

**JOYCE BRADLEY BABIN
CHAPTER 13 BANKRUPTCY STANDING TRUSTEE
NOTICE OF JOB OPENING
MARCH 2025**

POSITION: Staff Attorney

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

AVAILABILITY: Immediate

SUMMARY: The United States Trustee appoints Chapter 13 Standing Trustees who administer consumer bankruptcy cases under chapter 13 of the United States Bankruptcy Code. Chapter 13 Standing Trustees and their employees are not government employees but work with the United States Trustee to ensure the efficiency and integrity of the bankruptcy system. Standing Trustees evaluate the financial affairs of debtors, make recommendations to the court regarding confirmation of debtors' bankruptcy plans and administer court-approved plans by collecting payments from debtors and disbursing funds to creditors. Joyce Bradley Babin, Chapter 13 Standing Trustee, administers chapter 13 cases filed in the Central, Fayetteville, Fort Smith and Harrison Divisions of the United States Bankruptcy Court, Eastern and Western Divisions of Arkansas.

BRIEF JOB DESCRIPTION: The Staff Attorney represents the Trustee in bankruptcy matters in bankruptcy courts, appellate courts and other forums; conducts § 341(a) meetings; reviews, responds to, and prepares legal documents pertaining to chapter 13 cases; negotiates with counsel for debtors, creditors, and other parties in interest; serves as a resource to the Trustee, Trustee's staff and bankruptcy bar; identifies potential bankruptcy case issues and irregularities; and performs other case administration duties as assigned.

QUALIFICATIONS: The applicant must possess a Juris Doctor degree and be licensed in good standing with the State of Arkansas. The applicant must be admitted to practice in United States Bankruptcy Courts of Arkansas, United States District Courts of Arkansas and the United States Court of Appeals for the Eighth Circuit. Previous practice experience of at least five years in bankruptcy or related areas is beneficial. The applicant must have knowledge of standard office principles and procedures and proficiency in Microsoft Word, Microsoft Office and other computer programs used by the Trustee's office. The applicant must be able to communicate effectively both orally and in writing, possess attention to detail and deal effectively, professionally and successfully with the various bankruptcy constituencies.

SALARY AND BENEFITS: Wages will be commensurate with experience. The Trust Operation offers competitive benefits.

PHYSICAL REQUIREMENTS: There is a need to sit for extended periods, talk and hear, view a computer screen, use a keyboard and occasionally lift light objects (up to 15 pounds). This position is an in-office position.

APPLICATION PROCEDURE: The position will remain open until filled. To ensure consideration, please complete the Application for Employment found on the Trust Operation's website at www.13ark.com. A completed Application for Employment along with a resume should be emailed to jobs@13ark.com on or before March 28, 2025. For additional information regarding the Trust Operation, please visit www.13ark.com.