

Real Estate Paralegal – Entry Level

Castle Law | \$45,000–\$55,000 | Full-Time

Build Your Career in Real Estate Law

Castle Law is looking for an entry-level Real Estate Paralegal to join our growing real estate practice. This is an excellent opportunity for someone who is organized, motivated, detail-oriented, and interested in building a long-term career in real estate law.

This position is designed to provide hands-on experience across the entire residential real estate transaction process. You will initially work as a floating paralegal, supporting attorneys and paralegals throughout the department and gaining exposure to a variety of transactions and closing situations.

As you develop your knowledge and experience, you will gradually take on responsibility for your own files, working directly with attorneys, clients, Realtors, lenders, title companies, municipalities, and other transaction participants.

What You'll Do

- Support attorneys and paralegals in managing residential real estate transactions from contract through closing.
- Open, organize, and maintain transaction files.
- Review contracts, title commitments, municipal requirements, loan documents, and other transaction documents.
- Assist with title, municipal, lender, and other closing requirements.
- Communicate with clients, Realtors, lenders, title companies, municipalities, and other professionals to obtain and coordinate necessary information.
- Assist with preparation and review of closing figures and settlement statements.
- Track deadlines and outstanding items to keep transactions moving toward closing.
- Provide coverage and support for other members of the real estate team when needed.
- Take increasing ownership of assigned files as your knowledge and experience grow.
- Work closely with attorneys to identify and resolve issues that arise during the transaction.
- Contribute to a collaborative, team-oriented real estate practice.

What We're Looking For

We're looking for someone who wants to learn the business and grow with the firm.

The ideal candidate is:

- Organized and able to manage multiple priorities and deadlines.
- Detail-oriented and comfortable working with documents and numbers.
- A strong written and verbal communicator.
- Professional, dependable, and responsive.
- Comfortable working in a fast-paced environment.
- A team player who is willing to step in and help wherever needed.
- Eager to learn and take on increasing responsibility.
- Interested in developing a career in real estate law.

Prior legal, real estate, title, or closing experience is helpful, but not required. Entry-level candidates are encouraged to apply.

Why Castle Law?

At Castle Law, you'll have the opportunity to learn real estate law by being directly involved in the transactions. Rather than being limited to one narrow function, you'll gain exposure to the different stages of a transaction and work alongside experienced real estate attorneys and paralegals.

The role is structured to provide a clear path from department-wide support to independent file responsibility, making it an excellent opportunity for someone looking to establish a career in real estate law.

Benefits

- Competitive compensation based on experience
- Opportunity to work with one of the highest-volume real estate practices in Illinois
- Exposure to complex real estate transactions and investor deals
- 401(k) & 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

To Apply

Please submit your resume and a brief statement explaining your interest in real estate law to Heather Glockler at hglockler@castlelaw.com.