



## Legal Assistant – Service / Motions

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Under minimal supervision, provides administrative support to the collection department for our Kentucky office.

### **Primary Responsibilities:**

- **Service**
  - Service Checks – Check court dockets and call Sheriff offices as needed
  - Answer and Answer Review – Check for Answers and review of Answers received
  - Service Notices – Review of failure of services on summons and appropriate action taken
  - Reissues of Service – Prepare and electronically file reissues of summons
- **Motion for Default Judgment**
  - Draft and prepare Motion for Default Judgments for attorney review, including verifying affidavit meets courts' requirements, account balance verification, and Defendant information verification
  - Handle Motion for Default Judgment revisions in a time manner and forward revised Motion for Default Judgment to attorney for the second review
  - Follow up on accounts with pending Motion for Default Judgment requests every 7 days to ensure defaults are filed in a timely manner
  - Electronically file all Motion for Default Judgments
- **Misc. Duties**
  - Bill of Costs – Prepare and electronically file Bill of Costs
  - Transfers – Prepare and electronically file Transfers
  - Release of Judgment Liens – Prepare and electronically file Release of Judgment Liens
  - Subpoenas – Handle, and mail attorney signed subpoenas

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: High school diploma or equivalent
- Experience: Minimum 1-year office experience
- Computer Skills: Proficiency in Microsoft Office Suite
- Other: Strong Clerical skills, attention to detail, ability to multitask, ability to work in a fast-paced environment, and customer service skills a must.
- Traits: Must be a self-starter, able to work independently and without supervision, ability to conduct oneself professionally, in an unbiased manner, exercising sound independent judgment and ability to consistently exercise discretion on matters of significance to Firm and attention to detail.

*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.*

***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.*