

Paralegal Clerk- Applegate & Thorne-Thomsen

Applegate & Thorne-Thomsen seeks a paralegal clerk to join the firm's dynamic practice. This is an outstanding entry-level paralegal opportunity for a candidate with strong academic credentials, excellent verbal and written communication skills and a desire to work in a collaborative, team-driven environment. Successful candidates will be organized, detail-oriented, analytical, self-motivated and highly professional.

Responsibilities include, but are not limited to, assisting paralegals and attorneys with document organization for closings, scanning, indexing, and creating closing binders. Candidates must be able to manage several transactions concurrently, work independently and routinely communicate the status of multiple projects. This is a highly responsible and rewarding full-time position.

Formed in 1998, Applegate & Thorne-Thomsen, P.C. serves its clients in all aspects of real estate development, ownership, financing and investment. The firm has particular expertise and a national reputation in affordable housing and community development, including the syndication of federal low income housing tax credits, federal historic tax credits, new market tax credits, energy credits and state tax credits. Lawyers in the firm engage in a sophisticated practice, representing developers, investors, tax exempt community development organizations and public housing authorities. We are an Equal Opportunity Employer; minorities and women are encouraged to apply.