

REAL ESTATE SETTLEMENT PARALEGAL

Summary

The Real Estate Settlement Paralegal is responsible for preparing documentation necessary to initiate and complete the settlement of real estate purchases, refinances, or sale closings. It includes the gathering and careful reviewing of all documents related to real estate sales and purchases, purchase contracts, escrow instructions, disbursement requests and payoff demands. It also includes accurately gathering information regarding title insurance premiums, property tax and other tax information, utility bills and other property lien or potential lien information. In addition to working with lawyers and lenders, the real estate paralegal also coordinates with other real estate professionals and title officers.

Salary Grade/Level/Family/Range

\$40,000 DOE

Position Type and Expected Hours of Work

- Non-exempt – this position has no supervisory responsibilities
- Full-time position. Days and hours of work are Monday through Friday, 9:00 a.m to 5:00 p.m. (35 hours per week total), some overtime

Minimum Qualifications

- High School Diploma and/or related education
- 5 years of related experience in a professional/legal work environment

Location

Little Silver, New Jersey

Required Knowledge, Skills and Abilities

- Proficiency in Microsoft Office programs, especially Word and Outlook
- Prior experience with real estate settlement transactions involving HUD statements and real estate disbursements, or equivalent education, required.
- Business letter writing experience, including proper use of spelling and grammar
- Ability to work with minimal supervision
- Must be able to maintain a high level of confidentiality pursuant to Federal and State privacy regulations and laws
- Excellent organizational skills
- Thoroughness.
- Collaboration Skills.
- Flexibility.

Additional Eligibility Qualifications

- Prior use of Title Express or other real estate settlement software a plus, or willingness to be trained.
- Proper use of grammar and spelling and business letter writing experience.
- Ability and willingness to treat all client information with confidentiality in compliance with Federal and State privacy laws.
- Willingness to learn company software systems.

How to Apply

Please send resume and cover letter to hr@tworiverstitle.com

Company Information

Two Rivers Title Company, LLC is a full service title insurance agency that handles both residential and commercial transactions. Headquartered in central New Jersey, we are a multi-state title and escrow company. The principals at Two Rivers Title have conducted thousands of residential and commercial real estate transactions since 1990, which has exposed them to every conceivable issue that arises in these transactions. Attorneys, lenders and developers can be at ease that they will get prompt issue solving solutions from our expertly trained staff. In addition to the expertly trained staff, we have armed ourselves with the best resources in the industry by affiliating ourselves with the highest rated underwriters in the title insurance industry, as well as investing in cutting-edge technology, which allows for online title ordering and the receipt of title binders by email. Two Rivers Title Company is an equal opportunity employer