

Position Description

Legal Assistant

Location: Troy, MI

Employment Type: Full-Time

Employment Area: Enforcement Department

Job Summary:

A Legal Assistant is responsible for preparing files for suit and assisting with the file to answer or judgment.

Primary Duties and Responsibilities:

- Promote the firm's vision and Mission
- Perform online records research
- Review file information received from client for accuracy and completeness
- Prepare files for suit
- Prepare and review declarations and affidavits for truthfulness
- Prepare correspondence to courts, attorneys and clients
- Prepare form pleadings
- Review bankruptcy filings, deceased notifications and military hits
- Assist attorneys and paralegals
- Meet and exceed company and client goals
- Comply with all federal, state and local regulations
- Comply with all office policies and procedures

Knowledge, Skills and Abilities:

- Excellent analytical, research, writing and organizational skills
- Ability to read, write and speak fluent English
- Familiarity with pleadings and other legal documents
- Knowledge of legal terminology and principles
- General understanding of the legal process from suit to judgment
- Complete knowledge and understanding of all relevant federal, state and local collection regulations including the Fair Debt Collection Practices Act ("FDCPA")
- Ability to use standard office equipment including a computer, keyboard, copy machine, phone system and calculator
- Familiarity with Microsoft Office applications (Outlook, Word and Excel) and collection software
- Basic typing skills
- Ability to be self-motivated
- Desire to work with others in achieving company and client goals

Minimum Education and Experience Requirements:

- At least a high school diploma or GED required
- At least 2 years of legal experience preferred

Other Work Requirements:

- May be required to work evenings and weekends
- Successfully pass pre-employment testing including criminal background check, credit check and drug testing