

**Office of the Chapter 13 Trustee – Marilyn O. Marshall**

**Job Opening**

<b>Location</b>	224 S. Michigan Ave, Suite 800, Chicago, IL 60604
<b>Job title</b>	Case Administrator
<b>Salary</b>	Competitive salary and benefits
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Bachelor’s degree required</li><li>• Law office or financial institution experience helpful</li><li>• Computer experience (Macintosh)</li><li>• Ability to process volume</li><li>• Customer service background</li><li>• Good oral and written communication skills</li></ul>

<b>Description</b>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Data entry functions include:<ul style="list-style-type: none"><li>• petition processing and verification</li><li>• claims processing and verification</li></ul></li><li><input checked="" type="checkbox"/> Claim administration functions include:<ul style="list-style-type: none"><li>• process schedules</li><li>• process and review post-petition mortgage changes</li></ul></li><li><input checked="" type="checkbox"/> Audit functions include:<ul style="list-style-type: none"><li>• initial and final post-confirmation review</li><li>• perform due diligence on checks</li></ul></li><li><input checked="" type="checkbox"/> Furnish information to debtors, creditors and their attorneys in response to inquiries on receipts and disbursements.</li><li><input checked="" type="checkbox"/> Process case file and legal documents, including amended schedules and plans.</li><li><input checked="" type="checkbox"/> Provide courteous, knowledgeable and efficient telephone customer service.</li><li><input checked="" type="checkbox"/> Create and mail financial reports in response to customer requests.</li><li><input checked="" type="checkbox"/> Assist, as needed in other responsibilities as outlined by your supervisor.</li></ul>
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**Send cover letter, resume and salary history to:**  
caseadministrator@chi13.com

**Posting expiration:**

The posting period for this job vacancy expires on Friday, November 17, 2017 at 5:00 PM.

*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.*