



Dismissals Legal Assistant

Job Responsibilities:

- Running and reviewing court dockets;
- Preparing case dismissals for submission to court;
- Follow up for enter orders;
- Confirming sale cancellations related to case dismissals;
- Preparation of client specific correspondence;
- Daily communication with clients in a professional manner;
- Assist/support attorney in all aspects and areas of a statewide practice as needed;
- Build and maintain positive relationships with clients, opposing counsel, court clerks, etc.

Job Requirements:

- 1 or more years of data processing experience;
- 1 or more years of law firm experience a plus;
- Legal experience in the foreclosure field is a plus;
- Ability to work in high volume, fast paced environment
- Ability to maintain accuracy, be detail-oriented and highly productive;
- PC proficiency; Microsoft Office; Internet Explorer; strong Excel skills required
- Ability to communicate professionally, both verbally and in writing;
- Ability to work both independently and contribute in every aspect to a team environment.