

POSITION ANNOUNCEMENT – CLAIMS ADMINISTRATOR

EFFECTIVE DATE: MARCH 2, 2020

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

Retrieve and process claims electronically filed with the United States Bankruptcy Court.

Prepare and maintain the Trustee Office claims register.

Review claims documentation to verify lien perfection, such as title perfection, mortgage and judgment recordation, etc.

Review claims documentation regarding statute of limitations issues.

Retrieve, process, and follow up on electronic orders, notices of hearing on Trustee's objections to claim, objections to claims filed by debtors, and notices of transferred claims.

Analyze and modify case plan percentages, feasibility, and plan payments.

Process and administer Court Orders for all motions filed relating to proofs of claim.

Prepare correspondence regarding claims to attorneys, creditors, debtors and the Clerk of Court.

Maintain computerized tickle system.

Handle inquiries and matters relating to claims administrator-assigned case numbers.

Promptly and professionally answers telephone inquiries from attorneys, creditors, and debtors.

Perform various claim audit duties.

Other duties as directed by the Trustee, the Assistant Trustee, the Comptroller, or the Staff Attorneys.

REQUIREMENTS INCLUDE:

High School Diploma or equivalent a must, additional education is a plus.

Proficient in Microsoft products such as, but not limited to, Word, Outlook, and Excel.

Proficiency with the Court Management/Electronic Case Filing (CM/ECF) system and PACER is highly desirable.

Bankruptcy work experience is a plus.

Proficiency with Adobe.

Scanner operation and performance in a paperless environment a must.

Proficient data entry skills.

Data entry accuracy and timeliness is a must.

Excellent organizational skills are a must.

Excellent attendance is a must.
Analytical and reasoning skills are a must.

CONTACT: Submit resume to: Chapter 13 Trustee
For the Middle District of Alabama
P.O. Box 173
Montgomery, AL 36101-0173

Or e-mail resume to: peekb@ch13mdal.org

Equal Employment Opportunity

The Chapter 13 Trustee's Office is committed to prohibiting discrimination in employment on the basis of race, color, creed, sex, sexual orientation, pregnancy, age, religion, ancestry, national origin, 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.