

JOYCE BRADLEY BABIN, CHAPTER 13 BANKRUPTCY STANDING TRUSTEE
NOTICE OF JOB OPENINGS
March 2026

POSITIONS: Case Manager; Case Analyst/Claims Processor

LOCATION: 1401 W. Capitol, Suite 400, Little Rock, AR 72201

SUMMARY: The United States Trustee appoints and supervises private trustees who administer consumer bankruptcy estates under Chapter 13 of the Bankruptcy Code. Private trustees and their staff are not government employees but do work with the United States Trustee to ensure the efficiency of the bankruptcy system. Chapter 13 standing trustees evaluate the financial affairs of debtors, make recommendations to the Bankruptcy Court regarding confirmation of debtors' repayment plans, and administer Court-approved plans by collecting payments from debtors and disbursing the funds to creditors.

BRIEF JOB DESCRIPTION: The Chapter 13 Trustee anticipates hiring two positions: (1) Case Manager and (2) Case Analyst/Claims Processor. Although some duties of the positions overlap, the Case Manager primarily administers various matters that arise in chapter 13 cases, including orders, claim and case reviews as well as processes newly filed cases including the input of case information into the Trustee's database. The Case Analyst/Claims Processor is responsible for processing newly filed cases including the input of bankruptcy case information into the Trustee's database as well as processing unsecured claims filed by creditors and reviewing supporting documents.

Both positions are technical in nature and require close attention to detail as accuracy is of the utmost importance. The positions require knowledge and understanding of bankruptcy case administration, the timelines and procedures of a chapter 13 case and competency in the use of the Trust Operation's computer database. The positions will have the opportunity to learn various job responsibilities within the Trust Operation and to be cross-trained on tasks as needed. While there may be opportunity for some remote work, these positions are in-office positions.

QUALIFICATIONS: Applicant must have knowledge and adherence to standard office procedures; the ability to speak clearly and persuasively in positive and negative situations, to respond well to questions, to actively participate in meetings and to maintain effective working relationships; the ability to write clearly and informatively and to edit work for spelling and grammar; the ability to read and interpret written information; and the ability to perform accurate mathematical calculations. Proficiency in Microsoft Word and Excel is preferred. Applicant must have a high school education with college experience preferred. Experience in bankruptcy procedures also is preferred.

SALARY: Applicants will be evaluated and compensation determined according to experience and qualifications.

PHYSICAL REQUIREMENTS: There is the frequent need to sit for extended periods of time, talk and hear, view a computer screen and use hands, occasionally lift objects (up to 10 pounds) and perform other similar actions during the workday.

APPLICATION PROCEDURE: Detailed job descriptions and an Application for Employment can be found on the Trust Operation's website at www.13ark.com. A completed application should be emailed to jobs@13ark.com or mailed to P.O. Box 8064, Little Rock, Arkansas, 72203. To ensure consideration, apply by March 20, 2026. For additional information regarding the Trust Operation, please see www.13ark.com.