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THE UNITED STATES
DEPARTMENT OF JUSTICE

ASSISTANT UNITED STATES TRUSTEE (AUST)

UNITED STATES TRUSTEE PROGRAM (USTP)
OFFICE OF THE UNITED STATES TRUSTEE
ATTORNEY
615 E. HOUSTON STREET
SUITE 533
SAN ANTONIO, TX 78205
UNITED STATES
AUST-SAN ANTONIO-01-2021

About the Office:

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.

We invite you to visit the USTP's Web site at www.justice.gov/ust; the Region 7 Web site at <https://www.justice.gov/ust-regions-r07/region-7-western-district-texas-san-antonio-division>; and the city of San Antonio's Web site at <https://www.sanantonio.gov/>.

This position will cover primarily bankruptcy cases and court proceedings in San Antonio and Corpus Christi. Primary duty location will be San Antonio, TX.

Our office places a high value on diversity of experiences and perspectives and encourages applications from all qualified individuals from all ethnic and racial backgrounds, veterans, LGBT individuals, and persons with disabilities.

Job Description:

The USTP is seeking an experienced attorney to fill the position of Assistant United States Trustee in San Antonio, TX. The San Antonio office is in Region 7 of the USTP and serves the San Antonio, El Paso and Midland Divisions of the Western District of Texas. The applicant selected may also be asked to serve as the Assistant United States Trustee for the Corpus Christi office in Region 7, which covers the Corpus Christi, Brownsville, McAllen, and Laredo Divisions of the Southern District of Texas.

The Assistant United States Trustee leads the activities of the field office. 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 office's civil enforcement activities to address violations of the Bankruptcy Code and Rules, including directing difficult, complex, or precedent setting cases;

- Developing an effective criminal referral program and partnering with law enforcement to support the investigation and prosecution of bankruptcy and bankruptcy-related crimes in the district;
- Supervising 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;
- Overseeing and evaluating the activities of private trustees who handle the day-to-day administration of bankruptcy cases;
- Managing a staff of trial attorneys, auditors, paralegals, and support staff, including supervising work at the office and regional level in accordance with principles of shared staffing and functional consolidation;
- Creating a culture that values human resources and the contributions necessary to maintaining a mission-driven focus;
- Advising and partnering with the United States Trustee and headquarters on policy questions, legal issues of national importance arising in cases, and other significant matters and implementing policies and strategies designed to faithfully execute a uniform application of bankruptcy law; and
- Fostering productive relationships with the private trustees, bankruptcy judges, bankruptcy clerks' offices, and bankruptcy professionals within the district.

Qualifications:

Applicants must hold a J.D. degree from an accredited law school; be an active member in good standing of the bar (any U.S. jurisdiction); and have a least five (5) years of post-J.D. legal experience advocating on behalf of clients and interpreting and 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. In addition, the most desirable candidates will possess:

- Three or more years of management experience;
- Excellent academic and professional credentials;
- Superior oral and written communication skills;
- Experience analyzing complex legal problems and developing litigation strategies;
- Sound judgment and the ability to address and accurately articulate issues arising in a large volume of cases with minimal guidance;
- Outstanding organizational skills;
- The ability to set, manage, and balance diverse, evolving, and challenging projects and priorities;
- Strong information technology skills, including using databases and IT systems to manage work;
- Experience working with, or for, federal agencies; and,
- A 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.

Conditions of Employment:

- Must be a U.S. Citizen.
- Must obtain a favorably adjudicated Background Investigation (Public Trust), including drug testing.

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>.

Salary:

This is a full-time, career position and the salary is Administratively Determined (AD). Current salary ranges for Assistant United States Trustee range from \$109,366 to \$168,200 per annum, plus benefits. Experience will determine the salary.

Travel: Periodic travel is required, depending on work assignments and for 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; and
- If applicable, the DD Form 214, Certificate of Release or Discharge from Active Duty (Member 4 copy); CTAP/ICTAP documentation; and/or Schedule (A) documentation.

Please use the following naming convention for your document: Last name, first name, AUST-San Antonio-01-2021. The document should be emailed to ustp.employment@usdoj.gov with the subject line **AUST-San Antonio-01-2021**.

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: Wednesday, February 3, 2021

Relocation Expenses:

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

Number of Positions: 1

Updated January 4, 2021

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Department Policies

Equal Employment Opportunity: The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, protected genetic information, pregnancy, status as a parent, or any other nonmerit-based factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. For more information, please review our full [EEO Statement](#).

Reasonable Accommodations: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Outreach and Recruitment for Qualified Applicants with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with disabilities are encouraged to contact one of the Department's Disability Points of Contact (DPOC) to express an interest in being considered for a position. See list of DPOCs.

Suitability and Citizenship: It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Congress generally prohibits agencies from employing non-citizens within the United States, except for a few narrow exceptions as set forth in the annual Appropriations Act (see, <https://www.usajobs.gov/Help/working-in-government/non-citizens/>). Pursuant to DOJ component policies, only U.S. citizens are eligible for employment with the Executive Office for Immigration Review, U.S. Trustee's Offices, and the Federal Bureau of Investigation. Unless otherwise indicated in a particular job advertisement, qualifying non-U.S. citizens meeting immigration and appropriations law criteria may apply for employment with other DOJ organizations. However, please be advised that the appointment of non-U.S. citizens is extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis. All DOJ employees are subject to a residency requirement. Candidates must have lived in the United States for at least three of the past five years. The three-year period is cumulative, not necessarily consecutive. Federal or military employees, or dependents of federal or military employees serving overseas, are excepted from this requirement. This is a Department security requirement which is waived only for extreme circumstances and handled on a case-by-case basis.

Veterans: There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, www.opm.gov/forms/pdf_fill/SF15.pdf for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s)). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that his or her retirement was due to a permanent service-connected disability or that he/she was transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

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This and other vacancy announcements can be found under [Attorney Vacancies](#) and [Volunteer Legal Internships](#). The Department of Justice cannot control further dissemination and/or posting of information contained in this vacancy announcement. Such posting and/or dissemination is not an endorsement by the Department of the organization or group disseminating and/or posting the information.