



Legal Assistant – Foreclosure (New Jersey)

Position Summary

Work within the firm's Creditors' Rights Department under the general supervision of the Service Team Leader and department attorneys. The ideal candidate will have approximately 5 years of experience processing New Jersey foreclosure actions with particular emphasis on preparing service packages and filing for default.

Parker McCay provides competitive salaries and benefits to all staff including 100% paid single health insurance plus a portion of dependent costs, 401(k) match and profit sharing.

Essential Functions

Essential functions include, but are not limited to the below:

- Process necessary paperwork to complete service packages
- Communicate with clients through BKFS, Tempo, email and phone
- Maintain calendar and ensure that deadlines are met
- Must be team player willing to assist throughout the department

Requirements

Requirements include, but are not limited to the below:

- Prior experience processing New Jersey foreclosure actions with particular emphasis on preparing service packages and filing for default
- Working knowledge of BKFS and Tempo
- Key skills include: critical thinking, effective written and spoken communications and interpersonal skills
- Strong problem solving skills
- Ability to manage a high volume of files/multi-task/adaptability
- Attention to detail
- Preferred: Bachelor's degree
- Preferred: Law firm experience

Scope

This job description describes the general nature of the job and does not represent that all duties will be performed by all individuals who hold the job. This job description does not limit the tasks that an employee may reasonably be requested to perform and in no way alters Parker McCay P.A.'s at-will policy.

This organization is an equal opportunity employer and is committed to the maintenance of an employment environment which is welcoming of persons from diverse backgrounds and free from unlawful discrimination and harassment, and in which all of the legal rights of our employees are recognized and protected. Unlawful discrimination based upon race, color, religion, sex, sexual orientation, national or ethnic origin, ancestry, citizenship, age, marital status, genetic information, medical condition, physical or mental disability, pregnancy, veteran status, all other characteristics proscribed by law, and discrimination on the basis of gender identity and/or expression are strictly prohibited.