

# Paralegal

## GLOUCESTER

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Kline, Gardner, & O'Connor, a law firm in Gloucester, with an emphasis in real estate, landlord/tenant, probate, and estate planning, seeks a Paralegal.

The right individual will have high energy and a positive/vibrant attitude, ability to ensure a high level of organization and strong customer service skills. Proficient in Microsoft Office and attention to detail is a must. Additionally, this person must be flexible, creative and a proactive problem solver adept at achieving results in a collaborative environment, but also able to function effectively working independently. Prior experience with E-Close or other real estate software preferred. Must be a self-starter and resourceful. Notary license is a plus. Must demonstrate the ability to maintain strict confidentiality of the firm's affairs. Strong verbal and written communication skills, attention to detail, time management skills, and ability to prioritize required. Must be proficient in MS Office Suite, Adobe Acrobat, and IT proficient.

### **Job Tasks / Responsibilities:**

- Prepares basic legal documents in the areas of real estate, estate planning, and probate, retrieves documents from internal and public sources, and manages transactional files for attorneys.
- Proofreads prepared documents for submission.
- Obtains documents and certifications from other firms, courts or state agencies.
- Conducts basic searches and create reports in databases or other document repositories.
- Obtains and reviews documents at municipal offices, Registry of Deeds, and Land Court.
- Drafts closing documents, prepares for closing and manages post-closing matters.
- Participates in client meetings, telephones calls/conferences, and prepares written communications as directed by an attorney. Participates in client document execution meetings.
- Fields phone calls and directs to appropriate team members.
- Communicates with clients by phone, email and in-person.
- Creates procedures as necessary for file organization.
- Writes and distributes communications, memoranda, file notes and other correspondence, as requested.
- Assists with the coordination of special projects with attention to detail and timely follow-up.
- Manages information flow on server and faxes, conducts document control and maintain filing system.
- Performs other duties as assigned.

### **CONTACT**

**Kline, Gardner & O'Connor, P.C.**  
**96 Middle Street | Gloucester, MA 01930**

[megan@kgolawfirm.com](mailto:megan@kgolawfirm.com)

[mhickey@rfl-law.com](mailto:mhickey@rfl-law.com)

**978-283-3840**