

**MARK T. McCARTY STANDING CHAPTER 13 BANKRUPTCY TRUSTEE  
NOTICE OF SUMMER INTERN JOB OPENING  
MAY 2018**

**POSITION:** Summer Intern

**LOCATION:** 6020 Ranch Drive, Suite C3, Little Rock, AR 72223

**AVAILABILITY:** Mid-May 2018 through Mid-August 2018

**SUMMARY:** The United States Trustee appoints and supervises private trustees who administer consumer bankruptcy estates under chapters 7, 12, and 13 of the Bankruptcy Code. Private trustees and their respective staff are not government employees. They do, however, work in concert with the United States Trustee to ensure the efficiency and integrity of the bankruptcy system. Chapter 13 trustees are called "standing trustees" because, pursuant to statute, they have a standing appointment from the United States Trustee to administer chapter 13 cases within a particular geographic area. Standing trustees evaluate the financial affairs of the debtor, make recommendations to the court regarding confirmation of the debtor's repayment plan, and administer the court-approved plan by collecting payments from the debtor and disbursing the funds to creditors.

**BRIEF JOB DESCRIPTION:** This individual will have various temporary job responsibilities within the Trust Operation. This individual will be cross-trained on a number of tasks as needed. This job is technical and requires close attention to detail as accuracy is of the utmost importance. This individual will work at the Trust Operation office approximately 30-40 hours per week. Standard business hours at the Trust Operation are 7:30 a.m. to 4:00 p.m.

**QUALIFICATIONS:** High school diploma or equivalent required. Candidate pursuing a degree in business, accounting, or related field preferred. Proficiency in Microsoft Word and Excel is preferred. Additional requirements include: skill in communicating effectively with others both orally and in writing; self-starter with the ability to work independently with minimal supervision; exceptional analytical, mathematical, organizational and problem solving skills.

**SALARY:** Wages will be commensurate with experience.

**PHYSICAL REQUIREMENTS:** There is frequent need to sit for an extended period of time, talk and hear, view a computer screen and use the hands and occasionally lift light objects (up to 25 pounds) and perform other similar actions during the course of the workday.

**APPLICATION PROCEDURE:** Please email your resume to: [resumes@ch13ark.com](mailto:resumes@ch13ark.com). For additional information regarding the Mark T. McCarty Trust Operation, please visit [www.ch13ark.com](http://www.ch13ark.com).