FIRST STREET LEGAL
CONNIE EDWARDS MOSHER
ATTORNEY

239 N. First Street
Albemarle, NC 28001
(704) 983-0086
www.firststreetlegal.com

Legal Assistant/ Paralegal

Our fast-growing, high-volume real law estate firm is seeking a full-time, in-office staff member to support two attorneys.

Responsibilities:

- Management of residential real estate closings from start to finish, including: property research using GIS, Register of Deeds and tax records in multiple North Carolina counties; real estate contract intake, file setup and data input into real estate closing software; document drafting, including deeds, title opinions and other closing documents; coordinating with lenders to balance real estate settlement statements; communication with all parties to the transaction (buyers, sellers, lenders, realtors); disbursement of closing proceeds and trust account management
- General office duties and administrative assistance: calendar management; invoicing; answering and directing phone calls; scanning/copying/organizing documents; simple bookkeeping and banking; support attorneys in drafting correspondence, contracts and other documentation

Requirements:

- Exceptional organizational and problem-solving skills
- Detail-oriented and ability to multitask
- Self-motivated and comfortable working in a fast-paced and dynamic workplace
- Confident with strong interpersonal communication skills and excellent customer service
- Technological proficiency
- Commitment to professionalism and maintaining client confidentiality

Hours: 35 office hours per week, Monday–Thursday 8:30-12:30 and 1:30-5:00, Friday 8:30-1:30(additional hours in-office or remote as needed)

Compensation: Hourly rate based on experience, education and qualifications ($19 per hour and up); paid holidays and paid discretionary time off; opportunity for participation in company IRA plan with quarterly employer matching contributions

Interested applicants please send resume and personalized cover letter (including compensation requirements and at least two references) to connie@firststreetlegal.com. Background check will be required.