



## Legal Assistant - Judgements

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### Job Summary:

We are seeking a highly organized and detail-oriented Legal Assistant to join our team, specializing in handling judgments. The successful candidate will play a crucial role in supporting our legal team in managing judgment-related tasks, ensuring compliance with legal procedures, and providing administrative support. If you are well organized and have the ability to work in a fast-paced legal environment, we encourage you to apply.

### Primary Responsibilities:

- Entering awarded judgments into the firm's database.
- Verify awarded judgment amounts with filed complaints and the firm's database.
  - Troubleshooting and escalating accounts as necessary when inconsistencies exist.
- Follow up on pending judgment requests, including contacting courts.
- Drafting, preparing, and filing Consent Judgment Entries, including filing signed Consent Judgment Entries.
- Organize and maintain judgment files, ensuring all documentation is accurate, up-to-date, and easily accessible.
- Update and maintain court/client-specific instructions.
- E-File and Copy/Mail filings as needed.
- 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:

- Education: Minimum high school or equivalent.
- Experience: One-year prior office experience preferred.
- Computer Skills: Strong computer skills: Familiarity with Windows Operating System and Microsoft Excel.
- Travel: None.

*Great work environment and attractive benefits package including health, dental, vision, disability, and life insurance, 401(k) Plan, paid holidays, 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.