



Legal Assistant – Satisfactions, Dismissals and Motions

KWA is currently looking for a highly motivated legal assistant 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 Satisfactions and Dismissals filings
- Request Judgment Entries from multiple courts
- Prepare Motion to Revive Judgments filings and Orders for Revivors
- Obtain time stamped copy of complaints from various courts
- Prepare Transfer of Venue filings along with follow up to confirm cases transferred successfully
- Prepare Substitution of Counsel filings
- Update and maintain court/client specific instructions
- E-File filings as needed
- Copy/Mail filings as needed

Qualifications:

- Education: High school or equivalent
- Experience: One year prior office experience
- Computer Skills: Strong computer skills: Familiarity with Windows Operating System and Microsoft Excel
- Attention to detail
- Ability to multi-task
- Excellent organizational skills

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.