

Commercial Real Estate Paralegal – Ellis & Winters LLP

Ellis & Winters LLP is a boutique law firm focusing on complex litigation and commercial real estate. With offices in Raleigh, Greensboro, and Charlotte North Carolina, the firm represents clients statewide, as well as regionally and nationally. Founded to offer a strong emphasis on client service, Ellis & Winters provides high quality legal services effectively and efficiently. Our clients include many members of The Fortune 500.

Ellis & Winters seeks an experienced commercial real estate paralegal that also has experience within construction and bankruptcy litigation to assist with a diverse range of projects. The position is located in our Raleigh office. We seek candidates who desire to challenge themselves with large-scale and novel projects that require exceptional diligence and judgment.

Duties:

- Ability to abstract and search real estate titles and analyze title exception documents for potential issues.
- Assist with the management of commercial real estate matters by organizing and assembling documents for closings and large commercial loans as well as drafting, analyzing and reviewing real estate documents, including deeds, deeds of trust, settlement statements, UCC's, title commitments, title exceptions, surveys, zoning letters and reports, environmental reports, lien releases, memoranda of leases, ancillary lease documents and client correspondence.
- Filing zoning applications and other documents with local governments.
- Assist attorneys with litigation projects related to all phases of litigation including assistance in preparation of pleadings, motions and affidavits, service of process, subpoenas, discovery (including electronic discovery), preparing, filing and serving motions papers, including in some instances drafting of motions; preparing deposition and trial exhibits; indexing and managing evidence; and other duties as assigned;
- Assist with management of litigation matters and/or large projects involving extensive organization, retrieval, production, and electronic stamping of documents;
- Communicating with register of deeds personnel, court personnel, mediators, opposing counsel and clients as well as interfacing with lenders, borrowers, clients, appraisers, surveyors, insurance companies, zoning authorities, local governments, title abstract and title insurance companies, taxing authorities, and others, in connection with obtaining all necessary information for commercial real estate transactions.
- Managing calendars and reminders, docketing all necessary dates, following up with attorneys as needed to ensure deadlines are met;

- Assist with the preparation and filing of legal documents, including electronic filing with federal and state courts, the North Carolina Business Court, appellate courts, and administrative agencies;
- Cite-checking and proofreading of filings (pleadings, motions, briefs) as well as non-filed materials;
- Set-up, maintain and organize hardcopy and electronic filing systems to efficiently manage due diligence documents, evidence, documents, and client communications; and
- Other duties that might arise as a function of the firm's delivery of services to its clients.

Qualifications:

- Meaningful commercial real estate experience in a law firm or legal department
- Meaningful litigation experience in a law firm or legal department preferably in both State and federal courts
- Bachelor's degree and/or NC paralegal certification preferred
- Proficient in Microsoft Office applications
- Willingness to embrace technology and work in a paperless environment
- Works well both independently and as a member of team
- Strong and effective verbal and interpersonal communication skills both internally and with clients/potential clients
- Detail oriented, superior organizational skills, strong proofreading skills