

Full or Part-time Real Estate Paralegal

MILTON

We are seeking a full or part-time Real Estate Paralegal to become a part of our team! You will provide overall support to the attorneys' business needs.

Responsibilities:

- Order titles, municipal lien certificates, mortgage payoffs and plot plans
- Assist with the drafting and reviewing of legal documents
- Monitor and ensure compliance with state and federal regulations
- Record and store client information

Qualifications:

- Previous experience as a paralegal or other legal field experience preferred
- Familiarity e-closing.com preferred
- Ability to prioritize and multitask
- Excellent written and verbal communication skills
- Deadline and detail-oriented

Please send resume and salary requirements to:

**Judith Foster
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Milton, MA 02186**

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