

POSITION ANNOUNCEMENT – ADMINISTRATIVE ASSISTANT

EFFECTIVE DATE: Immediately

POSITION CLOSING: August 31, 2024 or position may be filled any time prior to that date.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Promptly answer phone calls in a friendly, energetic, personable, professional and polite manner.
- Be courteous and exercise diplomacy at all times. Maintain proper and professional telephone voice and utilize proper telephone etiquette.
- Must maintain cooperative and harmonious working relationships with other staff members.
- Answer questions and ask questions to direct callers to the proper location.
- The knowledge and experience to independently perform substantial clerical or office work of any kind.
- Strong verbal and interpersonal skills and the ability to organize and prioritize work.
- Ability to proficiently use a multi-line telephone system, computer, copier and fax machine.
- Be a self-motivated individual and display initiative.
- Be able to handle emotional, confrontational people in a calm and professional manner. Never lose composure.
- Ensure the reception desk is manned and the main telephone line always has coverage during business hours, including coverage for breaks and days off.
- Generates various correspondence at the direction of the Trustee, the Office Manager, the Staff Attorneys, and/or the Legal Assistant Supervisor.
- Other duties as directed by the Trustee, the Staff Attorneys, the Office Manager, the Comptroller, the Legal Assistant Supervisor, or the Information Systems Manager.

REQUIREMENTS INCLUDE:

- Must not be related by affinity or consanguinity within the degree of first cousins to any Bankruptcy or District Court Judge, any employee of the Bankruptcy Administrator, Office of the Clerk of the U.S. Bankruptcy Court, or Office of the Chapter 13 Trustee for the Middle District of Alabama.
- High School Diploma or equivalent a must.
- Legal Assistant certification a plus.
- Proficiency in Adobe and Microsoft Office products such as, but not limited to, Word, Outlook, and Excel is a must.
- Bankruptcy experience is a plus.
- Data entry accuracy and proficiency, timeliness, attendance, and excellent organization skills are a must.
- Analytical and reasoning skills are a must.

Submit resume to:

Chapter 13 Trustee
For the Middle District of Alabama
P.O. Box 173
Montgomery, AL 36101-0173

Or via email to:

ch13hiring@ch13mdal.org

Equal Employment Opportunity

The Chapter 13 Trustee's Office is committed to prohibiting discrimination in employment based on race, color, creed, sex, sexual orientation, gender identity or expression, pregnancy, age, religion, ancestry, national origin, marital status, citizenship, genetic information, disability including those related to pregnancy or childbirth and any other protected class as established by law. This Equal Employment Opportunity policy is designed to ensure equal treatment for all employees, including in hiring or any decision affecting job status or pay. All employees, including supervisors and managers, are responsible for adhering to this policy.