



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 **Title Resolution** department. Duties include clearance of title defects on foreclosure files. Follow for resolution of claim via indemnification letter, satisfaction, or other title issue resolution. Experience in mortgage title 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

Clear title defects (Clearance claims; Mortgage Not Recorded/Deed Not Recorded; Litigated Title; etc.)

Advise client of all title issues within 72 hours of receipt

Communicate issues to clients and title company representatives

Follow for resolution of claim via indemnification letter, satisfaction, or other title issue resolution

Check client systems daily to meet timelines; respond to client messages within 24 hours and update due/overdue title tasks with status

Request title documents from clients

Follow up for resolution of title defects

Complete assigned tasks in GPS and client systems

Obtain clear title for Mobile Home-IBTS Search, VIN #, Serial #, HUD Label #, year, make model of mobile home; DMV lien releases.

Prepare and record UCC terminations

Contact prior lien holders to obtain satisfactions of liens on record

Return telephone calls and emails within 24 hour timeframe or as dictated by Manager

Upload client contacts, communications e-mails and messages to files

Provide back-up for recording court orders and preparing 255 Affidavits for Unrecorded Loan Modifications

Must interact with clients and colleagues in a courteous and professional manner at all times

Observe and follow the company's policies and to maintain proper standards of conduct at all times

Legally obligated to respect and preserve the confidential, proprietary information and trade secrets

Assist in training new hires

Other duties as deemed necessary by Manager and/or business needs

EXPERIENCE LEVEL & BEHAVIOR

Minimum 2 years of office experience

Title or foreclosure knowledge is necessary

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.