

General practice law firm located in Alexandria, Virginia seeks an experienced Paralegal. Our Attorneys specialize in Estate Planning, Guardianships/Conservatorships, Probate/Trust Administration, Residential Real Estate, and Small Business Matters.

Responsibilities

- Assist attorneys in organizing and managing case files, maintaining records, and tracking deadlines.
- Prepare and format legal documents, contracts, and correspondence accurately and in compliance with established formats.
- Interact with clients, schedule appointments, and communicate case updates.
- Manage attorney calendars, schedule meetings, hearings, and court appearances, and provide timely reminders.
- Assist attorney with Guardianship/Conservatorship cases from beginning to end to include but not limited to, manipulating assets, applying for public benefits, preparing annual court report filings, accountings, and correspondence with families and long term care facilities.
- Probate administration from inception to completion, including drafting probate filings and preparing fiduciary inventories and accountings.
- Draft and review estate planning documents, such as Powers of Attorney, Advance Medical Directives, Wills, Trusts, Amendments, and Deeds.
- Analyze bank, investment, and business records.
- Calendar and maintain critical deadlines for estate and trust administration cases in an electronic calendar system.
- Draft Contracts, Agreements, and Letters.
- Reconcile bank accounts monthly.
- Assist in preparing invoices, tracking expenses, and maintaining billing records.
- Perform various administrative duties, including answering phones, sorting mail, and maintaining office supplies

Minimum Qualifications/Required Skills and Abilities

- Bachelor's Degree and/or an equivalent combination of legal experience and education.
- Strong work ethic, excellent organizational skills, and attention to detail.
- Possess strong verbal, written, and proofreading skills.
- Must be an articulate and effective communicator (whether via in person, telephone, e-mail, written correspondence or other forms of communication.)
- Strong analytical and problem-solving skills.
- 2 years experience working as paralegal.
- This position is open to applicants seeking a long-term commitment to grow with the company. This is not a short-term employment opportunity or a transitioning position toward a new endeavor.

Salary

- 2-5 years work experience as a paralegal: \$45,000.00 - \$55,000.00.
- 5 years experience currently working as a paralegal: \$55,000.00 - \$85,000.00.

Benefits

- Simple IRA
- Paid Time Off