

Job description

Parks Zeigler, PLLC is looking for a versatile Estate Planning Paralegal to join our practice at our Virginia Beach location. This position involves meeting and communication directly with clients on estate planning matters, drafting wills, trusts, power of attorneys, and advanced medical directives, and assisting attorneys in guiding clients through the execution of their estate planning documents.

The ideal candidate will have a warm, empathetic, and outgoing personality, strong communication skills, ability to maintain confidentiality, ability to handle multiple projects and prioritize, multi-task, and meet strict deadlines. Must be detail oriented, organized, and willing to work as a team player. Must have a college degree, a paralegal certificate, or comparable work experience in a law firm, wealth advisory firm, or other professional setting.

Preferred Qualifications:

- 3-5 years of related work in a professional services firm. 2+ years' experience in Estate Planning, Elder Law, or Medicaid experience is a plus.
- College degree or paralegal certificate preferred but not required.
- Experience drafting estate planning documents (wills, trusts, powers of attorney, and medical directives).
- Experience in state administration or fiduciary litigation is a plus.
- Experience proof-reading documents and demonstrated attention to detail.
- Demonstrated history of client interactions, ability to communicate clearly, respectfully, and positively to clients and potential clients.
- Proficiency in Microsoft Office (including Word, Outlook, PowerPoint, and Excel) and ability to learn practice management software.
- High school diploma or GED.
- Motivated Self-Starter.

Benefits:

- Fully paid dental, vision, and health insurance. For the health insurance the firm also provides an HRA account that is frontloaded with \$3,000 annually.
- Fully paid Short-Term and Long-Term disability insurance as well as fully paid Term-Life insurance.
- The firm offers a 401K plan and contributes 3% safe harbor contribution which is available to you upon your start date or open enrollment.
- The firm offers unlimited unpaid time off, with approval by your attorneys, and for PTO for the first through third year of employment you will receive 12 hours per month to be credited on the first day of employment and front loaded for the first 6 months giving you a PTO bank of 72 hours.
- Salary: Comparable with the market.

If you meet the qualifications and believe you'd be a good fit, we would love for you to apply. Also include a cover letter detailing why you would be the perfect fit for our firm. The resume and cover letter should be in Adobe .pdf format and sent to jkoeppen@pzlaw.com. No calls or faxes.