

### **Corporate/Real Estate Paralegal – Full -time (Sacramento)**

Downey Brand, LLP seeks a full-time Paralegal for its Sacramento office to work with its Corporate and Real Estate Practice Group. This position requires a paralegal certificate and a minimum of 3 years' experience with corporate and real estate procedures in a law firm setting. The person hired for this position must have extensive knowledge of filings with Secretary of State; working knowledge of all aspects of incorporation/dissolution of corporations and partnerships; drafting of Articles of Incorporation, Bylaws, organizational minutes, governmental filings; sophisticated knowledge of UCC filings, including preparation of stock certificates and Certificates of Limited partnerships; knowledge of general securities law. The paralegal will work with attorneys and support them in handling commercial real estate closings from beginning to end, including ordering, reviewing and clearing title, preparing closing statements and documents, and handling closings and post-closing work.

Strong research skills are essential. Proficiency in Adobe PDF Pro or similar PDF program, Excel and MS Office applications are required. This position requires exceptional attention to detail and organizational skills, as well as strong written and verbal communication skills. A solid work ethic, impeccable attendance and punctuality, and the ability to work independently as well as part of a team are critical. A positive attitude, the ability to set priorities and to work under pressure, and the ability to establish a good rapport with firm attorneys and clients are vital.

Candidates not possessing a paralegal certificate or the required minimum experience, including experience with the programs referenced in this posting, will not be considered.

Qualified applicants may submit a cover letter and resume in confidence to Cindy Snook, Director of Human Resources via the firm's web application. No phone calls please. Downey Brand LLP is an Equal Opportunity/Affirmative Action employer.