

## **Job Title: Part-Time Paralegal - Real Estate & Construction**

Evans Law is actively seeking a part-time Paralegal to add to our growing real estate and construction practice located in downtown Annapolis.

This position will be immediately responsible for a manageable caseload, along with our ancillary duties that are essential to the function of our firm. This role will certainly exist in person on Tuesday and Thursday from 9am-5pm and is open to expansion.

Sample matters pertaining to litigation include various neighbor disputes, landlord-tenant relationships, structural and latent defects, real estate contract breaches, HOA and Condo Association concerns, municipal citations, and allegations of substandard construction. You will also become familiar with a number of more transactional matters, including deeding, residential & commercial acquisitions and leasing, easements and licenses, and other contractual relationships.

This position is part-time and permanent. The successful candidate's hourly wage will be commensurate with experience.

Key qualifications include:

1. Enthusiasm for real estate and construction law and clientele (consumers, investors, contractors, etc.).
2. Exceptional skillset in written and verbal communication and advocacy.
3. Experience in managing multiple priorities, administrative coordination, and logistics.
4. Well-organized, detail-oriented, and able to multi-task with follow-up efforts.
5. Ability to foster networking and educational opportunities and attract future clientele.
6. Proficiency in Microsoft Office 365 and other software systems. Our firm daily uses Word, Outlook, Teams, OneNote, Dropbox Business, Clio Grow, Clio Manage, Adobe Acrobat Pro DC, Zoom, and a few others.
7. Fundamental social media outreach capabilities (using Facebook, Instagram, and LinkedIn).

We look forward to hearing from you!

Please send a resume and list of three references to Gary Damico, Managing Associate, at [gdamico@msevanslaw.com](mailto:gdamico@msevanslaw.com).