

Davis Polk

Davis Polk & Wardwell LLP (including its associated entities) is an elite global law firm with world-class practices across the board. Clients know they can rely on Davis Polk for their most challenging legal and business matters. Our approximately 1,000 lawyers located in 10 offices in the world's key financial centers and political capitals collaborate seamlessly to deliver exceptional service, sophisticated advice and creative, practical solutions. Visit davispolk.com.

Job Description

Job Title	Senior Legal Assistant – Real Estate
Location	New York
Department	Corporate Legal Assistants
Reports to	Corporate Coordinator, Legal Assistants – Real Estate
Exempt/Non-Exempt	Non-Exempt
Work Schedule	Monday through Friday, 9:30 am – 5:30 pm (overtime as required)
Position Summary	The Senior Legal Assistant – Real Estate assists the Real Estate group with all aspects of various commercial transactions from inception to closing, and works under attorney supervision on a variety of tasks including the preparation and verification of transactional documents to comply with local regulations; assist Davis Polk's Real Estate attorneys with other client-related matters, and helps with the development of practice resources and other special projects for the Real Estate practice.
Essential Duties and Responsibilities	<p>Typical responsibilities include, but are not limited to, the following:</p> <ul style="list-style-type: none">– Participate in all phases of commercial real estate transactions from inception through closing under attorney supervision– Obtain, review and negotiate title insurance coverage– Review surveys in conjunction with title commitments– Review Zoning and PZR Reports and identify issues– Conduct comprehensive due diligence of corporate, title, mortgage and lease documents– Identify and obtain deal-specific consents and approvals– Perform lien searches with detailed review– Assist with drafting correspondence and ancillary documents including but not limited to mortgages, mortgage modifications, releases, assignments, subordination and non-disturbance agreements, UCC financing statements, deeds, affidavits, guaranties,

indemnities, corporate certificates, releases, and transfer and mortgage tax forms

- Revise, proofread and distribute draft agreements and other transactional documents
- Prepare and coordinate signature packages
- Obtain charter documents and good standing certificates from the Secretary of State in applicable jurisdictions
- Assist with incorporating entities in various jurisdictions, and prepare drafts of formation and organizational documents
- Order and evaluate flood hazard determinations
- Assist attorneys with pre-closing, closing and post-closing matters, including preparation and distribution of closing sets
- Support Trust and Estates practice with the purchase and sale of residential properties as part of the estate administration process
- Support the firm's Pro Bono practice in real estate matters including acquisitions, refinancing, and leasing
- Assist the Real Estate Group with maintaining the Real Estate Intranet
- Conduct factual research assignments and draft memoranda
- Assist with training Real Estate legal assistants and interns
- Notarize documents and coordinate apostilles

Qualifications/Position Requirements

- Ability to manage a varied workload and meet deadlines
 - Must be punctual and reliable
 - Proficiency in MS Word, Excel, PowerPoint, Outlook and other applications as needed
 - Strong interpersonal skills
 - Must be able to work collaboratively with lawyers and staff, demonstrating strong teamwork and a positive attitude
 - Excellent written and verbal communication skills
 - Ability to proofread typed material for typographical, spelling and grammatical errors
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	<ul style="list-style-type: none">— Ensure confidentiality of all the Firm's and clients' documentation and information
Education and/or Experience	<ul style="list-style-type: none">— Bachelor's degree with a strong academic record is required— Minimum five years related experience preferred
Compensation	Commensurate with experience
To Apply	Submit resume and cover letter to: hr.ny@davispolk.com

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.