



JOB TITLE: Paralegal – Trust & Estates

STATUS: Non Exempt

Type: Temporary

The Paralegal is responsible for providing support to attorneys. Under the direction of an attorney, with minimal supervision assists with all aspects of estate planning and trust administration work. Experience with estate and non-profit administration including accounting, filings and forms required. Experience Analyzing legal materials, maintaining reference files and databases required. Must possess a high level of communication skills (written and verbal). Trust, accuracy and ability to multi task under pressure are important to this position. Trust, accuracy and ability to multi task under pressure are important to this position. This is an excellent opportunity for those who excel at managing multiple projects and tasks, proficient at using software, have an acute attention to detail and enjoys a professional environment.

Qualifications:

- 10+ years of experience as a Trusts & Estates Paralegal
- Estate administration experience
- Experience preparing and filing federal estate tax returns
- Experience with probate filings and fiduciary accounting
- Experience reviewing and preparing estate plans and other legal documents
- Proficient knowledge of tax preparation and fiduciary accounting software
- Proficient knowledge of Microsoft Office including Excel
- Familiarity with Model Code of Ethics and Professional Responsibility

Education:

- Bachelor's degree or equivalent related work experience
- ABA approved Paralegal course of study or North Carolina State Paralegal Certification

Please send your resume to humanresources@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.