

Foreclosure Legal Assistant- New Jersey Team (Final Judgments)

Parker McCay, P.A. - Mount Laurel, NJ

Full-Time

Description

Position Summary

Parker McCay is looking for a legal assistant to work with clients, attorneys and support staff on back-end New Jersey foreclosure work, primarily the preparation and filing of Motions for Final Judgment. The ideal candidate will have approximately 2-3 years of experience of New Jersey foreclosure experience drafting and filing Motions for Final Judgment.

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:

- Navigating client management systems and completing daily processing tasks related to foreclosure timelines
- Preparing and filing Motions for Final Judgment

Requirements

Requirements include, but are not limited to the below:

- 2-3 years of New Jersey foreclosure experience drafting and filing Motions for Final Judgment required
- Proficiency in BKFS (LPS) and Tempo
- Prior experience with Perfect Practice preferred
- Key skills include: critical thinking, effective written and spoken communications and interpersonal skills
- Ability to manage a high volume of files/multi-task/adaptability
- Attention to detail

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.

The Firm 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 is strictly prohibited.