

Trust & Estate Planning Paralegal

Farella Braun + Martel LLP seeks a highly skilled, knowledgeable and motivated Trust & Estate Planning Paralegal to join the Family Wealth Practice Group in providing estate planning and administration services to high net worth individuals and families.

Responsibilities include:

- **Estate Planning:** Assists Attorneys in preparation of estate planning documents including wills, trusts, powers of attorney for health care and property management and nominations of guardians. Assists clients in funding their trusts. Utilizes working knowledge of the formation and estate-planning function of limited liability companies, charitable foundations and family limited partnerships.
- **Probate and Estate Administration:** Utilizes knowledge of the procedures for transferring and distributing trust and probate estates, the preparation and use of disclaimers, and the funding of sub-trusts. Prepares and files federal and state estate tax returns. Handles all aspects of opening probate proceedings from the appointment of a personal representative to the final distribution of the estate, including valuation of estate assets and the drafting of all court forms, petitions and orders. Handles court filings.

Qualifications and Requirements:

- **Education:** Bachelor's Degree required.
- **Experience:** Senior Trust & Estate Planning Paralegals are required to have at least five years of experience as a Trust & Estate Planning Paralegal.
- Significant substantive knowledge of the procedures, terminology and documents relating to complex probate/estate planning matters; able to competently draft documents.
- Outstanding organizational and time management skills.
- Demonstrated ability to both understand the "big picture" and deliver work with close attention to detail.
- Proficiency in the use of Microsoft Office software (Word, Outlook, Excel), and other law office software used by the Trust & Estate Planning Paralegals.
- Excellent analytical skills.
- Excellent communication skills, both written and verbal.
- Ability to work effectively within a team environment and to work proactively.
- Ability to work under pressure in a fast-paced environment; ability to coordinate multiple tasks concurrently.
- **Level:** This position works under moderate supervision and exercises a high level of discretion and independent judgment.

Please send resume and salary requirements to: careers@fbm.com. Farella Braun + Martel LLP is an Equal Opportunity Employer.