchers for the CUE and staff in accordance with travel regulations. Coordinate with AO to acquire travel cards for new staff, and maintain purchase and travel card documentation.
- Monitor professional liability insurance for trustee counsel and submit to court on an annual basis.
- Update and maintain Internal Control documentation and prepare semi-annual review report in the areas of Procurement, Time & Attendance, Travel, and Internal Controls.
- Maintain Credit Counseling and Debtor Education approved provider roster; review of applications, preparation of files, and correspondence to and from providers.
- Audit Chapter 13 Annual Report and Budget for accuracy. Work with AO and Chapter 13 Trustee to ensure Annual and Budget Reports are submitted timely to Audit Firm, AO, and Bankruptcy Judges.
- Provide to Chapter 13 Trustee annual per diem rates for travel.
- Processing incoming and outgoing mail.
- Report matters regarding the office's physical needs, such as heating, cooling, lighting and cleaning. Maintain office supplies and office equipment, arranging for service and repairs, as required.
- Monitor Blanket Bond coverage for Chapter Trustees and communicate with Surety Company.
- Monitor collateralization of estate and Debtor in Possession bank accounts and communicate with banks holding estate funds. Prepare quarterly collateralization report for Chief Judge.
- Serve as Property Custodial Officer.
- Other duties as assigned.

### **Qualifications and Education Requirements**

To qualify for the position, applicants must have a minimum of three (3) years of experience in progressively responsible administrative, technical, or professional positions, preferably in a court, legal, or financial setting. Education may substitute for experience up to two (2) years. Applicants must be able to organize information and manage time effectively, including setting priorities and meeting deadlines. Applicants should be proficient in the use of computers, and computer programs such as Microsoft Office, CM/ECF, Adobe Acrobat, and Outlook. The successful candidate must be professional and able to work well with others while consistently maintaining attention to detail in all areas of responsibility. Applicants must have the ability to maintain confidentiality and have excellent oral and written communication skills and a familiarity with CALR and the *Code of Conduct for Judicial Employees* is a bonus.

**Conditions of Employment:** This is a sensitive position within the U.S. Judiciary. Proof of citizenship and satisfactory completion of a background and fingerprint check is required as a condition of employment. Employees of the United States Bankruptcy Administrator are considered "At Will" employees and are subject to termination by the Bankruptcy Administrator with or without cause. All new employees are subject to a one (1) year probationary period. This position is subject to mandatory Electronic Funds Transfer (direct deposit) for salary payment.

**Benefits:** A generous benefits package is available to employees, including health insurance, life insurance, dental and vision insurance, long term care insurance, flexible spending benefits, paid federal holidays, retirement and Thrift Savings Plan (401-k), and annual and sick leave.

Application Process: To be considered for this position, candidates must submit all of the following application materials: cover letter with a summary of your work history; detailed resume with current salary, and the Federal Judicial Branch Application for Employment (**Form AO 78**). Only candidates selected for an interview will be contacted. Application packages should be mailed to:

**United States Bankruptcy Administrator**  
**Attention: Human Resources**  
**113 St. Joseph Street, Suite 520**  
**Mobile, AL 36602**  
Or e-mailed to [Rhonda.Case@alsba.uscourts.gov](mailto:Rhonda.Case@alsba.uscourts.gov)

**E-mailed documents must be in Word or PDF format.**

**Zip files and faxes will not be accepted.**

To obtain the AO 78 Application Form and Vacancy Announcement, visit our website at [www.alsba.uscourts.gov](http://www.alsba.uscourts.gov). An Application Form may be downloaded from <https://www.uscourts.gov/forms-rules/forms>

***THE U.S. BANKRUPTCY ADMINISTRATOR IS AN EQUAL OPPORTUNITY EMPLOYER***