

STAFF ATTORNEY POSITION

The Office of the Chapter 13 Trustee – Krispen S. Carroll has an immediate opening for a Staff Attorney.

Qualifications:

- A degree from an accredited law school and admission to the bar in the State of Michigan.
- A minimum of five years of bankruptcy experience.
- Knowledge of the US Bankruptcy Code and local rules.
- Superior oral and written communication skills, with sound judgment and the ability to work independently.
- Outstanding organizational skills and the ability to set, manage and balance multiple projects and deadlines.
- Strong information technology skills, comfortable with a paperless work environment and use of software for caseload management

Summary of Duties:

- Review petitions, pleadings, applications, plans, motions, claims and other documents for compliance with requirements of the US Bankruptcy Code and local rules.
- Draft briefs, objections, pleadings, responses, and legal memoranda.
- Analyze motions, objections, responses, and orders.
- Attend and conduct section 341 meetings of creditors.
- Represent the Trustee at confirmation hearings and other legal proceedings.
- Perform legal research.
- Be a resource to all staff on legal matters pertaining to the office.
- Monitor the work in the legal department.

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Disability insurance
- Life insurance
- 401(k)
- 401(k) match
- Paid time off
- Paid holidays
- Paid Parking

Schedule:

- Monday – Friday
- Hybrid remote with flexible scheduling (after initial training period)

Please email resume with cover letter and salary requirements to Nancy Kapitan @:

employment@det13ksc.com