

JOB POSTING

Position Title: **Part-Time (non-benefited) Real Estate Paralegal**

Drinker Biddle & Reath LLP (www.drinkerbiddle.com) has an opening for a part-time real estate paralegal in its Philadelphia office. Essential functions of the position include, but, are not limited to:

- Coordinating due diligence for a variety of commercial and residential real estate transactions, including, acquisitions and dispositions, borrowings, etc.
- Reviewing and summarizing title commitments and surveys
- Working closely with title companies to clear title and obtain title policies
- Reviewing and summarizing UCC, judgment, tax and other lien searches
- Preparing and filing a variety of documents, including, deeds, mortgages, memoranda of leases, UCC financing statements, etc.
- Obtaining permits and other documents from agencies such as Philadelphia Department of Licenses and Inspections
- Coordinating with various city offices boards, and agencies, including, the Philadelphia Zoning Board of Adjustment
- Attending zoning and other types of administrative hearings as necessary
- Preparing and distributing closing binders
- Preparing closing checklists and coordinate the closing process for various transactions commercial and residential real estate transactions

Requirements:

- A bachelors degree
- 5-7 years of commercial real estate experience, preferably in a large law firm setting, an in-house legal department or a title company

Qualified applicants should also possess:

- Strong work ethic and ability to self-start
- Ability to multi-task and prioritize assignments while delivering consistent, quality work-product to both attorneys and clients
- Strong attention to detail
- Ability to work with little supervision and to seek help when needed
- Strong written and verbal communication skills

Interested candidates should submit their resumes to: human.resources@dbr.com.