



Legal Assistant – Service

Under minimal supervision, provides administrative support to the collection department.

Primary Responsibilities:

- Service Checks – Check for service and verify service check results
- Service Notices – Review of failure of services on summons and executions and appropriate action taken
- Reissues of Service – Prepare certified, ordinary etc. reissues of summons
- E-File filings as needed
- Copy/Mail filings as needed
- Performs other incidental and related duties as required and assigned.

Qualifications and Requirements:

Education: High school diploma or equivalent

Experience: Law firm experience a plus

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.