

Probate Paralegal

Helsell Fetterman seeks a detail-oriented and proactive real estate paralegal to support our Real Estate and Land Use Practice Group on both transaction and litigation matters. The ideal candidate will have a solid understanding of real estate law, excellent organizational skills, and the ability to manage multiple matters and transactions simultaneously.

Helsell Fetterman seeks a paralegal with at least six years' experience to support high net worth probate matters in the firm's Estate Planning and Probate practice group. An ideal candidate will be a self-starter who looks to take a strategic and leadership role in the matters they support.

Tasks

- Compose, prepare, and answer correspondence with clients and case-related experts
- Review and analyze will and trust provisions
- Draft petitions to open probate and supporting documents
- Prepare and maintain a calendar system
- Notify heirs, devisees and creditors of probate proceeding
- Publish Notice to Creditors
- Review decedent's records
- Assist personal representative and/or client in collecting other death benefits such as insurance and social security benefits
- Determine title of assets
- Obtain federal tax I.D. number
- Evaluate assets
- Draft Inventory
- Maintain financial records of estate
- Prepare and file estate taxes
- Calculate and diary dates for required filings and notifications
- Draft a variety of legal documents:
 - Correspondence
 - Complaints/Petitions
 - Contracts
 - Orders
 - Affidavits
 - Releases

Abilities

- Able to be discreet and consistently maintain confidentiality.
- Able to handle multiple and diverse projects.

- Ability to exercise initiative, diplomacy, and sound judgment.
- Listens and requests clarification; responds well to questions.
- Writes clearly and informatively: edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret written information.
- Balances group and individual responsibilities.
- Accepts responsibility for own actions; follows through on commitments.
- Demonstrates accuracy, attention to detail and thoroughness; looks for ways to improve and promote quality.
- Works independently and within a team on special and non-recurring projects.
- Is consistently at work and on time
- Deal with clients going through a personal event
- Separate stress and energy of client from events

Skills: Word, Excel, Power Point; excellent spelling and grammar; good phone skills; organized; sets priorities; meets deadlines; able to multi-task.

Physical requirements

Must be able to:

- communicate with co-workers and clients by telephone and e-mail
- use a keyboard several hours per day
- prepare and organize large amounts of documents
- deliver and return documents
- perform duties in a timely manner
- work overtime when needed, sometimes with little notice
- Attend Court

Health insurance Paid time off Dental insurance 401(k) Vision insurance Life insurance 401(k) matching Retirement plan Employee discount Flexible spending account Parental leave Employee assistance program

Salary: \$43.25 - \$57.75 per hour based on experience

Principals only.

Please submit a resume and cover letter to Mary Farmar, Human Resources Manager, at mfarmar@helsell.com.