

<https://www.matfar.com/job/40317-trust-and-estate-planning-paralegal/>

Trust and Estate Planning Paralegal

Description

An established, national law firm is seeking a highly organized and detail-oriented Trust and Estate Planning Paralegal to provide support to attorneys in their Los Angeles office.

Responsibilities

- Assist attorneys in drafting and reviewing legal documents, including wills, trusts, powers of attorney, and other related documents.
- Conduct legal research on trust and estate planning laws and regulations.
- Communicate with clients, including scheduling appointments, answering questions, and providing updates on case progress.
- Assist in the preparation of various reports, including asset summaries, beneficiary designations, and trust funding documentation.
- Help maintain the firm's trust and estate planning files and databases.
- Prepare and file necessary documents with the court, including probate filings and trust administration.
- Participate in the preparation of tax returns and other tax-related matters.
- Assist with the management of client accounts and billing.

Qualifications

- Associate degree in paralegal studies or a related field.
- Bachelor's degree preferred.
- At least 3 years of experience as a paralegal in trust and estate planning.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and manage multiple projects simultaneously.
- Proficiency in Microsoft Office, including Word, Excel, and Outlook.
- Knowledge of legal research tools, such as Westlaw and LexisNexis.
- Familiarity with estate and gift tax returns, fiduciary income tax returns, and estate planning software.
- Strong ethics and ability to maintain confidentiality.

Contacts

If interested and meet the requirements above, please submit your resume or reach out to:

- [Gloria Pacheco](#)
- gloria@matfar.com
- 213-996-3737

Matura Farrington is an EEOC employer and will consider qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance and all other local, state, and federal laws.

Hiring organization

Matura Farrington Staffing Services

Employment Type

Full-time

Industry

Legal, Trust & Estates

Job Location

Los Angeles, CA

Working Hours

Hybrid Work Schedule

Base Salary

\$ 85K - \$ 120K

Date posted

April 27, 2023

