**Foreclosure Paralegal Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Foreclosure Paralegal to work with attorneys and help clients facing foreclosure on their homes, which is a process through which banks that hold mortgages on homes take back the homes for non-payment of loan obligations.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

Running, reviewing, and saving court dockets to the system;  
Calendaring relevant deadlines and following up on the same to ensure compliance;  
Coordinating and setting hearings throughout the State of [insert state];  
Preparing the initial drafting of Pleadings, Motions, Affidavits, etc. for attorney review and finalization;  
Filing the finalized version of documents with the Court via the e-filing portal;  
Maintaining accurate and current information in the case management system; and  
Building and maintaining positive relationships with clients, opposing counsel, court clerks, etc.

### About you

Minimum [insert number] years of legal experience;  
Working legal knowledge of civil litigation and foreclosure;  
Positive attitude;  
Capable of working in an accurate, detail-oriented, and highly productive manner;  
PC proficiency in Microsoft Office;  
Ability to communicate professionally, both verbally and in writing;  
Eager to learn new tasks and ability to embrace change; and  
Ability to work both independently and contribute in every aspect to a team environment

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

Competitive compensation based on experience  
Medical insurance plan  
Dental insurance plan  
Vision insurance plan  
Contribution to life insurance plan  
401k profit sharing  
Parking reimbursement  
Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]