



Paralegal Recovery Specialist

We are seeking a highly organized and detail-oriented Paralegal Recovery Specialist to join our legal team. In this role, you will be responsible for managing a portfolio of delinquent accounts for a high-profile client, guiding them through the civil lawsuit process, and ensuring compliance with relevant debt collection laws.

Primary Responsibilities:

- Managing a portfolio of delinquent accounts placed for collections from a high-profile client.
- Oversee accounts through the civil lawsuit process and post judgment.
- Review account documentation to verify accuracy before initiating legal proceedings.
- Communicate directly with clients through the YGC platform to provide and receive updates and resolve inquiries.
- Preparing court filings
- Handle incoming calls professionally and in alignment with client-specific protocols.
- Ensure compliance with the Fair Debt Collection Practices Act (FDCPA) and other relevant laws.
- 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, with strong customer service skills
- Highly organized with attention to detail.

Qualifications and Requirements:

- Education: High school diploma
- Experience: One year office experience preferred
- Traits: Conduct oneself professionally, in an unbiased manner, exercising sound independent judgment and ability to consistently exercise discretion on matters of significance to Firm.
- 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.

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.