



JOB DESCRIPTION

JOB TITLE & LEVEL: Legal Assistant 2

GROUP/DEPARTMENT: Sales/Pre Sales

FLSA STATUS: Non-exempt

LOCATION: Eligible for Hybrid

REPORTS TO: Corinne Anterline, Senior Manager

JOB OVERVIEW: Prepare file to obtain a foreclosure auction sale date, and ensure all necessary client steps, court requirements and deadlines are met leading up to the auction date. Work closely with court appointed Referee and auction vendors for scheduling auctions & newspaper publications, cancelling auctions and receiving auction results. Responsible for calculating bids for sale and peer review of bids.

JOB DUTIES/RESPONSIBILITIES

Update all systems for each action taken on a file
Review file to ensure file is ready to proceed with auction
Send request for sale date and coordinate setting sale with publication & auction Vendors
Update firm's case management system and bank systems with sale date
Prepare terms of sale and send to required parties within established time frames
Review Notices of Sale for accuracy and send to required parties
File/e-Filed Notice of Sale per county requirements
Calculate figures on DDCH screen prints for Bidding Instructions
Calculate bidding instructions prior to sale date
Receive and review outstanding taxes for Bid
Update and maintain accurate and timely status of files with client
Enter sales results in systems and notify client
Advise client on legal issues pertaining to sale
Process and approve invoices for publication/posting
Cancel/postpone sales in an expedited manner and follow-up as needed
Review files to ensure that all requisite Affidavits of Publication and/or Posting are received, properly executed and notarized, and placed in file
Additional duties as assigned and/or as business needs dictate

EXPERIENCE LEVEL & BEHAVIOR

2 or more years of office experience
Experience within legal and/or banking; similar experience necessary
Ability to work in fast-paced, multi-tasking environment
Exudes positive behavior amongst co-workers, Manager, Attorneys in and outside of firm, other departments and clients
Offers meaningful suggestions for process improvements

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Ability to decipher bank figure documents (i.e. Judgment figures, Payment history, Escrow breakdown, Interest rate info, etc.)

Good with Calculating Figures

Solid computer skills and accurate keyboarding skills

Exceptional organizational skills and attention to detail

Exceptional time management skills

Exceptional comprehension and problem solving skills

Exceptional verbal and written communication and client interpersonal skills

Self-motivated and proactive individual who responds appropriately to change

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

EDUCATION

High School diploma necessary, Bachelor's preferred but willing to consider those with 3 or more years of similar experience

Notary Public helpful

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.