

Marilyn O. Marshall  
Chapter 13 Standing Trustee  
Northern District of Illinois  
Eastern Division  
224 S Michigan Ave., Suite 800  
Chicago, Illinois 60604  
(312) 431-1300  
www.chi13.com

**Position Announcement**

Position: Staff Attorney  
Term: Full-time Employment  
Location: Chicago, Illinois  
Salary Range: Commensurate with years of Bankruptcy Experience  
Opening Date: July 31, 2018  
Closing Date: September 7, 2018

Marilyn O. Marshall, Chapter 13 Standing Trustee for the Northern District of Illinois, Eastern Division (hereinafter "Trustee"), is accepting applications from qualified individuals for employment as a staff attorney in the Trustee's office. The position is available immediately, and requires regular appearances on behalf of the Trustee for formal hearings before the United States Bankruptcy Court in Chicago, Illinois and elsewhere as may be required.

The duties of the position are comprehensive and demanding, as indicated by the attached Job Description. The staff attorney must assist the Trustee in complying with all provisions of the United States Bankruptcy Code and Federal Rules of Bankruptcy Procedure, and with the instructions of the Bankruptcy Court. The staff attorney must assist the Trustee in cooperating fully with the Clerk of the Court and the U.S. Trustee. The staff attorney must assist the Trustee in meeting the duties of a fiduciary, which require the diligent exercise of good faith and loyalty in the administration of estates in Chapter 13 cases under the Trustee's supervision.

Additionally, the staff attorney must assist the Trustee in accounting for all property received, investigating the financial affairs of debtors, examining and objecting to the allowance of proofs of claim as appropriate, opposing the discharge of debtors after confirmation of their plans as appropriate, furnishing information relating to the estates and their administration as requested by parties in interest, except as limited by the Court, and making and furnishing such reports concerning the administration of estates and final accountings as may be required by the Court and the U.S. Trustee.

The staff attorney must also appear on behalf of the Trustee at hearings before the Court, must assist the Trustee in conducting § 341 creditor meetings, and must complete such other duties as may be required by the Trustee. Those duties include, but are not limited to, reviewing and making recommendations and objections regarding Chapter 13 plans and the Debtors' attorneys' fees proposed in plans and objections to claims. The staff attorney is an "at will" employee serving at the discretion and instruction of the Trustee. Accordingly, his or her employment may be terminated "at will" by either the Trustee or the employee.

To be qualified for employment, an applicant should:

1. Possess integrity and good moral character;
2. Be able to assist the Trustee in performing her duties satisfactorily;
3. Be free of prejudices against any individual, entity, or group of individuals or entities that would interfere with unbiased performance of the staff attorney's duties in assisting the Trustee;
4. Not be related by affinity or consanguinity within the degree of first cousin to a Judge presiding in the Northern District of Illinois, the U.S. Trustee for the Northern District of Illinois, a federal judicial officer in the Northern District of Illinois, or a federal court employee in the Northern District of Illinois;
5. Not be related by affinity or consanguinity within the degree of first cousin to any active member of the panel of Chapter 7 Trustees, a Chapter 12 Trustee, or another Chapter 13 Trustee in the Northern District of Illinois;
6. When employment with the Trustee begins, not be employed by a state, county, or municipal governmental agency that appears before the Court as a creditor;
7. When employment with the Trustee begins, not be employed by the Federal government; not be employed by any other party that would present a conflict of interest with the duties of the Trustee;
8. Have the ability to assist the Trustee in providing timely and accurate reports required by the Court and the U.S. Trustee;
9. Have the following educational, professional and business qualifications:
  - (A) Be a college or university graduate;
  - (B) Be a law school graduate;
  - (C) Be a member in good standing of the Illinois State Bar;
  - (D) Be admitted to practice before the U.S. District Court for the Northern District of Illinois;
  - (E) Have at least a minimum of five years of bankruptcy experience.
10. Exhibit by demeanor, character and personality that the applicant would be able to competently assist the Trustee in performing and discharging her required duties.

The selection process will be confidential and competitive. After the Trustee has reviewed all applications, the best-suited, most qualified applicants will be interviewed in confidence. The Trustee is an Equal Opportunity Employer, and persons will be considered without regard to race, color, gender, religion or national origin. If the Trustee selects a qualified applicant, his or her employment will be subject to the completion of a detailed employment application, a credit check, and a criminal background check.

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

- Participation in a health and dental insurance plan.
- Participation in a life and disability insurance plan.
- Participation in a retirement savings plan.
- Sick, family and bereavement leave depending on years of service.
- A minimum of ten paid Federal holidays per year.
- Office parking allowance.

**Applicants should submit their cover letter, resume, salary history and a writing sample to:**

**Marilyn O. Marshall  
Chapter 13 Standing Trustee  
224 S Michigan Ave., Suite 800  
Chicago, IL 60604**

**Alternatively, this information may be emailed to [staffattorney@chi13.com](mailto:staffattorney@chi13.com).** Applications must be received no later than 3:00 p.m. CST on September 7, 2018. Applications received after that date and time may not be considered. The Trustee seeks to fill this position before October 1, 2018.

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### **Job Description**

**Job Title:** Staff Attorney

**Direct Reports:** Chapter 13 Standing Trustee and Managing Attorney

### **Key Responsibilities and Duties:**

Assisting the Trustee in conducting 341 creditor meetings; Preparing, reviewing and approving the § 341 review sheets, review petitions, schedules, attorney fee applications required documents and creditor claims; Drafting and reviewing proposed confirmation orders for the Court's consideration; Making recommendations or objections regarding plan confirmation, and attending Court for confirmation hearings and on case related matters; Filing adversary cases and presenting motions; Receiving, reviewing and responding to legal pleadings and Chapter 13 plans via CM/ECF; Drafting and reviewing Trustee pleadings such as objections to confirmation, objections to claims, motions to dismiss and motions to modify; Drafting and reviewing Trustee response letters; Receiving attorney, creditor and debtor telephone calls, correspondence and emails, and resolving issues where appropriate; Assisting the Managing Attorney in supervising the work and performance of the Legal Team; Assisting employees with legal matters concerning case administration; Serving as a resource for the Trustee on legal issues; Conducting legal research and drafting legal briefs and memoranda; Retrieving voice mail and email messages daily and responding to appropriate inquiries in a timely manner; Public speaking at seminars and Continuing Legal Education events; Responsible for other duties that may be assigned by the Trustee.

### **Job Requirements:**

Licensed attorney, who is a member of the Illinois State Bar, with knowledge, skills and experience in the application of bankruptcy law and the administration of Chapter 13 cases; Knowledge, skills and experience regarding the Bankruptcy Code and the Federal Rules of Bankruptcy Procedure for application in the bankruptcy process; Ability to extract pertinent information from petitions, court filings and orders; Ability to draft pleadings and response letters; Basic knowledge and skills in the use of information technology and in the use of personal computer software applications; Competent typing skills and the ability to draft and prepare pleadings and correspondence without assistance; Skill to accurately, courteously and professionally resolve issues for debtors, creditors, attorneys, Court personnel and U.S. Trustee personnel; A positive attitude with an emphasis on teamwork and a willingness to help others succeed in their jobs.

**Scope and Effect of Work:**

Accurate case files and court dockets ensure that the Trustee can properly administer cases and file appropriate motions and objections with the Court. Accurately drafted pleadings and response letters help to ensure that all parties receive fair treatment in an efficient manner under the Bankruptcy Law. Omissions or errors could result in the ineffective administration of cases, which could cause additional expense to the Trustee and additional time to the Debtor and the Court.

**Complexity:**

Difficult aspects include understanding bankruptcy law, proceedings and pleadings, and assisting the Trustee in conducting § 341 creditor meetings. Difficult aspects of the duties also include reviewing case files and extracting pertinent information from petitions, filings and orders.

**Work Parameters:**

Procedures are well established. However, the nature of the work requires judgment and decision making abilities. The Trustee and Managing Attorney are readily available to provide guidance. The Attorney must be available during open business hours, typically 9:00am to 5:00pm weekdays and additionally on an as need basis to complete required assignments, subject to request or scheduling by the Trustee.

**Personal Interactions:**

Frequent contact with debtors, creditors, attorneys and Court personnel. Frequent contact with all employees of the Trusteeship.

**Environmental Demands:**

Work is performed in an office and courtroom setting. It requires working with technical and light mechanical office equipment.