**Department:**Default Services

**Location:** Rochester, NY

**Reports to:**Partner(s)

**Company Overview:**

It is an exciting time to be at Woods Oviatt Gilman. Through our continued growth, we work very hard to maintain an environment that is fun and a place to feel proud of while out in the community. The firm recognizes the importance of work/life balance and many programs are in place to support that philosophy

**Duties and Responsibilities**

* Draft miscellaneous documents needed throughout the foreclosure process
* Run searches per client instructions
* Assist with sending documents for filing/recording and notating client systems
* 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

**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 possess good time management skills

**Preferred Qualifications**

* Associates or Bachelor's degree preferred
* At least 1 year of customer service, administrative or data entry experience
* Previous experience working in a high volume environment
* Strong communication, interpersonal and organizational skills