

## **CAREER OPPORTUNITY – CHAPTER 13 TRUSTEE STAFF ATTORNEY**

Julie Philippi, Standing Chapter 13 Trustee for the Buffalo Division of the Western District of New York, is accepting resumes for a Staff Attorney. The ideal candidate must demonstrate strong attention to detail, the ability to work independently within a collaborative team environment, and a professional demeanor. This position is critical to supporting the Trustee in the administration and oversight of Chapter 13 bankruptcy cases in accordance with applicable laws, rules, and procedures.

### **CORE RESPONSIBILITIES:**

- Serve as legal counsel for the Trustee for all Chapter 13 cases administered by the office
- Conduct Meetings of Creditors and represent the Trustee at hearings before the court
- Detailed review of all filed petitions, schedules, statements, case pleadings, and supporting documents in preparation for meetings of creditors
- Prepare legal documents such as orders, motions, and objections using sound legal judgment
- Assess cases for eligibility and compliance with the Bankruptcy Code
- Examine claims to determine if objections should be filed
- Review claims prior to recommendation of plan confirmation
- Timely review, make legal determinations, and file supplemental pleadings as required
- Communicate with the court, debtors, debtors' attorneys, creditors, and creditors' attorneys regarding case information
- Review cases for post-confirmation motions as necessary
- Research legal issues and prepare legal opinions, memoranda, and correspondence
- Develop and maintain expertise about laws, regulations, local rules, and court decisions affecting bankruptcy issues
- Represent the Trustee in appeals as necessary
- Other duties as assigned

### **REQUIREMENTS:**

- Juris Doctor from an ABA accredited law school
- Admittance as a lawyer in good standing in the State of New York and the United States District Court for the Western District of New York
- Excellent communication, research, and analytical skills

- Ability to analyze complex legal issues, identify relevant facts, and apply h law in an appropriate and professional manner in court
- Strong attention to detail, self-motivation, excellent organization and time management skills, and the ability to work under pressure and meet deadlines
- Most be able to maintain confidentiality
- Proficiency and ability to effectively utilize technology including Microsoft 365 applications and Lexis
- Bankruptcy knowledge and experience is preferred, but not required

**COMPENSATION & BENEFITS:**

- The Staff Attorney position is salaried.
- Compensation is competitive, but dependent on qualifications and experience.
- Health, dental, and vision insurance
- AFLAC cancer policy
- Participation in a 401k plan
- Possibility of hybrid remote work after one year
- Flexible hours
- Generous PTO policy
- Paid holidays

The Chapter 13 Trustee is an equal opportunity employer. The office maintains a policy of nondiscrimination with all employees and applicants for employment.

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

All applicants are subject to credit and criminal background checks.

**Qualified candidates should submit their cover letter and resume with salary requirements to [office@buffalo13.com](mailto:office@buffalo13.com).**