The United States Trustee Program (USTP) is a litigating component of the Department of Justice whose mission is to promote the integrity and efficiency of the bankruptcy system for the benefit of all stakeholders—debtors, creditors, and the public. As a national program with 21 regions consisting of 90 field offices, the USTP has broad administrative, regulatory, and enforcement authorities in bankruptcy cases, including chapter 7 and 13 consumer cases and complex chapter 11 corporate reorganizations. The USTP is the only participant in the bankruptcy process uniquely positioned to address multi-jurisdictional misconduct or other issues of national scope that give rise to systemic fraud and abuse, while also effectively combatting local matters affecting the integrity of the bankruptcy system.

The USTP ranks in the top 15 percent of federal agency subcomponents and ranked fifth out of 18 components within the DOJ in the 2021 Best Places to Work in the Federal Government rankings. The rankings are based on the U.S. Office of Personnel Management’s annual Federal Employee Viewpoint Survey and measure how federal employees view their job and workplace. USTP exceeded the percentage of positive responses government-wide in more than 80 percent of the core survey questions, including questions related to achieving mission, overall satisfaction with the organization, and employee recognition.

We invite you to visit the USTP's website at https://www.justice.gov/ust, the Region 17 website at UST - Region 17 | Department of Justice, and the city of Oakland website at Oakland, CA - Official Website.

As the federal agency whose mission is to ensure the fair and impartial administration of justice for all Americans, the Department of Justice is committed to fostering a diverse and inclusive work environment. To build and retain a workforce that reflects the diverse experiences and perspectives of the American people, we welcome applicants from the many communities, identities, races, ethnicities, backgrounds, abilities, religions, and cultures of the United States who share our commitment to public service.

**Job Description:**

The Program is seeking experienced attorney applicants for the positions of Assistant United States Trustee to lead and manage the Oakland, CA field office that oversees bankruptcy cases filed in the Northern District of California which is collocated with the San Francisco and Regional Field Offices in San Francisco, California. Thus, the candidate will have managerial duties in Oakland and San Jose in the Northern District of California.

As the Assistant United States Trustee, the typical duties include the following:
• Manage and oversee the administration of the field office, including all bankruptcy cases filed in the judicial district served by the office;
• Advise and partner with the Executive Office and the United States Trustee on policy questions, legal issues of national importance arising in cases, and other significant matters to enhance the Program’s mission locally, and help develop and implement policies and strategies designed to faithfully execute a uniform application of bankruptcy law;
• Supervise and manage a staff of trial attorneys, auditors, paralegals, and support staff, including assigning and monitoring work at the office and regional level in accordance with principles of shared staffing and functional consolidation;
• Oversee and assist in difficult, complex, or precedent-setting bankruptcy cases and in developing and implementing civil enforcement and litigation strategies to address fraud and abuse identified in bankruptcy cases;
• Carry a caseload of civil enforcement, chapter 11, and trustee oversight matters;
• Participate or provide oversight in all appellate matters before the Bankruptcy Court Appellate Panel (if applicable), the United States District Court, and the United States Courts of Appeal;
• Appoint and supervise all private trustees who administer bankruptcy cases filed under chapter 7, 13, and 12 of the Bankruptcy Code;
• Provide outreach to other interested constituents and those involved in the bankruptcy systems such as the bankruptcy court, the bar, other federal and state agencies, including public speaking and conducting training, as appropriate;
• Work with the Program’s federal and state law enforcement partners to report criminal activity identified through bankruptcy case oversight; and,
• Work on other national projects and priorities as assigned.

Qualifications:

Required Qualifications: Applicants must demonstrate excellent academic and professional credentials, superior oral and written communication skills, good judgment, and the ability to function with minimal guidance in a demanding legal environment. Further, an applicant must have a J.D. degree from an accredited law school; be an active member of the bar (any U.S. jurisdiction) in good standing; and, have at least five years post-J.D. professional legal or other relevant experience advocating on behalf of clients, interpreting, or applying provisions of the United States Bankruptcy Code, the Federal Rules of Bankruptcy Procedure, and related laws, rules, and regulations that arise in bankruptcy cases.

Preferred Qualifications: In addition to the required qualifications listed above, the ideal candidate will have:
• Three or more years’ experience in management and personnel supervision; A minimum of five years of chapter 11 experience;
• A demonstrated record of analyzing complex legal problems, interpreting statutory provisions, developing litigation strategies, and superior trial practice skills;
• Have outstanding organizational skills and the ability to address a broad array of issues arising in a large volume of cases;
• The ability to accurately and precisely articulate the critical issues in a wide variety of cases and projects;
• The ability to set, manage, and balance diverse, evolving, and challenging projects and priorities;
• Demonstrated initiative and creativity;
• Strong information technology skills, including using data bases and IT systems to manage work;
• Outstanding presentation and public speaking skills;
• Experience working with, or for, federal agencies; and,
• A commitment to the highest ethical and professional standards.

Applicants must meet all qualification requirements upon the closing date of this vacancy announcement.

If selected for this position, you will be required to provide official proof of J.D. Degree and Bar Membership (including certification of good standing) before a firm job offer is extended.

Salary:
This position is on the AD pay scale, is a full-time and permanent position, and the possible current salary range is $114,300 to $173,700 per annum. Years and type of experience will determine the appropriate salary level.

Travel:
Frequent travel to the San Jose, CA field office is required. In addition, other periodic travel will be needed throughout the district, the region, and the country, depending on work assignments and training.

Application Process:

This vacancy announcement is open to ALL U.S. CITIZENS.

To apply, interested candidates must submit as one PDF document:

• A cover letter that highlights the applicant’s interest in the position and addresses in detail how all qualifications are met;
• A current resume that details months and years of education and employment, and states the month and year of earliest bar admission;
• A short writing sample, or part of a longer writing sample (not to exceed ten pages), which should be exclusively or primarily the applicant’s work and should include legal analysis;
• DD Form 214, Certificate of Release or Discharge from Active Duty (Member 4 copy) (if applicable);
• If you are a current or former Federal employee, most recent (non-award) SF-50, Notification of Personnel Action;
• CTAP/ICTAP documentation (if applicable); and, Schedule (A) documentation, (if applicable).

Email the document to: ustp.employment@usdoj.gov with the subject line AUST-OAKLAND-12-2022.

Applicants should familiarize themselves and comply with the relevant rules of professional conduct regarding any possible conflicts of interest in connection with their applications. In particular, please notify this Office if you currently represent clients or adjudicate matters in which this Office is involved and/or you have a family member who is representing clients or adjudicating matters in which this Office is involved so that we can evaluate any potential conflict of interest or disqualification issue that may need to be addressed under those circumstances.

Application Deadline:
Tuesday, January 17, 2023

Relocation Expenses:
Relocation expenses may be authorized to current USTP employees only, based on USTP policy.

Number of Positions: 1