

Real Estate Paralegal Job Description

- Facilitating communication between the lawyers for buyer and seller
- Negotiating contracts, reviewing title reports, and monitoring financial transactions and foreclosures
- Preparing legal descriptions of land, and preparing documents for eviction proceedings
- Compiling, analyzing, and summarizing information
- Coordinating efforts between attorneys, clients, outside legal counsel, opposing legal counsel, other parties, and outside vendors
- Preparing file for closing, as well as maintaining and balancing incoming and outgoing closing.