



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.

Our **Foreclosure Department** is looking to add a **Legal Assistant** to the team. We are looking for an individual that can excel in a fast-paced environment, with a positive attitude and a desire to learn.

This position is responsible for preparing and prioritizing documents and data to support firm processing functions. The successful candidate has a keen attention to detail, is a great verbal/written communicator, can quickly and accurately enter data, and stay focused while multitasking.

Legal Assistants are held accountable for meeting specific production standards as set by the firm. These standards reflect critical quality and success factors as defined by our clients, law firm, and department management.

Essential Duties and Responsibilities

- ☞ Timely and accurate update of internal and client systems.
- ☞ Meet daily goals and production expectations as outlined by the manager.
- ☞ Properly escalate to clients to obtain required pending items.
- ☞ Professionally and effectively communicate with clients both verbally and electronically.
- ☞ Contribute to the team by diligently and thoroughly completing assigned tasks, duties, and projects.
- ☞ Be an active team player by participating in meetings and bringing issues and potential solutions to managements attention.
- ☞ Other duties as assigned.

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.