



Boylan Code LLP, an established law firm with a highly sophisticated real estate practice, seeks a talented paralegal with a minimum of six years of experience in commercial lending for our Rochester, New York office. We are looking for someone who is quick on their feet, detail oriented and able to shift priorities easily. Duties of the position include review of Lender's Approval and preparation of a commitment letter, drafting of a closing agenda, review of all due diligence, preparation of loan documents and loan settlement statement, and attending the closing. Proficiency in Microsoft Office, a strong commitment to client service, and the ability to work independently under attorney supervision are essential for this position. Our firm is in the midst of a powerful and exciting period of growth. The paralegal we hire for this position will play an integral role in the firm's Real Estate practice group.

We offer a highly competitive salary and benefits package, including:

- A substantial contribution toward medical insurance (some plan options are fully funded by the Firm);
- Fully paid life and long-term disability insurance;
- 401(k) plan;
- Dental plan with optional vision benefits;
- Flexible Spending Account plan;
- Supplemental life insurance;
- Employee Assistance Program;
- Discounts on auto and homeowner's insurance;
- Business casual workplace; and
- Free parking.

At Boylan Code, we take great pride in providing our attorneys and staff with a healthy work/life balance. Our family-friendly culture is what sets us apart from other firms.

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.

Please [click here](#) to submit your cover letter and resume in complete confidence to
Susan M. Gross, Director of Human Resources
sgross@boylancode.com

We regret that we cannot accept telephone inquiries regarding this position. Only those candidates invited to interview will receive a response.

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, 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.