

Staff Attorney

Summary The Attorney has the responsibility of representing the Trustee in court matters and supporting the confirmation process teams and paralegals through leadership.

Qualifications Candidates must have the following skills to qualify for this position: Possession of comprehensive knowledge and understanding of complicated subject such as law; ability to use higher level mathematics, statistics and computer science; ability to solve non-routine, complex problems. A law degree from an accredited law school and admission to the Illinois Bar. Well organized and has excellent written and oral communication skills. Learns quickly and works independently. Has a professional demeanor. Prior Chapter 13 bankruptcy experience is preferred. Ability to process a high volume of accurate, detailed and quality work product; and ability to work under stress.

Education requirements Law degree from an accredited law school and admission to the Illinois Bar required.

Classification Attorneys are exempt from the provisions of the Fair Labor Standards Act, including overtime.

Organization Attorneys participate as members of the legal team and operate with minimal supervision in most job responsibilities. The Managing Attorney provides coaching and feedback.

Compensation Attorneys are in the attorney grades 14 and 15 and receive compensation within the salary ranges established for this position. Compensation is adjusted subject to the guidelines of the performance appraisal system.

Continued on next page

Staff Attorney—Continued

Appraisal Attorneys meets with the Managing Attorney regularly to determine levels of proficiency in assigned tasks and additional training or guidance needed to perform the job responsibilities.

Training Training is provided in partnership with our employees to help them develop the knowledge and skills required to progress to higher job levels. We encourage appropriate training in a supportive, cooperative learning environment.

In this map

Topic	See Page
Essential Functions	3
Other Responsibilities	6

Essential Functions

Overview The essential functions of the Attorney responsibilities include but are not limited to the following responsibilities:

Appearances Appearance responsibilities:

- Represents the Trustee in Bankruptcy court matters;
- appears on time and behaves in a courteous and professional manner at all times;
- reviews all matters prior to the court call and is prepared to articulate the Trustee’s position;
- clarifies the Trustee’s position on legal matters as often as necessary;
- assists the judge’s clerk as appropriate with preparation of orders, organization of the court call, and other matters; and
- records the result and date of all matters on the face of each motion or on the court call document.

Pleadings Pleading responsibilities:

- prepares pleadings on behalf of the Trustee;
- reviews and sign motions generated by office staff;
- prepares motions, objections to confirmation, objections to claims, answers, complaints, briefs and other legal documents as appropriate in each case; and
- conducts legal research as needed to support and supplement pleadings and briefs.

Docketing Docketing responsibilities:

- docket entries reflecting telephone calls, letters and other information that may be pertinent to the case;
- reviews file notes for cases that need special attention; and
- requests changes or make noticing requests as needed.

Continued on next page

Essential Functions, Continued

Pre-meeting review

Pre-meeting review responsibilities;

- reviews assigned cases prior to the first scheduled §341 meeting;
 - records specific questions to be addressed during the meeting;
 - evaluates and identify cases in which we can conduct expedited §341 meetings and;
 - prepares deficiency letters as warranted.
-

Conduct meetings

§341 meeting responsibilities:

- conducts §341 meetings;
 - utilizes the quick meeting procedure when possible;
 - determines if plans meet standards for confirmation;
 - prepares required plan amendments; and
 - makes concise meeting notes.
-

Staff resource

Resource responsibilities:

- responds to inquiries raised with our staff members who are conducting §341 meetings.
-

Need analysis

Need analysis responsibilities:

- works with Trustee and Managing Attorney to determine the staffing resources required to achieve our legal goals.
-

Goal setting

Goal setting responsibilities:

- reviews legal goals and objectives to ensure that our work focuses on our mission of providing service and support to the bankruptcy community.
-

Customer interaction

Customer interaction responsibilities:

- establishes work patterns that ensure daily contact and support of members of the bankruptcy community as well as members of the staff.
-

Continued on next page

Essential Functions, Continued

Change agent

Change agent responsibilities:

- adjusts to changing conditions, workloads, and duties independently and with a positive attitude;
 - assimilates new information and ideas;
 - implements procedural changes readily and with enthusiasm;
 - recommends improvements; and
 - assesses and presents all sides to an issue.
-

Defines relationship boundaries

Relationship responsibilities:

- ensures that the attorney-client relationship exists between the attorney and the Standing Trustee at all times.
-

Professional conduct

Professional conduct responsibilities:

- ensures that the Illinois Rules of Professional Conduct are applied in every aspect of employment with the Office of the Chapter 13 Trustee.
-

Other responsibilities

Inquiries

Inquiry responsibilities:

- provides outstanding service and supports to all parties making inquiries to our office;
 - responds in a timely manner to correspondence and telephone calls from attorneys and creditors; and
 - refers calls to other staff or to the debtor's attorney when appropriate.
-

Subject matter expert

Subject matter expert responsibilities:

- acts as an informational resource to staff;
 - participates and presents legal education topics as requested by the Trustee;
 - adopts an open door policy with staff concerning their inquiries; and
 - identifies and responds to gaps in staff knowledge.
-

Planning and organization

Planning and organization responsibilities:

- plans work flow design;
 - discusses fiduciary matters with other staff attorneys; and
 - develops and documents legal policies and procedures.
-

Non-departmental duties

Non-departmental responsibilities:

- serves as backup to the other staff attorneys; and
 - performs any other legal or administrative task assigned by the Trustee or Managing Attorney.
-