

## **POSITION ANNOUNCEMENT**

### **Staff Attorney for Michele T. Hatcher Chapter 13 Standing Trustee Northern District of Alabama Northern Division**

Effective June 26, 2017

Michele T. Hatcher, Chapter 13 Standing Trustee for the Northern District of Alabama, Northern Division (hereinafter “Trustee”) is accepting applications from qualified individuals for employment as Staff Attorney. The position is available immediately and requires regular appearances on behalf of the Trustee for formal hearings before the United States Bankruptcy Court in Decatur, Alabama and elsewhere as may be required.

#### **Key Responsibilities and Duties:**

The duties of the position are comprehensive and demanding. The Staff Attorney must assist the Trustee in complying with all provisions of the United States Bankruptcy Code and Federal Rules of Bankruptcy Procedure, and with the instructions of the Bankruptcy Court (hereinafter “Court”). The Staff Attorney must assist the Trustee in cooperating fully with the Clerk of the Court and the U.S. Bankruptcy Administrator. The Staff Attorney must assist the Trustee in meeting the duties of a fiduciary, which require the diligent exercise of good faith and loyalty in the administration of estates in Chapter 13 cases under the Trustee’s supervision.

Additionally, the Staff Attorney must assist the Trustee in accounting for all property received, investigating the financial affairs of debtors, and examining and objecting to the allowance of proofs of claim as appropriate, opposing the discharge of debtors after confirmation of their plans as appropriate, furnishing information related to the estates and their administration as requested by parties in interest, except as limited by the Court, and making and furnishing such reports concerning the administration of estates and final accountings as may be required by the Court, the U.S. Bankruptcy Administrator, and the Administrative Office of the U.S. Courts.

Further, the Staff Attorney must assist the Trustee in managing the office, property and financial accounts of the Trusteeship, as well as the personnel employed by the Trusteeship. The Staff Attorney must also appear on behalf of the Trustee and be heard at hearings before the Court and assist the Trustee in conducting §341 creditor meetings, as well as completing such other duties as may be required by the Trustee. Those duties include, but are not limited to, reviewing and making recommendations and objections regarding Chapter 13 plans and the Debtors’ attorneys’ fees proposed in plans and drafting proposed confirmation orders. The Staff Attorney shall receive, review and respond to legal pleadings and Chapter 13 plans via CM/ECF, while drafting and reviewing Trustee pleadings such as objections to confirmation, objections to

claims, motions to dismiss or motions to modify. The Staff Attorney shall also draft and review trustee response letters; travel to other sites as needed; receive attorney, creditor and debtor telephone calls and communicate by correspondence and e-mails as needed. The Staff Attorney serves as backup to the Trustee in the management of operations and office personnel. The Staff Attorney shall assist employees with legal matters concerning case administration while also serving as a resource for the Trustee on legal issues. The Staff Attorney shall conduct legal research and draft legal briefs and memoranda as required; retrieve voice mail and e-mail messages daily and respond to appropriate inquiries in a timely manner. Other duties may include public speaking at seminars and Continuing Legal Education events and such other duties as may be assigned by the Trustee.

The Staff Attorney is an “at will” employee serving at the discretion and instruction of the Trustee. Accordingly, his or her employment may be terminated “at will” by either the Trustee or the employee.

**Duty Station:**

The duty station will be in Decatur, Alabama, with travel to Courts in other cities as required.

**Job Requirements:**

Licensed attorney who is a member in good standing of the Alabama State Bar, with knowledge, skills and experience in the application of bankruptcy law and the administration of Chapter 13 cases; Knowledge, skills and experience regarding the Bankruptcy Code and the Federal Rules of Bankruptcy Procedure for application in the bankruptcy process; Ability to extract pertinent information from petitions, court filings and orders; Ability to draft pleadings and response letters; Knowledge and skills in the use of information technology and in the use of personal computer software applications; Competent typing skills and the ability to draft and prepare pleadings and correspondence without assistance; Skill to accurately and courteously resolve issues for debtors, creditors, attorneys, Court personnel and Bankruptcy Administrator personnel; Skill in supervising personnel and in managing office operations. A positive attitude with an emphasis on teamwork and a willingness to help others succeed in their jobs is critical.

**Job Qualifications:**

To be qualified for appointment, an applicant must:

1. Possess integrity and good moral character;
2. Be able to assist the Trustee in performing her duties satisfactorily;

3. Be free of prejudices against any individual, entity or group of individuals or entities which would interfere with unbiased performance of the Staff Attorney's duties in assisting the Trustee;
4. Not be related by affinity or consanguinity within the degree of first cousin to a Judge presiding in the Northern District of Alabama, the U. S. Bankruptcy Administrator for the Northern District of Alabama, a federal judicial officer in the Northern District of Alabama, or a federal court employee in the Northern District of Alabama;
5. Not be related by affinity or consanguinity within the degree of first cousin to any active member of the panel of Chapter 12 Standing Trustees or another Chapter 13 Trustee in the Northern District of Alabama;
6. Not be employed by a state, county, or municipal governmental agency that appears before the Court as a creditor when employment with the Trustee begins;
7. Not be employed by the Federal government when employment with the Trustee begins;
8. Have the ability to assist the Trustee in providing timely and accurate reports required by the Court, the U.S. Bankruptcy Administrator and the Administrative office of the U.S. Courts;
9. Have the following educational and professional qualifications:
  - a. Be a college or university graduate;
  - b. Be a law school graduate;
  - c. Be a member in good standing of the Alabama State Bar;
  - d. Be admitted to practice before the United States District Court for the Northern District of Alabama;
  - e. Have at least 5 years experience in the practice of law;
  - f. Have a least 3 years experience in the practice of bankruptcy law;
10. Exhibit by demeanor, character and personality that the applicant would be able to competently assist the Trustee in performing and discharging his required duties;

The selection process will be confidential and competitive. After the Trustee or her designee(s) has reviewed all applications, the best suited applicants will be interviewed in confidence.

The Trustee is an Equal Opportunity Employer, and persons will be considered without regard to race, color, gender, religion or national origin. If the Trustee selects a qualified applicant, his or her employment will be subject to the completion of a detailed employment application, a credit check and a criminal background check.

The Staff Attorney's annual salary and benefits are part of the Trustee's annual operating budget, which is subject to review and approval by the Court and the U.S. Bankruptcy

Administrator. The approved salary range for the Trustee's Staff Attorney is currently \$90,000.00 - \$100,000.00. In addition to this salary range, benefits presently include, subject to applicable participation requirements:

- Participation in a health insurance plan;
- Participation in a dental insurance plan;
- Participation in a disability insurance plan;
- Participation in a retirement plan;
- Vacation, sick, and emergency leave; and
- Ten paid Federal holidays each year.

**Only e-mailed applications will be accepted.** All applications must be e-mailed to [Gayle.redick@ch13decalur.com](mailto:Gayle.redick@ch13decalur.com) with copy to [Michele.hatcher@ch13decalur.com](mailto:Michele.hatcher@ch13decalur.com). Applications must be received no later than **5:00 p.m. CDT on July 24, 2017**. Applications received after that date and time may not be considered.

**THE OFFICE OF THE CHAPTER 13 TRUSTEE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**