
Job Description: Bankruptcy Paralegal

Chapter 7 Department

Supervisor: Unit Manager

Revised: 01/15/05

Status: FTE

Approved:

FLSA: Non-Exempt

Position Summary: This position is responsible for handling Chapter 7 bankruptcy accounts by determining whether debtor desires to reaffirm the debt, redeem the secured merchandise, or surrender for the purpose of liquidation.

Essential Duties & Responsibilities

Contact debtor's counsel at the outset of Chapter 7 filing to determine the intentions of the debtor as to the collateral.

Discusses with the debtors the details of the money owed to the client and report any discrepancies to management to relay to client

Maintains minimum goal standards

Participates in departmental staff meetings and on-going training exercises

Assists with all other duties and related special projects, as assigned

Clear, concise, and professional communication with all debtors or attorneys

Follows-up on accounts in queue to ensure payment arrangements are maintained

Report any discrepancies regarding an account to management.

Accountability

Must be detailed oriented, possess strong organizational and interpersonal skills, self-motivated, goal oriented and work well under pressure. Responsible for meeting established financial and production goals set forth by management.

Qualification/Requirements

Education Requirement: High School / GED diploma

Related Experience: 1 year of previous bankruptcy experience desired

Computer Equipment and Software Requirements: Working knowledge of Microsoft Office and Internet software.

Disclaimer & Acknowledgment

This job description is intended to indicate the kinds of responsibilities and levels of difficulty required of the employee(s) in this position and in no way states or implies that these are the only duties to be performed by the employee(s) in this position, nor does it restrict management's right to assign or direct responsibilities to this position at any time.

All duties and responsibilities are essential job functions and requirements and are subject to possible modification at any time due to reasonable accommodation or other reasons. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.