



Opening for a Full-time Legal Assistant/Paralegal

Gross Polowy is an established law firm in the real estate industry looking for professional candidates who are proactive, organized, dependable and detail oriented to work in our **First Legal** department. Duties include review mortgage title report and notices sent out by clients to ensure everything is in order prior to commencement of the foreclosure action. Careful preparation of the Notice of Pendency, Summons and Complaint. Experience in legal, mortgage and/or high volume office is necessary. Ideal candidates should have excellent and professional verbal communication skills, strong time management, comprehension and problem solving skills and are self-motivated.

JOB DUTIES/RESPONSIBILITIES

Review New York and New Jersey specific foreclosure documentation to make sure the client is compliant

- Review of title search for the following:
- Determination of defendants to be named and their capacities
- Determination of correct Plaintiff in the foreclosure
- Review of recorded documents and legal descriptions to verify accuracy
- Identify any potential title issues and determining whether they can be resolved via the foreclosure action or title claim is needed
- Determine if there are any unrecorded loan modifications

Prepare Notice of Pendency, Summons and Complaint notating of any special circumstances that must be taken into account to ensure that the Notice of Pendency, Summons and Complaint are prepared correctly

Preparation of documents used to cure any title issues that may arise from the review of the search

Update and respond to client inquiries and review all requirements in client systems

Prepare Amended Notice of Pendency, Summons and/or Complaint in which the file attorney deems necessary

Contact firms to work on discontinuance on prior actions

Work closely with Attorneys Monitor filings to ensure that the file is moving from the Title Team/First Legal to Service in a timely matter

Additional duties as assigned and/or as business needs dictate

EXPERIENCE LEVEL & BEHAVIOR

1 – 2 years' experience within legal and/or banking

Title or foreclosure knowledge is preferred

Able and willing to bring questions and/or concerns to direct Manager

Displays a positive attitude when under pressure of deadlines

Overtime required as per department demands

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Solid computer skills and accurate keyboarding skills

Strong organizational skills and attention to detail

Strong time management skills

Strong comprehension and problem solving skills, with the ability to think analytically

Strong verbal and written communication and client interpersonal skills

Self-motivated and proactive individual

Ability to work in a team environment to meet changing priorities and deadlines, as needed

EDUCATION

High School diploma necessary, Associates preferred

PHYSICAL REQUIREMENTS

Remaining in a stationary position, sitting for prolonged periods at a desk and working on a computer with dual monitors.

Prolonged periods of keyboarding; repeating motions including wrists, hands and fingers.

Must be able to lift 10 pounds at times.