

This position supports the real estate legal practice in the preparation of documents, filings and recordation of documents, and related correspondence. The team assistant provides the attorney(s) and legal assistants with direct assistance, helping with assembling necessary documents and submitting for filing and recording. The team assistant schedules client appointments, and provides secretarial support to the attorney(s) and legal assistants.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist attorneys in drafting, proofreading and preparing real estate and related corporate legal documents with minimal supervision.
- File and record documents in appropriate public departments.
- Maintain attorney calendar by planning and scheduling meetings.
- Maintain electronic filing system and hard copy filing where needed.
- Prepare correspondence and mailings.
- Enter timekeeper's time for billing purposes. Assist attorneys with billing procedures.

#### KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of legal secretarial principles and practices at a level normally acquired through training or its equivalent. Approximately 4 years on the job experience in order to gain expertise needed to do substantive legal work in the area of real estate law.
- Knowledgeable with filings in different departments, such as the Real Estate Commission, Land Court, Bureau of Conveyances, Tax Department, Department of Commerce and Consumer Affairs (DCCA), and State and Federal agencies.
- Strong organizational skills, ability to multi-task effectively, prioritize work and responsibilities in a fast paced, changing environment.
- Ability to proofread typed material for contextual, grammatical, typographical and spelling errors.
- Excellent computer skills essential. Knowledge of Circuit Court e-filing. Extensive knowledge of Microsoft Office. Utilize computerized techniques and software when applicable.
- Excellent communication skills, both oral and written, to effectively communicate with clients and colleagues in a clear, concise manner.
- Ability to maintain highest levels of confidentiality.
- Notary license, or willingness to obtain notary license shortly after hire.
- Ability to work extended hours as necessary to fulfill responsibilities.
- Commitment to professional growth and development.