



A | LAW

Foreclosure Legal Assistant

ALAW is a premier creditors' rights law firm providing default, litigation, collection, and title services to the mortgage banking industry, with offices in nine states and the U.S. Virgin Islands.

Our Ohio office, located in Downtown Cleveland, currently has a full time opening for a Legal Assistant in its Foreclosure Department. Responsibilities include the preparation of documents and pleadings involved with all phases of Judicial Foreclosure proceedings, reviewing Court dockets, and communicating with Courts and clients.

The ideal candidate will have one or more year of job related experience, including experience preparing legal pleadings, be able to handle a high volume of work in a fast-paced environment, display good organizational skills, and have a solid working knowledge of Windows and Microsoft Office. College degree in paralegal studies or paralegal certification helpful, but not required.

Position is full time 8:30 a.m. to 5:30 p.m., Monday through Friday. Benefits include medical, dental, vision, life, disability, 401k, and a collegial environment. Dress attire is business casual. Interested candidates should submit a cover letter and resume for immediate consideration. No calls to the office please.

PLEASE SUBMIT RESUME & COVER LETTER TO [LESLIE DETMAYER](#) FOR CONSIDERATION:

ldetmayer@alaw.net

Albertelli Law Partners Ohio, LLC
1001 Lakeside Ave. E, Suite 1300
Cleveland, OH 44114

A | LAW