

POSITION ANNOUNCEMENT – STAFF ATTORNEY

EFFECTIVE DATE: March 2023
DEADLINE TO APPLY: February 15, 2023

The Standing Chapter 13 Trustee for the Western District of Virginia is accepting applications from qualified individuals for full-time employment as staff attorney in the Trustee's office. The staff attorney works under the direction of the Chapter 13 Trustee. The position requires regular appearance on behalf of the Trustee for formal hearings before the United States Bankruptcy Court for the Western District of Virginia, and elsewhere as may be required.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

1. Attend and conduct first meetings of creditors.
2. Represent the Trustee at confirmation hearings and other legal proceedings.
3. Review petitions, pleadings, statements, applications, plans, motions, claims and other documents for legal sufficiency and initiate and/or recommend appropriate strategy to the Trustee.
4. Perform legal research and prepares briefs, pleadings, responses, and legal memoranda for the Trustee.
5. Provide technical assistance and respond to inquiries of attorneys, debtors, creditors, court employees, and the public on matters involving chapter 13 cases.
6. Supervise and review work product of Trustee staff.
7. The duties of the position are comprehensive and demanding.

The staff attorney must assist the Trustee in complying with all provisions of the United States Bankruptcy Code and Federal Rules of Bankruptcy Procedure. Intra- district travel will be required; however, it is anticipated that overnight travel, other than for training purposes, will be infrequent.

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 Office of the United States Trustee, or the Clerk of the U.S. Bankruptcy Court, or Office of the Chapter 13 Trustee for the Western District of Virginia
2. Must possess a Juris Doctor.
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 Virginia State Bar.
4. Must be admitted to practice law in the Western District of Virginia.
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 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 her required duties.
8. Must possess strong communication and interpersonal skills.
9. Must be proficient with all Microsoft Office products, Adobe and Westlaw or FastCase
10. Proficiency with the Court Management/Electronic Case Filing (CM/ECF) system and PACER is highly desirable.
11. Bankruptcy experience is preferable.
12. Performance in a paperless environment is a must.

INFORMATION FOR APPLICANTS:

Applicant must be a U.S. Citizen or eligible to work in the U.S. 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 professional references. The selection process will be confidential and competitive. The selected applicant will be required to undergo a background check prior to employment. Trustee Office employees are "at will" employees.

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. Trustee. The starting salary will be dependent upon years of specialized experience and qualifications.

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

- Participation in a health, dental and vision plan.
- Participation in a 401K retirement savings plan.
- Sick and annual leave accrual.
- Paid Federal holidays.

CONTACT: Submit a detailed resume, cover letter, writing sample, references, and salary requirements to:

Chapter 13 Trustee
Western District of Virginia
ATTN: Angela M. Scolforo
P.O. Box 2103
Charlottesville, VA 22902

Or via email to:
Ch13staff@cvillech13.net

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.