

POSITION TITLE	Paralegal
DEPARTMENT	Real Estate
STATUS	Non-Exempt
REPORTS TO	Paralegal Manager
DATE	May 2018

POSITION SUMMARY

Stinson Leonard Street LLP seeks an experienced Real Estate Paralegal to join the firm's Minneapolis, MN office. The paralegal provides support for all aspects of Real Estate cases and matters managed by both Partners and Associates. Primary responsibilities lie in the areas of analysis of Real Estate records to identify and resolve title issues, and to assist with clients purchase and/or sale of commercial and residential real estate. The Paralegal works under the direct supervision of the attorneys in the specific practice area on a day to day basis.

There is no direct supervisory responsibility associated with this position.

EDUCATION AND EXPERIENCE

- Completion of either of the following:
 - Bachelor's degree OR (a) Associate of Arts degree and not less than one year of in-house training as a Paralegal Assistant or Paralegal Intern at the Firm, or (b) minimum of five years of law-related experience under the supervision of an attorney, demonstrating a superior command of the skills necessary to be a Paralegal;
 - AND, in addition to (a) or (b), (c) Completion of an educational program for Paralegals that has been approved by the American Bar Association ("ABA") or offered by an accredited institution which is in substantial compliance with ABA guidelines for the approval of Paralegal programs.
- Real Estate experience is required (5-10 years).

POSITION COMPETENCIES

- Strong verbal and written communication skills.
- Self-motivated with excellent organizational skills and attention to detail.
- Highly professional with a strong customer service orientation, commitment to meeting deadlines, and ability to manage competing priorities in a fast-paced and dynamic environment.
- Strong professional, independent thinking skills with strength in problem solving and the ability to offer constructive opinions and creative solutions.
- A team player who motivates and educates other team members.
- Regular and predictable attendance is an essential function of the position.

POSITION RESPONSIBILITIES

RESPONSIBILITY	DESCRIPTION	TIME SPENT
Paralegal	<ul style="list-style-type: none"> • Understand and plat legal descriptions in order to identify boundaries, encroachments, easements and other matters 	75%

	<ul style="list-style-type: none"> affecting the client's property interests. • Working knowledge of Minnesota Title Standards and White Pages as a guideline for title examination, title clearance and statutory requirements for conveyance of property. • Conduct research, in Minnesota and other states, using a variety of online resources to identify property, property ownership, legal descriptions, condition of title, and possible title defects. Prepare documents transferring properties in accordance with applicable state law. • Draft pleadings in title clearance proceedings, including Quiet Title, Initial Title Registration, and Proceedings Subsequent. Requires knowledge of procedures specific to the proceeding, identification of title defects, identification of and service on defendants, monitoring deadlines and scheduling hearings. • Provide both attorney(s) and client(s) with information necessary for business process, decision making, and review in a timely manner. • Anticipate attorney and client needs related to matters or cases under management. • Delegate effectively and as appropriate to Legal Administrative Assistants working on the case/matter. • Handle all communications, oral and written, in a prompt and professional manner ensuring that information is transferred in an accurate and thorough manner. • Act as a liaison among various internal departments as well as with outside agencies. • Meet billable hour requirement of 1550 per year. 	
Administrative	<ul style="list-style-type: none"> • Time entry, scanning, emailing, etc. • Travel required, as necessary. • Assist in Firm marketing for practice area. 	25%

Applicants with a disability that are in need of an accommodation to complete the Stinson Leonard Street application process should contact Human Resources at 612.335.7140 or email HumanResources@stinson.com.

Stinson Leonard Street is an equal opportunity employer. We encourage qualified minority, female, veteran, disabled and other diverse candidates to apply and be considered for open positions. We offer a competitive compensation and benefits package.