**Foreclosure Paralegal – Angel Fire Resort Legal Department**

**Job Description:** We are actively seeking a skilled and experienced Paralegal to play a key role in performing foreclosures on delinquent timeshare owners. In this vital position, you will work collaboratively with our legal team, focusing on the meticulous preparation and handling of legal documents, case management, and ensuring adherence to deadlines. Your contributions will be crucial in streamlining the foreclosure process, aiding in the effective recovery of timeshare units and maintenance of operational continuity. This role demands a high degree of accuracy, legal acumen, and the ability to manage multiple cases simultaneously. You will be responsible for locating, contacting and discussing foreclosure options as required by NM law.

**Work and Play at Angel Fire Resort:**

If you’re going to work, make good money! If you’re going to live somewhere, live in a great place! Earn good money and live better with lots of employee perks! Angel Fire Resort is a top year-round mountain resort destination in New Mexico with fantastic skiing (Numerous Best of Lists), “Best Mountain Bike Park” in the Southwest, and one of the “Southwest’s Best” beautiful 18-hole golf courses. The resort is situated at over 8,600′ elevation in the Southern Rocky Mountains, 30 minutes east of Taos, and has views of Wheeler Peak, the highest point in New Mexico.  Angel Fire strives to offer the best value and choice for family outdoor recreation activities to its members, guests, and visitors–including skiing, snowboarding, tubing, sledding, golf, mountain biking, golf, disc golf, zip lines, tennis, fishing, hiking, premium RV sites, dining and more.  People that work at Angel Fire are happy people!

**FUN Resort Benefits Include:**

* Health, Dental, Vision, Long-Term Disability, Life Insurance and 401k.
* Paid Time Off earned at a rate of 20 days per year
* Employee Assistance Program
* Season Pass (Bike or Ski Lift Tickets)
* Free and Discounted Buddy Passes
* Dependent Season Passes
* Free/Discounted Lift Tickets at Partnering Resorts
* Free Group Ski/Snowboard Lessons
* Discounted Ski/Snowboard Lessons for dependents
* Discounts at all Resort Restaurants
* Discounted Rentals
* Discounts at Tubing Hill
* Complementary rounds of golf
* Complementary use of driving range
* Reduced Golf Cart rental rates
* Tennis Court Privileges
* Discounted Zip Line tours
* Access to Fitness Centers
* Discounts on hundreds of brands of gear

**Base Pay:** Depends on Experience

**Location:**Angel Fire Resort Angel Fire, NM (Relocation Stipend)

**Employee Type:**Exempt - Salary

**Job Category:**Full Time

**Leadership Responsibilities:**No

**Attendance:**Regular, predictable, punctual, and in-person attendance is essential, including weekends and holidays as scheduled

**Estimated start date:** As soon as possible

**Minimum Age:**18

**Typical Shift:**8am-5pm

**Environment:** This is an indoor position. Must be able to sit for long periods and lift/carry 20 lbs.

**Qualifications:** Associate’s or Bachelor’s degree in Paralegal Studies or Legal Assistant Studies required. 2-4 years of experience in litigation, with a preference for experience in collection and foreclosure actions in New Mexico.

**Housing:** Limited employee housing is available upon request. “Dorm-style” starts at only $450/month. Other options are available. A list of local rental resources is also available upon request.

**Key Responsibilities:**

* Locating and contacting delinquent timeshare owners.
* Assist in preparing and filing legal documents related to foreclosure actions.
* Coordinate with General Counsel to manage case files and maintain deadlines.
* Liaise with timeshare board of directors, providing updates regarding foreclosure process.
* Prepare and organize documents for court proceedings and attorney review.
* Ensure compliance with all applicable laws and regulations including all NM and Fed FDCA laws;
* Maintain accurate records and documentation of all foreclosure actions.

**Qualifications:**

* Associate’s or Bachelor’s degree in Paralegal Studies or Legal Assistant Studies required.
* 2-4 years of experience in litigation, with a preference for experience in collection and foreclosure actions in New Mexico;
* Strong understanding of legal terminology and foreclosure processes.
* Excellent research, writing, and communication skills.
* Ability to work under pressure and meet tight deadlines.
* Proficiency in legal software and Microsoft Office Suite.
* Detail-oriented with strong organizational skills.
* A team player with the ability to work independently.

**Application Instructions:** Please apply on our website…https://www.angelfireresort.com/work-for-us

Angel Fire Resort is an equal-opportunity employer and values diversity on its team.