

VACANCY ANNOUNCEMENT

Position: Staff Attorney

Location: Columbia, South Carolina

Term: Full-time, Permanent

How to Apply: Email a cover letter and resume to Dawn Hardesty at dawn@ch13trustee.net with the subject heading "Staff Attorney Position."

Deadline to Apply: Open until filled.

Dawn M. Hardesty, Standing Chapter 13 Trustee for the District of South Carolina, seeks a qualified individual to serve as Staff Attorney in her office. The Staff Attorney works at the direction of the trustee and serves as a member of the office's management team.

Primary Duties and Responsibilities:

1. Prepare the trustee for 341 meetings of creditors and confirmation hearings.
2. Conduct 341 meetings of creditors and appear on behalf of the trustee at confirmation hearings as needed.
3. Coordinate all Court dockets.
4. Provide legal advice to the trustee and other staff members on various types of pleadings and legal issues arising in cases administered by the trustee.
5. Perform legal research and prepare briefs and legal memoranda for the trustee.
6. Prepare and file motions, objections, responses, and other pleadings in cases administered by the trustee.
7. Serve as supervisor to two pre-confirmation case administrators and other staff members as needed.
8. Act as liaison between the trustee's office and Bankruptcy Court employees, including Judges' law clerks and clerk's staff.
9. Serve as point of contact for attorneys, debtors, creditors, and other interested parties concerning matters arising in cases administered by the trustee.
10. Other duties as assigned.

Required Qualifications:

1. Juris Doctor from an ABA accredited law school.
2. Membership in good standing with the South Carolina Bar.
3. Admitted to practice in United States District Court and United States Bankruptcy Court for the District of South Carolina or willing to obtain such admission.
4. Familiarity with the United States Bankruptcy Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, and the Local Rules for the United States Bankruptcy Court for the District of South Carolina.
5. Proficiency and ability to effectively utilize technology, including Microsoft Office, Pacer, and Lexis.
6. Analytical ability and mathematical aptitude necessary to perform various types of

- calculations and assessments of cases administered by the trustee.
7. Strong legal research and writing skills.
 8. Strong communication and interpersonal skills.
 9. Positive attitude and ability to work productively as part of a team.
 10. Strong attention to detail, self-motivation, excellent organization skills, ability to set priorities, and the ability to work under pressure and meet deadlines.

Bankruptcy and management experience is preferred, but not required.

Compensation and Benefits:

The Staff Attorney position is salaried. Compensation is dependent on qualifications and experience. Benefits include health, dental, and vision insurance and participation in a 401k plan. Short-term and long-term disability and life insurance are available. The position offers the opportunity for a hybrid remote work schedule and very flexible hours.

The Chapter 13 Office is an equal opportunity employer. We encourage diversity and are committed to creating a work environment of equity and inclusiveness for all employees. This office maintains a policy of nondiscrimination with all employees and applicants for employment.

The Staff Attorney position is an “at will” employee serving at the discretion and instruction of the trustee. Accordingly, his or her employment may be terminated “at will” by either the trustee or the employee.

Due to the nature of our work, all applicants are subject to credit and criminal background checks.