



## Legal Assistant – Birmingham, AL

### Responsibilities

- Prepare foreclosure documents including, but not limited to, Notices of Sale, Affidavits, Deeds, and other various Memoranda;
- Review Loan Agreements, Mortgages, Notes, and other instruments that may appear in a title exam, etc.;
- Coordinate foreclosure logistics;
- Oversee recording of real estate documents;
- Ensure timely, courteous, and thorough responses to a heavy volume of email correspondence;
- Verify and timely update information in firm and client case management systems (including, but not limited to, LPS, Lenstar, Vendorscape, Tempo and ADR) in accordance with client requirements;
- Ensure the effective and timely delivery of outgoing mail, messenger deliveries, overnight deliveries, and facsimiles;
- Communicate directly with clients regarding various matters in a professional and timely manner;
- Assist attorneys in all aspects and areas of the statewide real estate practice, as needed;

### Requirements

- 2-4 years of legal administrative experience in a fast-paced environment;
- Working legal knowledge of real estate transactions, preferably some foreclosure and bankruptcy;
- Experience with review of title reports;
- Ability to work in a detail-oriented, fast-paced, client-centric environment in a highly productive manner;
- Proficiency in MS Office;
- Ability to communicate professionally, both verbally and in writing;

- Ability to work both independently and contribute in every aspect to a team environment