



Gross Polowy LLC

Team Member Opening:	Part-time Clerk
Department:	Assignments, Recordings & Taxes (ART)
Reports to:	Grace Pterson, Manager
Location:	Williamsville, NY (hybrid after initial training)
Hours:	26 – 28 hours/week

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.

Duties:

- Requesting Assignments of Mortgage from clients or outside lenders and follow up until received.
- Preparation of Standard, Gap and Corrective Assignments for execution and recording
- Preparation of UCC-3 Assignments and Amendments for Co-Op properties
- Peer Review of prepared assignments
- On-line or physical recording of Assignments/Amendments in all New York and New Jersey counties.
- Review of tax search and reporting detailed information/results to clients
- Escalation of seriously delinquent taxes or those IN Rem (Tax Foreclosure) for payment and monitoring for resolution
- Process advanced funds payments on behalf of clients to pay delinquent taxes/fees and provide accounting with the proper invoice information for billing purposes
- Obtain original tax lien releases from lienholders or tax offices
- On-line or physical recording of Tax Lien Releases in all New York and New Jersey counties.
- Obtain all tax foreclosure information and documentation from the tax office as well as the title vendor where properties have been lost to a tax foreclosure sale.
- Prepare Affidavits for payment of mortgage tax on unrecorded loan modifications and record same with the county.
- Check client systems daily to meet timelines; respond to client messages within 24 hours and update due/overdue tasks with status
- Return telephone calls and emails within 24 hour timeframe or as dictated by Manager
- Work with fellow staff, manager attorneys and other management to resolve issues timely
- Additional duties as assigned and/or as business needs dictate



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Knowledge, Skills + Abilities:

1 – 2 years of office experience but willing to consider less experience

Limited experience within legal and/or banking

Solid computer skills and accurate keyboarding skills

Strong organizational skills and attention to detail

Strong time management skills

Strong comprehension and problem-solving skills

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

Ability to lift 10# files and sit for long periods of time looking/reading multiple computer screens

Fluent in Spanish a plus

Compensation Range: \$18.00 - \$20.00/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.