position

Real Estate Paralegal

division/department

Legal Operations / Legal Risk Management

nature of position

The person in this position will assist in-house attorneys with: closing multifamily residential and commercial mortgage loans, providing legal and regulatory research support to all business units, and assisting with other closings and real estate projects as requested (including grant fundings, commercial loan closings with non-real estate collateral, commercial loan workouts, collateral dispositions and single family residential mortgage loan projects). This position will work directly with a team of attorneys and commercial loan closers, and report to the Senior Managing Attorney.

essential functions

Under the supervision of an attorney:

* Conduct real estate due diligence reviews (including title, survey and zoning) for multifamily and commercial loans
* Review, draft and edit program forms, contracts and other legal documents relating to the programs and services of the Authority
* Conduct legal research and write memoranda
* Review and summarize legislation and its impact on Authority operations
* Review REO sale transaction documentation
* Support attorneys handling HOA litigation matters, commercial workouts, and CORA requests
* Other duties and projects, as assigned

knowledge, skills and ability

* Knowledge of Colorado real estate law, business entities, real estate and business loans, real estate transactions and familiarity with related documents.
* Experience with, and knowledge of, accepted practices and procedures used in reviewing title work, surveys, zoning ordinances and insurance certificates and policies
* Legal research and writing skills with a strong attention to detail
* Strong interpersonal and organizational skills.
* Strong customer service skills
* Effective leadership skills
* Ability to work independently with minimum supervision
* Innovative and creative thinking skills to develop customer-centric solutions based on internal and external feedback.
* Demonstrated ability to work productively and accurately in a fast-paced environment with multiple projects and important deadlines
* Ability to communicate, both orally and in writing, in an effective and diplomatic manner
* Ability to establish rapport with persons of diverse ethnic, racial and cultural backgrounds is essential
* Ability to work towards inclusion in all activities and decisions through the solicitation and appreciation of diverse perspectives
* Familiarity with federal and state securities laws desirable
* Maintain a high level of confidentiality using discretion in handling sensitive matters, maintaining confidence at all levels
* Proficient in MS Office suite
* Strong ethical decision making skills based on a code of ethics and integrity, demonstrating responsibility for actions while learning from mistakes
* Ability to continuously improve and develop knowledge and skills, while adapting quickly to changing circumstances and processes
* Ability to embrace a culture of operational excellence to ensure processes are continually evaluated and improved, as necessary

experience/education

* Must have a minimum of two years of experience working on complex real estate matters as a paralegal in a law firm or corporate law department
* Certification as a paralegal or legal assistant from a program approved by the American Bar Association desirable
* Experience with and knowledge of the following is helpful, but not required:
	+ Multifamily projects and affordable housing legal documentation, federal insurance programs such as FHA multifamily, USDA, SBA, tax exempt bonds, and the Low Income Housing Tax Credit and/or New Markets Tax Credit; and
	+ Single family mortgage loan programs including federal agency and investor requirements.
* Research experience and knowledge of or ability to learn Casemaker and/or other research tools
* Licensed as a Notary Public in Colorado or qualified and willing to become a notary within 30 days of employment.

equipment used

Telephone, personal computer, photocopier, fax machine, and electronic communication devices.

physical environment

The person in this position will perform the essential functions of the position primarily in an office environment, which requires sitting at a desk for the majority of the day. Ability to type and work on a computer station. Ability to lift up to 10 pounds.

validation statement

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform.

how to apply

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