

# 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.

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## 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/adjourned confirmation hearings
  - Perform additional duties as assigned
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## 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
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## 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
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## 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
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## How to Apply

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

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

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