

Real Estate Paralegal Position at Small Law Firm in Salem, MA

Small downtown Salem, MA law firm seeks experienced residential real estate paralegal with two to five years of experience to help handle the administrative responsibilities of the law practice. We seek a self-motivated individual with strong word processing and communication skills to work in a team-spirited work environment. Must be familiar with: new TRID guidelines, opening and processing bank closing packages for a few lenders; disbursing purchase and refinance loan files; title review/clearing; Purchase and Sale Agreement review/revision, and closing purchase and refinance transactions; and conveyancing and issuing title insurance policies. Familiarity with E-Closings conveyancing software a plus. Must have great communication skills to deal with contact with banks and clients.

While the focus of the position is real estate, you will be responsible for the facts and administrative posture of any cases to which you are assigned. In addition, you will be the primary contact with clients on their cases. Job responsibilities include: gathering information from clients and various agencies; mastering the facts of cases; developing efficient methods of collecting necessary facts and documents, and of organizing and storing such information and documents once collected; preparing drafts of certain court papers and filings to be reviewed by an attorney before filing and giving notice to affected parties as required; keeping clients informed of all activities carried out on his or her behalf; preparing request for client information and/or documents; maintaining a reliable and organized system of keeping track of deadlines and making certain that lawyers are apprised of them with sufficient notice; drafting correspondence for attorneys as requested.

The position is for 8-4 pm Monday through Friday; however, this is negotiable for the ideal candidate. The opportunity to work from home on certain days may be available. The compensation for this position is commensurate with experience. Our location is accessible by car and M.B.T.A Commuter Rail.

Interested candidates, please forward your cover letter and resume to:

jfowler@cllpc.com