

## **PART-TIME ADMINISTRATIVE ASSISTANT**

**POSTING DATE: January 15, 2025**

**DEADLINE TO APPLY: Open Until Position Filled**

- 1) Assemble and distribute all incoming faxes to appropriate person(s) when necessary.
- 2) Log in tax refunds, creditor refunds and returned disbursement checks.
- 3) Log in debtor payments received from Court, make case notes and make sure payments are endorsed, which will then be forwarded to Lockbox.
- 4) Fax/mail appropriate forms to debtors to be filled out and returned.
- 5) Mail letters to attorneys in regards to returned mail.
- 6) Order supplies as needed.
- 7) Send letters to debtors, attorneys or employers regarding rejected items from the Bank.
- 8) Stuff and mail correspondence from others in office.
- 9) Scan copies of pre-written checks to case and enter into Pre Written Check Binder before they are mailed or picked up in office.
- 10) Assist with stuffing and mailing checks at disbursement when needed.
- 11) Call any debtors that have requested a refund check be picked up after disbursement.
- 12) Open unprocessed mail from daily bank batches weekly and act on any items that need attention.
- 13) Open and process daily US Mail.
- 14) Perform other duties as assigned by Supervisor, Management, or Trustee.