

**Philadelphia Housing Authority
Paralegal- Real Estate**

Marketing Statement

The Philadelphia Housing Authority, America's fourth largest public housing authority and leader in real estate development and property management seeks a Paralegal - Real Estate in the Office of General Counsel (OGC).

PHA houses approximately 81,000 residents in the City of Philadelphia and manages a wide range of major programs and initiatives in order to successfully accomplish its mission.

The OGC is legal counsel to PHA and is responsible for ensuring that PHA is afforded exceptional legal representation by both in-house counsel and retained counsel.

There are currently five(5) attorneys in OGC's real estate and business transactions division; there are fourteen (14) attorneys in OGC, five (5) paralegals and four (4) legal assistants.

Qualifications

Bachelor's Degree in Paralegal or Legal Studies or a related field, AND one (1) year Real Estate paralegal experience; OR an equivalent combination of education, training and experience.

Knowledge of basic legal principles, basic legal research methodology, including knowledge of LEXIS and/or WestLaw and principles of legal analysis;

Knowledge and use of Philadox, Parcel Explorer and other real estate research sites is a plus;

Familiarity with title reports, deeds and land title documents;

Experience in the preparation of real estate settlement documentation;

Experience in deed and title records research to validate property ownership;

Experience in working with the City of Philadelphia Departments (including Revenue, Water, Records, and Office of Property Assessment) is a plus;

Ability to articulate statements of law and fact in a clear, concise and accurate format, whether oral or written;

Organized and detail oriented;
Appropriate computer skills;
And the ability to maintain confidentiality.

Responsibilities

This position will provide paralegal support primarily to the real estate attorneys in the Office of the General Counsel.

The selected candidate will assist with real estate closings, legal research on the state of title for PHA properties and preparation of legal documents as requested. The selected candidate will also be required to provide back-up coverage to other paralegals and administrative staff of OGC as requested.

How To Apply

All applications will be accepted through the Philadelphia Housing Authority's jobs board at www.pha.phila.gov/jobs .

***PHILADELPHIA RESIDENCY WILL BE REQUIRED**

Resumes will be reviewed as received.

EOE
M/F/D/V