

TRUST & ESTATES PARALEGAL, SENIOR

Farella Braun + Martel LLP, a premier 135-attorney full-service SF law firm consistently named one of the Best Places to Work in the Bay Area seeks a highly skilled, knowledgeable and motivated estate planning paralegal to join the Family Wealth and Private Client Groups in providing estate planning and administration services to high net worth individuals and families.

Responsibilities include:

Estate Planning: Assists attorneys in preparation of estate documents including wills, trusts, powers of attorney for health care and property management and nominations of guardians. Assists clients in funding their trusts. Utilizes working knowledge of the formation and estate-planning function of limited liability companies, charitable foundations and family limited partnerships.

Estate Administration: Utilizes knowledge of the procedures for transferring and distributing trust and probate estates, the preparation and use of disclaimers, and the funding of sub-trusts. Prepares and files federal and state estate tax returns.

Probate: Handles all aspects of opening probate proceedings from the appointment of a personal representative to the final distribution of the estate, including valuation of estate assets and the drafting of all court forms, petitions and orders.

Qualifications and Requirements

- Education: Bachelor's Degree required. Senior Paralegals are responsible for complying with the continuing education and other requirements set forth in the California Business and Professions Code, Section 6450 *et seq.*
- Experience: Senior Trust & Estates Paralegals are required to have at least five years of experience as a probate/estate planning paralegal.
- Knowledge, Skills and Abilities:
 - Significant substantive knowledge of the procedures, terminology and documents relating to complex probate/estate planning matters;
 - Able to competently draft documents.
 - Able to prepare tax returns and accountings.
 - Outstanding organizational and time management skills.
 - Demonstrated ability to both understand the "big picture" and deliver work with close attention to detail.
 - Proficiency in the use of Microsoft Office software (Word, Outlook, Excel), and other law office software used by the Trust & Estates Paralegals.
 - Excellent analytical skills.
 - Excellent communication skills, both written and verbal.
 - Ability to work effectively within a team environment and to work proactively.
 - Ability to work under pressure in a fast-paced environment; ability to coordinate multiple tasks concurrently.

Please send resume and salary requirements to: careers@fbm.com.

Farella Braun + Martel LLP is an Equal Opportunity Employer.