Real Estate Paralegal (Mid-Level)

Work Locations: **Boston**

Department: **Legal Services**

About Ropes & Gray

Ropes & Gray is a preeminent global law firm with a 150-year heritage of providing the highest-quality advice on critical legal and business needs. Our global team of 2,500 talented professionals regularly helps clients meet high-stakes challenges, solve complex problems and achieve key goals.

The firm maintains a culture of collaboration, with colleagues frequently working together across our global office network. The firm has offices in New York, Washington, D.C., Boston, Chicago, San Francisco, Silicon Valley, London, Hong Kong, Shanghai, Seoul and Tokyo.

Many of the world’s most respected companies and institutions are longtime firm clients. We work with global industry leaders, start-ups, financial institutions, hospitals and health care organizations, colleges and universities, investment firms, and individuals, among other clients.

We have consistently been recognized for our leading practices in many areas, including private equity, M&A, life sciences, health care, finance, investment management, hedge funds, tax, real estate, intellectual property, business and securities litigation, privacy and data security, antitrust and government enforcement. Around the world, we particularly focus on the asset management, technology, health care and life sciences industries.

Ropes & Gray is an equal opportunity employer.

Description

**JOB SUMMARY:**

Participates as a team member and assists attorneys and senior paralegals in real estate transactions of various size and scope. Experienced and well versed in commercial transactions. Attains and brings to bear knowledge of rules and regulations pertinent to real estate practice area. Uses baseline of knowledge of general corporate matters to provide support to other practice areas as needed. Availability for overtime and flexibility for travel are required.

**ESSENTIAL FUNCTIONS:**

1. Assists with corporate transactions, tracking and obtaining pre- and post-closing documents and forms to assure performance of obligations. Assists senior paralegals in large or complex closings.
2. Performs public searches of all kinds, including federal and state lien searches, financing statements and secretary of state records; prepares charts to illustrate results. Drafts and files UCC financing statements.
3. Obtains ALTA/ASCM and survey's report and coordinates lender requirements, certifications and title commitment with surveyor.
4. Reviews leases with all amendments and charts information specific to the transaction and organizes landlord consents. Assists with all transactional due diligence and has a working knowledge of online data rooms.
5. Obtains tax lien waiver certificates from appropriate department(s) of revenue when instructions are not specific.
6. Understands the purpose of municipal lien certificates and other evidences of paid taxes. Understands back taxes, tax liens, tax titles, tax rates and assessments.
7. Orders, reviews and comments on title examination/title insurance. Reviews underlying documents. Understands various title documents (rights of way, easements, covenants, restrictions etc) and the impact such documents have on title.
8. Drafts deeds, title affidavits, powers of attorney, discharges, FIRPTA affidavits, trustee's certificates, directions of beneficiary and understand reasoning etc. Understands the forms and how to adapt the forms to all types of transactions.
9. Drafts mortgages and notes and understand all terms. Reviews the loan commitment and understands lender requirements.
10. Drafts trusts and understands impact on real estate.
11. Complies with department and firm administrative procedures and policies.
12. Assists with department projects as needed and performs other work-related duties as assigned by the Paralegal Manager.
13. Responsible for billing a minimum of 1600 hours of client-related projects and other credited work.

ESSENTIAL CAPABILITIES:
- Able to maintain strict confidentiality of the firm's internal and personnel affairs and client information. Understands ethics of position including ethical rules in regards to confidentiality, billing and client representation and advocacy.
- Collaborates effectively and professionally with clients and all levels of personnel, including attorneys, coworkers and administrators.
- Owns professional development by seeking out feedback and learning new skills.
- Must be a proactive, self-starter who understands the details within a much larger context.
- Must be flexible in order to respond quickly and positively to shifting demands and opportunities.
- Able to work under tight deadlines, handle multiple, detailed tasks simultaneously, prioritize appropriately and delegate to resources available.
- Must be able to anticipate problems and issues and exercise independent judgment to make sound, justifiable decisions and take action in solving problems while knowing when and to whom to escalate issues.
- Must pay attention to detail and have the ability to follow up and follow through.
- Must be able to work independently with minimal supervision, as well as a team player, in a fast-paced environment.
- Able to effectively work in a multi-office environment and a culturally and educationally diverse environment.
- Takes ownership of deliverables and is accountable.
- Able to travel nationally and internationally on short notice.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

The successful candidate will have a bachelor's degree and a minimum of five years real estate experience at a law firm. This position will involve significant contact with partners and associates and requires excellent interpersonal and communication skills. The candidate must be a self-starter, highly
organized and a team player.

**WORKING CONDITIONS**

Normal office environment. Incumbent is expected to work the hours necessary to fulfill the responsibilities of the position. Staffing coverage must be provided on evenings and weekends. Expected to travel among the firm's offices.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

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