



## Collection Paralegal - KY

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### **Job Summary:**

The Collections Paralegal will play a critical role in supporting our attorneys by researching law, investigating facts, scheduling court appearances, and preparing a variety of legal documents. This position requires an individual who is highly organized, has a solid understanding of collection laws, and can effectively manage multiple responsibilities in a fast-paced environment.

### **Primary Responsibilities:**

- Assist attorneys in all aspects of collection cases, including managing case files, maintaining case calendars, and tracking deadlines.
- Prepare and organize case documents, including pleadings, motions, summary judgements, discovery requests, and responses.
- Draft and file motions, including motions to show cause, to continue, to extend, to renew, for reconsideration, and to lift stay.
- Handle foreign judgment domestications and prepare probate claims, ensuring all backup documentation is obtained from clients.
- Conduct legal research on relevant laws, regulations, and case precedents related to collections.
- Draft and prepare various legal documents, such as affidavits (including affidavits for attorney fees), protective answers, and briefs.
- Prepare trial materials, including pre-trial briefs, trial briefs, witness lists, and exhibit lists.
- Maintain e-filing passwords and ensure timely and accurate submission of documents to the court.
- Schedule court dates, communicating with courts and clients when needed.
- Handle miscellaneous tasks related to collections, such as managing collection SSRs and coordinating with other team members.
- Able to maintain regular and consistent attendance at the Firm worksite and other worksites that may be assigned.

### **Qualifications and Requirements:**

- Education: Paralegal degree or paralegal certification preferred
- Experience: Minimum 2-3 years' experience in a law firm, with a focus on debt recovery
- Ability to handle deadlines and high volume of work
- Highly organized, strong attention to detail, and excellent written and verbal communication
- Travel: Less than 5%

*Great work environment and attractive benefits package including health, FSA, HSA, 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.

