

JOB DESCRIPTION

Job Title: Paralegal (Residential Conveyancing).

Reporting to: Associate/Senior Solicitor

Department: Property & Real Estate



1. Job Purpose

Working under supervision but responsible for their own case load, to support the residential property department with the full range of conveyancing procedures from commencement to completion of transaction.

Role also includes provision of secretarial/administrative support to the residential team to include typing of audio dictation.

2. Scope and Range

Post reports to Associate/Senior Solicitor Residential Property and is based in Glasgow.

Direct Reports: None

3. Key Responsibilities

Working under supervision, the key responsibilities are:

Conveyancing:

- Taking instructions from Solicitor for sale and purchase files, transfers of title, new build purchases, discharge and remortgage work.
- Dealing with clients, estate agents, mortgage lenders and solicitors at every stage of the transaction from initial instructions and noting interest, throughout missive stage (under supervision) and through to completion.
- Advising and keeping clients up to date with the progress of their transaction both via email and telephone contact.
- Preparing Standard Security for signature.
- Ordering Searches on sale and on purchase reviewing same and interpreting results.
- Noting Title on both registered and unregistered properties and reporting to client on terms.
- Preparing Disposition and all other conveyancing drafts.
- Raising observations both standard and in light of search entries and Home Report review.
- Preparing Report on Title and ordering funds from Lender.
- Preparing settlement terms in readiness for completion of transaction.
- Submitting LBTT Returns online and having a general knowledge of LBTT requirements to include ADS.
- Registering property with Registers of Scotland and completing necessary Forms for registration.
- Dealing with post settlement claims under guidance from Solicitor.

Case Management

- Opening and closing files.
- Dealing with credit and debit balances and ledger reviews.
- Effective monitoring and scrutiny of files ensuring timescales are met and that paperwork is processed, filed and kept up-to-date.

General Administration

- To provide general administrative and secretarial support to the Residential Property Team.
- To provide secretarial cover during periods of planned and unplanned leave.

4. Communications and Relationships

Excellent internal personal and communication skills are required as this role has extensive communication with clients (primarily on the telephone), estate agents, lawyers, mortgage brokers etc.

5. Most Challenging part of Job

Working under pressure to support solicitors in a busy department.

Requires ability to prioritise and working to tight deadlines.

Requires strong organisational skills with attention to detail.

6. Knowledge, Training and Experience Required**Essential:**

- Conveying experience obtained in a similar role.
- Good knowledge of residential property processes and procedures following the Land Registration (Scotland) Act 2012 and confidence in managing transactions as a result of the changes introduced by same.
- Efficient and well organised, with attention to detail.
- Well-developed communication and interpersonal skills.
- Adaptable and flexible with ability to work on own initiative as well as part of a team.
- Ability to prioritise heavy workload within tight time constraints under pressure.
- Secretarial and audio dictation skills.
- Working knowledge of retrieving information online from Registers Direct.

Desirable:

- Paralegal qualification
- Experience of using Lawware and lawsoft systems.
- A familiarity with Help to Buy and Shared Equity Schemes and procedures.

7. Job Description Agreement

Job Holder's Signature & Date:

Head of Department Signature & Date:

26/05/17