

KAUFMAN & CANOLES

attorneys at law



Kaufman & Canoles is a highly respected corporate law firm with eight offices located throughout Virginia and North Carolina. We are well established in the legal community, with an excellent reputation with the judiciary as well as other attorneys. We have built our reputation on quality client services. We promote a culture of teamwork and a “can do” attitude. We keep abreast of changes in the law, we are readily accessible, and we render service in a timely manner. In short, we hold ourselves to the highest standards, and we are zealous, compassionate advocates for our clients.

Kaufman & Canoles is seeking a **Courier/Title Clerk for its Williamsburg location**. This is a full-time opportunity.

RESPONSIBILITIES:

- Travel to various courthouses (James City County, Williamsburg, New Kent, Charles City, Gloucester, Surry, York, Newport News, Hampton) for recordation of deeds and certificates.
- Perform title searches to obtain deeds of bargain and sale, deeds of trust, plats, liens, and certificates of satisfaction.
- Deliver documents for Commissioner of Accounts to Probate Clerk weekly.
- Collect and distribute inter-office mail.
- Make bank deposits.
- Assist with Will signings or notarizing documents for clients on and offsite.
- Maintain updated periodicals and supplements in K&C library.
- Handle deliveries/pick-ups of client documents.
- Cover front desk for receptionist as needed.
- Assist in filing and making copies for other staff and attorneys.

QUALIFICATIONS:

- High school diploma or equivalent required, Associates or Bachelor's degree preferred.
- Clean driving record required.
- Proficient in MS Office 2016.
- Able to prioritize multiple tasks and responsibilities with accuracy.
- Excellent written and oral communication skills.
- Exceptional attention to detail.
- Self-motivated and able to work independently.
- Legal industry experience strongly preferred.
- Title work experience beneficial.

BENEFITS:

We offer competitive compensation and a comprehensive benefit package. Benefits include medical, dental, life insurance, 401(k)/profit sharing, paid time off, and long term and short term disability.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.