

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
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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>
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Send cover letter, resume and salary history to	paralegal@chi13.com
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Posting expiration	The posting period for this job vacancy expires on Friday, August 13, 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.