



Boylan Code LLP (the office of Bill and Russ Kenyon) seeks an experienced Residential Real Estate Paralegal for immediate full-time opportunity at its Canandaigua, New York, office.

We are a full-service law firm, working as trusted advisors who provide our clients legal expertise in a variety of specialized practice areas. Our clients include individuals and entrepreneurs, start-ups, multinational corporations, government entities, non-profit organizations, financial institutions, and more. We pride ourselves in helping our clients protect their investments and reach their goals.

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. We are a team of twenty-five attorneys, an administrative staff of eight, and more than thirty paralegals, administrative assistants 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.

#### Job Description:

The Residential Real Estate Paralegal will have a broad set of responsibilities, including, but 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 work. We are looking for someone who can take a file from start to finish, including the closing and all post-closing follow-up.

This is a full-time position with a highly competitive wage and benefits package, including:

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

We seek a candidate with three or more years of proven residential real estate paralegal experience, who enjoys a hectic pace and is able to shift priorities easily. 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 will be considered. We are looking for someone who can hit the ground running on day one. Notary Public license is required.

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

Susan M. Gross, Legal Administrator  
Boylan Code LLP  
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, Legal Administrator, at [sgross@boylancode.com](mailto: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.