

Foreclosure Legal Assistant- Pennsylvania Team

Job Type

Full-time

Description

Position Summary

Parker McCay is looking for a legal assistant to work with clients, attorneys and support staff on front-end Pennsylvania foreclosure work. The ideal candidate will have approximately 2-3 years of experience processing Pennsylvania foreclosure actions.

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
- Opening new files
- Reviewing initial title searches, land records, mortgages, promissory notes and assignments of mortgage
- Reviewing demand letters and preparing FDCPA notices
- Must be team player willing to assist throughout the department

Requirements

Requirements include, but are not limited to the below:

- 2-3 years of Pennsylvania foreclosure experience 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
- Strong problem solving 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.