

# Full-time or Part-time Real Estate Legal Assistant or Paralegal

## NEWTON

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Established and well-respected general practice law firm located in Newton, MA is seeking an experienced full-time or part-time real estate legal assistant or paralegal to support our busy real estate practice group. Qualified candidates should have minimum of 2-3 years' experience with demonstrable knowledge of the residential real estate conveyancing process. A working knowledge of commercial real estate and experience with e-Closing, Quicken, Qualia and/or Clio software is a plus. We offer a friendly and family-oriented work atmosphere. Our team includes long-term attorneys and staff, many of whom have been with us for more than 10 years. We offer a competitive salary commensurate with experience, free on-site parking, and a generous fringe benefits package. Our firm is founded on a collaborative model with a strong emphasis on work-life balance.

**Interested candidates should submit their  
resume, along with references, to:**

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