**Litigation Manager 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 Litigation Manager who will be responsible for managing litigation and compensatory teams to minimize potential client and/or losses, serve as a liaison between clients, upper management, and attorneys, support day to day management of client initiatives that impact the foreclosure, bankruptcy and post-sale department.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Manages the litigation team who handles accounts identified as “high risk”/litigation/title issues, and recommends and helps facilitate the appropriate course of action to mitigate potential exposure
* Manages notifications received to ensure timely responses where required
* Tracks and monitors litigated title claim issues and provide reporting to management and clients
* Prepares and distributes monthly management and executive reports
* Periodically assesses Policy and Procedures and advises management on improvement opportunities
* Attends client meetings and provides updates related to litigation, title, and compensatory fees
* Attends state/county hearings or medications as needed
* Participates in off-site due diligence reviews
* Completes other duties and projects as assigned by management

### About you

* Bachelor’s Degree preferred
* Attorney or previous legal experience preferred
* Minimum of [insert number] years mortgage default experience
* Previous project management experience
* Excellent verbal and written communication skills
* Familiar with foreclosure and bankruptcy laws in a multi-state portfolio
* Detail-oriented ability to successfully manage multiple priorities, and possess the ability to meet deadlines
* Strong analytical skills
* Able to work in a fast-paced environment
* Working knowledge with Microsoft Office, spreadsheets, and software applications

### 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]