

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: Staff Attorney

TERM: Full-time Employment

LOCATION: Birmingham, Alabama

SALARY RANGE: \$51,200 – \$71,900

OPENING DATE: December 12, 2008

CLOSING DATE: December 29, 2008

D. Sims Crawford, Chapter 13 Standing Trustee for the Northern District of Alabama, Southern 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 Birmingham, Alabama 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 (hereinafter "Court"). The staff attorney must assist the Trustee in cooperating fully with the Clerk of the Court and the U. S. Bankruptcy Administrator. 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, the U.S. Bankruptcy Administrator, and the Administrative Office of the U.S. Courts.

Further, the staff attorney must assist the Trustee in managing the office, the property and the financial accounts of the Trusteeship, as well as the personnel employed by the Trusteeship. 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. 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 his duties satisfactorily;
3. Be free of prejudices against any individual, entity, or group of individuals or entities which 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 Alabama, the U.S. Bankruptcy Administrator for the Northern District of Alabama, a federal judicial officer in the Northern District of Alabama, or a federal court employee in the Northern District of Alabama;
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 Alabama;
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;
8. Have the ability to assist the Trustee in providing timely and accurate reports required by the Court, the U.S. Bankruptcy Administrator and the Administrative Office of the U.S. Courts;
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 Alabama State Bar;
 - (D) Be admitted to practice before the U.S. District Court for the Northern District of Alabama;
 - (E) Have at least 5 years experience in the practice of law;
 - (F) Have at least 3 years experience in the practice of bankruptcy law;
10. Exhibit by demeanor, character and personality that the applicant would be able to competently assist the Trustee in performing and discharging his required duties.

The selection process will be confidential and competitive. After the Trustee or his designee 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.

The staff attorney's annual salary and benefits are part of the Trustee's annual operating budget, which is subject to review and approval by the Court and the U.S. Bankruptcy Administrator. The approved salary range for the Trustee's staff attorney is currently \$51,200 to \$71,900. In addition to this salary range, 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.

Applicants should submit their cover letter, resume, and salary history to:

D. Sims Crawford
Chapter 13 Standing Trustee
505 20th Street North, Suite 1550
Birmingham, AL 35203
ATTN: Charles E. King, Asst. Trustee

Alternatively, this information may be emailed to cking@ch13bham.com. Applications must be received no later than **5:00 p.m. CST on December 29, 2008**. Applications received after that date and time may not be considered. The Trustee seeks to fill this position in early January 2009.

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CHARLES E. KING
ASSISTANT TRUSTEE

Job Description

Job Title: Staff Attorney

Direct Reports: Chapter 13 Standing Trustee and Assistant Trustee

Key Responsibilities and Duties:

Assisting the Trustee in conducting 341 creditor meetings; Preparing, reviewing and approving the § 341 bench sheets and attorney fee recommendations for submission to the Court; Drafting and reviewing proposed confirmation orders for the Court's consideration; Making recommendations or objections regarding plan confirmation and attorney fees, and attending Court dockets; 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 or motions to modify; Drafting and reviewing Trustee response letters; Receiving attorney, creditor and debtor telephone calls, correspondence and emails, and resolving issues where appropriate; Participating with the opening and distribution of the daily mail, and the distribution of daily CM/ECF emails; Helping the Assistant Trustee in supervising the work and performance of the Legal Team; Serving as backup to the Trustee and the Assistant Trustee in the management of operations and office personnel; 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 Alabama 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 and courteously resolve issues for debtors, creditors, attorneys, Court personnel and Bankruptcy Administrator personnel; Skill in supervising personnel and in managing office operations; 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 Assistant Trustee are readily available to provide guidance. Work scheduling during normal business hours is primarily the employee's responsibility on the basis of completion of tasks in a timely and accurate manner, subject to additional request or scheduling by the Trustee.

Personal Interactions:

Frequent contact with debtors, creditors, attorneys and Court personnel. Frequent contacts 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.