



**United States Bankruptcy Court  
Northern District of Georgia**

**VACANCY ANNOUNCEMENT**

<b>Position:</b>	<b>Administrative Support Specialist</b>
<b>Location:</b>	<b>Atlanta, GA</b>
<b>Opening Date:</b>	<b>February 23, 2026</b>
<b>Closing Date:</b>	<b>March 6, 2026, or until filled</b>
<b>Starting Salary:</b>	<b>CL 26 (\$69,481 - \$79,067) based upon qualifications</b>

**Overview:** The United States Bankruptcy Court for the Northern District of Georgia, the fourth largest in the country, covers 46 counties and maintains offices in Atlanta, Newnan, Gainesville and Rome. Reporting to the Chief Deputy Clerk, the Administrative Support Specialist will help deliver exceptional customer service and support to the Clerk of Court, eight Judges and approximately 80 staff members spread throughout the Clerk's Office and Chambers.

**Description of Duties:** The Administrative Support Specialist plays an integral role on the Human Resources team and in support of senior management. Duties and responsibilities may include any or all of the following:

Human Resources

- Process standard personnel actions in a timely manner, ensuring accuracy of personnel information in HRMIS and any other local records as needed
- Assist with the Court's leave tracking program and relevant reports
- Screen and review application packages, sorting and organizing materials for comprehensive review by managers and senior staff
- Facilitate the onboarding process in accordance with all relevant local and Administrative Office procedures
- Serve as a resource for staff with benefits-related questions
- Demonstrate sound ethics and good judgment at all times

Administrative Services

- Create spreadsheets, logs, and reports related to filing statistics, court proceedings, and other general administrative functions
- Create and organize databases to organize information in an efficient manner
- Prepare correspondence for review by the Clerk of Court and other senior management

General Duties

- Participate in special projects related to administrative and operations functions
- Perform other job-related duties, as assigned

**Mandatory Qualifications:**

- High school diploma or equivalent
- Progressively responsible experience working in an environment where the application of a body of rules, regulations, directives or laws is a core task and critical thinking is essential
- Ability to communicate effectively with individuals and groups to relay information and resolve problems
- Ability to maintain a professional demeanor, exercise mature judgment, and be a dependable and flexible team participant
- Advanced Microsoft Word skills
- Advanced writing and grammar skills
- Meticulous attention to detail

**Court Preferred Skills/Qualifications:**

- Associate or bachelor's degree preferred
- Significant experience with Excel
- Knowledge of the court unit's office procedures, practices, processes, vision, and mission; and the ability to put such knowledge into practice
- Knowledge of the court unit's automated systems
- Knowledge of policies in the Guide to Judiciary Policy applicable to procurement, budget, training, and space and facilities management responsibilities
- Knowledge of standards and objectives of internal controls and separation of duties
- General knowledge of legal terminology and federal rules, as applicable

**How to Apply:** Qualified applicants must submit:

1. A cover letter, with a brief description of qualifications and relevant experience
2. Resume
3. AO 78, Federal Judicial Branch Application for Employment, which is available on the Court's Website at: [https://www.ganb.uscourts.gov/sites/default/files/ao\\_078\\_application.pdf](https://www.ganb.uscourts.gov/sites/default/files/ao_078_application.pdf)

Complete application packages should be emailed to: [ganb\\_hr@ganb.uscourts.gov](mailto:ganb_hr@ganb.uscourts.gov). Preference will be given to those applications received on or before the closing date of March 6, 2026.

Various skills assessment tests will be administered.

**Salary considerations:** The starting salary will be fixed commensurate with the experience and qualifications of the applicant.

**Notice to Applicants:** Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. As a

condition of employment, the selected candidate must successfully complete a background check, including fingerprinting, and a check of financial and credit records.

The selected person for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Due to the sensitivity level of this position, candidates may be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing Form AO-78 must complete questions 18-20 regarding their criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

Any position offer will be provisional until a full suitability determination can be made. Court employees must adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States citizen or eligible to work in the United States.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, court employees generally are not subject to the many statutory and regulatory provisions that govern civil service employment.

**Employment Benefits:** Employees of the United States Bankruptcy Court are eligible for, but not limited to, the following employment benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and eleven paid holidays during the year
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit)
- Optional group life insurance
- Public Transportation Subsidy
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (with employer matching a percentage of employee's contribution)

The United States Bankruptcy Court is an Equal Opportunity Employer.