

Receivership Project Manager/Paralegal Position:

Opportunity for a paralegal to join a small law firm operating in a dynamic area of real estate/business law. We are hiring a receivership project manager/paralegal to assist with our growing receivership practice. A successful candidate will have general civil litigation experience, as well as a desire to assist in our office's role as a Court-appointed receiver in real estate and business matters. The responsibilities will vary day-to-day from standard paralegal/legal secretary duties to drafting reports/legal pleadings to on-site property inspections with property owners, inspectors, and contractors for receivership assignments across the State of California.

A successful candidate must possess the savvy ability to rely on his or her litigation experience, but also appreciate and respect the neutral role of the receivership remedy to effectively resolve matters in the best interest of all parties and the Court. We are seeking an aggressive collaborator.

Responsibilities include:

- Drafting legal pleadings, filing and service of pleadings in all CA counties (including e-filing), preparing monthly accounting reports, reconciliation of multiple trust accounts, review and payment of property invoices/bills, answering phones, calendaring, scheduling/coordinating and confirming court dates, establishing property utility accounts, and retrieving and recording documents in County Recorder offices;
- Must be comfortable with on-site field work across California including but not limited to meetings, property inspections, working with contractors, and interacting with property owners/occupants;
- Reviewing and preparing real estate finance, brokerage, and construction agreements.

Preferred Experience:

- Real property, land use, municipal, business, judgment enforcement and/or bankruptcy litigation;
- Real Estate/Construction: finance, brokerage, title, property management;
- Familiarity with receivership remedy;
- Light bookkeeping.

Job Requirements:

- At least 1 - 2 years of experience in civil litigation or real estate litigation;
- Excellent written, verbal and interpersonal communication skills;
- Ability to work collaboratively with attorneys, parties, agents, contractors, brokers, lenders, title officers and courts in the unique role of working on behalf of a Court-appointed officer;
- Position is Full-Time, Monday – Friday, working in a physical office (social distancing observed).

Compensation: \$25.00-\$29.00/hour, based on experience.

Applicant Instructions: Please submit a cover letter, resume and 3 references (2 professional; 1 personal) via email to Jamie Eberhardt at jeberhardt@griswoldlawca.com.