



LEGAL AND EXECUTIVE SEARCH

AUSTIN + DALLAS + DENVER + HOUSTON + LOS ANGELES

Real Estate Paralegal or Legal Assistant

OVERVIEW

Location: Waxahachie, TX,
In Office; No remote or hybrid
Department: Legal & Regulatory
Reports to: General Counsel
Travel: 0%

POSITION PURPOSE: The Real Estate Paralegal will be responsible for assisting legal counsel with matters relating to the company's acquisition and maintenance of real property interests. The ideal candidate must be a self-starter and should be capable of working well both independently and have a proven track record of being able to manage multiple tasks in a highly demanding environment.

KEY RESPONSIBILITIES:

1. Complete form real estate documents, including options, option memoranda, purchase and sale agreements, leases, lease memoranda, easements, easement memoranda, assignments, notices of exercise, escrow letters, and subordination agreements, surface waivers and other real estate documents
2. Coordinate with landowners, internal and external parties for the execution of real estate documents
3. Review title reports, identify issues, and prepare title schedules
4. Assist the Attorneys and Development Team with satisfying title and financing requirements
5. Coordinate with title companies to obtain title reports and title documents in accordance with project schedules
6. Review land surveys, plats, and site plans
7. Assist with document compliance and preparing document summaries
8. Assist with approving real estate documents for execution and payment
9. Assist in preparing form documents for the development, construction, and operation of projects
10. Assist with maintenance of Company documents
11. Answer questions on routine document requirements of the Company
12. Additional duties as required

WORK EXPERIENCE & REQUIREMENTS:

1. 2-5 years of experience as a paralegal or legal assistant supporting attorneys specializing in real estate law would be preferred, but is not required
2. Comprehensive experience with commercial real estate transactions a plus but not required
3. Exceptional organizational and writing skills, as well as the ability to prioritize tasks across multiple projects with competing deadlines
4. Proficiency with Excel, Word, Outlook, Docusign, and PDF editing software
5. The ability to work independently but also seek guidance and raise questions promptly
6. A courteous, collaborative, diplomatic, and professional demeanor
7. A solutions-oriented mindset, and an eye for process improvement
8. Paralegal certificate preferred but not required, Bachelor's degree a plus
9. Attention to detail and a teachable attitude is a must.

Crystal Cornett, Legal Recruiter
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