



Bankruptcy Legal Assistant

Job Responsibilities:

- Running and reviewing court dockets;
- Identify issues in bankruptcy process and expedite resolution;
- Preparing Pleadings, Motions, Affidavits, Etc;
- Document execution and creation from third party services;
- Daily communication with clients in a professional manner;
- Assist attorney in all aspects and areas of a nationwide practice as needed;
- Build and maintain positive relationships with clients, opposing counsel, court clerks, etc.

Job Requirements:

- Prefer 1 year legal experience;
- Working legal knowledge of bankruptcy and foreclosure is a plus;
- Positive can do attitude;
- Capable to work in an accurate, detail-oriented and highly productive manner;
- Proven Ability to demonstrate acceptance of responsibility for both achievements and errors;
- PC proficiency in Microsoft Office and Internet Explorer;
- Proven Ability to communicate professionally, both verbally and in writing;
- Eager to learn new tasks and can embrace change;
- Proven Ability to build positive relationships with other team members and members of the organization;
- Proven Ability to work both independently and contribute in every aspect to a team environment
- Comply with all company policies.