

APPEALS CLERK- JOB DESCRIPTION

We are seeking a highly organized and detail-oriented Appeals Clerk to support our Judicial Appeals Coordinators in managing property tax litigation. The ideal candidate will play a pivotal role in our dynamic high-volume environment, handling a variety of tasks related to the coordination of property tax litigation.

Responsibilities:

- Serve as the primary liaison between client property owners and attorneys handling property tax litigation.
- Provide clear guidance to clients on specific documents and information needed for litigation.
- Communicate with clients via phone and email to gather necessary information, follow up on pending requests, and address any concerns related to discovery.
- Maintain meticulous records of client correspondence, submitted documents, and case progress to ensure timely compliance with legal deadlines.
- Coordinate with attorneys and legal staff to ensure all discovery-related materials are collected and submitted in accordance with legal requirements.
- Support additional administrative tasks related to judicial appeals and property tax litigation as needed.

Requirements:

- Associate's degree preferred, or equivalent experience in legal or administrative roles.
- Prior law firm experience required
- Strong communication skills- verbal and written
- Proficient in Word, Excel and Outlook
- Must be detailed oriented, able to multi-task and a team player