

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF INDIANA  
INDIANAPOLIS DIVISION**

Vacancy Announcement #18-02

**ADMINISTRATIVE ATTORNEY  
(Part Time)**

**CL 29/1-CL 29/61 (\$70,301 -\$114,305)**

Salary range is at full time rate. Actual salary will depend on number of hours worked but position is not expected to be full time at the outset. Salary commensurate with work experience and prior pay history.

**CLOSING DATE: May 21, 2018**

The United States Bankruptcy Court for the Southern District of Indiana is accepting applications for an Administrative Attorney, to serve part time. This position will serve in the Clerk's office and provide substantive legal analysis for and advice to the Clerk and operations staff, and assistance with the procedural management of the Court's caseload, with specific responsibility for appeals. Other duties may include assisting with the Court's pro bono program and providing guidance to pro se parties; performing research and drafting of local rules and revisions; coordinating the retention, archiving, or destruction of records in accordance with national policy. The Administrative Attorney may also assist the Judges and career law clerks. The Court's ethics rules prohibit the practice of law outside of this position. The position is located in Indianapolis.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited law school; good character and maturity; minimum of four years of progressively responsible experience in the practice of law, at least two of which included practice in the bankruptcy courts and use of the court's electronic filing system; OR two or more years in a judicial clerkship to a bankruptcy judge. Admission to practice before the highest court of a State, Territory, Commonwealth, or Possession of the United States. Excellent skills in research, writing, proofreading, and oral communication; ability to work independently, displaying sound judgment; proficiency in computer-assisted legal research; proficiency in MS Word with excellent typing skills; ability and willingness to work collegially with others.

**APPLICATION INSTRUCTIONS:**

Qualified applicants should email a cover letter and resume to [HRDept@insb.uscourts.gov](mailto:HRDept@insb.uscourts.gov) no later than 5 p.m. eastern time, May 21, 2018. Neither faxed nor mailed applications will be accepted.

**The Court is an Equal Opportunity Employer. Applicant must be a U.S. Citizen. Applicants are subject to a complete background check. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. The United States Bankruptcy Court is a smoke-free environment.**