

JOB TITLE: **Corporate Transactional Paralegal**

DEPT. NAME: **Transactional**

REPORTS TO: **Attorneys and Firm Administrator**

Unruh Turner Burke & Frees, a suburban Philadelphia-area law firm based in West Chester, Pennsylvania, with a strong real estate and business practice, has an opening for a team-oriented paralegal with at least 5 years of corporate transactional experience in a law firm environment.

Essential Functions and Duties:

- Preparing ancillary legal documents in all aspects of corporate transactional law including entity formation and reorganization, merger, acquisition, stock sale, asset sale, and shareholder buy-out.
- Preparing and filing formation documents of all types of corporate entities including charter documents, organizational consents, bylaws, company agreements, partnership agreements, obtaining EIN's and qualification in applicable state jurisdictions.
- Monitoring and reviewing transactional documents for the purpose of preparing and updating the closing checklist to track status of transactional documents and the progression the transaction.
- Preparing due diligence request lists; guiding and working with clients for the collection of due diligence information and materials; analyzing due diligence materials to assist attorneys with determining compliance with representations and warranties contained in the transaction documents and the transferability of instruments, federal and state permits, and licenses; and collaborating with clients and aiding attorneys in consulting with opposing counsel to resolve issues that may negatively impact the timing of the closing.
- Develop and prepare disclosure schedules for corporate acquisitions, mergers, reorganizations, and loan transactions.
- Coordinating delivery and collection of signature pages from clients as well as the delivery of such to all parties.
- Working on post-closing matters such as the transfer of permits and licenses, preparing and organizing closing documents and binders and CD's for distribution to all parties.
- Maintaining and updating client corporate minute books (stock certificates, stock ledgers, annual consents, curative consents, etc.).
- Analyzing corporate documents to determine jurisdictions in which to conduct searches for UCC-1 financing statements; federal and state tax liens; furniture, fixtures and judgment liens; bankruptcy filings; and federal, state and county litigation filings.
- Reviewing loan transaction documents to determine collateral description for UCC-1 financing statements; preparing, filing, amending, and terminating UCC liens.
- Coordinating with lending institutions to determine pay off amounts on loans and leases in view of preparing pay off letters.
- Recording real estate lien documents and searching real property records to determine property ownership, easements, and liens.
- Experience representing lenders and familiarity with commercial real estate and asset-based loan documentation, procedures and closings.
- Working with the tax assessment office in connection with the preparation of Applications under Act 319 and renegotiation of Act 515 covenant.
- Preparation of entity dissolution documents, required notices, Application for Tax Clearance Certificates and dissolution publications.

Competencies:

- Technical proficiency in Microsoft Outlook, Word and Excel. Experience with TABS3 legal accounting software and Autonomy iManage document management preferred.
- Highly organized and detail oriented with an ability to prioritize and multi-task.
- Must exhibit a high degree of initiative in managing multiple priorities simultaneously in a fast-paced, deadline-driven, detail-oriented work environment utilizing excellent judgment, administrative abilities, and decision-making skills.
- Excellent interpersonal skills necessary to communicate in person, by e-mail and telephone and to follow instruction effectively from a diverse group of clients, attorneys and staff and provide information with ordinary courtesy and tact.
- Knowledge of legal principles and practices.
- Ability to proofread typed material for contextual, grammatical, typographical or spelling errors.
- Ability to operate standard office equipment such as computer, photocopiers, fax machines, and typewriter.
- Maintain acceptable attendance record in accordance with firm policy.

Required Education and Experience:

Paralegal Certificate

Physical Demands:

This is a largely sedentary role; however, some photocopying and filing is required. This would require the ability to lift files, open filing cabinets and bend.

Position Type and Expected Hours of Work:

This is a full-time position. Typical days and hours of work are Monday through Friday, 9:00 a.m. to 5:00 p.m., although periodic work beyond this timeframe may be necessary.

Working Conditions:

This job operates in a professional office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Competitive starting salary commensurate with experience, along with a comprehensive benefits package including medical, dental, vision and 401K.

Unruh Turner Burke & Frees is an equal opportunity employer.

Qualified candidates should forward resume with salary requirements to Susan Ondeck at sondeck@utbf.com.