



PARALEGAL – TITLE/REAL ESTATE

Position Overview:

Commercial Title Agency LLC (“CTA”), an affiliate of Fishman Haygood LLP, is a sophisticated title insurance agency specializing in all types of commercial title insurance transactions, including providing escrow functions. CTA is looking for an organized, detail-oriented paralegal to join its team. This position reports to the Chief Operating Officer but works primarily with CTA’s attorneys and partners. This is a full-time, non-exempt position with regular hours Monday through Friday from 8:30 a.m. to 5:00 p.m.

Principal Duties and Responsibilities:

- Order and review abstracts
- Enter and maintain information in title company system to obtain future rate calculations, policy jackets, tracking, etc.
- Create commitments
- Request zoning reports if needed
- Prepare and submit overlimit request information if required
- Create CPL if required
- Create other title documents, including but not limited to: FIRPTA, Seller’s/Owner’s, Rate Calculations, and 1099s
- Prepare title updates for the duration of the file
- Obtain policy jacket numbers; create and finalize policies
- Coordinate payment of premiums to title company upon policy issuance and upload policy into tracking website; provide proof of payment information to accounting department for files
- Track title files to make sure all relevant documents have been drafted and received
- Draft and issue follow up endorsements, such as date down or increased coverage
- Prepare invoices for endorsements, and track receipt of payment of such invoices
- Upkeep and distribute various recurring reports, including but not limited to, Premiums Received Report and Open/Closed Reports
- File Annual Reports with the Louisiana Secretary of State for Fishman Haygood and Commercial Title Agency
- Keep current title forms and track updates to ensure newest forms are on file
- Maintain a listing/reporting of abstract invoices and prepare and submit check requests to accounting department for timely payment of such the invoices
- Coordinate with the title companies for audits
- Other duties as necessary in connection with title work

Required Competencies:

- Quick learner, able to learn new systems and procedures
- Superb organizational skills and attention to detail
- Ability to manage multiple assigned tasks from inception through completion under tight deadlines
- Ability to utilize the Firm’s technology and software with a focus on Microsoft Word and Excel
- Self-starter, proactive in assisting staff and attorneys with tasks
- Responsive to inquiries from staff, associates, and partners

- Excellent oral and written communication skills
- Demonstrated ability to work well with others as part of a team is a must
- Real estate/title company experience required

Please submit cover letter and resume to Brittane Baer at bbaer@fishmanhaygood.com.