



Opening for a Full-time Legal Assistant

Gross Polowy LLC, an established law firm in the real estate industry, is looking for professional candidates who are proactive, organized, dependable and detail oriented. Duties include Clearance of title defects on foreclosure files. Experience in mortgage title, legal and high volume office is necessary.

Ideal candidates should have excellent and professional verbal communication and client interpersonal skills; solid computer skills and keyboarding skills, strong time management skills, strong comprehension and problem solving skills, high level of proven confidentiality and be self-motivated.

EXPERIENCE LEVEL & BEHAVIOR

2 or more years of mortgage, legal, title and/or foreclosure office experience

Works well with little to no supervision

Assist in training new hires and others as policies/procedures change

Exudes positive behavior amongst co-workers, all Management, Attorneys in and outside of firm, other departments and clients

Responds appropriately to change and is willing to assist others who struggle with the notion

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

Offers meaningful suggestions for process improvements

Ability to take on and properly handle escalated client issues with little guidance

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

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Legal, foreclosure, mortgage, title and/or real estate knowledge

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 take on multiple tasks/project(s) from department management, and complete in a timely and accurate manner

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

EDUCATION

High School diploma necessary.

2 or more years of legal, mortgage, title and/or foreclosure related office experience preferred

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.

The pay range for this position at commencement of employment is expected to be between \$19.50 - \$23.00/hour; however, base pay offered may vary depending on multiple individualized factors, including market location, job-related knowledge, skills, and experience. The total compensation package for this position may also include other elements, including medical and other benefits (including 401(k) eligibility and various paid time off benefits), dependent on the position offered. Details of participation in these benefit plans will be provided if a candidate receives an offer of employment.