

Chapter 13 Trustee District of Oregon (Portland) Currently Accepting Resumes for Support Staff

Our office is currently accepting resumes for qualified candidates with 1-2 year(s) prior Chapter 13 Bankruptcy experience and possesses knowledge of working with the Federal court system. We are seeking candidates who are looking for a long-term position with a close-knit team. Must be a quick learner with strong analytical skills who is self-motivated, has excellent communication skills, and the ability to work well independently and meet strict timelines.

About us:

- Small, non-smoking legal office environment
- Located in mid-size downtown office building (KOIN Tower)
- Paperless Office
- Casual office attire
- Growth opportunities

What matters most:

- Positive attitude
- Detail oriented
- Exceptional organizational skills
- Strong analytical skills
- Ability to work well independently
- Ability to prioritize and multi-task
- Effectively perform in a deadline driven environment
- Successful working relationships with the public, attorneys, and Government agencies
- Must be a team player
- Initiative to take on additional duties and responsibilities
- Proficiency in Microsoft Office Suite and Adobe Acrobat
- Experience with Bankruptcy documents and forms
- 1-2+ years of Bankruptcy experience
- Minimum 2 years office experience

The Chapter 13 Trustee offers a generous compensation/benefit package including:

- Competitive wages (dependent on experience)
- Employer paid Medical, Vision and Dental Insurance
- Paid Time Off
- Paid Federal Holidays
- Employer funded SEP IRA Retirement
- Life Insurance
- Paid Parking

Must be able to pass background and credit checks

If you are interested in joining our team, submit your resume to info@portland13.com