

Legal Office Assistant

Chapter 13 Bankruptcy Trustee – Portland

The Chapter 13 Bankruptcy Trustee's Office is seeking a detail-oriented and highly organized **Office Assistant** to join our team. This entry-level position plays a key role in supporting the efficient processing of documents and case information within our Pre-Confirmation Department. Ideal candidates are self-directed, dependable, and eager to learn, with opportunities available for cross-training and advancement.

Primary Responsibilities

- Accurately enter newly filed Chapter 13 case documents from the Portland Bankruptcy Court into the case management system
- Process time-sensitive incoming emails and correspondence, and route items to the appropriate paralegal or attorney
- Assist with daily mail processing
- Process electronic court filings
- Enter creditor claims
- Process Domestic Support Obligation notifications
- Debrief 341 meetings and confirmation/adjudged confirmation hearings
- Perform additional duties as assigned

Required Qualifications

- Proficiency with Microsoft Office and Adobe Acrobat
- Strong organizational and prioritization skills
- Ability to work both independently and collaboratively

Preferred Qualifications

- Familiarity with PACER and ECF systems

Position Details

- **Schedule:** Full-time, 40 hours per week (Monday–Friday)
- **Compensation:** \$54,000 – \$58,000 annually, depending on experience
- **Eligibility:** Must be able to pass background and credit checks
- **Hybrid Work:** Eligible after completing a six-month probationary period and fully trained

Benefits

- 100% employer-paid health insurance
- Vision, dental, and life insurance
- Generous retirement plan
- Paid time off (PTO) and federal holidays
- Transportation and parking allowance

How to Apply

Submit your **resume** and **cover letter** to info@portland13.com.

Please include **“Office Assistant”** in the subject line of your email.
