

Paralegal Assistant

Performs administrative support functions for legal professionals, including specifically paralegals; requires a high degree of skills, initiative, reliability and confidentiality. Must have strong organizational skills and the ability to rapidly acquire knowledge of the Authority and the legal department. Primary focus will include, oversee preparation of dockets, oversee UCC filings, and oversee foreclosure filings. Some work will be assigned and monitored by the managing paralegal, while some projects and assignments will be carried out independently.

Essential functions include performing clerical/administrative duties but not limited to: (i) handling routine and sensitive correspondence; (ii) photocopying, scanning and filing documents; (iii) scheduling and organizing meetings with internal and external parties; and (iv) maintaining closing document files for the legal department.

Education and Experience Requirements:

Associate's degree preferred with 2-5 years applicable previous work experience, preferably in the legal area. Ability to communicate orally and in writing with internal personnel and the public. Must adapt readily to varying types of assignments and shifting deadlines. Must be proficient in Microsoft Office, including Word, Excel and PowerPoint.

Excellent benefits package, including 401 (k); immediate vesting.

To Apply:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=227960&source=CC2&lang=en_US

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