



Family Elder Law Paralegal

Paralegals are an integral part of the Family Elder Law team, and their typical responsibilities include:

- Assisting attorneys with case management and planning in the areas of
 - Estate Planning
 - Trust Administration
 - Probate
 - Long Term Care Planning
- Conducting client meetings and building relationships with clients
- Drafting client documents and pleadings for attorney review
- Recording and e-filing documents

A successful Paralegal is:

- Dedicated to providing excellent customer service
- A compassionate and responsive communicator
- Adept with Microsoft Word, Excel, and Adobe PDF
- Technologically literate and comfortable working with a virtual client management system
- Detail oriented
- Self-motivated
- Intellectually curious and a lifelong learner
- Accountable
- A team player

Previous legal experience is a bonus, but not required; training will be provided on the job.