

POSITION ANNOUNCEMENT – LEGAL ASSISTANT

EFFECTIVE DATE: Immediately

POSITION CLOSING: February 28, 2024 or position may be filled any time prior to that date.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Retrieves, receives, prioritizes all incoming administrative and case related materials from the Trustee and Staff Attorneys. Maintains correspondence control records.
- Generates various correspondence at direction of the Trustee, the Staff Attorneys, and/or the Legal Assistant Supervisor.
- Generate and file various motions, responses and objections at the direction of the Trustee or the Staff Attorneys.
- Prepare docket for Staff Attorneys and attend 341 Meetings of Creditors to take notes, maintain memos and operate Zoom and recording equipment. Breakdown docket after hearings and route to the proper employees.
- Promptly process documentation and pleadings through the Trustee's case administration software database.
- Promptly and professionally perform other information gathering, legal research, review of cases, reports, data at the direction of the Trustee or Staff Attorneys.
- Promptly and professionally answer telephone calls from various parties.
- Other duties as directed by the Trustee, the Staff Attorneys, the Office Manager, the Comptroller, the Legal Assistant Supervisor, or the Information Systems Manager.

REQUIREMENTS INCLUDE:

- Must not be related by affinity or consanguinity within the degree of first cousins to any Bankruptcy or District Court Judge, any employee of the Bankruptcy Administrator, Office of the Clerk of the U.S. Bankruptcy Court, or Office of the Chapter 13 Trustee for the Middle District of Alabama.
- High School Diploma or equivalent a must.
- Legal Assistant certification a plus.

- Proficiency in Adobe and Microsoft Office products such as, but not limited to, Word, Outlook, and Excel is a must.
- Proficiency with the Court Management/Electronic Case Filing (CM/ECF) system and PACER is highly desirable.
- Bankruptcy experience is a plus.
- Performance in a paperless environment is a must.
- Data entry accuracy and proficiency, timeliness, attendance, and excellent organization skills are a must.
- Analytical and reasoning skills are a must.

Submit resume to:

Chapter 13 Trustee
For the Middle District of Alabama
P.O. Box 173
Montgomery, AL 36101-0173

Or via email to:

ch13hiring@ch13mdal.org

Equal Employment Opportunity

The Chapter 13 Trustee's Office is committed to prohibiting discrimination in employment based on race, color, creed, sex, sexual orientation, gender identity or expression, pregnancy, age, religion, ancestry, national origin, marital status, citizenship, genetic information, disability including those related to pregnancy or childbirth and any other protected class as established by law. This Equal Employment Opportunity policy is designed to ensure equal treatment for all employees, including in hiring or any decision affecting job status or pay. All employees, including supervisors and managers, are responsible for adhering to this policy.