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Paralegal–Finance (Public Finance/Real Estate), Baltimore

Ballard Spahr LLP is seeking a paralegal in our Baltimore office to support our nationally-recognized finance lawyers who participate in public finance transactions and who represent commercial lenders in virtually every type of commercial financing transaction. The successful candidate will undertake a range of tasks and responsibilities that include:

* preparation of documentation for closings, including organizing, proofreading and assembling documents; conducting due-diligence;
* drafting loan documents, closing certificates and opinions;
* coordinating closing logistics;
* preparing and filing of UCC Financing Statements;
* title and survey review; and
* researching industry databases, publicly-available information from local governments and other sources, and applicable law.

This position requires someone who is energetic, detail-oriented, with the ability to manage multiple priorities and understands the cycle of a transaction. Candidates considered will be proactive self-starters with demonstrated experience maintaining high quality work products in a fast-paced environment and within time constraints. Strong writing and proofreading skills, oral communication skills, research, organizational and interpersonal skills are essential to be successful in this position.

Minimum requirements include prior experience as a paralegal in real estate transactions, commercial lending transactions and/or public finance transactions, demonstrated written and oral communication skills, intermediate level of technical proficiency in Microsoft Office applications (including Excel) and document management systems. Candidates with experience in review of title and survey are preferred. Must be able to work overtime, as needed.

Ballard Spahr is committed to increasing diversity in the legal profession and to supporting the communities where we live and work. People from all backgrounds are valued and integrated into every part of the firm. **Diverse candidates, veterans and individuals with disabilities are encouraged to apply.**

The health, safety and well-being of our Ballard community is a top priority. Therefore, all lawyers and staff are required to be fully vaccinated as a condition of employment. We believe this is the most prudent position to take in order to meet our obligation to provide as safe of a workplace as possible. The firm will provide exemptions and accommodations for medical and religious reasons consistent with applicable law.

The Firm is not accepting resumes from search firms for this position.

Ballard Spahr offers excellent compensation, a comprehensive benefits package, and a generous paid time off program. For immediate consideration, please visit <https://jobs.silkroad.com/BallardSpahr/Careers> and submit your cover letter, resume and salary requirements.

Ballard Spahr is an equal opportunity employer committed to fostering a culturally diverse environment. The firm encourages applications from a diverse pool of candidates, and all qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, age, national origin, handicap or disability, citizenship, sex, pregnancy, childbirth or related medical condition, sexual orientation, gender identity and expression, transgender status, sex stereotyping, genetic information, ancestry, veteran status or any other category protected by applicable law.