



Legal Assistant - Collections

We are looking for a well-organized legal assistant to work in our collections department. The legal assistant will be primarily responsible for managing a portfolio of accounts through the legal collection process. This involves investigating each account and determining when to involve the Firm's in-house legal team and or collection specialists.

Primary Responsibilities:

- Managing a portfolio of accounts and guiding them through the legal collection process.
- Determining when to get in-house legal team involved.
- Using all data, both provided by clients and obtained through investigation, to locate individuals, identify assets, and determine the collectability and benefits of taking legal action.
- Understanding the civil lawsuit process.
- Analyzing credit bureau reports and data from 3rd party vendors.
- Understanding and following the Fair Debt Collection Practices Act.
- Able to maintain regular and consistent attendance at the Firm worksite and other worksites that may be assigned.
- Performs other incidental and related duties as required and assigned.

Skills:

- Excellent communicator, both verbal and written.
- Organized.
- Able to work in a fast-paced environment.
- Basic computer skills.

Qualifications and Requirements:

- Education: High school diploma
- Experience: One year office experience preferred
- 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. Attention to detail and organization are a must.
- Travel: N/A

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 that starts at three weeks.

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.