

Office of the Chapter 13 Trustee—Marilyn O. Marshall

Job Opening

Location	Suite 800, 224 S. Michigan Ave., Chicago, IL 60604
Business	Financial and legal administration of consumer bankruptcy cases
Job title	Case Analyst Confirmation/Electronic Case Filing Clerk
Starting Salary	Salary commensurate with experience

Qualifications	<ul style="list-style-type: none">• Bachelor’s degree• supervisory experience a plus• background in paralegal bankruptcy duties helpful
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Description	<p>Work as part of and supervise the paralegal work group to perform the following responsibilities:</p> <ul style="list-style-type: none">☑ Download, review and process Chapter 13 plan documents from the Bankruptcy court’s files.☑ Upload Chapter 13 plan documents to the Bankruptcy court.☑ Conduct meetings of debtors and creditors to review proposed repayment plans prior to confirmation by the judge.☑ Assist in preparing for a bankruptcy court call, including—<ul style="list-style-type: none">• provide support to staff attorneys• enter results of court call on computer docket.☑ Process legal documents, including plans, motions, amendments and orders.☑ Analyze confirmed cases for accuracy prior to initial disbursement to creditors.☑ Assist as needed in other responsibilities as outlined by your supervisor.
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As part of a small office staff, the case analyst/ECF clerk assists, as needed, in other responsibilities, including documenting procedures and peer training. They are pro-active problem solvers who take initiative to improve our service to the bankruptcy community.

Send cover letter, resume and salary history to	caseanalyst@chi13.com
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Posting expiration	The posting period for this job vacancy expires on Friday, August 20, 2010 at 5:00 PM.
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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.