



## Legal Assistant/Paralegal

### Employment Type-Full Time

Seeking an experienced Legal Assistant/Paralegal to join our team with a minimum two years' experience. Candidate will be working for a partner of the firm that handles multiple areas of the law including real estate, civil litigation, corporate law, and estate planning. It is preferred that the candidate have prior experience with residential and/or commercial real estate closings and with court filings in both federal and state court. This position will also require the performance of routine office duties. Salary will be commensurate with experience.

### Responsibilities:

- Ordering and reviewing real property title examinations, and UCC and lien searches, and obtaining payoffs from lenders.
- Draft title commitments and policies.
- Assist with the preparation of closing documents.
- Maintain calendar, track deadlines, and schedule meetings, conferences, and closings.
- Initiate and verify wires, both incoming and outgoing.
- Prepare disbursements and payoffs for closing.
- Recording of documents with the Clerk of Court.
- Open new matters in PC Law and Landtech.
- Enter billable time, prepare invoices, and handle receipt of client payments.
- Assist with the preparation of legal documents.
- Record and store client information.
- Perform routine clerical duties.

### Required Qualifications:

- Previous experience as a legal assistant/paralegal
- Ability to pass a background check
- Ability to prioritize and re-prioritize duties as case requires
- Ability to meet deadlines and focus on details
- Excellent written and verbal communication skills
- Be at team player with a great attitude.

### Benefits Offered

401K, Paid time off, Paid holidays, Medical, Dental, Life, Vision, Long-term and short-term Disability