



Floater II

Job Summary:

KWA is currently looking for highly motivated legal secretary who enjoy working in a progressive-minded value-driven organization. We are looking for candidates with excellent organization and communications skills who are goal-oriented. Have the ability to prioritize conflicting demands, takes initiative, outstanding interpersonal skills with the ability to work in a group and independently with a multitude of personalities. Ability to interact effectively in difficult situations.

Primary Responsibilities:

- Enter and review hearing notice information.
- Prepare complaints, amended complaints and amended demands for attorney review.
- Check for service on summons and prepare reissues of service as needed.
- Obtain copies of judgment entries and entry judgment information.
- Prepare requests for liens and handling the entry of lien information.
- Prepare statutory Demands, Wage Garnishments and other misc. Execution-related filings.
- Prepare satisfactions and dismissals
- E-File filings as needed
- 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.

MISC

- Regular, dependable attendance and punctuality with reliable transportation.
- Good computer skills, social media knowledge, and typing skills are needed.
- Hours 8:00am -5:00pm M-F with one late night from 11:00am – 8:00pm. With the ability to flex your schedule.
- Casual dress
- Paid time off (PTO): 1st year 2 weeks, 2nd year 3 weeks with a max of 5 weeks.
- 9 paid holidays

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

KWA IS AN EQUAL OPPORTUNITY EMPLOYER: Applicants are considered for positions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other consideration made unlawful by applicable federal, state or local law.