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Position Title: Paralegal - Real Estate Title Searcher

Time Commitment: Full-time

Hourly Range: \$18-\$25 (commensurate with experience)

Compensation: Complete Benefit Package, including but not limited to: Health, vision, dental and life Insurance, 401(k) plan, and paid time off (PTO)

Location: Asheville, NC

Closing Date: 4/1/2022

Who We Are

Established in 1907, The Van Winkle Law Firm is the largest law firm headquartered in the beautiful mountains of Western North Carolina. With two office locations, we proudly serve individuals, families, and businesses throughout the Southeast. As a distinguished and respected firm, our attorneys and staff have become recognized for our ability to utilize the best practices and methods possible to meet our clients' needs. While we are passionate about providing sound legal counsel, we believe our responsibilities go beyond serving as legal representatives. We are interested in getting to know our clients and obtaining a thorough understanding of their unique needs and goals.

Our Values and Culture

Van Winkle, Buck, Wall, Starnes and Davis, P.A. is committed to advancing, cultivating, and preserving an organizational culture of diversity, equity, and inclusion. We strive to create a workplace where our employees, clients, and business partners can thrive. We are an Equal Opportunity Employer providing all employees and applicants with a workplace free from discrimination or harassment, and with equal employment opportunities without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, genetic information, ethnicity, citizenship, or any other characteristic protected by federal, state, or local law. Unlawful discrimination, harassment, and retaliation will not be tolerated in any of the Firm's offices or any other work-related setting. Qualified individuals with a disability may request a reasonable accommodation in order to apply for a position or to enable them to perform the essential functions of a position for which they are otherwise qualified. If you need an accommodation or need to discuss your situation, please contact the Chief Operating Officer.

Our Ideal Applicant

General knowledge of real estate processes with a thorough familiarity with legal terminology pertinent to the area of commercial and residential real estate transactions. The ideal candidate will work great with a team in a team and fast paced environment. We are actively looking for a diverse applicant pool. LGBTQIA+ individuals, Black, Indigenous, people of color, parents, people with different abilities, veterans and folks who speak English as a second language are welcome to apply.

Requirements

- Minimum of 5 years of experience
- Familiarity with all Register of Deeds online platforms
 - GIS, VCAP, Tax Department, Liens NC website, Deed Plotting
- Ability to perform in depth title searches using analytical and decision-making skills
- Exceptional attention to detail, excellent organizational and communication skills
- Self-motivation and the ability to effectively manage, organize and complete high caseloads
- Ability to work well independently, be responsive and manage deadlines
- Ability to maintain high levels of professional conduct and communicate effectively with clients and colleagues
- Quick learner, comfortable with technology and able to quickly learn unfamiliar software
- Technologically proficient with MS Office products and electronic document management
- Friendly co-worker and team player

Responsibilities

- This position will support title searching for multiple attorneys
- Confer with clerk of court and various register of deed and tax offices when necessary
- Maintain positive contact with supervisors and observe confidentiality of client matters
- Organize and maintain electronic data using various computer applications
- Perform a variety of administrative tasks, including check requests, expense reimbursements, and daily time entry for billing
- Some travel to western NC counties as needed

How to Apply

We offer an excellent benefits package and competitive salary, commensurate with experience. All inquiries and applications will be kept in confidence. Please submit all application materials to careers@vwlawfirm.com.