



Foreclosure Sales Legal Assistant

Job Responsibilities:

- Running and reviewing court dockets
- Preparation of court documents and letters
- Complete follow ups on tasks outstanding with courts and clients
- Potential for coordinating & scheduling hearings, mediations or other conferences
- Identification of potential issues in the foreclosure process and expedite resolution
- Daily communication with clients
- Assist attorneys in preparation and completion of file related tasks
- Build and maintain positive relationships with clients opposing counsel, court clerks, etc
- Potential participation in departmental phone queue and/or reception backup

Job Requirements:

- No prior related job experience necessary; however foreclosure or foreclosure sale experience is a plus
- Capable of taking detailed notes and applying learned concepts to job environment
- Proven ability to work in a high volume, fast paced environment
- Proven ability to maintain accuracy, be detail oriented and highly productive
- PC proficiency; Microsoft Office, experience utilizing Excel
- Proven ability to communicate professionally, both verbally and in writing
- Proven ability to work independently and contribute in every aspect to a team environment
- Eager to learn new things and embrace change