

## **UNITED STATES TRUSTEE PROGRAM (USTP)**

**OFFICE OF THE UNITED STATES TRUSTEE  
201 SUPERIOR AVENUE EAST  
SUITE 441  
CLEVELAND, OH 44114**

**UNITED STATES TRUSTEE FOR REGION 9  
[Advertisement 09-001]**

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### **About the Program:**

The United States Trustee Program (USTP or 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 9 leads the activities of five field offices covering the judicial districts established for Michigan and Ohio. The regional office is located in Cleveland, OH.

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

- Overseeing bankruptcy case administration within the region;
- Directing the region's civil enforcement and criminal referral activities;
- Appointing, overseeing, and evaluating the activities of private trustees who handle the day-to-day administration of cases;
- Overseeing the administration of and litigation in chapter 11 cases to ensure compliance with the Bankruptcy Code and Rules, including 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; 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:

- Excellent academic and professional credentials;
- Extensive experience analyzing complex legal problems in bankruptcy practice;
- 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>.

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

**Salary:** \$164,000 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.

The document should be emailed to: [UStTrustee.Recruitment@usdoj.gov](mailto:UStTrustee.Recruitment@usdoj.gov) with the subject line **Advertisement 09-001**.

Interviews for this position will be conducted in Washington, DC. Applicants selected for an interview must travel at their own expense.

**Application Deadline:** Tuesday, October 8, 2019.

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