



## Real Estate Legal Assistant

Whitfield & Eddy Law, one of Iowa's leading firms since 1928, is seeking out the very best candidates to work side by side with the attorneys in our Real Estate practice group. Our new office is located on the top two floors of the Hub Tower in downtown Des Moines.

At Whitfield & Eddy you'll find challenging work in a collegial atmosphere where teamwork is prized. We offer competitive benefits, including paid time off, multiple health insurance options, convenient parking, a very generous 401(k) plan with up to a 12% contribution from the firm, and much more.

### Responsibilities:

- Perform settlement services such as reviewing purchase agreements & contacting parties to begin abstracting; obtain title opinions from attorneys and work to get any title objections completed, obtain seller figures for closing, prepare closing statements, and other related tasks.
- Assist in billing
- Prepare seller documents, POA and other Affidavits as requested
- Work with clients on clearing title matters
- Issue final title opinions and final title certificates
- Other administrative duties as needed

### Requirements:

- A minimum of 3 – 5 years of related legal assistant/real estate experience in a law firm or corporate legal department is required.
- Must have excellent communication and computer skills.
- Ability to organize and manage multiple projects is a must.
- Attention to detail, proficiency in proofreading own work, and ability to work independently also required.
- Knowledge of "Soft Pro" is a plus.
- Strong commitment to team work and customer service.

Interested candidates should submit their cover letter and resume in confidence to [lavia@whitfieldlaw.com](mailto:lavia@whitfieldlaw.com).