

The job description is more of a Legal Assistant then a Paralegal but Paralegal work would be part of the job.

We are needing someone at least 3-4 days a week but it could become full-time as well (35 hours a week). 4 days would be 28 hours.

We need someone who has mastery of Microsoft Office (mainly Outlook, Word and Excel) and other office programs (Adobe, etc.)

They must truly be detail oriented to assist our clients with funding their trust/estate plan. This entails helping clients change ownership and beneficiary designations on their financial accounts, life insurance, etc. So this is why I say it is legal (or financial) assistant type of work as well as Paralegal.

They would also assist in drafting Probate Court pleadings. These would be related to estates, Guardianship and Conservatorship. Related to these they would prepare Inventory and accountings for the Court, which again is financial as well as legal related.

We have a small office (two attorneys, one fulltime Paralegal and a very part-time bookkeeper) so this person would be a second staff member. We offer a great work environment and are in Wetumpka, but not far from Montgomery. We are all devout Christians and looking for someone who would fit with our office culture.