Collection Paralegal

Job Summary:

The Collection Paralegal is responsible for providing legal support. They work closely with attorneys and other legal professionals, the Collection Paralegal assists in managing and processing debt collection cases. This role involves conducting legal research, investigating facts, preparing legal documents, communicating with courts, and ensuring compliance with relevant laws and regulations.

Position located in Cleveland, OH. Flexible schedule with a hybrid of in-office and remote.

Pay range $20 - $29 per hour

Primary Responsibilities:

- Variety of motions, including summary judgment
- Drafting executions & complaints
- Discovery answering and drafting, protective answers, probate claims, and ordering of all backup docs from the clients.
- Preparation for trial, including pre-trial, trial briefs, and witness exhibit list.
- 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-filling passwords
- Brief preparation
- Calls from court
- Miscellaneous collection SSRs
- Indiana & WV replevins
- Assisting support staff department.
- Able to maintain regular and consistent attendance at the Firm worksite and other worksites that may be assigned.
- Support Litigation Attorney.
- Performs other incidental and related duties as required and 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
- Excellent written and verbal communication skills
- Computer Skills: Proficiency in legal software and Microsoft Office Suite

Great work environment and attractive benefits package including health, dental, vision, disability, and life insurance, 401(k) Plan, paid holidays, 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.*