



## **Hearings Legal Assistant**

### **Job Responsibilities:**

- Preparing Pleadings
- Scheduling hearings and maintaining litigation calendar;
- Daily communication with clients, Courts, and attorneys in a professional manner;
- Assist attorney in all aspects and areas of a statewide practice as needed.

### **Job Requirements:**

- Working knowledge of foreclosure and real estate transactions;
- Strong Coordination, calendaring skills and strong county requirements
- Ability to work in an accurate, detail-oriented and highly productive manner;
- Legal experience in the foreclosure field;
- Perfect Practice case management knowledge a plus;
- PC proficiency in Microsoft Office (Excel) and Internet Explorer;
- Ability to communicate professionally, both verbally and in writing;
- Ability to work both independently and contribute in every aspect to a team environment