



## Foreclosure Paralegal

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Responsible for supporting the attorneys in the foreclosure process with the following duties and responsibilities.

### **Primary Responsibilities:**

- Preparation and filing of Praecipes for Order of Sale
- Obtain Sheriff's Sale dates and bid information, enter into calendar and provide to clients
- Obtain bidding instructions from clients, prepare bid forms and hire local counsel to attend sale
- Prepare motions and orders to appoint Private Selling Officers- PSOs
- Work with auction.com and client to coordinate sale auctions
- Enters dates and information for files into Client systems
- Read and respond to daily e-mails from Attorneys, staff, courts and clients
- Prepares miscellaneous motions, notices, AOM's, stipulation agreements, orders of sale, borrower correspondence, payoffs, reinstatements
- Court follow up
- Hires outside counsel for miscellaneous attendance at hearings
- Performs other incidental and related duties as required and assigned
- Able to maintain regular and consistent attendance at the Firm worksite and other worksites that may be assigned.

### **Qualifications and Requirements:**

- Education: Paralegal degree or paralegal certification preferred
- Experience: Minimum 2 years' experience in a law firm
- Computer Skills: Strong computer skills
- Travel: Less than 5%
- Ability to work in fast paced environment
- Ability to lift up to 20 lbs.
- Attention to detail and ability to multi-task
- Customer service skills is a must

*Great work environment and attractive benefits package including health, dental, vision, disability, and life insurance, 401(k) Plan, paid holidays and generous paid time off (PTO) policy.*