

Foreclosure Sales Legal Assistant

Job Responsibilities:

- Preparing Pleadings, Motions, Affidavits, Etc.
- Document execution and creation from third party services;
- Proofing Pleadings, Motions, Affidavits, Etc.
- Daily communication with clients in a professional manner;
- Assist attorney in all aspects and areas of a statewide practice as needed.

Job Requirements:

- 2 – 6 years legal experience or 1 year legal experience and a legal degree;
- Working legal knowledge of foreclosure and real estate transactions is a plus;
- Capable of working 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;
- 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.