



## Legal Assistant

### Job Description

LOGS Legal Group LLP represents lenders in mortgage default related legal services. Our strong reputation is built upon the foundation of a unique nationwide legal, trustee and title network. Our firm is committed to quality and organizational excellence, and we are seeking professional, energetic and committed professionals.

### Join our Dynamic Bankruptcy Department and work from home!

Our **Bankruptcy Department** is looking to add a legal assistant to our **Team**. We are looking for an individual that can excel in a remote fast-paced environment, with a positive attitude and a desire to learn.

### Essential Duties and Responsibilities

- ☞ Timely and accurate update of internal and client systems.
- ☞ **The position is for part-time e-filing (evening hours 4-8PM preferred, but flexible depending on location of applicant.)**
- ☞ Review referral to determine what information is still needed
- ☞ Order figures and documents from client
- ☞ Follow up as needed with client for additional information to prepare pleadings
- ☞ Monitor PACER for any updates
- ☞ Train and be cross-functional in several areas of the team

### Requirements

- ☞ 1-2 years bankruptcy experience
- ☞ Knowledge of ECF a plus
- ☞ High Speed Internet

### Knowledge, Skills and Abilities:

- ☞ Strong written and verbal communication skills.
- ☞ Excellent customer service abilities and interpersonal skills.
- ☞ Ability to take direction and apply feedback as needed.
- ☞ Ability to read and interpret instructions.
- ☞ Knowledge of and ability to comprehend basic legal concepts.
- ☞ Proficient use of Microsoft office - Word, Excel and Outlook.
- ☞ Should have a system geared mindset.
- ☞ Strong organizational skills and the ability to manage/prioritize multiple tasks.
- ☞ Detail oriented and able to concentrate and remain focused while multitasking.
- ☞ Should have an attitude that is positive, willing, flexible and adaptable to change.
- ☞ Ability to identify and resolve problems in a timely manner.
- ☞ Must be a dependable team player and willing to assist in multiple areas as necessary.

To request an accommodation during the interview process or for general inquires please contact [LOGSCareers@logs.com](mailto:LOGSCareers@logs.com).