



Litigation & Foreclosure Paralegal

The Litigation & Foreclosure Paralegal provides support to attorneys and management in both the litigation and foreclosure departments. This position is responsible for assisting with case management, document preparation, court filings, calendaring, client and court communication, and overall support throughout the litigation and foreclosure processes. The role requires the ability to manage a high-volume workload, work independently, and effectively balance responsibilities between both practice areas.

Primary Responsibilities:

- Manage a high-volume caseload across litigation and foreclosure matters.
- Prepare, review, and file legal documents including pleadings, motions, notices, orders, borrower correspondence, payoffs, reinstatements, and related foreclosure and litigation documents.
- Assist with discovery, document review, file organization, case management, and trial support.
- Maintain attorney calendars, court deadlines, hearings, and e-filing requirements.
- Enter and maintain file information within client systems and internal case management platforms.
- Read, review, and respond to emails and communications from attorneys, courts, clients, vendors, and staff.
- Coordinate hearing coverage and assist with local counsel scheduling when needed.
- Perform court follow-up and monitor case status updates.
- Work independently while maintaining accuracy, organization, and attention to detail in a fast-paced environment.
- Provide backup support to other departments as needed.
- Able to maintain regular and consistent attendance at the Firm worksite and other worksites that may be assigned.

Qualifications and Requirements:

- Education: Paralegal degree, paralegal certification, or equivalent experience preferred.
- Experience: Minimum 2-4 years of experience in a law firm, preferably involving civil litigation, foreclosure, real estate, or creditor rights matters.
- Experience with litigation support and case management software preferred, including systems such as Black Knight, Tempo, or similar platforms.
- Strong computer, organizational, analytical, and written communication skills required.
- Ability to multitask and manage competing priorities effectively.
- Strong customer service and professional communication skills required.
- Ability to work in a fast-paced environment with a high level of accuracy and attention to detail.

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.*