

Estate & Business Planning / Probate Paralegal

Keller Law seeks an experienced full-time paralegal to support our growing estate and business planning practice. Minimum three years' experience. Estate and business planning practice areas are primarily with individuals, small businesses, and farm and ranch clients throughout Colorado, Nebraska and Wyoming. The successful candidate will be a self-starter and detail oriented, and eager to provide direct support to our attorneys.

Responsibilities

- Candidate should have experience drafting wills, trusts, powers of attorney, deeds, designations of beneficiary forms, etc.
- Experience with WealthCounsel software is strongly preferred.
- Candidate should have experience in preparation and filing of court probate proceedings, including timing and deadlines related to the same.
- Witness and notarize documents (depending on location)
- Interview of clients and obtaining necessary information for preparation of legal documents
- Form and maintain business entities with applicable secretary of state
- Preparation of trust and probate accountings
- Organize, search and prepare summary of inventory of assets

Qualifications and Education Requirements

- Minimum three plus years of estate planning, business planning and/or probate experience is required
- Candidates should possess high-level organizational skills, and time-management skills
- Talented communicator and writer
- Strong technology and computer skills
- Understanding of legal descriptions and real estate title matters preferred
- Microsoft Office and Adobe PDF skills required
- Notary or ability to obtain notary commission within sixty days of hire
- Attention to detail, accuracy and confidentiality

Location

This position is available *in person* in Craig or Steamboat Springs, Colorado, *semi-remote* (10-20 days annually in Craig, Steamboat Springs or Sterling, Colorado e.g. within a day's drive of Craig, Steamboat Springs, or Sterling, Colorado—please specify preferred location) or *fully remote* (5 days in Craig or Steamboat Springs, Colorado annually).

Competitive salary and paid time off commensurate with experience and opportunity for performance bonuses. To be considered, please enclose a letter explaining your qualifications for the job, salary requirements, and preference as to location (in-person, semi-remote or fully remote) and a resume. Please submit to Whitney Reid at wreid@kellerlawllc.com by February 7, 2021.