

Receivership Administrator/Legal Assistant Position

Opportunity to join a boutique Encinitas law firm operating in the dynamic area of receivership law. Griswold Law provides receivership services across California when it is appointed by courts to resolve real estate and business disputes in litigation. Truly never a dull moment in our practice area. We are hiring a receivership administrator/legal assistant to assist with our growing receivership practice. A successful candidate will have general civil litigation experience, as well as a desire to assist in our office's role as a court-appointed receiver in real estate and business matters. The responsibilities will vary day-to-day from standard legal assistant duties (such as filing/service, answering phones, incoming and outgoing mail) to initial receivership tasks (such as preparing monthly accounting reports, light bookkeeping and managing multiple property trust accounts for our receivership assignments).

Responsibilities include:

Filing and service of pleadings in all CA counties (including e-filing), reviewing appointment orders, calendaring, scheduling/coordinating and confirming court hearing dates, preparing monthly accounting reports, reconciliation of multiple trust accounts, review and payment of property invoices/bills, drafting standard receivership pleadings, answering phones, establishing property utility accounts, incoming and outgoing mail, and billable time entry.

Preferred Experience (but not required):

- Real property, land use, municipal, business, judgment enforcement and/or bankruptcy litigation;
- Real Estate/Construction: finance, brokerage, title, property management;
- Familiarity with receivership remedy;
- Light bookkeeping.

Job Requirements:

- At least 1 - 2 years of legal secretary/assistant experience in civil litigation;
- Excellent written, verbal and interpersonal communication skills;
- Ability to work collaboratively with the team in the unique role of working on behalf of a Court-appointed officer;
- Position is Full-Time, Monday – Friday, 8:30am – 5:00pm, working in a physical office (social distancing observed).

Compensation: \$24.00-\$28.00/hour, based on experience.

Applicant Instructions: Please submit a cover letter, resume and 3 references (2 professional; 1 personal) via email to Jamie Eberhardt at jeberhardt@griswoldlawca.com.