



Legal Assistant - Liens

Job Summary:

We are seeking a diligent and detail-oriented Legal Assistant to join our team, specializing in liens. The Legal Assistant will play a crucial role in supporting our legal team in handling lien-related matters efficiently and ensuring compliance with all relevant regulations. If you have a strong understanding of lien processes, exceptional organizational skills, and the ability to work in a fast-paced legal environment, we encourage you to apply.

Primary Responsibilities:

- Prepare lien requests and file liens received.
- Prepare and file lien releases
- Follow up on pending lien requests including contacting courts.
- Follow up and ensure liens have been filed.
- Organize and maintain lien 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
- Backup Receptionist:
 - Answer telephones, screen, and direct calls
 - Process payments at the payment window.
- 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.