

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

**Job Opening**

**Location** Suite 800, 224 S. Michigan Ave., Chicago, IL 60604  
**Business** Financial and legal administration of consumer bankruptcy cases  
**Job title** Case Analyst

**Qualifications**

- Bachelor’s degree and Paralegal Certificate (Five years bankruptcy experience may be substituted for certificate.)
- Customer service experience a plus
- Background in claims, auditing, bankruptcy, court administration or real estate helpful

**Description**

Work as part of case analyst work group to perform the following responsibilities:

- Furnish information to debtors, their attorneys and creditors in response to inquiries on receipts and disbursements.
- Conduct meetings of debtors and creditors to review proposed repayment plans prior to confirmation by the judge.
- Assist in preparing for a bankruptcy court call, including—
  - provide support to staff attorneys
  - enter results of court call on computer docket.
- Process legal documents, including plans, motions, amendments and orders.
- Review and enter creditor claims as needed.
- Analyze confirmed cases for accuracy prior to initial disbursement to creditors.
- Assist as needed in other responsibilities as outlined by your supervisor.

As part of a small office staff, case analysts assist, as needed, in other responsibilities, including documenting procedures and peer training. Case analysts are pro-active problem solvers who take initiative to improve our service to the bankruptcy community.

**Send cover letter and resume to** Email: [caseanalyst@chi13.com](mailto:caseanalyst@chi13.com)

*Mission Statement: Through our administration of Chapter 13 cases, we assist and support the bankruptcy community, including debtors, creditors, attorneys and the judiciary. We perform the statutory duties of a bankruptcy trustee, furnish accurate and timely information; and facilitate communication. Our efforts are directed toward the successful completion of Chapter 13 plans by debtors and repayment to creditors. We are committed to providing courteous, knowledgeable and efficient service.*