

## CAREER OPPORTUNITY

**The Office of Nancy J. Whaley, Standing Chapter 13 Trustee, located in downtown Atlanta, GA, is accepting resumes for a Customer Service/Case Setup Specialist.**

Nancy J. Whaley, Standing Chapter 13 Trustee is responsible for administering Chapter 13 Bankruptcy cases in the Northern District of Georgia in the Atlanta and Gainesville divisions. The Customer Service/Case Setup Specialist is a full-time, hourly position and reports to the Finance Supervisor.

### *CORE RESPONSIBILITIES:*

- Initial point of contact for all incoming calls and visitors to the office
- Operate a multi-line telephone console assisting debtors, creditors, employers, attorneys and other parties with a wide range of questions while exhibiting a positive demeanor
- Accurate data entry of Debtor case information into proprietary software
- Review and analyze various reports
- Various general clerical duties

### *REQUIREMENTS:*

Bachelor's Degree and/or Paralegal Certificate strongly preferred but may consider applicable work experience in lieu of a college degree. High School diploma required

Comprehend legal and specialized bankruptcy terminology

Exceptional communication and interpersonal skills

Creative problem-solving skills, natural curiosity and critical thinking

Outstanding organizational skills and meticulous attention to detail

Ability to prioritize assignments

Able to work both independently and in a team environment

Proficient with MS Word and Excel

Ability to learn proprietary software and how bankruptcy cases are administered

Please submit resumes to [info@njwtrustee.com](mailto:info@njwtrustee.com)