**POSITION ANNOUNCEMENT**

**Staff Attorney for Chapter 13 Standing Trustee**

**Eastern District of Virginia**

**Richmond Division**

**DEADLINE TO APPLY: April 21, 2023**

Suzanne E. Wade, Chapter 13 Trustee for the Eastern District of Virginia, is accepting applications from qualified individuals for full-time employment as staff attorney in the Trustee’s office. The staff attorney works under the direction of the Chapter 13 Trustee. The position requires regular appearances on behalf of the Trustee for hearings before the United States Bankruptcy Court for the Eastern District of Virginia, and elsewhere as may be required.

**OFFICE LOCATION:**

Richmond, VA

**CORE RESPONSIBILITIES:**

1. Serve as Legal Counsel for the Trustee for all Chapter 13 proceedings in the United States Bankruptcy Court for the Eastern District of Virginia and other Courts as required
2. Assist the Trustee in complying with all provisions of the United States Bankruptcy Code and Federal Rules of Bankruptcy Procedure.
3. Attend and represents the Trustee at all hearings before the Court.
4. Prepare for, attend, and conduct first meeting of creditors.
5. Review petitions, pleadings, statements, applications, plans, motions, claims and other documents for legal sufficiency and initiate and/or recommend appropriate strategy to the Trustee.
6. Perform legal research and prepare briefs, pleadings, responses, and legal memoranda for the Trustee.
7. Provide technical assistance and respond to inquiries of attorneys, debtors, creditors, court employees, and the public on matters involving chapter 13 cases.
8. Supervise and review work product of Trustee staff.
9. The duties of the position are comprehensive and demanding.

**REQUIREMENTS INCLUDE:**

1. Law Degree is required
2. Admittance as a lawyer and in good standing with the State Bar of Virginia and the United States District Court for the Eastern District of Virginia.
3. Not be related to a Judge presiding in the Eastern District of Virginia or any member of the U.S. Trustee’s office operating in the Eastern District of Virginia or to any other Chapter 13 Trustee in the Eastern District of Virginia;
4. Must have superior analytical, research and writing skills and be proficient in computer assisted research.
5. Must be free of prejudices against any individual, entity, or group of individuals which would interfere with unbiased performance of the staff attorney’s duties in assisting the Trustee.
6. Must exhibit by demeanor, character, and personality that the applicant would be able to competently assist the Trustee in performing and discharging her required duties.
7. Must possess strong communication and interpersonal skills.
8. Proficient in Microsoft Word and Excel, proficiency with the Court Management/Electronic Case Filing (CM/ECF) system and PACER is highly desirable.
9. Bankruptcy experience is preferable.

**INFORMATION FOR APPLICANTS:**

Applicant must be a U.S. Citizen or eligible to work in the U.S. Only well-suited and qualified applicants will be selected for personal interviews. Those selected for interviews should be prepared to provide professional references. The selection process will be confidential and competitive. The selected applicant will be required to undergo a background check prior to employment. Trustee Office employees are “at will” employees.

The staff attorney’s annual salary and benefits are part of the Trustee’s annual operating budget, which is subject to review and approval by the U.S. Trustee. The starting salary will be dependent upon years of specialized experience and qualifications.

Equal Opportunity Employer - All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran

**Qualified candidates should submit a cover letter and resume to** [**c.stewart@ch13ricva.com**](mailto:c.stewart@ch13ricva.com) **and must be received by 4/21/2023.**