



Boylan Code, LLP has a unique opportunity for an experienced Real Estate Paralegal for immediate full-time opportunity in its Rochester, New York office.

Boylan Code is a team of more than fifty attorneys, paralegals and support staff, with dozens of areas of expertise, and hundreds of years of collective experience. Our approach is not transactional, it is holistic; we want to understand and serve our clients, their families, their businesses, and their unique issues, challenges and opportunities. Our strong commitment to client service is at the heart of everything we do. Everyone at Boylan Code shares a commonality of purpose – we are passionate about the idea that the right people can and do provide the intellectual strength, passion and vision to become key drivers of success for our clients.

Boylan Code is ranked in the Rochester top tier by Best Lawyers in America for Alternative Dispute Resolution, Bankruptcy & Creditor/Debtor Rights, Corporate Law, and Trusts & Estates.

The Real Estate Paralegal will focus primarily on residential buy/sell transactions. We are looking for someone who can take a file from start to finish, including the closing and post-closing follow-up. Duties of the position include but are not limited to: reviewing title commitments; determining necessary title curatives; managing critical dates in preparation for closing; assisting with the preparation, review and execution of transfer documents; preparing closing statements; attending closings; and handling all post-closing follow-up work. The Real Estate Paralegal will also provide support on commercial buy/sell transactions, as well as residential and commercial lending matters, from time to time.

We seek a candidate with a minimum of three years of proven residential real estate paralegal experience, who enjoys a hectic pace and is able to shift priorities easily. Additional experience in commercial real estate and/or lending is a definite plus. If you love real estate, have a team mindset and a great attitude, we want to meet you!

This is not an entry level position. Only those applicants with three or more years of residential real estate paralegal experience -- including handling closings -- will be considered. We are looking for someone who can hit the ground running on day one. Notary Public license is required.

Please send your cover letter and resume in complete confidence to:

Susan M. Gross
Director of Human Resources
sgross@boylancode.com

Boylan Code LLP will reasonably accommodate individuals with disabilities throughout the employment selection process. If you believe you need an accommodation during the selection process, please contact Susan Gross, Director of Human Resources, at sgross@boylancode.com, to make a request.

Boylan Code LLP is committed to the policy of equal employment opportunity. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition or carrier status, domestic violence victim status, veteran status or status as a member of any other protected group or activity.