

## Estate Planning Attorney (Full-time)

J Eshman Law is currently seeking an Idaho licensed estate planning attorney to join our team. Responsibilities include advising and counseling clients through the estate planning process, handling probates, trust administration, and related real estate and business law matters. Experience in real estate and business law matters is preferred, and licensed in California as well is a plus.

We are looking for someone who can work well with clients and fellow JEL team members, and who is eager and committed to advancing their legal career with an established firm that provides plenty of opportunity to meet their long-term business goals.

Position is based in our Ketchum, Idaho office or hybrid/remote with flexible in-office schedule. Must be able to invest 1400 hours/year on billable matters. Competitive compensation with bonus opportunities and matching 401k.

### **DUTIES INCLUDE:**

- Create a remarkable client experience with the firm
- Transition potential clients into engaged clients
- Conduct client meetings to advise, counsel and educate
- Analyze assets and design a practical and effective estate plan
- Conduct legal research and prepare memorandum on estate planning issues
- Funding and administering estate plans
- Draft estate, probate, and trust administration documents
- Draft transfer documents, including deeds and assignments
- Draft LLC operating agreements
- Maintain existing systems, and develop new systems to ensure effective and efficient firm systems and services
- Train other JEL attorneys and staff

### **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 real estate law
- Working knowledge of business entities including formation, maintenance, and dissolution
- Clear and concise communicator in writing and speech
- Proficiency with Microsoft Word, Excel, Outlook, Power Point,
- Ability to learn software programs quickly

### **EDUCATION AND EXPERIENCE**

- J.D. from an accredited U.S. law school
- LL.M. in tax with an emphasis in estate planning preferred

- Attorney must have a minimum of 3 years' experience in estate planning, probate, or trust administration or real estate and business law in Idaho and/or California
- Attorney must be licensed in Idaho; bonus points if also licensed in California

### 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 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 and send to **info@jeshmanlaw.com**.