



Legal Secretary-Executions

KWA is currently looking for a highly motivated legal secretary who enjoys working in a progressive-minded value-driven organization. We are looking for a candidate to join our collection support department who is detail-oriented and takes initiative with the ability to work in a group and independently.

Primary Responsibilities:

- Prepare Statutory Demands, Wage Garnishments and other misc. execution-related filings.
- Contact the Courts as needed regarding execution filings.
- Update and maintain court/client specific execution instructions.
- E-File filings as needed
- Copy/Mail filings as needed
- Able to maintain regular and consistent attendance at the Firm worksite and other worksites that may be assigned.

Requirements:

- Ability to work with little supervision
- Attention to detail
- Ability to multi-task
- Excellent organizational skills
- Strong mathematical skills: Familiarity with Algebra at minimum

MISC:

- Regular, dependable attendance and punctuality with reliable transportation.
- Good computer skills, and typing skills are needed.
- Hours 8:00am -5:00pm M-F. 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.
- Volunteer time off (VTO)
- 9 paid holidays
- Available health, FSA, dental, vision, disability, life insurance, and 401k.

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.