



## **Judgments Legal Assistant**

### **Responsibilities**

- Preparation of Final Judgment and MSJ packages for upcoming trials/hearings;
- Complete FJ Checklist when reviewing files; Review legal description and property address in Perfect Practice and compare to mortgage for accuracy, confirm we have the Note/mortgage in-house, place request for originals on OD log (if not already filed with the court), review Complaint for re-establishment counts and reformation counts, email title support for additional language, review service returns and confirm all defendants that were served have either answered or been defaulted, review MSJ package and confirm notice of dropping and defendants not served have been published, review affidavits field and compare figures for accuracy in the Perfect Practice time costs screen (Affidavits of Fees and Costs, Reasonable Attorney's Fees Affidavit and Affidavit as to Amounts Owing);
- Request additional filing fee check if grand total exceeds the filing fee requirement and request sale fee check for specific counties;
- Complete Judge Checklist to go with FJ for required counties;
- Work closely with trial attorneys;
- Communication with clients in a professional manner;
- Ability to review current information in case management system;
- Assist with any additional tasks and projects, as needed.

### **Requirements**

- 1-3 years legal experience;
- Working legal knowledge of foreclosure and real estate transactions;
- Positive can do attitude;
- Capable to work in an accurate, detail-oriented and highly productive manner;
- Ability to demonstrate acceptance of responsibility for both achievements and errors;
- PC proficiency in Microsoft Office and Internet Explorer; Experience working in BKFS/LoanSphere;
- Ability to communicate professionally, both verbally and in writing;
- Eager to learn new tasks and can embrace change;
- Ability to build positive relationships with other team members and members of the organization;
- Ability to work both independently and contribute in every aspect to a team environment;
- Comply with all company policies.