

Office of the Chapter 13 Trustee – Marilyn O. Marshall
Job Opening

Location	224 S. Michigan Ave, Suite 800, Chicago, IL 60604
Job title	Administrative Clerk
Salary	Competitive salary and benefits

Qualifications	<ul style="list-style-type: none">• College level course work• Job experience in financial institution helpful• Computer experience (Macintosh)• Customer service background• Good oral and written communication skills
-----------------------	--

Description	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Petition administration responsibilities include:<ul style="list-style-type: none">• New case processing• Petition processing• Claim record creation<input checked="" type="checkbox"/> Claims administration responsibilities include:<ul style="list-style-type: none">• Claim sorting• Claim entry• Claim filing<input checked="" type="checkbox"/> Manage case file documents and generate financial reports<input checked="" type="checkbox"/> Prepare mailings, including operation of office equipment<input checked="" type="checkbox"/> Share responsibility with other staff for service to our customers and the operation of our office.
--------------------	--

Send cover letter, resume and salary history to:

jobopenings@chi13.com

Posting expiration:

The posting period for this job vacancy expires when the position is filled.

Mission Statement: Through our administration of Chapter 13 cases, we assist and support the bankruptcy community, including debtors, creditors, attorneys and the judiciary. We perform the statutory duties of a bankruptcy trustee, furnish accurate and timely information; and facilitate communication. Our efforts are directed toward the successful completion of Chapter 13 plans by debtors and repayment to creditors. We are committed to providing courteous, knowledgeable and efficient service.