



Real Estate / Commercial Law Paralegal

DBL Law, a full-service multi-office law firm, is seeking a **Real Estate / Commercial Law Paralegal** for the Crestview Hills, KY location. This position will provide paralegal support for the Commercial Transactions, Banking and Real Estate Groups. The position offers competitive salary, good benefits and pleasant working conditions.

Successful candidates must be able to assist with all aspects of commercial lending and development transactions, including without limitation: loan document drafting, closing preparation and coordination, closings, recording instruments and post-closing matters. Must have 3-5 years of experience in commercial transaction with a law firm, title company or bank, with a good knowledge of banking transactions and real estate law. Excellent written and verbal communication, strong prioritization and organizational skills, proficiency with Microsoft Office Suite, strong critical thinking, the ability to work independently, manage multiple priorities with short deadlines and an ability to work on a team in a dynamic environment are essential.

Duties and Responsibilities:

- Assisting in attorneys in preparation of client work including closings, investigating facts, researching and other miscellaneous duties.
- Effectively prioritizes work; monitors deadlines
- Information Management
 - Organize, maintain and track files which are organized chronologically, numerically and/or by subject matter
 - Create, maintain, and retire files according to attorney/client preference
 - Assist attorneys in managing client contacts, emails, and hard copy documents
- Respond to inquiries from all persons involved in a timely and professional manner including lenders, agents, buyers and sellers
- Organize closing documents
- Record important dates and maintain files
- Other duties as assigned

Key Competencies

- Analytical and critical thinking skills
- Planning and organizing
- Strong communication skills
- Proficiency in the following software applications:
 - Microsoft Office – Word, PowerPoint, Excel, Outlook be able to consistently style, format, edit, text, data or graphics resulting in a professional document for the client.
 - WorkSite/iManage – maintain client matter files in paper or electronically as directed by attorney, including the ability to scan and electronically hyperlink documents to indexes
 - Send secure emails via file transfer services
- Proofreading all documents for grammar, spelling, punctuation, format and content
- Maintains Client Confidential Information
- Thoroughness and Attention to Detail

Please submit resume and cover letter to:

DBL Law
Attention HR Manager
207 Thomas More Parkway
Crestview Hills, KY 41017

Or via email to: Careers@DBLLaw.com