



Collection Paralegal

The Collection Paralegal researches law, investigates facts, schedules court, and prepares documents to assist attorneys by performing a variety of support duties.

Primary Responsibilities:

- Variety of motions including summary judgement
- Motion to show cause
- Discovery answering and drafting, protective answers, probate claims, and ordering of all back up docs from the clients.
- Foreign judgement domestications
- Preparation for trial including pre-trial, trial briefs, and witness exhibit list.
- Affidavit in attorney fees.
- Various motions including the motion to continue, extend, renew, ruling, strike, bifurcate, reconsideration, return to active docket, stay, and motion to lift stay.
- Maintain E-filing passwords
- Brief preparation
- Calls from court
- Miscellaneous collection SSRs
- Working with others.
- 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 years' experience in a law firm
- Ability to handle deadlines and high volume of work
- Computer Skills: Strong computer skills
- 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.