



JOB DESCRIPTION

JOB TITLE & LEVEL: Legal Assistant
DEPARTMENT: Document Execution
FLSA STATUS: Non-exempt **LOCATION:** Eligible for Hybrid
REPORTS TO: Jacqueline Ladowski, Operations Manager
JOB PURPOSE: Accurately prepare Affidavits for client signature/execution.

ESSENTIAL JOB DUTIES

Review the file to understand what affidavit type is needed and complete associated case system steps (work items)

Identify documents or information that may be missing prior to preparing the affidavit

Correctly request documents and information in case management and client systems. Request judgment figures and AITNO before preparing affidavits

If additional figure breakdowns are needed, work with judgment figures team to obtain from client
Accurately prepare the Affidavit through Hot Docs, compile corresponding exhibits and supporting docs

Ensure all exhibits are fully and properly redacted

Run DMDC searches and prepare military-status affidavit

Timely complete peer review revisions as well as peer review of other team member's affidavits.

Timely handle client revisions according to the department Client Revision - Additional Info procedure

Review "problem" files/affidavits and bring to resolution by working closely with team, client and attorney

Prioritize and follow up on priority and escalated files appropriately, including court deadlines and client escalations

Respond to client requests for documents, including answering/returning client phone calls

Immediately escalate to your team lead or manager any issues of concern

Additional duties as assigned and/or as business needs dictate

EXPERIENCE LEVEL & BEHAVIOR

1 – 2 years of office experience but willing to consider less experience

Limited to no experience within legal and/or banking

Able and willing to bring questions and/or concerns to manager

Open and accepting of constructive criticism of completed work through peer review process

Requires substantial oversight in work product by trainer (subject matter expert) and manager

Successful progression through subscribed Training Plan; meets or exceeds expectations on

Assessments and 90-day Performance Review

SMART Goals are achieved and discussed regularly



JOB DESCRIPTION

KNOWLEDGE, SKILLS & ABILITIES

Solid computer skills and accurate keyboarding skills

Strong organizational skills and attention to detail

Strong time management and prioritization skills

Strong comprehension and problem solving skills

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

Ability to lift 10# files and sit for long periods of time looking/reading multiple computer screens

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.