

DRINKER BIDDLE & REATH LLP
PARALEGAL – REAL ESTATE
JOB POSTING

JOB TITLE: Paralegal – Real Estate	STATUS: Non-Exempt
REPORTS TO: Regional Director of Administration (who manages all paralegals firmwide)	CLASSIFICATION: Paralegal LOCATION: Wilmington, DE
<p>SUMMARY:</p> <p>We are seeking a Paralegal to join our team in our Wilmington, DE office. This Paralegal will be responsible for assisting and supporting the attorneys within the Real Estate Group with complex client matters.</p> <p>It is essential that this person be a self-starter and able to work well both in a team environment as well as independently. This role is expected to be a substantive contributor to the outcomes described and must ensure that client service and client satisfaction are attained in all areas. In accordance with the firm’s Client Service Initiatives, the Paralegal must display good judgment, and effective interpersonal communications. Confidentiality and discretion are required consistently.</p>	
<p>JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Coordinating due diligence for a variety of commercial and residential real estate transactions, including, acquisitions and dispositions, borrowings, etc. • Reviewing and summarizing title commitments and surveys. • Working closely with title companies to clear titles and obtain title policies. • Reviewing and summarizing UCC, judgment, tax and other lien searches. • Preparing and filing a variety of documents, including, deeds, mortgages, memoranda of leases, UCC financing statements, etc. • Obtaining permits and other documents from agencies, such as the local Department of Licenses and Inspections, as appropriate. • Coordinating with various city offices, boards, and agencies, including local Zoning Boards of Adjustment, as appropriate. • Attending zoning and other types of administrative hearings as necessary. • Preparing and distributing closing binders. • Preparing closing checklists and coordinating the closing process for various commercial and residential real estate transactions. <p><i>The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.</i></p>	
<p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <ul style="list-style-type: none"> • Strong work ethic and ability to self-start. • Strong research and investigative skills. • Proficient with the Microsoft Office Suite (Outlook, Word, Excel, etc.). • Advanced computer and software skills (LexisNexis, Westlaw, etc.) • Excellent organizational skills with strong attention to detail. • Excellent verbal and written communication skills. • Ability to multi-task and prioritize assignments while delivering consistent, quality work product to both attorneys and clients. • Ability to work with little supervision and to seek help when needed. 	

- Familiarity with federal, state and local rules/filing procedures preferred.
- Possess strong interpersonal skills with ability to build strong relationships.
- Accepts ownership of projects and is successful in driving projects, as well as daily tasks, to a successful conclusion.
- Ability to adjust and adapt quickly to changing situations.
- Ability to work with detailed information accurately and efficiently.
- Able to maintain confidentiality.
- Ability to interact with people in a manner which shows sensitivity, tact, and professionalism.
- Exhibits clear and concise telephone and email etiquette.
- Must be able to work well as part of a team as well as work independently.
- Is responsive and sensitive to internal and external deadlines.
- Must quickly grasp the goals, service, culture and strategy of both the office and the firm overall.
- Must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel.
- Adhere to and serves as a role model for the firm's Client Service Standards.
- Flexibility for travel and overtime required.

EDUCATION AND EXPERIENCE:

- Four (4) year college degree in any discipline.
- Degree or certificate in Paralegal Studies is preferred.
- Minimum of 3 years of previous work experience in a law firm as a Real Estate paralegal is required.

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

HOW TO APPLY: Interested candidates should send resumes and cover letters, including salary expectations, to Human.Resources@dbr.com and reference "**Paralegal - Real Estate**" in the subject line. *Incomplete applications will not be considered.*