

MICHELE T. HATCHER
CHAPTER 13 STANDING TRUSTEE
NORTHERN DISTRICT OF ALABAMA
NORTHERN DIVISION
P.O. Box 2388
Decatur, Alabama 35602
(256) 340-0442 – telephone
(256) 350-1812 – fax
www.ch13decatur.com

POSITION ANNOUNCEMENT

POSITION: Claims Clerk

TERM: At will full-time employment

LOCATION: Decatur, Alabama

OPENING DATE: February 12, 2021

CLOSING DATE: March 10, 2021

SALARY: \$40,000

E-MAIL RESUMES TO: gayle.redick@ch13decatur.com

The Standing Chapter 13 Trustee for the Northern District of Alabama, Northern Division (“Trustee”) is accepting applications from qualified individuals for employment as a Claims Clerk in the Trustee’s office. The Chapter 13 Trustee administers Chapter 13 consumer bankruptcy cases under court supervision. A clerk may be assigned specific tasks with regard to all cases or multiple tasks, at the Trustee’s discretion. Each clerk is assigned numerous tasks on a computer and is required to work quickly with great accuracy. Applicants should have strong computer and word processing skills and experience, have the ability to multitask and analyze complex financial matters, and have the ability to deal with professionals as well as the public. A college degree with emphasis on business or accounting is desired for the position, but training, experience, responsibility and accountability are more relevant.

The Claims Clerk will be responsible for entering claims to the proper bankruptcy case, reviewing bankruptcy schedules and petitions and analyzing data including legal and financial instruments. The Claims Clerk will send correspondence, write to or speak with creditors, creditor representatives, professionals and attorneys. The Claims Clerk must be able to key data quickly and accurately under time constraints with minimum errors and supervision. The Claims Clerk's job duties are subject to change and additional duties may be assigned.

DUTY STATION: Decatur, Alabama

Job Requirements and Qualifications:

- College studies or equivalent education in accounting, law, business and computer and/or substantial experience in a law or accounting practice or financial institution;
- Excellent computer skills and ability to quickly learn specialty software;
- Ability to analyze and extract pertinent information from claims and consumer bankruptcy petitions and schedules;
- A high degree of accuracy in work;
- Ability to draft pleadings and correspondence with little or no assistance, and the ability to communicate professionally;
- Knowledge and skills in the use of information technology and in the use of personal computer software applications;
- Fast and accurate typing and calculating skills;
- Skills to accurately and courteously resolve issues for debtors, creditors, attorneys, court personnel and bankruptcy administrator personnel.
- 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 employment an applicant should:

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 duties 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 7 Trustees, Chapter 12 Trustees, this Trustee, 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 Bankruptcy 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. Exhibit by demeanor, character and personality that the applicant would be able to competently assist the Trustee in performing and discharging her required duties;
10. Have the ability to create and edit correspondence on word processing software;
11. Have good communication skills; and

The selection process will be confidential and competitive. After the Trustee or her designee has reviewed all applications, the best suited, most qualified 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 Clerk'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. In addition to this salary, benefits presently include, subject to applicable participation requirements:

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

Benefits are subject to change and they may be reduced.

AT WILL EMPLOYMENT: The Clerk 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. Relocation expense and interview expense reimbursements are not available. Interviews may be conducted via video conference.

Only e-mailed applications will be accepted.

All applications must be e-mailed to Gayle.Redick@ch13decatur.com. All applications must be received no later than 5:00 p.m. on March 10, 2021. Applications received after that date and time may not be considered.

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