

Position Title: Staff Attorney – Chapter 13 Trustee

Location: Middle District of Florida, Tampa- Fort Myers Division

Reports To: The Chapter 13 Trustee

Tentative Start Date: January 1, 2026 or Before.

Application Deadline: Open until filled.

Position Overview

The Office of the Chapter 13 Trustee for the Middle District of Florida (Tampa-Fort Myers Division) is currently seeking a highly qualified and motivated Staff Attorney to join its legal team. The ideal candidate must demonstrate strong attention to detail, the ability to work independently within a collaborative team environment, and a professional demeanor. This role is critical to supporting the Trustee in the administration and oversight of Chapter 13 bankruptcy cases in accordance with applicable laws, rules, and procedures. This position is for an independently operated office and is a non-federal position.

The Staff Attorney will perform a wide range of legal functions, with approximately 90% of daily responsibilities including, but not limited to, the following:

- Convening and presiding, on behalf of the Trustee, at Section 341 meetings of creditors.
- Reviewing and analyzing bankruptcy cases for compliance with the Bankruptcy Code.
- Evaluating case files for adherence to federal and state exemption laws and filing objections where appropriate.
- Examining and analyzing proofs of claim submitted by creditors.
- Representing the Trustee and advocating the Trustee's position at confirmation hearings and other legal proceedings.
- Preparing pleadings, motions, and other legal documents where cases do not comply with the Bankruptcy Code or local rules.
- Consulting and negotiating with attorneys representing debtors, creditors, and other interested parties in Chapter 13 matters.
- Assisting the Trustee with additional legal and procedural matters related to the administration of Chapter 13 cases and overall office operations.
- Representation of the Trusteeship in Appellate practice on the District and Circuit court levels.

Minimum Qualifications:

Applicants must possess 2-5 years of relevant legal experience. Acceptable experience may include a judicial clerkship, practice in a private law firm with exposure to Chapter 13 bankruptcy, or an equivalent combination of legal work. Candidates should have a demonstrated ability to perform legal research and apply case law effectively. Familiarity with Chapter 13 of the Bankruptcy Code and court procedures is highly desirable, though candidates without direct experience must be able to acquire such knowledge in a reasonable period. Applicants must be licensed to practice law in the State of Florida and be eligible for admission to the United States District Court for the Middle District of Florida. The applicant must be in good standing with any bar associations with which they are affiliated.

Additional Information for Applicants:

The selection process will be confidential and competitive. The selected candidate may be required to undergo a background check and drug testing both prior to and during employment. All employees of the Trustee's Office are "at-will" and subject to removal at any time.

The annual salary and benefits for this position are determined by the Trustee's operating budget and are subject to approval by the United States Trustee. Starting salary will be based on years of specialized experience and qualifications.

Benefits include:

Health, dental, and vision insurance.

Participation in a retirement savings plan.

Paid leave.

Paid holidays.

Application Instructions:

Interested candidates must submit a resume, via email to both of the following address:

resumes@tampa13.com