

POSITION ANNOUNCEMENT

POSITION: Legal Assistant/Case Analyst
TERM: Full time employment
LOCATION: Grand Rapids, Michigan
SALARY & BENEFITS: Commensurate with qualifications

Elizabeth Clark Chapter 13 Trustee has an immediate, full-time position for a multi-task person. Strong mathematical, accounting, and computer skills required. Associate degree or higher in legal studies, accounting, or business with a minimum grade point average of 3.6 being preferred.

Two years experience and/or internship in a legal or accounting environment is helpful. Must be self-motivated, highly organized, able to effectively prioritize, and meet deadlines. Also must have excellent verbal and written communication skills along with leadership abilities.

We provide medical, dental, vision, life insurance, and long-term disability insurance benefits. In addition, we contribute 10% at max of base salary to our pension plan. We also provide 13 holidays, and 13 days of paid time off after one year of service. May travel and assist in court.

Wage range: \$22.60/hour to \$30.20/hour (\$47,000 to \$62,800) commensurate with qualifications and experience. Deadline is May 16, 2025 to submit cover letter, resume, college transcript if applicant is a recent graduate, and five-to-ten-page writing sample (e.g. term paper) to Matt Parker at Matt@clarkch13.com.

Job Outline:

Assists Trustee and staff attorney at 341 and Court hearings; sets up new cases into the case software system; works up cases for 341 meetings and court hearings at both a pre-confirmation and post-confirmation level; enters receipts into the case administration software; drafts motions and other legal pleadings for Trustee and staff attorney and files them with court; and performs other duties to be determined.

About Us:

We are one of 200+ Chapter 13 Bankruptcy Trusteeships in the United States who handles personal and small business financial reorganization plans for the Federal Bankruptcy Court. We work with attorneys, debtors, the Bankruptcy Court, creditors and the United States Trustee system to ensure an efficient and proper application of all bankruptcy rules and laws. It is our responsibility to timely collect and disburse monies with 100% accuracy to all creditors. Our team is highly competent, experienced, and we are committed to carrying out the fiduciary responsibilities of Trustee Elizabeth Clark.