

## **Estate Planning Paralegal**

***Are you passionate about helping families?***

***Do you thrive in a fast paced environment?***

***Would you enjoy being part of a fun, hardworking team?***

Our family-owned Estate Planning Law Firm in Pittsburgh is growing and we are looking to hire an experienced full-time Paralegal. We help young parents stop gambling with their children's future by drafting comprehensive estate plans. When our clients hire us, they are having difficult conversations surrounding incapacity and death. Their primary goal is to plan for their children's future after they are gone. This process can be emotionally draining for our clients, but we always aim to make sure they leave our office knowing their children are protected.

Our Paralegal will interact and build relationships with our clients, while supporting our attorneys with legal research, document drafting, and case management. This position requires the right combination of empathy, experience, and skill. If that sounds like you, you will help create memorable experiences for our clients and protect generations of families.

Other requirements include the following:

- You should know how to draft trusts, wills, healthcare documents, and real estate deeds. We use document drafting software and have our own templates, but you should be able to build the first draft of an estate plan with few questions and minimal supervision.
- We are looking for a self starter who can think and work proactively. You will be working on many cases concurrently, sometimes over long periods of time. We expect you to keep track of key dates, keep the right people informed, and prioritize your time so that we never miss a deadline. You will need to be creative, organized and efficient to do your job well.
- This process is often emotionally draining for our clients. You should be empathetic, patient, and caring.
- We have many different clients and colleagues from many different walks of life. You should be comfortable communicating regularly with clients, family members, and other professionals.
- You should treat a case at 4:30 pm on Friday with the same care and compassion as one on Monday morning at 9 am.

- We are looking for someone who enjoys having fun and working hard. You should be comfortable being part of a team who both shares the workload and helps each other out.
- You should have a growth mindset and enjoy continuous learning and professional development.
- The ideal candidate will have a good sense of humor, love dogs, and enjoy (or at least, be willing to tolerate) music from the 80s.

The Paralegal position is full-time and includes full medical, dental, and vision insurance as well as a 401k after 90 days of employment. Starting salary is between \$40,000 - \$50,000 but is based on experience and is negotiable. We enjoy casual Fridays and a week's vacation every summer.

***Ready to apply?***

Great! Send us an email with your last name and the position you are applying for in the subject line and attach your resume with at least 2 professional references. Send the email to [hiring@lawfirm.com](mailto: hiring@lawfirm.com). If you don't follow the instructions correctly, you will not receive a response from our hiring team.

We're looking forward to hearing from you!