



REAL ESTATE/TAX TITLE PARALEGAL

February 7, 2024

Boston Law Firm seeks experienced Real Estate Paralegal with Tax Title experience including conducting title searches, preparing real estate and tax title documents including pay off quotes, litigation pleadings, e-filing, and acting as a liaison between the attorneys and clients.

Ability to work independently with real estate and land use teams. Law Firm experience is required. Advanced MS Office Suite 365, Time, Document Management, Legal Billing systems, and internet research skills required. Bachelor's Degree and Paralegal Certificate preferred. Excellent salary/benefits. EOE.

To apply, please send a cover letter and résumé to:

jobs@k-plaw.com