

Coleman | Talley

Paralegal (Valdosta, Georgia)

The law firm of Coleman Talley LLP is seeking an experienced Paralegal to join our legal team in Valdosta, Georgia. As a key player in our multi-family and student housing practice, the candidate will be responsible for providing comprehensive support to our attorneys in real estate and corporate matters. If you are a detail-oriented professional with a strong background in real estate and corporate legal processes, we invite you to apply for this exciting opportunity.

Responsibilities:

1. Real Estate Transactions:

- Assist in the preparation and assembly of legal documents for multi-family and student housing real estate transactions.
- Order title searches, tracks, obtains closing protection letters, and remits payment.
- Closing support to ensure all necessary documentation is compiled, accurate and complete.
- Verify and initiate wires.
- Order, review, and payment of lien searches.
- File documents for recording.
- Prepare PT-61s.
- Request containment letters

2. Corporate Law Support:

- Assist in the formation and maintenance of corporate entities, including Delaware.
- Draft and review corporate documents, contracts, and agreements.
- Provide support in due diligence processes for corporate transactions.
- Provide support for annual registrations, certified orders, and certificates of existence.

3. Client Interaction:

- Communicate with clients to gather information and provide updates on case status.
- Ensure excellent client service and satisfaction by addressing requests for information, and concerns.

4. Legal Research:

- Conduct research to support attorneys.

5. Administrative Support:

- Manage and organize legal documents using case and document management software, maintaining an efficient filing system.
- Ensure all correspondence is saved to the applicable file in document management software.
- Prepare client closing binders post-closing.
- Prepare overnight shipments as needed via FedEx.

Qualifications:

- Minimum of 2 years of experience as a paralegal, with a focus on housing and corporate law.

- Paralegal certification or degree in paralegal studies preferred.
- Proficiency in legal research, document drafting, and case management software.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively within a team.

Technology:

- Proficiency in Microsoft Office software (Word, Outlook, Excel, PowerPoint).
- DocuSign (experience with the setup of documents for electronic signature).
- Adobe Pro and/or Kofax.
- ShareFile.
- Experience with NetDocuments, Centerbase or similar LMS software preferred.

Benefits

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| • Paid time off | • Life Insurance | • 401(k) Retirement |
| • Health Insurance | • Disability | with Matching |
| • Dental | • Flexible Spending | Contributions |
| • Vision | Account | |

How to Apply:

If you are passionate about real estate and corporate law and meet the above qualifications, we encourage you to submit your resume, cover letter, and references to jobopportunity@colemantalley.com. We offer competitive compensation and benefits, a supportive work environment, and opportunities for professional growth. Join our team and contribute to the success of our clients and our firm.