

## **AFR (Additional Fee Request) Specialist**

### Job Function:

- Process litigation hourly billing events through internal database and upload to client system;
- Request fee approval for hourly and flat litigation billing and on each event or process;
- High volume workload with some data entry, scanning and uploading;
- This position requires a constant communication with the Manager regarding any processing or billing changes.
- High client contact and communication is required.

### Job Requirements:

- 1 or more years of Law firm experience a plus but not required;
- Legal experience in the foreclosure field is a plus but not required;
- Ability to work in high volume, fast paced environment
- Ability to maintain accuracy, be detail-oriented and highly productive;
- PC proficiency; Microsoft Office; Internet Explorer;
- Ability to communicate professionally, both verbally and in writing;
- Ability to work both independently and contribute in every aspect to a team environment.
- Ability to problem solve independently.