

JOB DESCRIPTION



Position Title:	Commercial Real Estate Paralegal	Department:	Real Estate
Reports to:	Assigning Attorney for Work Product and Director of Human Resources for Administrative Matters	FLSA:	Non-Exempt

Overall Objective of the Position:

The Real Estate Paralegal performs a variety of duties to assist attorneys according to established policies and procedures. Maintains positive contact with clients and observes confidentiality of client matters, organizes and maintains paper and electronic files regarding commercial real estate transactions.

<p>Responsibilities of all Personnel:</p>	<ul style="list-style-type: none"> • Team player with subordinates, peers and supervisors • Ability to coordinate and work together with other employees • Able to handle stress and high pressure situations • Able to prioritize tasks and perform under tight deadlines • Excellent verbal and written communication and listening skills; prepares, edits and proofreads all written communications for context, grammar, typographic, punctuation and spelling errors without being instructed to do so. • Customer service attitude towards all staff including attorneys, paralegals and assistants when asked to help out with a matter or perform a specific task for any department • Extreme attention to detail is required • Awareness and understanding of all firm policies and procedures • Ability to strategize, plan and think outside the box • Ownership, accuracy and thoroughness of work product; work must be complete and organized • Understand goals and needs of attorneys; handle multiple responsibilities effectively • Follow directions; ask questions and understand work procedures. • Knowledge of a broad variety of information technology software systems and programs used in the firm
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<p>Job Functions at the request of attorneys, staff and/or managers:</p>	<ul style="list-style-type: none"> • Provides various administrative coordination efforts with respect to the documentation and closing of real estate transactions, including sales, purchases and leases. • Creates, composes, and edits written material such as transaction documents, correspondence and/or legal documentation. • Reviews title commitments, title documents and surveys; drafts opinion letters for attorney review. • Conducts due diligence. • Ensures all pre-closing preparation and post-closing follow up is properly completed in a timely manner. • Correspond with zoning departments and prepare zoning letters. • Title, survey, UCC financing statement searches and drafting, as well as extensive lease and closing document drafting. • Prepares closing documents, including deeds and closing statements and computes proration of taxes. • Prepares and plots legal descriptions. • Corresponds with title companies, other law firms, clients, and banks/lenders to ensure all documents are accurate and complete, and all closing documents are rendered on a timely basis. • Attends and assists with real estate closings, and notarizes closing documents. • Performs all other duties as assigned.
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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. A minimum of two (2) years of paralegal experience working in a legal department or law firm/professional services environment handling real estate closing transactions
2. A paralegal should possess a combination of the following:
 - A certificate of completion of a paralegal program approved by the American Bar Association;
 - A degree from a postsecondary institution with a minimum of 24 units in law-related courses accredited by a national or regional accrediting organization as required by State law;
 - Completion of a four year college degree plus a minimum of one year of law-related experience under the supervision of a licensed attorney
3. Overall knowledge of rules and procedures; understanding of real estate software; familiarity with recording procedures
4. Advanced proficiency in Microsoft Word, Excel, Outlook and Adobe and specialized document management and preparation software
5. A highly professional demeanor and demonstrated work ethic including the willingness to take on administrative tasks and responsibilities (including overtime) in order to meet client/firm needs
6. Comfort in both leadership and subordinate roles and flexibility in both structured and ambiguous situations
7. Resourcefulness and appropriate decision making. Examples include: Working cost effectively; using the appropriate resources, including online tools and websites; knowing when to inform a supervisor of a situation; and understanding the boundaries of the practice of law
8. The ability to express and articulate him/herself clearly, including use of proper grammar and appropriate vocabulary, as well as the ability to describe a set of facts or information in an organized, precise, clear and unambiguous fashion.
9. Work occasionally requires a high level of mental effort and strain while organizing and maintaining multiple deals.
10. Work occasionally requires more than 37.5 hours per week to perform the essential duties of the position; may require irregular hours.
11. Ability to travel to private and public buildings, locally and statewide, via private or public conveyance to assist attorneys in attending to client needs on legal matters.