

## **REAL ESTATE PARALEGAL**

Busy Quincy Law Office seeking experienced part-time Real Estate Paralegal for approximately 15 hours per week. This is an in-office position (not remote).

### **Responsibilities Include:**

- Order and review title examinations and surveys. Prepare Real Estate title documents and title insurance documents. Prepare send recording packages to Registries of Deeds.
- Legal research as necessary. Preparing and drafting correspondence, court papers, and legal documents. Transcribing dictation and/or editing handwritten documents. Communication with clients, attorneys, courthouse staff, and other professionals. Maintaining and organizing files, documents, and correspondence. Preparing and organizing accounts payable. Performing other duties as requested.

### **Knowledge, Skills, and Abilities:**

- Understanding the basics of real estate law. Understanding of real estate closings. Familiarity with real estate closing software including document drafting and accounting programs.
- Strong administrative and organizational skills. Ability to prioritize tasks and work under strict deadlines. Proficiency in Microsoft Word and PDF software.
- Attention to detail. Strong verbal and written communication skills. Willing to train qualified candidate.

**To apply, please forward cover letter and resume to:**

[QuincyAttorneysZoom@gmail.com](mailto:QuincyAttorneysZoom@gmail.com)