



PARALEGAL – REAL ESTATE JOB DESCRIPTION

DEPARTMENT: Practice Support
STATUS: Non-exempt

SUMMARY

Real estate paralegals who work within the Corporate Practice Group provide paralegal support primarily to real estate and transactional attorneys in the Corporate Practice Group. This position requires significant knowledge of real estate and finance transactions.

JOB DESCRIPTION

- Drafting of documents related to all types of commercial real estate and loan transactions, including resolutions and organizational documents;
- Maintaining closing files for various types of corporate and real estate transactions and compile closing sets and assist with transaction closings;
- Coordinating document retrieval from government agencies and prepare government filings;
- Conducting detailed title, survey and zoning analysis and review of real property tax records;
- Working closely with title companies regarding title and endorsement matters;
- Preparing closing instruction letters;
- Preparing closing checklists and reviewing closing settlement statements;
- Preparing deals and other conveyancing and closing documents, and coordinating closing checklist matters;
- Completing UCC filings, searches, and analysis;
- Preparing and filing a variety of documents, including, deeds, mortgages, memoranda of leases, etc.
- Preparing LLC formation and operation documents;
- Due diligence review and organization;
- Preparing lease documents;
- Assisting with major corporate transactions, as needed;
- Preparing applications for permits;
- Obtaining and reviewing permits;
- Obtaining and reviewing local government codes/ordinances;
- File and project organization;
- Meet minimum 1500 hour annual billable requirement;
- Maintain confidentiality of client information; and
- Other duties as assigned.

**REQUIRED SKILLS:**

- 5+ years of real estate and transactional experience required;
- Strong writing and editing skills;
- Comfortable conducting internet-based research;
- Excellent attention to detail and strong organizational and communication skills;
- Ability to work efficiently in a fast-paced environment with or without direct supervision;
- Ability to coordinate multiple projects at one time;
- Flexibility for overtime and willingness to travel.

EDUCATION, CERTIFICATIONS, AND/OR EXPERIENCE:

- BS/BA degree or equivalent experience preferred;
- Paralegal certificate desirable.

PHYSICAL DEMANDS

- Must be able to lift 20 pounds.

HOURS

Core Hours, Monday through Friday, 9:00 a.m. to 6:00 p.m. (includes lunch hour) with flexibility for overtime as needed.

This job description sets forth the authorities and responsibilities of this position and may be changed from time to time as shall be determined. We are an Equal Opportunity Employer.