



## Job Description

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Title: Legal Assistant

Department: Creditor's Rights Department

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Duties include processing correspondence, pleadings, communications and related legal documents necessary to complete mortgage foreclosure cases. Has regular contact with all levels of firm personnel as well as the legal and financial community and their customers. Also has contact and works closely with vendors and other third parties.

Qualifications: High school diploma or equivalent required. Legal assistant or paralegal experience is a plus but is not required. We seek experience in an office environment and we are willing to train the qualified candidate.

Skills and Abilities: Excellent organizational skills; ability to prioritize workflow; exceptional follow-up skills and attention to detail; good problem solving skills; excellent verbal and written communication skills; ability to be a team player; math skills; PC skills with proficiency in Microsoft Office.