

## Chapter 13 Bankruptcy Trustee seeking a Post Confirmation Case Analyst to join our team in Portland, OR

This multi-faceted role is essential to the efficient operation of our Post-Confirmation Department. We are looking for a well-rounded individual who has exceptional organizational skills, is highly detail oriented and has the ability to self-direct to join our team.

### Responsibilities:

- Order Entry - Order Confirming Plans/Order Amending Plan/Modified Plans
- Claims Entry – Proofs of Claim/Amended Claims/Transfer of Claims/Objections to Claims/Motions to Avoid Liens
- Notice of Intent to Pay Claims
- Relief from Stay - Motions/Notices/Responses/Orders
- Attorney Fees - Initial Fees/Additional Fees/Final Fees/Substitution of Attorney
- Attorney Correspondence – Telephone Calls/Emails
- Debtor Correspondence – Telephone Calls/Emails
- Creditor correspondence – Telephone Calls/Emails
- Creditor Change of Address
- Research Returned Checks – Trustee Disbursement Checks/Creditor Refund Checks
- Payoff Requests – Pre 36 Month/Post 36 Month
- Escrows
- Total Loss (Vehicles)
- Base Calculations
- Run Weekly & Monthly Calendars: Attorney Fees/Modified Plans/Claim Objections/Pending Claims/Final Fees
- Perform other duties as assigned

### Requirements:

- Minimum 2 years office assistant experience
- Proficiency in Windows Operating System & Microsoft Office suite (Word, Excel, Outlook)
- Working knowledge of PDF software Adobe Acrobat (creating PDFs, document mark-up, redaction)
- Ability to prioritize job duties
- Ability to multi-task
- Ability to work as a team member
- Reliable
- Dependable
- Bankruptcy legal office experience a plus
- Pacer and ECF experience a plus

**Position:** Full time, 40 hours per week, M-F.

**Benefits:** Generous retirement plan, health Insurance (100% for qualified employee), vision, dental, life, generous paid time off (PTO), federal holidays and Tri Met Pass (100% for qualified employee).

**Compensation:** Salary dependent on experience.

**Eligibility:** Must be able to pass background and credit checks.

If you are interested in becoming a member of the Chapter 13 Bankruptcy team submit your resume and cover letter to: [info@portland13.com](mailto:info@portland13.com). Include job title **Post Confirmation Case Analyst** in subject line of your email.