



**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF RHODE ISLAND**

**POSITION VACANCY ANNOUNCEMENT**

<b>Position Title:</b>	Operations Generalist
<b>Position Type:</b>	Permanent, Full-Time
<b>Location:</b>	Providence, Rhode Island
<b>Grade/Salary Range:</b>	Court Personnel System Classification Level 24 (\$50,627-\$82,287), with promotion potential to CL 25 and CL 26 without further competition with specialized experience and additional responsibilities. Starting salary commensurate with work experience, education, and prior/present pay history.
<b>Opening Date:</b>	May 22, 2026
<b>Closing Date:</b>	Open until filled, with preference given to applications received by June 22, 2026

The Office of the Clerk offers an employment opportunity for a self-motivated individual with a strong work ethic and excellent interpersonal and analytical skills. The ideal candidate will be a resourceful, dependable, and independent worker who desires to expand their knowledge and abilities as part of an experienced team. An interest in learning processes and procedures pertaining to bankruptcy court operations is vital. The federal judiciary performs an essential mission, and our work is rewarding, fast-paced, and challenging.

**Position Overview:**

The Operations Generalist will report to the Operations Supervisor, work with the Operations Team, and be responsible for the administrative management of bankruptcy cases and adversary proceedings from opening to final disposition. In addition, the Operations Generalist will assist with courtroom functions, such as calendaring, acting as the courtroom calendar clerk, and recording proceedings.

**Ideal candidates will possess:**

- Dedication to public service.
- Consistently sound judgment.
- Excellent communication and interpersonal skills and a desire to help others through the delivery of excellent customer service.
- A collaborative work attitude, effective organizational and problem-solving skills, and a proven ability to work with others to accomplish tasks and solve problems.

- A professional demeanor and a record of reliability, productivity, and producing quality work.

**Representative Responsibilities:**

- Provide customer service at the counter, over the phone, and by written communications.
- Provide information, forms, and electronic case filing (ECF) instruction to external customers.
- Process mail and receive and process payments and documents in accordance with established guidelines.
- Open cases in case management system and process initial case assignments. Scan and docket initial opening events. Sort, classify, and file case records.
- Manage bankruptcy cases to ensure timely progression from case opening to final disposition. Review, identify, and research the accuracy, timeliness, and quality of data in the case record.
- Prepare and analyze required daily reports to ensure that all case information and related information is accessible and adheres to quality assurance standards.
- Run miscellaneous daily reports and examine cases on a regular basis for discharge and closing, ensuring that all procedures are completed.
- Communicate effectively with customers, including assisting attorneys and the public with questions regarding bankruptcy procedures, status of cases, and dates and locations of hearings, without giving legal advice.
- Act as backup courtroom calendar clerk, including communicating with attorneys and parties prior to the start of hearings, calling the cases on the calendar, keeping notes regarding the disposition of motions, and entering post-hearing docket entries and orders.
- Perform electronic recording duties in the courtroom.
- Provide backup coverage for team members and other departments as required and perform other duties as assigned.

**Minimum Qualifications:**

- High school diploma or equivalent.
- Ability to effectively interface with court employees, attorneys, and the public, including the ability to communicate effectively and respectfully both orally and in writing.
- At least one year of work experience and a consistent record of high-quality job performance with a reliable attendance record.
- Ability to organize work and manage multiple tasks simultaneously while ensuring compliance with applicable rules and procedures, including deadlines.

**Desired Qualifications** (interested candidates are encouraged to apply even if they do not meet all or any of the below):

- A college degree or paralegal certification from an accredited institution.
- Knowledge in the use of Microsoft Office 365 applications and Adobe Acrobat.
- Prior work experience in a federal or state court.
- Experience providing case management support as a case manager, courtroom deputy, or similar position in a court, or as a paralegal or legal or administrative assistant in a law firm or other business or organization.
- Fluency in Spanish.

**Benefits:**

The United States Bankruptcy Court offers a generous benefits package to full-time, permanent employees, including:

- Paid Federal Holidays
- Paid Vacation
- Paid Sick Leave
- Health Insurance
- Dental and Vision Coverage
- Life Insurance
- Thrift Savings Plan with matching funds (401k & Roth 401k style)
- Participation in Federal Employees Retirement System (FERS)
- Health and Dependent Care Reimbursement Programs
- Public Transit Subsidy Program
- Employee Assistance Program, which provides free counseling, financial assistance, and basic legal services to eligible employees
- Potential limited telework eligibility after probationary period

**How to Apply:**

To be considered for this position, all applicants must submit:

- Resume (including full educational and employment history);
- Cover letter expressing reasons for interest in position;
- Contact list of three professional references (who applicant consents to be contacted); and
- AO78 - Judicial Employment Application - found at <https://www.uscourts.gov/forms-rules/forms/application-judicial-branch-federal-employment>

Send a single PDF with the above documents via email to [Kristen\\_Batty@rib.uscourts.gov](mailto:Kristen_Batty@rib.uscourts.gov) with "Operations Generalist" in the subject line.

**Notice to Applicants:**

- Applicants must be a U.S. citizen or a lawful permanent resident who is seeking citizenship as outlined in 8 U.S.C. 1324b(a)(3)(B).
- The selected candidate will be subject to a background check, and employment will be considered provisional pending the successful completion of that check.
- Employees of the United States Bankruptcy Court are "at will" employees, are not included in the federal government's civil service classifications and regulations, and are required to adhere to a Code of Conduct for Judicial Employees, which can be found at <https://www.uscourts.gov/administration-policies/judiciary-policies/ethics-policies/code-conduct-judicial-employees>.
- Electronic fund transfer (EFT) for payroll direct deposit is required.
- Only applicants selected for interviews will be contacted.
- Interview travel expenses and relocation expenses will not be reimbursed.

- The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and interviewing process, please email [Kristen\\_Batty@rib.uscourts.gov](mailto:Kristen_Batty@rib.uscourts.gov).
- The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

*The U. S. Bankruptcy Court for the District of Rhode Island is an Equal Opportunity Employer*