

POSITION DESCRIPTION

Clerk

Department

Default Services

Classification

Nonexempt

Reports to

Partner(s), Associate(s), Paralegal(s), Team Leader(s)

Summary

Legal support in some to all aspects of default services

Duties and Responsibilities

1. Draft miscellaneous documents needed throughout the foreclosure process
2. Run searches per client instructions
3. Assist with sending documents for filing/recording and notating client systems
4. All other duties as assigned

Expectations:

- Work closely with attorneys for maintaining structured and comprehensive case files
- Ability to prioritize and organize work effectively to meet strict deadlines
- Read and interpret court, client attorney, trustee and debtor emails
- Work closely with other employees in a team-familiarized manner
- Offer help to teammates if your caseload is light
- Maintain superior relations with clients
- Maintain a professional attitude and be respectful of others around you

Minimum Qualifications

Education: Associates Degree and/or High School Diploma with commensurate administrative work experience.

Required Knowledge and Experience: This position requires at least one year of office/customer service experience and/or law firm experience. Applicants must be proficient in Microsoft Office Programs, including Windows, Word, Excel, Outlook, as well as Adobe or PDFDocs. Document Management software experience is also preferred.

Core Competencies: Dependability, attention to detail, good spelling, ability to meet deadlines in a fast paced environment, excellent verbal and written communication skills, ability to produce a professional work-product with minimal errors, ability to work independently, with little or no direction, to multi-task, prioritize and problem-solve, strong positive interpersonal skills, ability to work in a team environment, and good time management skills.

Physical Requirements: Although a mainly sedentary position, applicants must have the ability to carry files, bend and stand for extended periods of time.