



LAWTON
WHITEMAN
LAW

Paralegal: LWL Law, PLLC d/b/a Lawton Whiteman Law

Location: 102 NE 1st Avenue, STE 200, Delray Beach, Florida 33444

Phone: 561-455-4266

Employment Type: Full-Time, Onsite

Salary: Commensurate with experience

Email Resumes: theresa.novak@lawtonwhiteman.com

About us:

Lawton Whiteman Law is a real estate law firm serving the transactional needs of some of the nation's largest homebuilders, developers, property owners, investors, and residential home buyers. Our attorneys have years of experience practicing with national law firms and representing clients in all aspects of transactional real estate law.

Overview / Key Responsibilities:

We are seeking a real estate paralegal who is detailed-oriented, self motivated, and has strong communication and problem-solving skills to join our team and support our attorneys. This position includes duties such as:

- Reviewing contracts and preparing critical dates and checklists
- Tracking all critical dates using Outlook calendar and Excel spreadsheets
- Communicating with all parties regarding critical dates and deadlines; sending reminders
- Placing title and lien search orders with title companies and tracking status
- Reviewing title commitments, B-1 requirements and B-11 exceptions and communicating with title companies
- Preparing initial drafts of title summaries
- Reviewing municipal lien searches
- Preparing initial drafts of amendments to a contract per attorney's direction
- Preparing closing checklists and scheduling pre-closing calls with clients
- Prepare draft closing documents for attorney's review
- Reviewing and/or drafting closing statements and providing comments to attorneys
- Communicating with title companies regarding closing conditions and title company documents
- Reviewing all final executed closing documents and communicating with clients regarding closing authorization
- Calendar and tracking all post-closing obligations and escrows using Outlook Calendar and Excel spreadsheets; communicating with clients regarding same
- Completing all post-closing items (i.e. Tracking down recorded closing documents and title policies and review of same)
- Communicating with attorneys regarding any issues on the transactions as needed
- Maintaining electronic client folders
- Attending bi-weekly deal status calls with clients and tracking notes on same



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Benefits and Work Environment:

- Medical benefits
- Paid Time Off (PTO) plus 9-paid holidays
- Group and optional life insurance
- 401k with company contribution of 3%
- Annual bonus
- Warm friendly work environment
- Tight knit group where collaboration and mutual support are central to our culture
- Monthly after hour gatherings for employees and their families