



U.S. BANKRUPTCY COURT EASTERN DISTRICT OF PENNSYLVANIA

Vacancy Announcement: 26-01

Position: Bankruptcy Generalists (2)

Location: Philadelphia, PA (1) and Reading, PA (1)

Position Term: Part-time (approximately 3 days/week)

Salary Range: CL 24 (\$49,256 - \$80,058) to CL 25 (\$54,391 - \$88,445)

*Salary dependent upon qualifications and experience.

Closing Date: Open Until Filled. Priority to applications received before February 9, 2026.

Position Overview

The United States Bankruptcy Court for the Eastern District of Pennsylvania is accepting applications for the position of Bankruptcy Generalist Clerk for its divisional offices located in Philadelphia and Reading, PA. 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. Receive-stamp all incoming documents.
- Communicate fees, receive payments, and issue receipts.
- Prepare and process outgoing mail daily. Open and route incoming mail as needed.
- Provide excellent customer service when responding to inquiries on case status, archive information, court procedures and/or aiding the public. Assist the public in the use of computerized databases. Answer and route incoming calls to the appropriate person or department.
- Analyze electronically filed claims for basic case information for quality control.
- Communicate effectively with team members, the public, the bar, and the court.
- Scan and convert all documents filed over the counter into image files. Maintain documents in the appropriate location.
- Assist 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.

Qualifications

- Education: High school diploma required; associate or bachelor's degree preferred.
- Experience: 1-3 years of customer service experience preferred.
- Technical Skills: Proficiency in Windows OS and MS Office.
- Core Competencies: Strong oral communication skills with the ability to provide procedural guidance without offering legal advice. Exceptional attention to detail, organizational skills, and a reliable record of attendance.

Employee Benefits

The Eastern District of Pennsylvania Bankruptcy Court employees are considered at-will and are not covered by federal civil service rules. However, the court offers an excellent work environment and great benefits. These benefits include some of the following:

- 13 days paid for the annual leave days during the first 3 years employment.
- 20 annual leave days after 3 years.
- 26 annual leave days after 15 years.
- 13 days paid sick leave per year.
- 11 paid Federal Holidays per year.
- Medical, dental, and vision insurance.
- Federal Employees' Group Life Insurance.
- Federal Employees Dental and Vision Insurance Program.
- Federal Employees Retirement System.
- Tax-deferred and Roth retirement savings and investment plan under the Thrift Savings Plan.
- Long-Term Care Insurance Program.
- Flexible Spending Program.
- Virtual Learning, including the Judicial Online University.
- Public Service Loan Forgiveness Program

How to Apply

- Email cover letter and resume to the following in PDF format to:
PAEB_Bankruptcy_generalist@paeb.uscourts.gov

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants must be a U.S. Citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen as soon as they meet the eligibility requirements. The position is subject to an FBI background check and retention depends on a favorable suitability determination. Judicial employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause. All appointments are subject to mandatory electronic funds transfer, i.e., "direct deposit". All employees are required to adhere to the Code of Conduct for Judicial Employees. The Court reserves the right to modify the conditions of this announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for interview. If you are not notified, another applicant was selected.