Marinosci Law Group, P.C., a national law firm specializing in all areas of the eviction process, is seeking an Eviction Attorney to assist in.

**Functions and Duties:**

* Representing secured creditors, banks and mortgage servicers in all stages of the eviction process.
* Managing and maintaining eviction files in accordance with the firm’s compliance requirements.
* Reviewing and signing eviction motions, notices, affidavits, and other pleadings.
* Reviewing and compiling documents required for the eviction process.
* Researching and analyzing statutes, judicial decisions, legal articles, codes, and the like.
* Handling a national portfolio of loans for banks and mortgage servicers.
* Attending hearings, mediations, trials, settlement conferences, and other appearances as necessary.
* Reviewing information in the firm’s case management system, in client systems, and in investor systems to ensure data integrity and consistency.
* Handling client inquiries in a timely and competent manner via systems, phone, and email.
* Properly using and relying on firm’s case management system and reporting to ensure deadlines are met for various pleadings to be served or filed.
* Maximizing client billing opportunities while maintaining a clear focus on compliance and investor timeline expectations by prioritizing and working at a fast pace on a high volume of files.

**Experience and Education:**

* 0-2 years experience as a practicing attorney. Previous experience in eviction law is recommended but not required
* J.D. from an ABA accredited law school required.
* Licensed to Practice Law in Rhode Island (additional states a plus)
* Previous experience with electronic case management systems, and proficiency in Microsoft Office products such as Outlook, Word, and Excel required.
* Must possess exceptional organizational and managerial skills including superior attention to detail.
* Must possess excellent proofreading, spelling, and grammar skills.

Marinosci Law Group, P.C. offers competitive salary and benefits package, 401K, and vacation/sick benefits. We are an equal opportunity employer m/f/v/d. Please send resume and cover letter to careers@mlg-defaultlaw.com

Marinosci Law Group, P.C. practices in 15 states, including AR, CT, FL, IL, IN, KS, MA, MO, MS, NH, RI, TN, TX, VA and WI.