

## **UNITED STATES TRUSTEE PROGRAM**

### **UNITED STATES TRUSTEE FOR REGION 7 (Advertisement 07-001)**

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#### **About the USTP:**

The United States Trustee Program 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. The USTP is a national program with 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. For more information about the USTP, visit <https://www.justice.gov/ust>.

#### **Job Description:**

The United States Trustee for Region 7 leads the activities of four field offices covering the Southern and Western Districts of Texas. The United States Trustee is expected to regularly travel within the region to maintain contact with staff, private trustees, bankruptcy courts, and other stakeholders.

The United States Trustee serves as the region's chief legal officer and management official. Among the key duties are:

- Overseeing the administration of bankruptcy cases filed under chapters 7, 11, 12, and 13 of the Bankruptcy Code;
- Directing the region's civil enforcement activities to address violations of the Bankruptcy Code and Rules;
- Developing an effective criminal referral program and partnering with law enforcement to support the investigation and prosecution of bankruptcy and bankruptcy-related crimes;
- Appointing, overseeing, and evaluating the activities of private trustees who handle the day-to-day administration of cases;
- Overseeing litigation in chapter 11 cases to ensure compliance with the Bankruptcy Code and Rules, including as they relate to professional employment, conflicts of interest, professional and executive compensation, and financial accountability;
- Managing professional and support staff, and creating a culture that values human resources and the contributions necessary to maintaining a mission-driven focus;
- Fostering productive relationships with the USTP's leadership team, as well as private trustees, bankruptcy judges, bankruptcy clerks' offices, and bankruptcy professionals within the region; and
- Serving as the USTP's representative to both the local and national bankruptcy communities.

**Qualifications:**

Applicants must hold a J.D. degree from an accredited law school; be an active member of the bar (any jurisdiction); have at least 10 years of legal experience; and have senior level management experience at either a law firm or within the corporate or public sector. In addition, the most desirable candidates will possess:

- Extensive experience analyzing complex legal problems in bankruptcy practice;
- Excellent academic and professional credentials;
- Superior oral and written communication skills;
- Strong leadership and interpersonal skills;
- Sound judgment;
- Experience in promoting a culture of high performance; and
- Commitment to the highest ethical and professional standards.

If selected for this position, official proof of a J.D. degree and bar membership (including certification of good standing) is required. In addition, a writing sample may be requested.

**Conditions of Employment:**

- Must be a U.S. Citizen.
- Must obtain a favorably adjudicated Background Investigation (Public Trust), including drug testing.
- This position is a five-year term, “at will” appointment, subject to renewal.
- Upon entry on duty, the successful candidate will be required to complete an initial public financial disclosure report, with annual reports required thereafter. More information concerning this requirement can be obtained at: <https://www.justice.gov/jmd/financial-disclosure>.

**Duty Location:** Region 7 has offices in Austin, Corpus Christi, Houston, and San Antonio, Texas. The duty station of the United States Trustee is subject to agreement but may be in any office within the region.

**Travel:** Frequent travel is required both within and outside the region.

**Salary:** \$168,300 plus benefits.

**Relocation Expenses:** Based on USTP policy, relocation expenses may be authorized only for current USTP employees.

**Application Process:**

To apply, interested candidates must submit one PDF document that includes both:

- A cover letter that highlights the applicant’s interest in the position and addresses in detail how all qualifications are met; and
- A current resume that details months and years of education and employment and states the month and year of earliest bar admission.

Please use the following naming convention for your document: Last name, first name (Region 7 Applicant). The document should be emailed to: [USTrustee.Recruitment@usdoj.gov](mailto:USTrustee.Recruitment@usdoj.gov) with the subject line **Advertisement 07-001**.

Interviews for this position may be conducted in Washington, DC. Any travel for interviews will be at the applicant’s personal expense.

**Application Deadline:** August 16, 2020

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