

Senior Paralegal – Real Estate

Department: Legal Professional and Paralegal

Organizational Relationship: Reports to the Director of Legal Professional and Paralegal Administration

FLSA Status: Non-Exempt

Last Updated: September 24, 2024

General Summary:

The Senior Paralegal is responsible for performing legal tasks, working on legal projects, and providing various support functions to supervisors. Their responsibilities include, but are not limited to, facilitating the completion of projects for closings or transactions (ranging from simple to complex), developing procedures to maintain the integrity of closing or transactional files and information, drafting legal documents, and coordinating the closure of transactional files.

Essential Duties and Responsibilities:

“Essential duties” are those that an individual must be able to perform with or without reasonable accommodation.

1. Reviews title insurance commitments and underlying documents, resolves title issues and finalizes title policies
2. Reviews surveys, zoning reports, lease-related documents and other due diligence items, resolves issues, as well as coordinates with diligence service providers
3. Prepares and maintains transaction checklists
4. Prepares and/or drafts closing documents, forms, letters and other correspondence and legal documents under the supervision of attorneys and maintains closing files
5. Provides support to attorneys for closings (and attends closings, if required)
6. Creates and maintains calendars for closings or transactions, and distributes to supervisors and other team members
7. Prepares closing and other legal documents for execution, and assembles final closing and other legal documents
8. Follows up on post-closing matters, including preparation and distributions of closing binders
9. Coordinates ongoing projects and activities in either on-site or off-site locations, utilizing junior paralegals, support departments, and secretaries when necessary
10. Develops procedures with supervisors for electronic or physical tracking, coding, and ensuring quality control systems for documents, including recorded documents

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11. Anticipates typical work for a closing or transaction, and works with supervisors to ensure all aspects are addressed
12. Demonstrates effective verbal and written communication with clients, outside vendors, and other parties
13. Coordinates the timely completion of a closing or transaction to comply with firm policies and procedures
14. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- Bachelor's degree (and signed declaration if located in a California office), or paralegal certificate from an ABA-approved program required

Work Experience

- A minimum of 10 years' related law firm experience as a Real Estate Paralegal required
- Experience in title, survey, zoning and other related diligence review required
- Experience assisting on commercial, multi-state real estate transactions required from origination to finalization of post-closing matters

Knowledge, Skills & Abilities

- Knowledge of basic corporate structures and UCC matters
- Knowledge and proficiency in PC applications, including MS Office Suite (especially Excel), and other programs necessary to complete thorough analyses and reports
- Well-developed and professional interpersonal skills
- Ability to interact effectively with clients, attorneys, management, support staff and outside contacts and service providers
- Ability to adapt to frequently changing priorities
- Attention to detail
- Ability to manage time well, prioritize effectively, and maintain a calm demeanor under pressure
- Ability to handle multiple projects simultaneously in a deadline driven environment
- Ability to undertake large, long-term projects, develop innovative methods to complete them, and implement solutions
- Ability to work in a team environment with a customer-service focus
- Superior analytical, oral and written communication skills
- Ability to handle confidential information with the appropriate discretion

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices is required.

Working Conditions

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All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned, and requirements may vary from time to time, and from location to location.