POSITION ANNOUNCEMENT – CASE MANAGEMENT ADMINISTRATOR

EFFECTIVE DATE: Immediately
DEADLINE TO APPLY: December 10, 2026
Deadline May be Extended or
Position May be Filled Immediately

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Process filed petitions, schedules and plans. Load and maintain all data contained in the petition, schedules and plans.
- Enter changes on amended debtor plans.
- Process letters and emails from debtors, creditors and employers.
- Make changes on modifications/orders as directed by Court Liaison.
- Monitor filing fees and clerk's notice of dismissal.
- Promptly process documentation and pleadings through the Trustee's case administration software database.
- Promptly and professionally answer telephone calls from various parties.
- Other duties as directed by the Trustee, the Staff Attorneys, the Office Manager, the Comptroller and Case Management Supervisor.

REQUIREMENTS INCLUDE:

1. Must not be related by affinity or consanguinity within the degree of first cousins to any Bankruptcy or District Court Judge, the Bankruptcy Administrator, any employee of the Bankruptcy Administrator, Office of the Clerk of the U.S. Bankruptcy Court, United States District Court or Office of the Chapter 13 Trustee for the Middle District of Alabama.
2. High School Diploma or equivalent a must.
3. Must exhibit by demeanor, character and personality that the applicant would be able to competently assist the Trustee in performing and discharging her statutory duties.
4. Must possess strong communication and interpersonal skills.
5. Must be proficient with all Microsoft Office products and Adobe.

6. Proficiency with the Court Management/Electronic Case Filing (CM/ECF) system and PACER is highly desirable.
7. Bankruptcy experience is a plus.
8. Performance in a paperless environment a must.
9. Data entry accuracy and proficiency, timeliness, attendance, and excellent organizational skills are a must.
10. Analytical and reasoning skills are a must.

INFORMATION FOR APPLICANTS:

Applicant must be a U.S. Citizen or eligible to work in the U.S. Only well-suited and qualified applicants will be selected for personal interviews. Those selected for interviews should be prepared to provide professional references. The selection process will be confidential and competitive. The selected applicant will be required to undergo a background check and drug testing prior to employment. Trustee Office employees are "at will" employees subject to removal at any time.

The applicant's annual salary and benefits are part of the Trustee's annual operating budget, which is subject to review and approval by the U.S. Bankruptcy Court and the U.S. Bankruptcy Administrator. The starting salary will be competitive but dependent upon years of specialized experience and qualifications.

In addition to salary, benefits presently include, subject to applicable participation requirements:

- Participation in a health, dental and vision plan.
- Participation in a 401K retirement savings plan.
- Sick and annual leave accrual.
- Paid Federal holidays.

Submit resume to:

Chapter 13 Trustee
For the Middle District of Alabama
P.O. Box 173
Montgomery, AL 36101-017
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.