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Ballard Spahr LLP
Philadelphia, Pennsylvania

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Job description

Ballard Spahr LLP is seeking a paralegal in our Philadelphia office to support our nationally-recognized public finance lawyers who represent state and local governments and authorities, nonprofit organizations, investment banks, and banking institutions in virtually every type of municipal bond transaction. The successful candidate will undertake a range of tasks and responsibilities that include: preparation of documentation for closings including, organizing proofreading and assembling documents; conducting due-diligence; drafting bond documents, disclosure documents, closing certificates and opinions; coordinating closing logistics; preparing and filing of UCC Financing Statements; researching industry databases, publicly-available information from local governments and other sources, and applicable law.

This position requires someone who is energetic, detail-oriented, with the ability to manage multiple priorities and understands the cycle of a transaction. Candidates considered will be proactive self-starters with demonstrated experience maintaining high quality work products in a fast-paced environment and within time constraints. Strong writing and proofreading skills, oral communication skills, research, organizational and interpersonal skills are essential to be successful in this position.

Minimum requirements include prior experience as a paralegal in public finance, commercial lending transactions, or corporate law; demonstrated written and oral communication skills, intermediate level of technical proficiency in Microsoft Office applications (including Excel) and document management systems. Must be able to work overtime, as needed.

Ballard Spahr is not accepting resumes from search firms for this position.

Ballard Spahr offers excellent compensation, a comprehensive benefits package, and a generous paid time off program. For immediate consideration, please visit <https://ballardspahr.silkroad.com/epostings/> and apply online.

Ballard Spahr is an equal opportunity employer committed to fostering a culturally diverse environment. The firm encourages applications from a diverse pool of candidates, and all qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, age, national origin, handicap or disability, citizenship, sex, pregnancy, childbirth or related medical condition, sexual orientation, gender identity and expression, transgender status, sex stereotyping, genetic information, ancestry, veteran status or any other category protected by applicable law.