



JOB DESCRIPTION

Job Title: Clerk

FLSA: Non-Exempt

Reports to: Debt Recovery Practice Leader

Summary: Provide support, including but not limited to copying, filing, data entry, scanning, and electronic filing for debt recovery department.

Essential Responsibilities:

- Close files electronically and physically.
- Work task lists as assigned by attorneys.
- Process pleadings by E-filing for assigned attorneys.
- Copy, file and send out correspondence and documents for mailing.
- Run reports and update data.
- Assume additional duties and responsibilities as assigned by attorneys.

Qualifications and Skills:

- High school graduate, GED, some college preferred.
- At least 1 year legal support staff experience in a law firm setting.
- At least 1 year of experience or exposure to debt collections practices.
- Knowledge of and experience adhering to FDCPA.
- Ability to interact and communicate with individuals at all levels of organization.
- Excellent grammar, spelling, editing, writing and verbal skills.
- Must be able to work in a fast-paced environment with ability to juggle multiple competing tasks and demands.
- Strong computer skills including: Outlook, Word and Excel. Experience in some type of case management and billing software a plus.

ADA:

- Must be able to sit for long periods of time.
- Must be able to focus on a computer screen for multiple hours at a time.
- Must have the ability to reach over your head to file.
- Must be able to lift in excess of 10 pounds.