



Job Description

Senior Paralegal- Probate/Estate Planning

Do you want a mission-driven career in a positive environment where you have autonomy, your opinions are respected, and you have significant opportunities for growth?

We help secure the futures of special needs children and adults by helping their families build customized estate plans.

We also help high-achieving professional families by tailoring legal and advisory services, ensuring seamless coordination of personal, financial, and planning needs.

We are growing fast, and we need a Senior Paralegal who can hit the ground running.

Legacy Solutions Law Firm, provides estate planning, probate, and guardianship legal services and is based in Hollywood, Florida. We handle matters statewide.

We are seeking a paralegal with robust expertise in estate planning, probate, and, ideally, guardianship. This is primarily an in-office position with an opportunity for a hybrid schedule for the right candidate.

We invest heavily in our team to help them meet their personal and professional goals.

Primary Estate Planning Responsibilities

- Prepare drafts of estate planning documents, notate questions for reviewing attorney, and request missing information from clients if necessary
- Drive estate planning files from open to close
- Supervise the signing of estate planning documents

Primary Probate Responsibilities

- Manage a probate file from open to close, including communications with client, court, and ancillary parties
- We are a white-glove firm that assists clients to the greatest extent possible

- Assist clients with the administration of non-probate assets

Primary Guardianship Responsibilities

- Manage a guardianship file from open to close, including communications with clients, court, and ancillary parties, with minimal attorney support
- Prepare and file annual guardianship reports in a timely and accurate manner

General Responsibilities

- Maintain client files: Organize and maintain electronic and physical client files, ensuring proper storage and retrieval of documents
- Develop, improve, and document policies and procedures regularly
- Contemporaneous entry of notes and billable time into the firm's case management system
- Pursue continuing legal and non-legal education: Attend workshops, seminars, or courses to stay current on legal developments and best practices

Qualifications

Must have significant experience as a paralegal in estate planning and probate administration. Guardianship experience is preferred.

This is a full-time position, so you must be able to work 40+ hours per week. The position is primarily in the office and can be hybrid for the right person.

The position can be fully remote for a unicorn. What is a unicorn? You meet or exceed all requirements and expectations and possess a unique blend of skills, experience, and personal attributes that make you stand out from all other candidates.

We offer competitive compensation and benefits.

If you are interested in this position, please send your resume to careers@floridalegacylaw.com. Please explain why this position interests you.

The salary range is \$60,000-\$80,000, with opportunities to earn additional compensation.

Benefits begin to be available after 90 days. These include PTO, paid holidays, health, dental, 401k plans, and professional training.