

**Office of the Chapter 13 Trustee – Marilyn O. Marshall**  
**Job Opening**

<b>Location</b>	224 S. Michigan Ave, Suite 800, Chicago, IL 60604
<b>Job title</b>	Administrative Clerk
<b>Salary</b>	Competitive salary and benefits
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• AA degree; Bachelor's degree preferred</li><li>• Must possess alpha-numerical sorting skills</li><li>• Prior clerical job experience and data entry skills helpful</li><li>• Good verbal communication skills</li></ul>

<b>Description</b>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Mail processing</li><li><input checked="" type="checkbox"/> Petition processing</li><li><input checked="" type="checkbox"/> Petition verification</li><li><input checked="" type="checkbox"/> Provide courteous, knowledgeable and efficient telephone customer service.</li><li><input checked="" type="checkbox"/> Serve as backup to the client service representative</li><li><input checked="" type="checkbox"/> Perform any other work task assigned by the Trustee or Case Analyst (Claims.)</li></ul>
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**Send cover letter, resume and salary history to:**  
[administrativeclerk@chi13.com](mailto:administrativeclerk@chi13.com)

**Posting expiration:**

The posting period for this job vacancy expires when the position is filled.