

# NANCY J. WHALEY

Standing Chapter 13 Trustee

*Northern District of Georgia*

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LISA O'REE  
DIRECTOR OF OPERATIONS

RACHEL WALLER  
ACCOUNTING & FINANCE  
MANAGER

Are you looking for a dynamic opportunity in Information Technology? If you are then we have the career for you. We are seeking an IT Professional to join our team. Do you have what it takes?

The Office of Nancy J. Whaley, Standing Chapter 13 Trustee, is accepting resumes for an IT Systems & Support Specialist who will provide technical assistance and support to the Trustee and 35+ end users.

## Core Responsibilities:

- Develop reports/queries from our database using SQL/Excel/Crystal Reports
- Monitor and resolve help desk tickets
- Deploy hardware and software
- Other duties as needed

## Required Skills:

- A+ Certification and/or college degree in Information Technology or related field
- Proficiency in SQL script writing, Excel and Crystal Reports
- Strong interactive personality that enjoys working with and helping people
- Strong organizational skills
- Strong work ethic and integrity
- Desire to stay on the cutting edge of technology
- Able to develop and manage vendors
- **\*\*\*Someone with Chapter 13 Bankruptcy experience that has computer knowledge and has an interest in software programing could be a successful candidate\*\*\***

\*Pay based on experience. Generous benefits package. Located in downtown Atlanta – MARTA accessible.

Resumes should be submitted to [info@njwtrustee.com](mailto:info@njwtrustee.com)

*Nancy J. Whaley, Standing Chapter 13 Trustee provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.*