



## **POSITION DESCRIPTION**

**POSITION**  
PARALEGAL

**DEPARTMENT**  
REAL ESTATE

### **POSITION DESCRIPTION SUMMARY**

Reporting to the attorneys in the Real Estate Department and ultimately the Practice Group Leader, the Real Estate Paralegal will assist with title work, real estate documentation and residential and commercial loan documentation.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

#### For Title Insurance Preparation:

- Demonstrates familiarity with underwriting requirements for individual title insurance companies as well as lender's commercial underwriting requirements as they relate to title insurance policies
- Familiarity with premium rates and remittance requirements for individual title insurance companies and responsibility for accounting functions, including billing, accounts receivable and remittance, in connection with premiums
- Facilitating production of title insurance binders, commitments and policies for branch offices and other law firms
- Communicating with individual title insurance companies, branch offices and other law firms regarding underwriting issues
- Overseeing tracking system for title insurance binders and policies
- Creating, editing, managing and proofing many types of forms and reports used in the preparation of title insurance binders, commitments and policies
- Independently gathering information by telephone, in person, and by written communication, from involved parties to complete required forms in a timely, accurate manner
- Preparing high-quality documents using available word processing applications and other software programs designed for this purpose
- Assembling and/or supervising the assembly of completed documentation which is error-free and ready for presentation

#### For Cash and Commercial Loan Closings:

- Creating, editing, managing and proofing many types of forms used in the preparation of loan documents and forms for cash closings
- Independently gathering information by telephone, in person, and by written communication from involved parties to complete required forms in a timely, accurate manner

- Preparing high-quality documents using available word processing applications and other software programs designed for this purpose
- Assembling and/or supervising the assembly of completed closing documentation packages which are error-free and ready for presentation
- Familiarity with forms required by individual lenders
- Conducting meetings with involved parties to explain and execute documentation
- Overseeing accurate and valid execution of documents by parties and acting as notary when required
- Handling a variety of personalities and situations which may arise while maintaining a calm and professional demeanor at all times
- Demonstrating authority and flexibility by being able to quickly make sound decisions regarding last-minute changes at the closing

### **QUALIFICATIONS SUMMARY**

- High school diploma or equivalent
- At least three years' paralegal experience preferred
- High degree of accuracy and thoroughness in work product
- Detail-oriented with ability to mentally and physically organize and document and project information
- Excellent proofreading skills
- Exemplary written and oral communication skills
- Excellent interpersonal skills
- Skilled in the use of telephone, copier, computer equipment and network resources
- Ability to handle work confidentially
- Initiate independent judgment
- Sound reasoning skills
- Ability to be productive in a fast-paced environment
- Be a good team player and work well with employees at all levels
- Proficiency with Microsoft Word, Outlook and Excel
- Ability to become a notary public
- Ability to follow instructions

### **PHYSICAL DEMANDS**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves walking, sitting, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry up boxes containing exhibits and other legal documents up to 20 pounds.