

Full-time Experienced Real Estate Paralegal

BOSTON FINANCIAL DISTRICT

The candidate must have 5+ years of current full-time experience working as a Real Estate Paralegal in residential and commercial transactions including the following:

- ordering and reviewing municipal lien certificates, title examinations and plot plans;
- reviewing title examinations and preparing title insurance commitments and policies;
- assisting with title resolution;
- preparing and filing corporate documents and UCC financing statements with the Secretary of State's Office;
- organizing and coordinating closings;
- recording documents with the Registry of Deeds;
- post-closing work;
- trust account settlement; and
- file management.

The candidate must be familiar with TRID, GFE and HUD closings, online registry searches and be able to prepare closing packages, start to finish. Experience with E-closings conveyancing software or an equivalent, Excel, and Adobe is required. A degree or a paralegal certificate is preferred. PRINCIPALS ONLY PLEASE.

Please email cover letter and resume to:

jlynch@rflawyers.com