



**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW MEXICO**

**Vacancy Announcement No. 2026-01
December 1, 2025**

GENERALIST CLERK

POSITION:	
Generalist Clerk	
LOCATION:	
Albuquerque, NM	
CLASSIFICATION LEVEL:	CLOSING DATE:
CL 23 Steps 1-25 (\$40,392-\$50,502), depending on qualifications and experience	Open until filled, with preference given to applications received by December 31, 2025.
NATURE OF POSITION:	
This is a full-time position with a promotion potential to a Case Manager (CL 24-CL 25) without further competition based on eligibility, budget and needs of the office. In addition, this position offers opportunities within the Clerk's office for advancement, career growth and work life balance. Benefits available immediately. The person selected for this position is required to be in the office and is not eligible for remote work until completing probationary period of one year, unless otherwise approved by the Clerk of Court.	
POSITION OVERVIEW:	
This is an entry level court support position located in the operations section of the Bankruptcy Court Clerk's Office. The Generalist Clerk performs various functions and is responsible for assisting in maintaining and processing case information during the initial filing of documents, in accordance with approved internal controls, procedures, and rules. The Generalist Clerk assists with records and reproduction and/or case initiation. The incumbent receives and reviews incoming court documents for conformity with federal and local rules, and performs customer service for the purpose of providing procedural information and collecting court fees. In addition, the incumbent also provides support services including mail processing, answering phones, filing, scanning, shredding or uploading documents.	
Representative duties:	
• Assist in the receipt and review of incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Route documents to proper offices and/or staff after acceptance. • Assist in the collection of appropriate fees, assign case numbers, and randomly assign judges to cases. • Deliver front line customer service and provide information to a wide variety of people within and outside the court. Assist in entering certain types of documents and proceedings on the docket, and create and/or update certain matrix mailing lists, including addresses and nature of addresses. • Sort, classify, and file case records. Maintain the integrity of the filing system by monitoring proper access to records and by filing documents accurately and in a timely manner. Retrieve files and make copies of records for court personnel, attorneys, and others.	

- Fulfill any copy requests from staff or customers, preparing any necessary documentation.
- Receive, screen and refer telephone callers.
- Process incoming and outgoing mail, in accordance to the mail handling procedure. Distribute and sort mail. Maintain postage meter log according to procedures.
- Performs additional general scanning, shredding, photocopying and faxing, as needed.
- Perform other duties as assigned.

QUALIFICATIONS:

Mandatory qualifications:

- High school graduate or equivalent
- Must be a United States citizen or eligible to work in the United States
- Must have two years of general experience
- Excellent communication and interpersonal skills, computer literacy, strong customer service and work ethic.

For placement at salary levels above the minimum up to and including step 25, applicant must have at least two years of general experience and one year of specialized experience. Educational substitution applies.

General experience: Progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Such experience would provide a good knowledge of office clerical practices such as filing, telephone usage, record keeping, scanning documents, sorting and distributing mail.

Specialized experience: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Preferred Qualifications: The ideal candidate will possess the following: outstanding customer service skills, excellent communication skills, maintain professional appearance and demeanor, ability to show initiative and accountability, flexibility and willingness to work harmoniously with others in a team-based environment.

EDUCATION:

Education above the high school level in an accredited institution may be substituted for the required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

BENEFITS:

The Federal Judiciary offers a comprehensive benefits package, including paid vacation, paid parental leave, sick leave and holidays; participation in federal health benefits, life insurance, retirement programs (FERS-FRAE), and Thrift Savings Plan; supplemental vision and dental insurance, long term care plan options, and flexible spending accounts once eligibility requirements are met.

INFORMATION FOR APPLICANTS:

Interested applicants must submit the following:

- (1) cover letter,
- (2) resume, with three references

(3) Federal Judicial Branch Application for Employment, Form AO78 (available for download in pdf format from the employment information link at www.nmb.uscourts.gov/employment or at the United States Bankruptcy Court, 333 Lomas Blvd, Ste 360, Albuquerque, New Mexico. (Do not complete questions 18-20, see paragraph below*)

via: hand delivery, e-mail (pdf format for any attachments), or US mail

to: Human Resources, Vacancy Announcement #2026-01
United States Bankruptcy Court
Pete Dominici US Courthouse
333 Lomas Blvd NW, Ste 360
Albuquerque, NM 87102
E-mail: nmbc_hr@nmb.uscourts.gov

*You do not have to complete questions 18-20 on the Application for Judicial Branch Federal Employment (AO78). Initial appointment of the successful applicant is provisional pending the required fingerprint and background investigation once an offer of employment is made. All information provided by the applicant is subject to verification. Applicants are advised that false statements or omission of information on any application materials maybe grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.

Application deadline: Open until filled. Initial review will begin on January 5, 2026.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. The US Bankruptcy Court reserves the right to amend or withdraw any announcement without written notice to applicants. Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. Professional office attire is required for this position.

We provide reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us. Decisions on granting reasonable accommodation are made on a case-by-case basis.

Conditions of Employment:

- Employees must be United States citizens or eligible to work in the United States.
- Employees will be hired provisionally pending the results of a criminal background check and FBI Background Check or Investigation.
- Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.
- Employees of the United States Bankruptcy Court are Excepted Service Appointments and is not covered by the competitive services provisions of executive branch employment. This is commonly known as “at will” employment and can be terminated with or without cause by the Court.
- Employees of the United States Bankruptcy Court are required to adhere to a Code of Conduct which will be discussed with any applicants who are invited for an interview.

For additional information on the United States Bankruptcy Court, see our web site at:

www.nmb.uscourts.gov

The United States Bankruptcy Court is an Equal Opportunity Employer