



## Opening for a Full-time Legal Assistant - Bankruptcy

Gross Polowy, one of NY's Best & Brightest Companies, Best Places to Work, and Healthiest Employers in WNY is an established law firm in the real estate industry, is looking for professional candidates who are proactive, organized, dependable and detail oriented. Monitor hearings for Motions for Relief and Confirmation to plan. Coordinate schedules for attorneys. Communicate with scheduling teams and coordinate appearances for the bankruptcy department. Update client on the results from hearings. Adhere to Client Expectations and Firm Expectations. Provide recommendations from Attorneys to the Clients in order to protect their interest. Experience in a 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.

### **Benefits**

Health Insurance with Health Reimbursement Account  
Paid Time Off  
401(k) Match  
Dental Insurance  
Vision Insurance  
Accident Coverage  
Specified Disease Coverage  
Flexible Spending Account  
Disability Insurance

Hybrid Schedule  
Employee Assistance Program  
Referral Program  
Free Parking  
Employee Discounts  
Paid Sick Time  
Professional Development Assistance  
Opportunities for Advancement  
Casual Dress

### **JOB DUTIES/RESPONSIBILITIES**

Utilize Client Systems and Internal Systems in order to meet hearing timelines  
Update our events for MFR and Confirmation to plans  
Utilize client figures and breakdowns to update the attorney prior to hearing  
Communicate with in-house attorneys regarding hearing outcomes  
Prepare adjournments; update events with new hearing dates  
Monitor for objections to our motions  
Contact courts and read court calendar  
Coordinate all hearings for Bankruptcy Department in conjunction with Scheduling Department and Loss Mitigation department  
Other duties as deemed necessary by Supervisor and/or business needs

**Pay**                      \$18.00 - \$20.00/hour

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 a full range of medical, financial, and/or other benefits (including 401(k) eligibility and various paid time off benefits). Hybrid schedule offered once training complete. Details of participation in these benefit plans will be provided if a candidate receives an offer of employment.