

**POSITION ANNOUNCEMENT – PARALEGAL
ASSISTANT/CLAIMS SPECIALIST**

POSTING DATE: April 15, 2025

DEADLINE TO APPLY: Open Until Position Filled

EXPECTED START DATE: June 1, 2025

Tiffany D. Castro, Standing Chapter 13 Trustee for the Southern District of Texas, is accepting applications from qualified individuals for full-time in-person employment as Paralegal Assistant/Claims Specialist in the Trustee's office. This position reports to the Pre-Confirmation Department Supervisor under the direction of the Operations Manager and Trustee.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

1. Assists pre-confirmation paralegals by completing tasks in each case before confirmation of the plan.
2. Enter all initial information filed by debtors in the case; perform preliminary research on valuation of assets; and identify any initial case deficiencies or discrepancies.
3. Host Zoom meetings for 341 meetings as well as attorney conferences.
4. Manage all documents related to 341 meetings and court hearings.
5. Post claims filed by creditors and attorneys into Trustee software for appropriate distribution.
6. Prepare and file Notices of confirmation hearings.
7. Assist with quality control for daily receipt postings.

REQUIREMENTS INCLUDE:

1. Must be available for full-time in-office work. This is not a remote or hybrid position.
2. Must be free of prejudices against any individual, entity, or group of individuals which would interfere with unbiased performance of the duties in assisting the Trustee.
3. Must exhibit by demeanor, character, and personality that the applicant would be able to competently assist the Trustee in performing and discharging the required duties.
4. Must possess strong communication and interpersonal skills.
5. Proficiency with the Court Management/Electronic Case Filing (CM/ECF) system and PACER is highly desirable.
6. Bankruptcy experience is a plus.
7. Spanish fluency is a plus.

INFORMATION FOR APPLICANTS:

Applicant must be a U.S. Citizen or eligible to work in the U.S. and must not be related by affinity or consanguinity within the degree of first cousins to any Bankruptcy or District Court Judge in the Southern District of Texas, the Clerk of the U.S. Bankruptcy Court for the District of Texas, the United States Trustee for Region 7, or an Assistant Trustee of Region 7. Only well-suited and qualified applicants will be selected for personal interviews. The selection process will be confidential and competitive. The selected applicant may be required to undergo a background check and drug testing before and during employment. Trustee Office employees are “at will” employees subject to removal at any time.

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

In addition to salary, benefits presently include, subject to applicable participation requirements:

- Participation in a health, dental, and vision plan.
- Participation in a retirement savings plan.
- Paid leave.
- Paid holidays (currently 14).

Submit resume via email to TrusteeHR@ch13hou.com.