**JOB TITLE:** Paralegal – Trust & Estate

**STATUS:** Temp to Perm Non Exempt

The Paralegal is responsible for providing support to attorneys. Under the direction of an attorney, with minimal supervision assists with a range of legal support by conducting research and gathering the appropriate documentation.   Experience with estate and non-profit administration including accounting, filings and forms a plus. Must possess high level communication skills (written and verbal). Analyzing legal materials, maintaining reference files and databases.  Trust, accuracy and ability to multi task under pressure are important to this position.

**Qualifications:**

* 5+ years of experience in the legal field, primarily as a Trusts & Estates Paralegal
* Estate administration experience
* Experience preparing and filing federal and state estate tax returns, gift tax returns and accountings
* Experience reviewing and preparing estate plans and other legal documents
* Familiarity with Model Code of Ethics and Professional Responsibility
* Proficient knowledge of Microsoft Office including Excel
* Good organizational and time management skills.

**Education:**

* Bachelor’s degree or equivalent related work experience
* ABA approved Paralegal course of study or North Carolina State Paralegal Certification.
* Maintain Certification through Continuing Legal Education.

**Please send your resume to Jennifer Stogran at** [**jstogran@smithlaw.com**](mailto:jstogran@smithlaw.com)**.**

***Smith Anderson is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law*.**