

Legal Assistant

Landowner Advocacy & Rural Development

Wright and Moore Law Co. LPA & Farmers Title Co.

Starting at \$60,000/year depending on candidate qualifications, benefits offered, full-time non-remote employment, M-F, overtime pay exempt



Firm Overview

Wright and Moore Law Co., LPA and Farmers Title Co. Ltd. is seeking an experienced, organized, detailed, curious, communicative, and engaging legal assistant to join its landowner advocacy team. Wright & Moore is a growing boutique law firm located in Delaware and in Celina, with farm and rural clients spanning across the state. The firm focuses on the unique legal needs of farmers and their families, landowners, and other rural businesses. The position is part of a long-term growth strategy and is essential to support our real property law efforts, including the growth of Farmers Title Co., which began in early 2023. Both companies proudly features a technology-centric, paperless, and casual culture as we strive to balance work obligations and home life. However, due to the seasonal nature of agriculture, occasional 40+ hour workweeks may be required for project flow and business goals.

Responsibilities

Client Goals: Primary responsibility is assisting landowner advocacy and succession planning attorneys with achievement of client goals. Work entails daily assembly of conveyance instruments, memoranda, title reports, letters, affidavits, recording documents, closing forms, and other transaction documents. Transcription of legal descriptions will be a regular task. Timely recordation of documents will be key. Frequent coordination required between clients, third parties, and government offices. Incorporate client goals and attorney redlines and comments into lease, easement, and contract templates. Take notes during client or team meetings, calls, and conferences. Assemble matter directives post-meeting. Participate in client signings as-needed.

Ethics: Exhibit consistent adherence to the Ohio Rules of Professional Conduct for legal practitioners. Display best practices related to organization, attention to detail, timeliness of filings, and client communication. Obtain conflict waivers and engagement letters. Oversee escrow and trust account intake and disbursements.

Research: Accurately and concisely research attorney-requested subjects, including title status and contract language. Obtain real property information and documents through county and state online resources and in-person offices. Assemble communications and reports advising professionals of research findings and recommendations. Incorporate findings into plan or transaction objectives.

Client Care: Professional interactions with clients will be frequent. Assist with set-up of new client files, intake forms, and contact information. Attend client meetings and record discussion points and action items. Maintain accurate and organized transaction files. Follow-up with clients to fulfill representation objectives. Adhere to firm procedures regarding client file storage, titling, and structure.

Firm Management: Advise professionals of urgent client matters, requested correspondence, and pending tasks. Organize and coordinate attorney communications and calendars. Correctly input entries to timekeeping program. Manage payment and reporting of title insurance premiums.

Community Relations: Serve as a professional extension of the firm in local and agricultural community. Assist with preparation for community events, Client Advisory Newsletter, social media posts, holiday mailings, special events, seminars, and outreach events for other professionals.

Experience and Qualifications

- Minimum 5 years' experience working with land professionals, title examiners, and/or closing agents in law office, land organization, or title company
- Intimately familiar with preparing, analyzing, and distributing legal documents, title commitment and insurance forms, completing real estate closings, handling escrow accounts, and completing accurate real property title searches
- Serve as notary public and solicit notaries for signings
- Advanced competence with Office Suite programs, Kanban boards, DocuSign, secure file sharing programs, copy, print, and mail systems, and mobile apps
- Must possess excellent verbal and written communications skills, inquisitive skills, strong interpersonal skills, an eye for organization, timeliness, attention to detail, and a self-starting approach to your work
- Willingness to both participate constructively in a team setting and direct team or attorney responsibilities
- Ability to independently handle multiple tasks and projects simultaneously
- Passion for the agriculture industry and rural communities and families is a plus

Salary and Benefits

Starting pay at \$60,000/year subject to qualifications, full-time, non-remote, M-F, overtime pay exempt, occasional 40+ workweeks. Benefits include paid holidays, paid time off, health and dental insurance, life insurance, retirement matching, technology, education, and memberships. Annual bonus possible at discretion of management based on meeting individual goals, firm performance, and title company growth.