



*United States Bankruptcy Court
Northern District of Georgia*

VACANCY ANNOUNCEMENT

Position:	Intake Generalist
Location:	Atlanta, GA
Opening Date:	March 20, 2026
Closing Date:	April 2, 2026 (or until filled)
Starting Salary:	CL 23/24 (\$42,256 – \$69,934) based upon qualifications

Overview: The United States Bankruptcy Court for the Northern District of Georgia, the fourth largest of its kind in the country, covers 46 counties and maintains offices in Atlanta, Newnan, Gainesville and Rome. The Clerk’s Office has approximately 60 employees that support the work of eight judges.

Intake Generalists are involved with filing documents and in the administration of cases from case opening through final disposition, and provide the highest level of customer service to the public, the bar, and all other parties who transact business with the court.

Description of Duties:

- Greet visitors to the public Intake area, providing general direction and support as needed
- Receive, examine, and file bankruptcy petitions and all other documents filed in paper format, ensuring compliance with bankruptcy rules and filing requirements
- Collect and receipt fees in accordance with internal controls procedures
- Open new bankruptcy and adversary proceedings in Case Management System
- Compose clear and concise docket entries
- Research court records, responding to internal and external requests for copies as appropriate and certifying upon request
- Coordinate, ship, and retrieve records from the Federal Records Center
- Maintain the lobby area, ensuring that all publicly available forms and informational materials are available
- Quality Control, sort, file, and purge paper case records
- Open, sort, and deliver mail
- Respond, as appropriate, to correspondence received by U.S. Mail
- Receive, manage, and distribute supplies
- Perform other duties as assigned

Mandatory Qualifications:

- Ability to work well in a team based, collaborative environment

- Proven track record of delivering the highest level of customer service and support to internal and external parties
- Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws
- Ability to communicate clearly both in writing and verbally with Chambers staff, Clerk's office staff and the public
- Proficient with Microsoft Applications and Adobe Acrobat

Desirable Qualifications:

- Associate degree or bachelor's degree is preferred

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, is available on the Court's Website at: https://www.ganb.uscourts.gov/sites/default/files/ao_078_application.pdf

Complete application packages should be emailed to: ganb_hr@ganb.uscourts.gov as one combined PDF document. Preference will be given to those applications received on or before the closing date of **April 2, 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.