

Real Estate / Water Law Paralegal

The candidate will be assisting the firm's lawyers with all aspects of the practice, including: Drafting, reviewing, editing and managing all types of documents for the acquisition of water rights and other real property; Performing due diligence reviews, including preparing title and survey memoranda; Coordinating closings, signings and approvals; Tracking calendars and deadlines; Legal Research; preparing of applications to change and transfer water rights; managing public record requests; etc.

Location

The position will be virtual for the foreseeable future, but when it seems safe to resume in office work, the position may be based out of Bothell/Woodinville or Camas WA, depending on the preference of the successful candidate.

Terms

Part-time to start, becoming full-time based on experience and ability to manage workload. Salary depending on experience.

Qualification and Experience

The ideal candidate must have superior written and oral communication skills, exceptional judgment, professionalism and interpersonal skills. The ability to communicate professionally and clearly by email and through video meetings is vital to success in the position. Should have 4+ years of experience in real property transactions or administrative law. Bachelor's degree and a paralegal certificate or equivalent experience is strongly preferred. Strong computer skills, including Microsoft Word, Outlook, Excel and Adobe Acrobat preferred.

Company info

Confluence Law, PLLC is a full-service law firm experienced in resolving complex water and natural resource issues. Our clients include large and small instream and out of stream water users, public entities, associations and nonprofit organizations. Confluence Law works with clients to create resilient solutions in water law, land conservation, public utility regulation and nonprofits.

How to apply

Please provide a cover letter, resume, writing sample, and references office@confluencelaw.com. All documents should be attached in pdf format and appropriately labeled including the candidate's last name. Please include the subject line: Paralegal Position—[Applicant's Name]

Position will remain open until filled.