



Foreclosure Paralegal

Job Responsibilities:

- Review defense pleadings and discovery, prepare draft responses for attorney review;
- Schedule and coordinate hearings, mediations, trials;
- Maintain calendar for attorneys;
- Maintain dialogue with clients and defense.

Job Requirements:

- 2 to 4 years of experience and knowledge of civil litigation;
- Foreclosure experience a plus;
- Experience with discovery is a must;
- Independent, motivated and possessing a strong work ethic;
- Strong customer service and client relations;
- Must work in a fast paced environment and be able to multi-task and prioritize;
- Knowledge of loan servicing applications and reporting systems is a plus;
- Excellent verbal and written communication skills;
- Must have strong organizational skills.