

POSITION ANNOUNCEMENT – CLAIMS ADMINISTRATOR

EFFECTIVE DATE: Immediate
DEADLINE TO APPLY: March 15, 2025
Deadline May be Extended or
Position May be Filled Immediately

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

1. Review and process Proof of Claims.
2. Make case changes based on plan modifications and court orders.
3. Process motions, objections, and notices regarding claims.
4. Audit cases to ensure accuracy of processed claims.
5. Process letters and emails from debtor/employer.
6. Answer incoming calls to assist debtors/attorneys/creditors with inquiries.
7. Provide assistance and respond to inquiries from attorneys, debtors, creditors, and the public on matters involving chapter 13 cases.
8. Other duties as directed by the Trustee, Staff Attorneys, Chief Operations and Office Manager, Comptroller, Claims Administrator Supervisor, or the Information Systems Manager.

REQUIREMENTS INCLUDE:

1. Must not be related by affinity or consanguinity within the degree of first cousins to any Bankruptcy or District Court Judge, the Bankruptcy Administrator, any employee of the Bankruptcy Administrator, Office of the Clerk of the U.S. Bankruptcy Court, United States District Court or Office of the Chapter 13 Trustee for the Middle District of Alabama.
2. High School Diploma or equivalent a must.
3. Legal Assistant certification a plus.
4. Must exhibit by demeanor, character and personality that the applicant would be able to competently assist the Trustee in performing and discharging her statutory duties.
5. Must possess strong communication and interpersonal skills.
6. Must be proficient with all Microsoft Office products and Adobe.

7. Proficiency with the Court Management/Electronic Case Filing (CM/ECF) system and PACER is highly desirable.
8. Bankruptcy experience is a plus.
9. Performance in a paperless environment a must.
10. Data entry accuracy and proficiency, timeliness, attendance, and excellent organizational skills are a must.
11. Analytical and reasoning skills are a must.

INFORMATION FOR APPLICANTS:

Applicant must be a U.S. Citizen or eligible to work in the U.S. Only well-suited and qualified applicants will be selected for personal interviews. Those selected for interviews should be prepared to provide professional references. The selection process will be confidential and competitive. The selected applicant will be required to undergo a background check and drug testing prior to employment. Trustee Office employees are “at will” employees subject to removal at any time.

The applicant’s annual salary and benefits are part of the Trustee’s annual operating budget, which is subject to review and approval by the U.S. Bankruptcy Court and the U.S. Bankruptcy Administrator. The starting salary will be competitive but dependent upon years of specialized experience and qualifications.

In addition to salary, benefits presently include, subject to applicable participation requirements:

- Participation in a health, dental and vision plan.
- Participation in a 401K retirement savings plan.
- Sick and annual leave accrual.
- Paid Federal holidays.

CONTACT: Submit resume and cover letter to:

Chapter 13 Trustee
Middle District of Alabama
ATTN: Sabrina L. McKinney
P.O. Box 628
Montgomery, AL 36101-0628

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.