

Senior Real Estate Paralegal

Mid-Hudson Law Firm – Millbrook, New

If you are looking for growth opportunities, a friendly work environment, can hit the ground running and know how to handle a real estate file like a seasoned pro, we have the ideal position for you. Dynamic, modernized, busy mid-Hudson law firm with multiple offices seeks experienced, self-motivated, goal orientated individual to join our talented paralegal team. You will have autonomy with plenty of support from our attorneys. Move the work along, keep clients happy and we all win. Competitive salary and benefits. Qualified candidates only.

Essential Job Duties:

The purpose of this position is to provide paraprofessional assistance to attorneys in our Corporate / Real Estate, Landlord and Municipal areas of practice. Duties include preparation of case files, legal documents and general administrative assistance as needed. Included, but not limited, would be work involved in drafting, completing and assembling simple and complex legal forms, pleadings, contracts, and other legal documents and correspondence for review by attorneys; assisting attorneys with documents pertinent to their specific practice area; drafting ordinances and resolutions under specific guidelines, dealing effectively and courteously with staff and the public. Examine legal instruments or other documents to assume completeness of information and conformance to pertinent laws, rules, regulations, precedents or office requirements. Prepare drafts of legal documents, researches and compose correspondence for attorneys' review. All work is performed under the general supervision of the practicing attorneys

Work involves the application of standard office, County and Court policies and procedures. This position exercises independent judgment, analysis and adaptive thinking. Work requires the application of intermediate to advanced skills in the practice areas outlined above.

Desirable Qualifications:

Knowledge of court systems and court rules and procedures.
Knowledge of legal terminology, legal research methods.
Knowledge of various computer and software programs.
Ability to organize and prioritize assignments to meet deadlines.
Ability to deal effectively and courteously with the public and with staff.

Minimum Qualifications:

Position requires an Associate degree or equivalent in Legal Assistant Studies and/or Legal Assistant Certificate from the Association of Legal Assistants.

5-7 years of job-related experience, or an equivalent combination of training and experience a must.

Salary: \$42,000 - \$50,000

Benefits:	Paid Time Off	Annual Bonus
	Health/Dental/Eye Care Ins.	Parental Leave
	401(k) Retirement Plan	
	Workplace Perks	

Apply to: nbeaulieu@mbwise.com