

Estate Planning and Probate Paralegal

Sheehan Phinney is hiring an **Paralegal** to join our team in our Manchester, NH location.

Responsibilities:

The Estate Planning and Probate Paralegal is responsible for performing substantive New Hampshire and Massachusetts probate and trust administration work supporting this growing practice group. Works independently to assist attorneys in preparation of probate accounts, trust accounts, estate tax returns, affidavits, deeds, funding documents and related income and estate tax compliance documents. Additional responsibilities include meeting and communicating with clients and their advisors and preparing all documents in connection with the trusts and estates administration process. In addition will be responsible for guardianship and conservatorship proceedings, maintaining client files, preparing materials for client meetings, managing deadlines, performing research, electronic filings and attending to client needs and concerns along with other tasks as assigned.

Knowledge, Skills and Abilities:

- Strong client communication and rapport
- Strong understanding of NH and MA probate process
- Presents professionally and has a positive attitude with high ethical standards
- Strong planning and organizational skills and the ability to take initiative
- Clear and concise written and verbal communication skills
- Ability to prioritize, multi-task and work efficiently while using good judgement
- Ability to operate in a fast-paced environment
- Strong attention to detail and sense of urgency
- Ability to work independently as well as in a team setting

Required Education and Experience:

Bachelor's degree or equivalent with 5+ years of experience in Estate Planning and Probate required. Paralegal certification strongly preferred. Knowledge of legal terminology. Excellent computer skills including proficiency with MS Office Suite and electronic filing fluency. Familiarity with ProSystem fx Tax and Worldox (or other document management software), preferred. EOE

Schedule/Hours:

8:30AM-5:30PM Monday through Friday with some flexibility to occasionally come in early or stay late.

Benefits:

Medical, dental, life, disability, profit sharing/401(k), paid-time off, parking and more!

Please submit your resume with salary requirements via email to hr@sheehan.com. EOE