

Paralegal II – Real Estate

Department: Corporate

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

FLSA Status: Non-Exempt

Last Updated: January 22, 2024

General Summary:

The Paralegal II 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 moderately complex cases or transactions, developing procedures to maintain the integrity of case or transactional files and information, drafting legal documents, and coordinating the closure of a case or 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 materials, surveys, zoning reports, lease-related documents and other due diligence items, as well as coordinates with diligence service providers
2. Prepares and maintains transaction checklists
3. Prepares closing documents under the supervision of attorneys and maintains closing files
4. Follows up on post-closing matters
5. Coordinates ongoing projects and activities in either on-site or off-site locations, utilizing junior paralegals, support departments, and secretaries when necessary
6. Develops procedures with supervisors for electronic or physical tracking, coding, and ensuring quality control systems for documents
7. Attends and provides support to attorneys at court or agency hearings
8. Creates and maintains calendars for cases or transactions, and distributes to supervisors and other team members
9. Drafts forms, letters, or other legal documents
10. Anticipates typical work for a case or transaction, and works with supervisors to ensure all aspects are addressed
11. Demonstrates effective verbal and written communication with clients, outside vendors, and other parties
12. Coordinates the timely closure of a case or transaction to comply with Firm policies and procedures

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13. Promotes effective work practices, works as a team member, and shows respect for co-workers

Position Specifications

Education

- A 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 six years' related law firm experience as a Real Estate Paralegal required
- Experience in title and survey review required
- Experience assisting on commercial, multi-state real estate transactions required

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

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.