Schreiber Law, LLC, a regional collections law firm, is seeking full-time attorneys admitted to the Massachusetts and New Hampshire bars to work in its Salem, NH office. The primary role for these positions is legal document review. Courtroom experience and motion practice handling collection matters is a plus, but not required. The ideal candidates should be adaptable, confident, organized, computer savvy, and a team-player. The candidates must also be eager to work in a fast-paced environment.

The primary responsibilities of these positions include:
• Provide support to non-attorney staff including, but not limited to, research, reviewing pleadings, answering questions, and providing general guidance on collection matters.
• Primarily engage in the litigation and collection of outstanding debts.
• Work with clients on contested/complex matters and make recommendations to achieve best outcome.
• Work with opposing counsel and pro se defendants to resolve disputes and negotiate settlement agreements.
• Ensure compliance with state and federal laws, and adherence to court procedures and processes.
• Working on special projects/research as needed.

Must Have Qualifications:
• Licensed by the state bars of Massachusetts and New Hampshire (with secondary admission to CT a plus)
• Ability to think creatively, problem solve, and work cooperatively.
• Excellent written and verbal communication skills.
• Excellent negotiation skills.
• Strong computer skills and/or experience with case management systems.
• Strong independent work ethic.
• Knowledge of the legal and regulatory framework affecting consumer collections (FDCPA, CFPB and state FDCPA) is a plus

Salaries are competitive and commensurate with experience. We offer medical, dental and 401K with employer matching, paid holidays and paid time off.

If you would like to apply, please send your resume and cover letter, indicating why you would be a good fit for the firm, to jschreiber@schreiblaw.com.