

**STAFF ATTORNEY POSITION AVAILABLE FOR THE
CHAPTER 13 TRUSTEE IN THE NORTHERN DISTRICT OF
ALABAMA, SOUTHERN DIVISION**

EFFECTIVE DATE: Now accepting applications

DEADLINE TO APPLY: May 02, 2025

The Standing Chapter 13 Trustee for the Northern District of Alabama, Southern Division is accepting applications from qualified individuals for full-time employment as a staff attorney in the Trustee's office. The staff attorney works under the direction of the Chapter 13 Trustee and the Senior Staff Attorney. The position requires regular appearances on behalf of the Trustee for formal hearings before the United States Bankruptcy Court for the Northern District of Alabama, Southern Division in Birmingham, Alabama and wherever may be required.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

1. Assists in preparing and conducting the first meetings of creditors (§341).
2. Represents the Trustee at confirmation hearings, motion dockets and other legal proceedings.
3. Reviews petitions, pleadings, statements, applications, plans, motions and other documents for legal sufficiency and initiate and/or recommend appropriate strategy to the Trustee.
4. Reviews all outgoing motions and pleadings. Files objections to plans, motions, and applications as necessary.
5. Performs legal research and prepare briefs, responses, and legal memoranda for the Trustee.
6. Provides technical assistance and promptly responds to inquiries of attorneys, debtors, creditors, court employees, and the public on matters involving Chapter 13 cases.
7. Attends seminars as requested and speak or write for seminars, as needed.
8. Corresponds, communicates and cooperatively work with debtors, debtors' attorneys, creditor's attorneys, Judge's chambers, court personnel, and Trusteeship staff.

The staff attorney shall assist the Trustee in complying with all provisions of the United States Bankruptcy Code and Federal Rules of Bankruptcy Procedure.

REQUIREMENTS INCLUDE:

1. Must not be related by affinity or consanguinity within the degree of first cousins to any Bankruptcy or District Court Judge, any employee of the Bankruptcy Administrator, Office of the Clerk of the U.S. Bankruptcy

Court, or Office of the Chapter 13 Trustee for the Northern District of Alabama.

2. Must possess a Juris Doctor degree.
3. Must be an attorney in good standing of each bar in which the applicant is a member and be a member in good standing of the Alabama State Bar.
4. Must be admitted to practice law in the Northern District of Alabama.
5. Must have superior analytical, research and writing skills and be proficient in computer assisted research.
6. Must be free of prejudices against any individual, entity, or group of individuals which would interfere with the unbiased performance of the staff attorney's duties in assisting the Trustee.
7. Must exhibit by demeanor, character and personality that the applicant would be able to competently assist the Trustee in performing and discharging his required duties as well as functioning in a collaborative office setting.
8. Must possess strong communication and interpersonal skills.
9. Three (3) years of bankruptcy experience is preferred.
10. Performance in a paperless environment is preferred.

INFORMATION FOR APPLICANTS:

Applicant must be a United States citizen or legally eligible to work long term in the United States. Only well-suited and qualified applicants will be selected for personal interviews. Those selected for interviews should be prepared to provide a self-edited writing sample and three (3) professional references. The selection process will be confidential and competitive. The selected applicant may be subject to a background/credit check prior to employment. Trustee Office employees are "at will" employees subject to removal at any time.

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 U.S. Bankruptcy Court and the U.S. Bankruptcy Administrator. The starting salary will be within a designated range of \$91,563.00 - \$141,927.00 and dependent upon the applicant's specialized experiences and qualifications.

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

- a. Participation in a health, dental and vision plan.
- b. Paid Parking
- c. Participation in a pension plan.
- d. Sick and annual leave.
- e. Paid Federal holidays.

CONTACT: Submit resume, cover letter, writing sample and three-year salary history to:

Chapter 13 Standing Trustee
For the Northern District of Alabama,
Southern Division
ATTN: Bradford W. Caraway
PO Box 10848
Birmingham, AL 35202

Or via email to: ch13Apply@ch13bham.com

Equal Employment Opportunity

The Chapter 13 Trustee's Office is committed to prohibiting discrimination in employment based on race, color, creed, sex, sexual orientation, gender identity or expression, pregnancy, age, religion, ancestry, national origin, marital status, citizenship, genetic information, disability including those related to pregnancy or childbirth and any other protected class as established by law. This Equal Employment Opportunity policy is designed to ensure equal treatment for all employees, including in hiring or any decision affecting job status or pay. All employees, including supervisors and managers, are responsible for adhering to this policy.