



## Legal Specialist - MDJ

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### **Job Summary:**

We are seeking a highly organized and detail-oriented Legal Specialist to join our team, specializing in handling Motion for Default 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:**

- Responsible for conducting the full range of activities required to prepare, submit, and manage Motions for Default Judgment.
- Draft and prepare Motions for Default Judgment for attorney review, including verification that affidavits meet court requirements, confirmation of account balances, and validation of defendant information.
- Handles revisions to Motions for Default Judgment in a timely manner and forwards revised motions to attorneys for secondary review.
- Copy, file, and submit Motions for Default Judgment to the court and defendant(s) via mail and/or electronic filing.
- Updates and maintains court- and client-specific instructions and requirements.
- Performs other related and incidental duties as assigned.
- Maintains regular and reliable attendance at the Firm's worksite and any other assigned worksites.

### **Qualifications and Requirements:**

- 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, 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.