



## Bankruptcy Legal Assistant

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The Legal Assistant position is an integral role in the Bankruptcy Department, that supports the multi-state creditor bankruptcy practice of the law firm. A successful candidate will demonstrate excellent organizational and communication skills, ability to work well within a team and also function independently in a high volume, fast-paced legal environment. Interest in learning the practice of bankruptcy is also a key element for this position.

### Primary Responsibilities:

- Responsible for handling bankruptcy cases, including initial setup of new referrals
- Interface with clients, attorneys, courts, trustees and team members
- Draft and file legal documents, including proofs of claim, reaffirmation agreements, motions, and other pleadings
- Review and process court notices, filings, and case updates
- Monitor and manage client portals/websites for mortgage and auto lender clients
- Maintain accurate and timely updates to case files in the case management system
- Track deadlines, hearings, and maintain court and attorney calendars
- Obtain periodic updates on case status and progress through resolution
- Communicate effectively with clients, court personnel, and trustees
- Perform quality control checks to ensure accuracy and compliance with applicable laws and client requirements
- Coordinate with other departments as needed to resolve case or client issues.
- Other duties as assigned

### Qualifications and Requirements:

- **Education:** High school education
- **Experience:** Office experience preferred
- **Skills:**
  - Proficiency in Microsoft Office and Windows operating systems.
  - Excellent organizational, time management, and multitasking abilities.
  - Strong written and verbal communication skills.
  - High attention to detail and accuracy.
- **Travel:** Not required.

*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.

