



Part Time Business & Banking Paralegal

Whitfield & Eddy, P.L.C. has a unique opportunity for a part-time paralegal to work in our business and banking practice group. This is a great opportunity to continue your career while having the flexibility to pursue other interests!

We offer a professional and friendly environment in the beautifully renovated Hub Tower office location in Des Moines. You will also be eligible for part time benefits.

Responsibilities:

- Responsible for completing initial drafts for foreclosure, money judgment and replevin pleadings.
- Handling the process of foreclosures, e.g., file the petition, service, may assist with motions for default and summary judgments, and filing documents to request the sheriff's sale.
- Responsible for banking and transaction work such as uniform commercial code filings, loan documents, stock transfers, board minutes and general corporate matters. Will also assist with loan transactions, mortgages and lien related filings, corporate transactions which includes formation and mergers and acquisitions.
- Prepares and interprets legal documents for review, approval and use by attorneys. Will organize and prepare legal files.
- Performs administrative legal duties as required.

Requirements:

- A college degree is preferred and a paralegal certificate is desirable.
- 3-5 years of finance, banking, and transactional experience is required.

Schedule:

- Part time (20+ hours) with flexibility to work additional hours as needed.

Please email a cover letter and resume in confidence to lavia@whitfieldlaw.com.