



Gross Polowy LLC

Team Member Opening: Legal Assistant - SCRA
Department: Court Services
Reports to: Melissa Krause, Senior Manager
Location: Williamsville, NY (hybrid after initial training)

About Gross Polowy:

As a two-time recipient of New York State's "Best & Brightest Companies to Work For", a seven-time winner of "Best Places to Work" and a two-time winner of "Healthiest Employers" by the Buffalo Business First journal, Gross Polowy prides itself on being a people-first, employer of choice. Established in 2011, our practice is focused in the financial services and real estate industry. Through multiple offices across our geographic footprint, our attorneys and legal professionals work as one team, at our best each day, toward the shared goal of "Achieving Greatness in All We Do." As a culture, we are consciously committed to the communities in which we live and work and provide support to a variety of local charitable organizations.

You'll Thrive Here If:

If you are a well-rounded, results driven, ambitious, and highly motivated individual who enjoys rolling up their sleeves to add value to shared goals, you'll thrive at GP. Our happiest and most successful team members are able to discuss complex ideas in concise terms, and translate action plans into targeted results. Our goal is to achieve greatness in all we do and that translates through our values of Personal Responsibility, Unparalleled Quality, Respect, Positive Environment, Leadership and Exceed Expectations. These six qualities are the core of our way of living and if that resonates with you, you will raise the bar on our team!

About the Role:

Complete SCRA (Servicemembers Civil Relief Act) searches for various stages throughout a Foreclosure and Eviction process.

Work part of a team to ensure searches are completed accurately per client requirements, providing unparalleled quality in your work product.

Duties:

- Read case management system for an understanding of each file
- Run SCRA searches and complete associated tasks within client and firm system throughout various points during the foreclosure/eviction process
- Re-project and complete client system steps as needed
- Redact secure information based on firm and client expectations
- Daily written and verbal correspondence with clients, the courts, county clerk's offices
- Prepare Military Status Affidavits, send for filing and follow-up for the filed copy
- Scan incoming/returned mail and save to GPS
- Run necessary skip traces when needed
- Immediately escalate to your immediate Manager any issues of concern
- Additional duties as assigned and/or as business needs dictate



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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

Experience + Education:

- Limited to no experience within legal and/or banking
- Able and willing to bring questions and/or concerns to Manager

Compensation Range: \$19 - \$21/hour

*Base pay offered will vary by candidate and is based on various individual factors including but not limited to: 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). If offered, details of participation in these benefit plans will be provided if a candidate receives an offer of employment.