

## Position Description

**Title:** Commercial Real Estate Paralegal

**Reports to:** Paralegal Manager

**General Summary:** The Commercial Real Estate Paralegal provides paralegal support to Klein Hornig attorneys in all aspects of complex commercial affordable housing transactions, including initial review of title and survey documents, drafting formation, transaction and closing documents, reviewing due diligence documents, coordinating with title companies, surveyors and zoning consultants, forming and maintaining business entities, ordering and reviewing lien and judgment searches, and preparing and managing the drafting, exchange with other parties and finalization of real estate documents from beginning through closing and post-closing.

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### Essential Job Functions:

- Document preparation and review:
  - Assist with drafting documents and basic contracts required in connection with real estate transactions, including abstracts of title documents, corporate resolutions, secretary and officer certificates and other ancillary transaction documents
  - Review due diligence documents and share findings with supervising attorneys or paralegal manager
- Transaction management:
  - Maintain checklists/closing agenda
  - Prepare documents for closing/signing, including managing, finalizing and ensuring completeness of complex sets of exhibits
  - Attend and manage document signings and maintain checklist through closing
  - Assist with the preparation of closing binders, indexes and compile documents
- Title and Survey:
  - Initial review of title and survey documents under supervision of supervising attorneys or paralegal manager
  - Assist with coordinating receipt and revisions with title companies, surveyors, architects and zoning consultants
- Handle third-party/government requirements:
  - Prepare documents for recording in various jurisdictions
  - Prepare and file entity formation documents in various jurisdictions, draft operating agreements/bylaws, and prepare EIN and related filings with IRS
  - Order good standing/legal existence certificates and certified organizational documents, and work with multiple jurisdictions to resolve good standing and related issues
  - Order UCC/judgment/lien searches and interpret results
  - Order municipality certificates in various jurisdictions (municipal lien certificates, water/sewer certificates)
  - Travel to government offices in the vicinity (e.g., Secretary of State, Registry, City Hall, IRS), as necessary

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- Maintain completeness and organization of firm document management system by uploading documents circulated by external parties or posted to online websites, as well as by observing internal naming and filing policies and procedures
- Interact with colleagues, clients, government agency personnel and other third-parties with a high degree of professionalism and a can-do attitude; foster collegial, productive relationships at all times
- Perform research assignments as needed
- Record time spent on projects for clients a timely and accurate manner in the Firm's time and billing system
- Travel within the U.S. may be requested from time to time.

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**Essential Knowledge, Skills, and Abilities:** Knowledge of real estate documents, including title policies, surveys, and closing documents. Knowledge of corporate formation documentation. Knowledge of government agency recording processes and procedures. Training and experience in basic legal research. Must be well organized, possess excellent writing and grammar skills. Must possess excellent client service skills, communication skills and work well under pressure.

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**Preferred Qualification:** Commitment to the mission of preserving and developing affordable housing and empowering communities.

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**Education and Experience:** Must have experience as a real estate/corporate paralegal in a law firm or other relevant experience. College degree required. ABA certification in paralegal education a plus. Must have 1-2 years' experience as a real estate/corporate paralegal in a law firm for junior level position; 2+ years for mid-level position.

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### Physical Requirements

*Seeing:* Must be able to read computer screen and various reports.

*Hearing:* Must be able to hear well enough to communicate with employees and others.

*Standing/walking:* Must be able pick up and deliver documents.

*Climbing/stooping/kneeling:* Must be able to file paper documents.

*Lifting/pulling/pushing:* Must be able to lift 5 pounds to receive, deliver, and file documents.

*Fingering/grasping/feeling:* Must be able to write, type, and use phone system.

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**Working Conditions:** Good working conditions with the absence of disagreeable conditions

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**Note:** *The statements herein are intended to describe the general nature and levels of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

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