



Opening for a Full-time Bankruptcy Legal Assistant/Paralegal

The ideal candidate must be professional, detail-oriented, and have the ability to multitask. Bankruptcy experience preferably more than 1 year drafting bankruptcy legal documents. Some law firm experience with familiarity with court filings preferred. Ideal candidate will have a positive demeanor and the ability to be a problem solver.

JOB DUTIES/RESPONSIBILITIES

Utilize Client Systems and Internal Systems to monitor Chapter 11 and 13 Plans
Advise attorney of Plans filed and send for review
Share the treatment of the lien with the Client as advised by our Attorneys; recommend
Objections to the Plan when indicated by the Attorneys
Draft Objections with guidance of our Attorneys; File with the Bankruptcy Court
Withdraw Objections when needed
Monitor for Confirmation Hearings to be scheduled; communicate with client
Other duties as deemed necessary by Manager and/or business needs

EXPERIENCE LEVEL & BEHAVIOR

1-3 Years of Bankruptcy experience preferred
Experience within legal and/or banking
Able and willing to bring questions and/or concerns to direct Manager
Requires substantial oversight in work product by trainer (subject matter expert) and Manager
Successful progression through subscribed Training Plan; meets or exceeds expectations on
Assessments and 90-day Performance Review
SMART Goals are achieved and discussed regularly

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

Solid computer skills and accurate keyboarding skills
Strong organizational skills and attention to detail
Strong time management skills
Strong comprehension and problem solving skills, with the ability to think analytically
Strong verbal and written communication and client interpersonal skills
Self-motivated and proactive individual
Ability to work in a team environment to meet changing priorities and deadlines, as needed

EDUCATION

High School diploma necessary, Associates preferred

PHYSICAL REQUIREMENTS

Remaining in a stationary position, sitting for prolonged periods at a desk and working on a computer with dual monitors.
Prolonged periods of keyboarding; repeating motions including wrists, hands and fingers.
Must be able to lift 10 pounds at times.