

JOB TITLE: Paralegal - Community Associations/Collections

REPORTS TO: Senior CA Paralegal Manager

LOCATION: Tysons Corner, VA

SUMMARY: Performs a variety of paralegal duties for attorneys according to established policies and procedures. Maintains positive contact with clients, attorneys, supervisor and staff. Observes confidentiality of client matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES: "Essential Functions" are primary job duties that incumbents must be able to perform unassisted or with some reasonable accommodation made by the employer.

- Complies with applicable laws and firm policies, including Fair Debt Collections Practices Act and Fair Credit Reporting Act.
- Request updated statements of account from management or online and reconciles account balances according to procedure prior to pursuing legal action.
- Prepare cases for attorney prior to court return date. Update account balance, communicate with attorney on action to be taken and prepare all related paperwork including praecipes, affidavits and garnishment dispositions. Review final docket with attorney prior to court date.
- Process all payments on account and prepare transmittal memo to client regarding payment application.
- Review team status report on a monthly basis. Ensure account balance and status is updated on each account each month for report and coordinate action on account with team attorney.
- Prepare account information for reporting to the credit bureau and submits to team attorney for review
- Perform address/asset searches through Postal Service, Accurint, DMV and Private Investigator when necessary.
- Review and sort incoming mail, identifying time-sensitive documents and notifying attorney.
- Establish and maintain a reminder system through Collection Manager (CM) and/or Outlook. Monitor all court dates and ensure that docket is prepared for attorney. Monitor all payment arrangements and advises attorney if any default exists. Monitor all deadlines for legal action and communicates same to attorney.
- Gather account information and prepare payoffs as requested.
- Follows the ethical requirements governing attorneys as set forth by the Rules of Professional Conduct of the State. Observe confidentiality of attorney-client relationship.
- Accurately compose letters, memos and various other legal documents such as liens, promissory notes, suits and garnishments, utilizing appropriate legal terminology and document formats. Proofreads all work completely to ensure complete accuracy.
- Bill time according to fee schedule policy and utilizing appropriate task codes.
- Maintain telephone contact with clients and delinquent homeowners as needed.
- Maintains all active case files and close files according to written CA practice group procedure.
- Meet with both clients and delinquent homeowners regarding account resolution as required.
- Complete critical tasks within specified time limits.

Qualifications

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Excellent grammar, proofreading and editing skills (e.g., punctuation, spelling, formatting). Correct errors in a timely manner and turn work product back to attorneys within prescribed time frame.
- Exceptional math skills to verify calculations in work product. Maintain records and filing systems in an organized and systematic manner.
- Some knowledge and/or understanding of collections as a specialty area of law practice.
- Highly organized with the ability to prioritize numerous tasks and complete all work assigned within prescribed deadlines.
- The capacity to communicate clearly and professionally, with clients, attorneys and other team members, both speaking and in writing.
- The aptitude to follow instructions effectively from a diverse group to include clients, attorneys and managers, and provide information in a courteous and considerate manner.
- The ability to maintain composure during periods when workload may increase due to influx of new clients.
- Position occasionally requires more than 40 hours per week to perform the essential duties of the position; may require irregular hours at times.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree
- 3 years of experience may be considered in lieu of college level education.
- Experience working in a law environment preferably as a paralegal or legal assistant

Please email resume and salary requirement to ABickford@reesbroome.com.