

## **Chapter 13 Bankruptcy Trustee seeking a Pre-Confirmation Paralegal to join our team in Portland, OR**

Our office is hiring qualified candidates with a minimum of 1-2 year(s) prior Chapter 13 Bankruptcy / Legal Assistant 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 able to 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

### **Responsibilities:**

- Pre-Confirmation Case Management
- Attend and assists the hearing officer and/or Trustee at the first meeting of creditors
- Correspondence with Attorneys, Clients and Creditors
- Prepare Trustee's objection to confirmation
- Review cases and help resolve Trustee's objections for upcoming Confirmation hearings
- Attend and assist the hearing officer and/or Trustee during Confirmation hearings
- Perform other duties as assigned

### **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
- Minimum 1-2 year(s) 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\*\*\***

**This position will transition to hybrid after completion of six-month probationary period and being fully trained.**

If you are interested in joining our team, submit your resume to [info@portland13.com](mailto:info@portland13.com)