



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.