

Job Description – Bankruptcy Assistant

Summary

The Bankruptcy Assistant is responsible for the preparation of correspondence and legal documents and interacting with third parties on a daily basis. Hours for this position are 9:00 a.m. to 5:00 p.m., Monday through Friday. This position reports directly to the Collection Department Operations Manager and is a non-exempt position.

Qualifications:

- A 4-year degree
- Paralegal Certification and bankruptcy experience, preferred
- Detail-oriented
- Team player with ability to work independently, prioritize and multi-task
- Strong organizational skills
- Excellent written communication skills
- Able to work in a fast-paced environment with challenging tasks and daily deadlines
- Must be able to type >50 wpm with >90% accuracy

Essential Functions

- Follows up and checks on the status of bankruptcy cases
- Dockets relevant information and future follow-up dates
- Bills clients as needed
- Sorts and opens mail relative to bankruptcy matters
- Notifies clients of new bankruptcy filings and dismissal/discharges
- Responds to bankruptcy related emails from clients
- Scans and profiles correspondence sent to clients in electronic filing system and e-mails correspondence to clients
- Performs bankruptcy searches on various databases and docket results
- Assists with filing proof of claims and various bankruptcy motions
- Requests ledgers from clients and reviews for compliance with payment plans
- Process payments from Trustees
- Any other duties as necessary or required

Competencies:

- General computer skills with a high comfort level with various software
- Ability to learn specialized software of the firm
- Must be able to type >50 wpm with >90% accuracy
- Strong organizational skills with an ability to multi-task
- Excellent communication skills, both verbal and written
- Excels working in a team environment
- Attention to details
- Ability to focus on tasks at hand despite hectic environment
- During lapses of work, actively looks for ways to assist co-workers

Personal Characteristics:

- Enthusiastic and outgoing with a positive attitude
- Good-natured and a cooperative attitude
- Responsible and reliable
- Honest and ethical

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.



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