

Paralegal (Full and Part-time)

We seek a Paralegal in our Boise or Ketchum, Idaho office. You will be responsible for assisting attorneys in all aspects of the estate planning process, including drafting estate plan documents and other legal documents, as well as managing the administration of estates and trusts.

LOCATION:

Position is open in our Boise and Ketchum, Idaho office and can be a hybrid position of in-office 2 days a week and working remotely the rest of the week.

THINGS YOU'LL BE ASKED TO DO INCLUDE:

- Create a remarkable client experience with the firm
- Responsive to clients and team members
- Draft estate, probate, and trust administration documents
- Perform real property research and prepare deeds
- Draft entity transfer documents
- Conduct legal research and prepare memoranda on legal issues related to estate planning, probate, and trust administration.
- Manage and maintain detailed and organized file for each matter
- Report to responsible attorney status of matters regularly
- Ability to work well with a team
- Adhere to the law and the firm's policies
- Regularly participate in education to further your paralegal skills
- Train other JEL employees in the paralegal position
- Represent JEL to your professional and personal community

SKILLS AND COMPETENCIES:

- Working knowledge of federal estate, gift and generation skipping transfer tax laws
- Working knowledge of state probate and trust laws
- Working knowledge of state marital property rights
- Working knowledge of business entities including formation, maintenance, and dissolution
- Clear and concise communicator in writing and speech
- Attentive to details
- Attentive to grammar and proofreading
- Organized in thinking and in matter management
- Proactive in getting work done
- Proficiency with Microsoft Word, Excel, Outlook, Power Point, Adobe Acrobat, Box, Clio Grow and Manage, and WEALTHCOUNSEL
- Ability to learn software programs quickly
- Ability to retain confidentiality in and outside of work life

EDUCATION AND EXPERIENCE

- Bachelor's degree
- Certification from an ABA approved program
- Paralegal to have a minimum of 3 years' experience in estate planning, probate or trust administration

PHYSICAL REQUIREMENTS

- Primarily computer time

Ready to Apply?

JEL is home to an incredible team of passionate people. We work hard, we play hard, and we genuinely care about our clients. We're driven (and we love to problem-solve!), but we also know how to take a power down and maintain the kind of work-life balance that keeps us healthy, happy and in sync. We love to learn, we strive to grow and we're big believers in leading the way.

If this sounds like you and you're ready to join the JEL team, we'd love to hear from you! Send us your resume, along with a cover letter that highlights your relevant experience and explains why you're the best candidate for this role. Please Include the job title (Estate Planning Attorney) and the source where you found this position in the subject line of your email to info@jeshmanlaw.com.