

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 | Paralegal I |
| Starting Salary | Salary commensurate with experience |

| | |
|-----------------------|---|
| Qualifications | <ul style="list-style-type: none">• Bachelor’s degree• customer service experience a plus• background in claims, auditing, bankruptcy, court administration, or real estate helpful |
|-----------------------|---|

| | |
|--------------------|--|
| Description | <p>Work as part of paralegal work group to perform the following responsibilities:</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Furnish information to debtors, their attorneys and creditors in response to inquiries on receipts and disbursements.<input checked="" type="checkbox"/> Conduct meetings of debtors and creditors to review proposed repayment plans prior to confirmation by the judge.<input checked="" type="checkbox"/> 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.<input checked="" type="checkbox"/> Process legal documents, including plans, motions, amendments and orders.<input checked="" type="checkbox"/> Review and enter creditor claims as needed.<input checked="" type="checkbox"/> Analyze confirmed cases for accuracy prior to initial disbursement to creditors.<input checked="" type="checkbox"/> Assist as needed in other responsibilities as outlined by your supervisor. <p>As part of a small office staff, paralegals assist, as needed, in other responsibilities, including documenting procedures and peer training. Paralegals are pro-active problem solvers who take initiative to improve our service to the bankruptcy community.</p> |
|--------------------|--|

| | |
|--|---------------------|
| Send cover letter, resume and salary history to | paralegal@chi13.com |
|--|---------------------|

| | |
|---------------------------|---|
| Posting expiration | The posting period for this job vacancy expires on Thursday, March 31, 2011 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.