



## Legal Assistant – Service / Motions

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Under minimal supervision, provides administrative support to the collection department for our Ohio and satellite offices

### **Primary Responsibilities:**

- **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 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 Motion for Default Judgments and/or prepare Motion for Default Judgments for mailing to Courts/Defendant(s)
  
- **Motion to Revive Judgment**
  - Draft and prepare Motion to Revive Judgments for attorney review including account balance adjustments
  - Handle Motion to Revive Judgment revisions in a time manner and forward revised Motion to Revive Judgment to attorney for second review
  - Follow up on accounts with Motion to Revive Judgments filed, and file Orders as needed
  - Electronically file Motion to Revive Judgments and/or prepare Motion to Revive Judgments for mailing to Courts/Defendant(s)
  
- **Misc. Duties**
  - Answer Checks – Review of court dockets to verify if an answer has been filed
  - Consent Judgment Entry – Draft, prepare and mail Consent Judgment Entries and file signed Consent Judgment Entries
  - Bill of Costs – Prepare and electronically file Bill of Costs
  - Judgment Entries – Request copies of judgments and enter judgment information onto accounts
  - Judgment Liens and Release of Judgment Liens – Prepare and electronically file Request for Judgment Liens and 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: 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.*