

POSITION ANNOUNCEMENT

POSITION: Chapter 13 Staff Attorney
TERM: Full-time employment
LOCATION: Grand Rapids, Michigan
SALARY & BENEFITS: Commensurate with qualifications

Brett N Rodgers, Standing Chapter 13 Trustee for the Western District of Michigan, Region 9, is accepting applications from qualified individuals for employee as a Staff Attorney. The staff attorney assists the Trustee in complying with all provisions of the United States Bankruptcy Code and Federal Rules of Bankruptcy Procedure and the instructions of the Bankruptcy Court (hereinafter "Court"). The staff attorney assists in meeting fiduciary duties which require the diligent exercise of good faith and loyalty in the administration of estates in Chapter 13 cases.

Primary Duties and Responsibilities:

1. Acts as the Trustee's representative at Chapter 13 hearings and/or 341 meetings should the Trustee have a conflict and not be able to attend the 341 meetings
2. Serves as Trustee liaison between the various bankruptcy clerks, judges, and law clerks of the district
3. In consultation with Trustee and chief staff attorney, handles special litigation, including but not limited to motions to avoid transfers, appeals, objections to discharge and bad faith filings.
4. Reviews and approves or objects to applications/orders to sell property, incur debt, and hardship discharge
5. Investigates the financial affairs of debtors including review of debtor's tax returns and liquidation analyses
6. Coordinates all Court dockets
7. Drafts pleadings and prepares responses to pleadings on behalf of the Trustee
8. Works with staff to ensure compliance with Trustee Handbook, Bankruptcy Code, and Local Rules
9. Works closely with the trustee and staff in drafting legal pleadings, letters, memorandums, and other legal correspondence
10. Helps resolve disputes between debtors, debtor attorneys, and creditors
11. Acts as a verbal liaison to/from the staff and Trustee for case administration
12. Reviews Chapter 13 business case reports, questionnaires, and other business case documents when necessary
13. Answers and responds to difficult debtor, debtor attorney, and creditor inquiries
14. Confers with Trustee on needed issues and situations centered on all phases of case administration
15. Serves as a legal resource to the staff for all phases of Chapter 13 case administration which require legal knowledge, expertise, and authority

16. Be responsible for the externship program including recruiting, interviewing, selecting, assigning tasks, evaluating students, and drafting letters of recommendation
17. Speaks upon invitation at any forum on the subject of bankruptcy in general or Chapter 13, in particular
18. Approved to teach financial management classes (debtor education) to debtors, as needed
19. Other duties as assigned

The Staff Attorney is an “AT WILL” employee serving at the discretion and instruction of the Trustee.

Job Requirements:

1. Qualifications for membership in good standing with the Michigan State Bar
2. Qualifications for admission to practice in the United States District and Bankruptcy Court for the Western District of Michigan
3. Preferably at least three years of continuous bankruptcy experience
4. Knowledge of the Bankruptcy Code, Federal Rules of Civil Procedure, case law and the Local Rules for the United States Bankruptcy Court, and Western District of Michigan Code of Laws.
5. Familiarity with the general operational procedures of the US Bankruptcy Clerk’s Office of the Western District of Michigan
6. Sufficient computer skills to effectively utilize the Chapter 13 case management software, Microsoft Office software, Pacer, and CM/ECF applications.
7. Interpersonal and communication skills necessary to work productively with all levels of staff within the office, US Bankruptcy Clerk’s Office, and attorneys representing debtors and creditors.
8. Analytical ability and mathematical aptitude necessary to perform inter-office financial transactions required for administration of Chapter 13 cases.
9. Sufficient account and/or business management experience to negotiate financial issues.
10. Ability to extract pertinent information from petitions, court filings, and orders.
11. Ability to draft pleadings, briefs, and response letters.
12. Ability to work under deadlines.
13. Ability to prioritize demand on time.
14. Ability to travel to attend 341 meetings, hearings, and seminars.
15. Positive attitude with an emphasis on teamwork and willingness to help others succeed in their positions.

The Trustee is an Equal Opportunity Employer. All applications will be considered without regard to race, color, gender, religion, or national origin. All applicants are subject to credit and criminal background checks.

Only e-mailed resumes will be accepted. E-mail resumes, writing samples and transcript (for new graduates) to: lynh@rodgersch13.com with the subject heading “Staff Attorney Position”. Resumes must be received by 5:00 p.m. on Dec 15, 2020. Resume received after that date and time may not be considered.