

**STAFF ATTORNEY FULL-TIME
OFFICE OF GREGORY D. STEFAN, CHAPTER 13 TRUSTEE**

Posted: October 22, 2026

Location: Chesapeake, Virginia

Salary: \$99,373.00 to \$124,085 per year, depending on qualifications and experience

JOB SUMMARY

The Office of Gregory D. Stefan, Chapter 13 Trustee for the Eastern District of Virginia at Chesapeake, seeks a qualified individual to serve as Staff Attorney. The Staff Attorney works at the discretion and direction of the Trustee.

PRIMARY DUTIES AND RESPONSIBILITIES

- Prepare the Trustee for Section 341 meetings of creditors, confirmation hearings, and other court hearings.
- Conduct 341 meetings of creditors.
- Prepare court dockets.
- Appear on behalf of the Trustee at hearings and trials.
- Provide legal advice to the Trustee and staff.
- Perform legal research and prepare pleadings, objections, briefs and legal memoranda for the Trustee.
- Act as a liaison between the Trustee's office and the U.S. Bankruptcy Court.
- Serve as point-of-contact for attorneys, debtors, creditors, and other interested parties concerning matters arising in cases administered by the Trustee.
- Other duties as assigned.

REQUIRED QUALIFICATIONS

- Juris Doctor from an ABA-accredited law school.
- Admitted as an attorney in good standing or, if a recent graduate from law school, qualifies for admission and is admitted within a reasonable period of time, determined in the sole discretion of the Trustee, to the State Bar of the Commonwealth of Virginia, the United States District Court for the Eastern District of Virginia, the United States Bankruptcy Court for the Eastern District of Virginia, and, if necessary, the United States Court of Appeals for the Fourth Circuit.
- Familiarity or ability and willingness to become familiar with Bankruptcy law and the U.S. Bankruptcy Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, and the Local Rules for the U.S. Bankruptcy Court for the Eastern District of Virginia.
- Bankruptcy experience is preferred, but not required.
- Strong legal research and writing skills.

- Strong attention to detail, self-motivation, excellent organization skills, ability to set priorities, and the ability to work under pressure and meet deadlines.
- Proficiency with office technology, including Microsoft Office, CM/ECF, PACER, Westlaw, and pdf software.

COMPENSATION AND BENEFITS

- Salary is dependent on qualifications and experience.
- Benefits include vacation and sick leave, and health, dental, and vision insurance.
- Eligible to participate in an SEP retirement plan after one year of service.
- Limited telework as permitted in the sole discretion of the Trustee.

TERM OF EMPLOYMENT

Employment is full-time, at least 40 hours per week, and is at will. A selected recent law school graduate will be hired on a provisional basis contingent on having taken the Virginia Bar Examination or taking it at the first opportunity following graduation. A recent law graduate will exit provisional status if he or she passes the Bar Examination at the first opportunity, qualifies as an attorney in good standing in the required jurisdictions, and is admitted within a reasonable period of time determined in the sole discretion of the Trustee.

APPLICATION PROCESS

Applicants should email a cover letter, résumé, and writing sample to gdstefan@gdsch13.com on or before December 22, 2026. Position will remain open until it is filled.

The Office of Gregory D. Stefan, Chapter 13 Trustee is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, ethnicity, or any other characteristic protected by law. Attorneys are exempt from Federal and State overtime laws.