

# EXTERNAL VACANCY

## PARALEGAL (CONVEYANCING FOCUSED)

**COMPANY:** Trinidad and Tobago Housing Development Corporation

**DIVISION:** Asset Management Company Limited (AMCL)

**UNIT/DEPARTMENT:** Legal

**CATEGORY OF STAFF:** Contract

### JOB PURPOSE:

The incumbent will provide specialized administrative legal services to facilitate the seamless transition and ongoing management of the Conveyancing portfolio from the Trinidad and Tobago Housing Development Corporation (HDC) to the Asset Management Company (AMC). This role ensures the efficient, timely, and accurate processing and maintenance of conveyancing-related legal records and provides comprehensive support to the AMC legal team, upholding industry best practices and supporting AMC's mandate in property management and conveyancing.

### WORKING RELATIONSHIPS:

- Reports to the Attorney-at-law and by extension the Senior Attorney-at-law.
- Works closely with internal AMC departments and external stakeholders, including customers, title clerks, surveyors, and government agencies.

### MAJOR DUTIES & RESPONSIBILITIES:

- Provide specialized paralegal support focused on conveyancing to maintain an organized and efficient legal department.
- Conduct in-depth research and assist with the preparation of reports, policies, procedures, and legal documents specific to conveyancing and property management.
- Support Attorneys-at-law and Conveyancing Officers in drafting deeds, subleases, and other property-related legal documents in line with AMC's asset management objectives.
- Maintain an updated and accessible record of conveyancing matters and ensure all legal files are managed electronically and in hard copy as needed.
- Liaise with title clerks, surveyors, and other stakeholders to manage title searches, verify land ownership details, and resolve related legal issues.
- Manage the filing, tracking, and retrieval of all conveyancing documents, ensuring compliance with legal standards and best practices.
- Coordinate, manage and perform document stamping, filing and registrations
- Perform other related duties to support the transition and integration of the conveyancing portfolio into AMC operations.

### QUALIFICATIONS AND EXPERIENCE:

- Paralegal Certification or Associate's Degree or completion of first year Bachelor of Law Degree or other Legal Studies;
- Two (2) CAPE/GCE 'A' Level passes;
- Two (2) years' experience in a legal environment; or
- Equivalent combination of training and experience.

### **KNOWLEDGE AND SKILLS:**

- Comprehensive working knowledge of conveyancing procedures, including title search processes,
- document stamping and registration and legal standards.
- Familiarity with property laws, asset management regulations, and industry best practices.
- Strong analytical, reasoning, and research skills specific to conveyancing.
- Ability to maintain confidentiality and high attention to detail.
- Customer-focused with excellent time management and problem-solving skills.
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).
- Ability to work in teams.
- Excellent attention to detail.
- Customer focused.
- Excellent time management and problem solving skills.
- Excellent communication skills (oral, written and interpersonal).

### **PHYSICAL REQUIREMENTS:**

- Prolonged periods sitting at a desk and working on a computer.