



Opening for a Part-time Real Estate Closer/Paralegal

The ideal candidate must be professional, detail-oriented, and have the ability to multitask. Communication skills, the ability to work well with others and experience in a high volume office are essential. The candidate will interact regularly with clients, agents and other law firms, which requires a positive attitude and the ability to be a problem solver.

The ideal candidate should have experience preparing closing statements, reviewing title commitments, legal descriptions, assisting with clearing title issues, disbursing files, keying wires, taxes, etc. This is a part-time in-house position: 6 hour 5 days or 7 hour 4 days a week.

JOB DUTIES/RESPONSIBILITIES

Update firm's case management system notes, task calendar, client systems, and other tracking systems.

Provide expedient, courteous and efficient customer service to client representatives, Referee's, Purchaser's attorneys, title companies and other involved parties.

Review, research and respond to title issues raised during third party and REO closings.

Receive instructions on title clearance issues; communicate issues to clients and title company representatives in a timely manner.

Follow up with client, purchaser and title companies on resolution of title defects; Update interested parties on status of title resolution.

Escalate issues that arise during closing process to respective manager or attorney, working together through resolution.

Return telephone calls and emails within 24 hour timeframe or as dictated by Manager.

Legally obligated to respect and preserve the confidential, proprietary information and trade secrets. Monitor, complete or re-project client steps pertaining to assigned files in all client systems daily Cross train to back up REO title orders.

Correspondence with Referee and buyer's Attorney, prepare documents, client updates via email/LPS.

Cross-train with to assist in other areas within the department, as needed.

Additional duties as assigned and/or as business needs dictate

EXPERIENCE LEVEL & BEHAVIOR

2+ years of office experience

Experience within legal and/or banking preferred, real estate closing experience also required.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

Solid computer skills and accurate keyboarding skills. Strong organizational skills and attention to detail.

Strong time management skills.

Strong comprehension and problem solving skills.

Strong verbal and written communication and client interpersonal skills Self-motivated and proactive individual.

Ability to work in a team environment to meet changing priorities and deadlines, as needed.

EDUCATION

High School diploma necessary, Bachelor's preferred but willing to consider those with 3 or more years of similar experience; Notary Public helpful

PHYSICAL REQUIREMENTS

Remaining in a stationary position, sitting for prolonged periods at a desk and working on a computer with dual monitors, keyboarding; repeating motions including wrists, hands and fingers.

Must be able to lift 10 pounds at times.

Salary: \$21.00 - \$24.00 per hour

Expected hours: 26 – 29 per week

Benefits: 401(k), 401(k) matching, Flexible schedule, Paid time off & Referral program