Legal Assistant – Chapter 13 Trustee Office

Location: Southfield, MI

Position Type: Full-Time

The Office of the Chapter 13 Trustee – Krispen S. Carroll seeks a highly skilled Legal Assistant with strong knowledge of the U.S. Bankruptcy Code to manage critical pre-confirmation processes. This position requires exceptional attention to detail, analytical ability, and professionalism in handling sensitive financial and legal information. Strong communication skills are essential.

Qualifications

- Bachelor's degree required.
- Minimum of 3 years of bankruptcy experience (Chapter 13 preferred).
- Comprehensive knowledge of Chapter 13 provisions of the U.S. Bankruptcy Code.
- Ability to interpret financial data, budgets, and legal documents.
- Strong organizational skills and ability to manage multiple deadlines.
- Excellent communication skills for frequent interaction with debtor attorneys and staff.
- Familiarity with PACER required.
- Proficient with Microsoft Outlook, Word, and other Microsoft Office products for communication and documentation.

Confidentiality Requirements

- Maintain strict confidentiality of all debtors' financial information, tax returns, and case documents.
- Adhere to ethical standards and privacy regulations governing bankruptcy proceedings.
- Exercise discretion in all communications with attorneys/staff, debtors, and court personnel.

Salary & Benefits

- Salary commensurate with experience.
- Paid health, dental, and vision insurance.
- Health Savings Account (HSA) and Flexible Spending Account (FSA) options.
- Life Insurance.
- Short and long-term disability.

- Generous paid time off.
- Paid holidays.
- Flexible scheduling – Including Hybrid work option (2 remote days per week after completion of training period).
- 401K plan with company contribution (after 1 year of employment).

Please send resume and salary requirements to: employment@det13ksc.com