

C. DAVID COTTINGHAM, CHAPTER 13 TRUSTEE FOR THE NORTHERN DISTRICT OF ALABAMA, WESTERN DIVISION IS SEEKING A FULL-TIME ENTRY LEVEL DOCUMENT SPECIALIST. QUALIFICATIONS ARE: EXPERIENCE IN GENERAL OFFICE WORK, TELEPHONE SKILLS, BASIC COMPUTER SKILLS, EXPERIENCE WITH COPYING, SCANNING AND FILING DOCUMENTS AND PROCESSING MAIL.

APPLICANTS WISHING TO APPLY SHOULD SEND YOUR RESUMES BY EMAIL TO dcottingham@ch13tuscaloosa.com

TO BE CONSIDERED FOR THIS POSITION, THE RESUME SHOULD BE RECEIVED NO LATER THAN SEPTEMBER 30TH 2017.

*More than one position may be filled from this posting.