

**Job Requirements:**

- 2-3 years legal experience
- Knowledge of Litigation (required) and Foreclosure (Preferred but not required)
- Ability to work in an accurate, detail-orientated and highly productive manner, with the ability to recognize and meet deadlines.
- Proficiency with Microsoft Office and Internet Explorer
- Experience in Perfect Practice preferred, but not required;
- Experience in LPS Desktop, Vendorscape and Lenstar preferred, but not required;
- Must have excellent communication skills, with the ability to communicate professionally, both verbally and in writing.
- Must be flexible and able to work in a fast paced environment;
- Ability to work both independently, as well as able to contribute in all aspects of a team environment.
- Ability to demonstrate acceptance of responsibility for both achievements and errors.
- Eager to learn new tasks and embrace change.

**Job Responsibilities:**

- Prepare and draft litigation pleadings.
- Daily communication with clients, Courts, Court Reporters and attorneys in a professional manner
- Coordination and scheduling of depositions, while reviewing attorney/client availability.
- Request Witness And Exhibits, as they relate to trial or depositions.
- Prepare and organize Trial Binder/Hearing packages.
- Assist attorney in all aspects and areas of a nationwide practice, as needed
- Ability to review and understand court dockets and update internal and client systems.