NANCY SPENCER GRIGSBY
STANDING CHAPTER 13 TRUSTEE
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Bowie, Maryland 20718
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VACANCY ANNOUNCEMENT
STAFF ATTORNEY

Opening Date: August 11, 2014
Closing Date: September 2, 2014

FY 2015 Salary Range: [depending upon qualifications]

AT 1 (under 3 years relevant experience)	$ 84,510 to $101,231
AT 2 (3 to 8 years relevant experience)	$ 92,805 to $119,793
AT 3 (over 8 years relevant experience)	$111,263 to $130,351

The Office of Nancy Spencer Grigsby, Chapter 13 Trustee, has an opening for a Staff Attorney. A Staff Attorney will possess excellent knowledge of the bankruptcy process, specifically in Chapter 13 cases. As a member of the Trustee's legal team, the Staff Attorney works under the direction of, and reports directly to, the Chapter 13 Trustee.

PRIMARY DUTIES & RESPONSIBILITIES:

- Assists in the preparation of case files for 341 meetings and court hearings. This includes reviewing and analyzing legal documents filed in the case, and preparing hearing notes.

- Conducts 341 meetings of creditors on behalf of the Trustee

- Reviews pleadings and drafts responsive pleadings or makes recommendations with respect to information obtained at 341 hearings and confirmation hearings, such as objections to confirmations, objections to exemptions, motions to dismiss and adversary proceedings

- Reviews and analyzes post-confirmation matters affecting the outcome of the case or property of the estate, and makes recommendations to the Trustee regarding resolution. This includes drafting motions and responsive pleadings

- Represents the Trustee in court hearings related to confirmation or any other matters regarding property disputes, funding, claims or other miscellaneous issues

- Must possess and demonstrate excellent oral and written communication skills in order to communicate effectively with stakeholders, such as attorneys for debtors or creditors, Pro se debtors and court staff as to the status of pending matters and upcoming court hearings

- Acts as an advisor to the Trustee in setting policies regarding management of chapter 13 cases as it pertains to outcomes affecting creditors and parties in interest

- Performs legal research using Westlaw and other electronic databases, as requested by the Trustee.

- Assists the Trustee with other case related work, as needed.

JOB QUALIFICATIONS:

- Must have a Juris Doctor from an accredited school of law, be licensed to practice law in the State of Maryland and admitted to practice before the Federal Bar for the District Court. Three to five years previous bankruptcy experience required.

- Demonstrated knowledge, skills and abilities in the use of computer applications, such as Microsoft Suite 2010 and bankruptcy case filing software. Must have ability to learn new software applications quickly in order to utilize Trustee accounting software and CM/ECF.

- Excellent knowledge of legal terminology, concentrating in bankruptcy, as well as the ability to interpret and apply legal principals and concepts to a particular set of facts and/or circumstances and identify factual or legal issues; must be able to analyze and understand legal documents.

- Knowledge of principals, concepts and methods of legal research

- Demonstrated skill in attending to detail, particularly in reviewing numeric entries, and comparing legal documents is essential.

- Demonstrated ability to work independently in a fast-paced environment and to communicate effectively, both orally and in writing, with the Trustee, attorneys, paralegals and office staff regarding case matters. Attorneys who have demonstrated the ability to perform well in volume practices preferred.

- Excellent oral and written communication skills

- Ability to set priorities, exercise sound judgment, discretion and confidentiality in completing daily work

   Forward a resume, salary history and references via email to ngrigsby@ch13md.com.

Generous benefits include medical, life and short term disability insurance, 401K retirement plan

EQUAL OPPORTUNITY EMPLOYER