



JOB DESCRIPTION

Title: Debt Recovery Paralegal **FLSA:** Non-Exempt

Reports to: Debt Recovery Department Head

Summary: Provide support to collection attorneys practicing community association representation, including condominiums, townhomes, and single-family homes.

Essential Responsibilities:

- Initial case intake, including opening new collection files, requesting documents from management companies/ boards of directors, and drafting confirming letters to clients.
- Close files electronically.
- Court e-filing, calendaring answer and other pertinent dates to file, setting trial dates.
- Draft various motions, petitions and pertinent proposed orders as may be necessary.
- Respond to client and court inquiries, communications and/or payoff requests from debtors/defendants, review and interpret account ledgers, and calculate payoff amounts.
- Requesting and/or pulling client ledgers, and processing debtor payments, including updating client journals, scanning, mailing, tracking, and communicating with team regarding same.
- Initiate, respond to, and maintain written/verbal communication with clients, etc.
- Research legal issues as directed by supervising attorney, including identifying next steps on case.
- Assist preparing discovery, discovery responses, reviewing/analyzing same.
- Assist attorneys in preparing witnesses for trial, during trial and other court hearings.
- File bankruptcy information in system (Pacer).
- Enter amounts of checks, cashier's checks and money orders into database, as needed.
- Generate documents as instructed by assigned attorneys.
- Work task lists as assigned by attorneys and prepare/follow up on service of process.
- Assist in maintaining integrity/organization of files both electronically and physically.
- Assume additional duties and responsibilities as assigned by attorneys.
- Consistent and on-time attendance is required.

Qualifications and Skills:

- High school diploma (equivalent), some college. Paralegal Certificate/Degree preferred.
- At least 3 years of Paralegal or Legal Assistant experience in a law firm setting.
- At least 2 years of experience or exposure to debt collections practices and FDCPA.
- Must be able to interact and communicate with individuals at all levels of organization.
- High level of initiative and foresight in completing assigned projects.
- Excellent grammar, spelling, editing, writing and verbal skills.
- Attention to detail in composing/proofing, establishing priorities and meeting deadlines.
- Able to work in fast-paced environment with ability to handle competing tasks/demands.
- Strong computer skills including: Outlook, Word, and Excel. Case management a plus.

- English Proficiency – speaking, reading, and writing.

ADA:

- Must be able to remain in a stationary position for long periods of time.
- Must be able to focus on a computer screen for multiple hours at a time.
- Must be able to lift in excess of 10 pounds.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

BENEFITS:

Benefits are provided to full-time employees as more fully described in summary plan descriptions for our various benefit plans. For more information or to obtain current summary plan descriptions, contact the Chief Operating Officer. The Firm reserves the right to modify or eliminate benefits at its discretion, with or without notice. Benefits currently offered include, but are not limited to:

- | | |
|-----------------------------------|-------------------------------------|
| ▪ Medical insurance | ▪ Long-term disability insurance |
| ▪ Health Savings Account | ▪ Life insurance |
| ▪ Dental insurance | ▪ AD&D insurance |
| ▪ Vision insurance | ▪ 401(k) with employer contribution |
| ▪ Short-term disability insurance | ▪ Profit-sharing plan |

SALARY RANGE:

Employee salaries are reviewed annually by Management. Salary adjustments are effective January of each year or at other such time as determined by the Firm. Employees are eligible for meritorious bonus consideration which timing and amounts are at the discretion of Management. This is a non-exempt, hourly-paid position with a base compensation range of \$40,000-\$60,000 per annum.