

Client Team Legal Assistant

Job Responsibilities:

- Running and reviewing court dockets;
- Identify issues in foreclosure process and expedite resolution;
- Preparing Pleadings, Motions, Affidavits, etc.
 - Maintaining accurate and current information in case management system ;
- Providing updates to the client via BKFS, Lenstar, Vendorscape, Tempo & ADR;

- Meet client deadlines and adapt to industry change
- Daily communication with clients in a professional manner;
- Assist attorney in all aspects and areas of a statewide practice as needed;
- Build and maintain positive relationships with clients, opposing counsel, court clerks, etc.

Job Requirements:

- 1-3 years legal experience;
- Working legal knowledge of foreclosure and real estate transactions;
- Positive can do attitude;
- Capable to work in an accurate, detail-oriented and highly productive manner;
- Ability to demonstrate acceptance of responsibility for both achievements and errors;
- PC proficiency in Microsoft Office and Internet Explorer; Experience working in client systems: BKFS/LoanSphere, Lenstar, Vendorscape, Tempo or ADR preferred.
- Ability to communicate professionally, both verbally and in writing;
- Eager to learn new tasks and can embrace change;
- Ability to build positive relationships with other team members and members of the organization;
- Ability to work both independently and contribute in every aspect to a team environment;
- Comply with all company policies.