

Chapter 13 Bankruptcy Trustee seeking a Pre-Confirmation Legal Assistant to join our team in Portland, OR

In this multi-faceted role, you will become an invaluable member of the Chapter 13 Trustee's office. This position is essential to processing and coordinating legal documents and information to aid in the efficient operation of our Pre-Confirmation Department. We are looking for someone who has the motivation to grow and expand this position, has the ability to self-direct, has exceptional organizational skills and is very detail oriented to join our team.

Primary Responsibilities:

- Proper and accurate entry of newly filed Chapter 13 cases filed with the Portland Bankruptcy Court into our system
- Track new case count
- Process time sensitive incoming mail/emails for pre-confirmation department including legal documents and correspondence, ensuring they are forwarded to appropriate paralegal or attorney
- Process electronic court documents into appropriate cases and forward to appropriate pre-confirmation paralegal or attorney
- Claims entry (Schedule F)
- Debrief 341 hearings
- Debrief Confirmation and Adjourned hearings
- Assist with annual Debtor reports
- Backup daily mail processing as needed
- Prepare Debtor handbooks
- Perform other duties as assigned

Requirements:

- Minimum 2 years legal office assistant experience preferred
- 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 effectively prioritize job duties
- Bankruptcy legal experience preferred
- Pacer and ECF experience preferred
- Paralegal certification preferred

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: Starting salary \$22-\$24 per hour, 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. Include job title **Pre-Confirmation Legal Assistant** in subject line of your email.