

**D. SIMS CRAWFORD
CHAPTER 13 STANDING TRUSTEE
NORTHERN DISTRICT OF ALABAMA
SOUTHERN DIVISION**

P.O. Box 10848
Birmingham, Alabama 35202-0848
(205) 323-4631
(205) 252-0239
www.ch13bham.com

POSITION ANNOUNCEMENT

POSTTION: Confirmation Clerk

TERM: Full-time Employment

OPENING DATE: October 24, 2008

LOCATION: Birmingham, Alabama

CLOSING DATE: November 14, 2008

SALARY RANGE: \$28,000 – \$36,000; subject to work experience, education, salary history and other factors.

The position of Confirmation Clerk is a full-time position located in the offices of D. Sims Crawford, Chapter 13 Standing Trustee for the Northern District of Alabama, Southern Division (Birmingham, Alabama). The position prepares and submits proposed Chapter 13 confirmation orders to the U.S. Bankruptcy Court, and assists the Trustee in administering Chapter 13 bankruptcy cases assigned to his office by the Court.

Representative Duties

The position reviews Chapter 13 plans and amended plans filed by debtors, bench sheets, court orders, and other documentation. The position prepares confirmation orders and amended confirmation orders for submission to the Bankruptcy Court for approval. Confirmation orders and amended confirmation orders include financial provisions such as plan payments, claim treatment, mortgage payments, child support payments, adequate protection payments, fixed payments and attorney fees.

The position requires the ability to send, receive, and organize orders and other documents via email. The position requires the ability to review all documents that result in the Court's entry of a confirmation order. The position requires basic knowledge and skills in data entry, information technology, the use of personal computer software applications, and competency using a 10-key adding machine.

Information for Applicants

Candidates must be responsible, tactful, possess good judgment and initiative, be able to work harmoniously with others in a team-oriented work environment, and be able to communicate effectively, both orally and in writing. The selected applicant will be subject to a one-year introductory (probationary) period of employment and will be subject to "AT WILL" employment thereafter.

A knowledge/skills/abilities assessment may be required of applicants considered for personal interviews. Due to the fiduciary nature of the Trustee's duties, the applicant selected for hire will be required to complete an employment application, as well as a satisfactory criminal background and credit check.

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

Benefits

Employees of D. Sims Crawford, Chapter 13 Standing Trustee are presently provided benefits including:

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

Application

Applicants should submit a detailed resume and salary history to:

D. Sims Crawford
Chapter 13 Standing Trustee
Attn: Janet Snyder
P. O. Box 10848
Birmingham, AL 35202-0848

You may also email the requested information to jsnyder@ch13bham.com or FAX it to (205) 252-0239. Resumes must be received no later than close of business November 14, 2008 to be considered. The trustee will screen all resumes and will identify any well-suited applicants. Only the best-suited applicants may be invited for personal interviews. Relocation expense and interview expense reimbursements are not available.

D. SIMS CRAWFORD, CHAPTER 13 STANDING TRUSTEE
IS AN EQUAL OPPORTUNITY EMPLOYER

**D. Sims Crawford
Chapter 13 Standing Trustee
Northern District of Alabama
Southern Division**

Job Description

Job Title: Confirmation Clerk

Direct Report: Case Management Supervisor

Key Responsibilities and Duties:

Review Chapter 13 plans and amended plans filed by debtors, bench sheets, court orders, and other documentation. Prepare confirmation orders and amended confirmation orders for submission to the Bankruptcy Court for approval, with financial provisions such as plan payments, claim treatment, mortgage payments, child support payments, adequate protection payments, fixed payments and attorney fees. Retrieve voice mail and email messages at least twice per day, and respond to appropriate inquiries. Responsible for other duties that may be assigned by the Supervisor or the Trustee.

Job Requirements:

Knowledge and skills in the applicable rules for standard and special notices used in the bankruptcy process. Ability to extract pertinent information from Chapter 13 petitions, plans, pleadings and orders. Ability to prepare and electronically submit confirmation orders and amended confirmation orders to the Court. Basic knowledge and skills in the use of information technology and personal computer software applications. Ability to prepare correspondence for distribution outside of the Trusteeship. A positive attitude with an emphasis on teamwork and on promoting harmony within the work environment.

Scope and Effect of Work:

Accurate case records and timely data input ensure that confirmation orders are submitted in an accurate and timely manner. Timely and properly prepared confirmation orders ensure that Chapter 13 cases are administered in an accurate and efficient manner. Omissions or errors could result in inaccurate administration of Chapter 13 plans. These omissions or errors could result in unnecessary work and added expenses to the Trustee, the Court and others.

Complexity:

Difficult aspects of the duties include reviewing bench sheets, and extracting pertinent information from Chapter 13 petitions, plans, pleadings and orders. Other complex duties include the timely and proper submission of confirmation orders and amended confirmation orders to the court for consideration.

Work Parameters:

Procedures are to be well established, repetitive, and the supervisor is readily available. Work scheduling is based upon an 8-hour work day, and is left primarily to the employee on the basis of completion of tasks in a timely and accurate manner.

Personal Interactions:

Frequent contact with employees of the U.S. Bankruptcy Clerk, debtor attorneys and creditor attorneys. Frequent contact with all employees of the Trusteeship.

Environmental Demands:

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

Signature of Employee_____

Date_____

Signature of Trustee_____

Date_____