



UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF KENTUCKY

VACANCY ANNOUNCEMENT
26-01

Position: Generalist Clerk
Location: Lexington, KY

Opening Date: April 3, 2026
Closing Date: April 24, 2026 or until filled

Salary Range: CL 24 (\$44,701 - \$72,654)*
CL 25 (\$49,361 - \$80,265)*
*Depending upon qualifications and experience, education, and salary history.

Position Overview:

The Generalist Clerk performs various functions in the Clerk's Office including case management, customer service, courtroom management, and financial work. Case management duties include managing case progression from opening to final disposition in accordance with approved internal controls, procedures and rules using case management software. Customer service is performed by answering questions from court customers in person, by telephone, or by email. Courtroom management includes serving occasionally as courtroom deputy during hearings and trials. Financial work includes cashiering and providing fee-related procedural information to court customers, general ledger entries, and accounts payable transactions in accordance with a set of procurement rules and procedures and working with financial management software. The Generalist Clerk will also interface with and learn from the larger federal court community through Microsoft Teams. Other duties will be assigned to this position on an as needed basis. Training will be provided for *all* aspects of work required under this position, including procurement certification training.

About the Court:

Headquartered in Lexington, Kentucky, the United States Bankruptcy Court for the Eastern District of Kentucky serves sixty-seven counties through its five divisions. The Clerk's office staff of 21 processes several hundred case filings each month and supports two active judges and their chambers staff.

Qualifications:

Minimum:

- High school diploma or equivalent.
- At least two years of progressively responsible clerical or administrative experience.
- Ability to meet and communicate effectively with a variety of people.

- Experience providing customer service to a variety of people in a public environment.
- Experience using automated systems and office equipment such as computers, scanners and telephones.
- Experience using software productivity suites, including Microsoft 365
- Ability to work harmoniously and effectively in a team-based environment.
- Ability to follow directions, think critically, and be creative.
- Excellent organizational and interpersonal skills.
- A professional demeanor and appearance.
- Ability to effectively interface with all levels of management.
- Ability to communicate effectively orally and in writing.
- Ability to organize work and effectively manage the completion of a variety of tasks with competing deadlines.

Court Preferred:

- Bachelor's degree from an accredited four-year college or university

Salary and Benefits:

The actual pay level will be established based on the successful applicant's qualifications and experience in accordance with the personnel policies of the federal judiciary. The position does not carry the tenure rights of positions in the competitive Civil Service. Other federal government benefits (e.g., leave, holidays, life and health insurance, long-term care insurance, flexible spending accounts and retirement benefits) are applicable. The position also is subject to mandatory Electronic Funds Transfer participation of net pay. For more information, please visit www.uscourts.gov.

Conditions of Employment:

Employees must be United States citizens or eligible to work in the United States. Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. The candidate is subject to a background clearance which includes fingerprinting. The selectee will be hired provisionally, pending successful completion of the background check. All court employees are *at will*, and therefore the selected candidate may be removed from this position at any time and for any or no reason. The United States Bankruptcy Court for the Eastern District of Kentucky are Equal Opportunity Employers and have adopted an EEO/Employment Dispute Resolution Plan.

Application Procedure:

Applicants should provide a cover letter which explains how their background and professional experience relates to the duties of the position, a detailed resume, 3 professional references, and an Application for Judicial Branch Employment (Form AO-78), which is available on the court's website at www.kyeb.uscourts.gov. Application packets should be submitted as a single .pdf file to HR@kyeb.uscourts.gov. Applicants who fail to submit a complete application packet may not be considered, and only qualified candidates will be contacted for an interview.

The United States Bankruptcy Court reserves the right to modify the conditions of this vacancy announcement at any time, or withdraw it, without prior notice. Travel to interview and relocation expenses will not be reimbursed.