

Title

Hearings Legal Assistant

Body

Job Responsibilities:

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

Job Requirements:

- Working knowledge of foreclosure and real estate transactions;
- Strong title skills;
- Ability to work in an accurate, detail-oriented and highly productive manner;
- Legal experience in the foreclosure field;
- Knowledge of local filing requirements;
- Perfect Practice case management knowledge a plus;
- PC proficiency in Microsoft Office and Internet Explorer;
- Ability to perform basic mathematical calculations and tasks requiring detail, concentration, and accuracy;
- Ability to communicate professionally, both verbally and in writing;
- Ability to work both independently and contribute in every aspect to a team environment;
- Valid motor vehicle driver's license.