



## Collection Paralegal Satellite Office

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### **Job Summary:**

The Collection Paralegal researches law, investigates facts, schedules court, and prepares documents to assist attorneys by performing a variety of support duties.

### **Primary Responsibilities:**

- Assist attorney(s) with managing their calendars and calendar hearings, and review previously calendared hearings
- Provide guidance to colleagues on executing specific functions
- Draft, electronically file, and issue courtesy copies of letters, pleadings, and other documents in support of the collections and legal process.
- Under the guidance of office managing attorney
  - Draft correspondences to clients informing them of issues encountered during the collections and legal process
  - Draft legal documents and responses to legal documents propounded upon firm or clients.
- Retrieve, evaluate and disseminate court procedures (local rules of practice)
- Enter requests for documents needed to pursue litigation
- Review and respond to client requests
- Receive, understand, and implement and communicate client directives.
- Participate in client conference calls
- Participate in collections meetings and update staff as to new policies and procedures being effectuated
- Evaluate and communicate to IT department needs for system customization for state-specific practices'
- Enter coding on accounts to meet client requirements.
- Monitor cases in state courts, including appellate for deadlines.
- Preparation, electronic filing, and distribution of legal pleadings, including, but not limited to: Summons and Complaints, Stipulated Agreements, Dispositive and Non-Dispositive Motions, Proposed Orders and Writs.
- Communicating with clients, courts, process servers, local counsel, opposing counsel and occasionally, Defendants.
- Submit and follow up on orders submitted to process server for service. Perform detailed review of affidavits of service.
- Submit and follow up on requests for coverage by local counsel.
- 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
- Ability to multi-task, quickly change functions
- Ability to work with little supervision.

- Ability to handle a significant workload
- Ability to evaluate and quickly make decisions, using an advanced understanding of the legal process, service of process and client relations.
- Ability to prioritize
- Travel: Less than 5%

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