

# PARALEGAL (ESTATE PLANNING/ PROBATE) OPENING

## **WHO WE ARE**

We are a well established Renton, Washington law firm, the Law Offices of Beth A. McDaniel, PLLC. Since 2002, the firm has been dedicated to assisting families and individuals in the areas of probate, guardianships, estate planning, trust administration, special needs planning/administration, and elder law. Our goal is to provide our clients with excellent legal services. We aspire for our clients to have peace of mind, feel well informed, and be respected.

## **WHAT WE OFFER**

We offer an experienced and supportive staff, a no drama workplace, hands on experience, significant client contact, and rainmaking is optional.

You will receive flexible hours, opportunities for advancement, personal mentoring, the opportunity to participate in management decisions, working remotely is an option for the right candidate.

We offer a competitive salary and benefits (PTO, 401k, medical insurance, and free parking)

## **WHO WE SEEK**

We are seeking a Paralegal (with a MINIMUM of two years of experience, Paralegal Certificate preferred) to join our team.

Position available immediately.

We work hard as a team while recognizing there is more to life than practicing law. Interested candidates should submit a cover letter and resume to Melissa Nolan at [melissa@bethmcdaniel.com](mailto:melissa@bethmcdaniel.com). Inquiries will be held in strictest confidence. No phone calls please.

**We are currently not accepting submissions from third-party recruiters for this position.**

## **REQUIREMENTS/SKILLS (CONT ON NEXT PAGE)**

# PARALEGAL (ESTATE PLANNING/ PROBATE) OPENING

## REQUIREMENTS/SKILLS CONTINUED

Applicant must have exceptional attention to details, be a self-starter, and excel in:

- Strong writing and grammar skills.
- Multi-tasking and prioritizing assignments
- File management (organization, maintaining status)
- Monitoring calendar (timeline and deadlines)
- Effectively using time, tracking billable hours
- Drafting, editing and finalizing correspondence, deeds, estate planning documents, and pleadings.
- Reconciling accounting information provided by probate clients;
- Maintaining good communication with clients;
- Completing court filings, county recordings, scheduling hearings, and providing notice to other parties.

The following are requirements:

- Proficiency in Microsoft Office (Word, Outlook, and Excel).
- Understanding of structure and purpose of court pleadings and relevant documents, as well as knowledge of how to locate local, state, and federal rules governing those documents.
- At least two-years of experience working in a capacity as a paralegal, legal assistant or legal secretary (general law office experience is not sufficient, Paralegal Certificate preferred)
- Experience with filing in superior court (including e-filing in Pierce and King Counties);
- Working knowledge of practice management software, tracking time, is a must. Trust Administration experience is a plus.