

LEGAL ASSISTANT POSITION

Our Firm and our Culture

Our firm handles the Probate Administration within the Court Systems, for those who died without Wills and/or Trusts. Additionally, we help people plan their futures for when they are not around, which is our Estate Planning division. Both of these are some of the most important decisions in the lives of our clients, and we strive to build a strong connection with them, both professional and personal, to help them manage these areas.

We are looking for someone who is serious about not only doing the work, but wants to **build** the firm with us and build supportive and caring relationships with our clients. Our yardstick for success is the satisfaction our clients feel when we complete work for them. Additionally, we are looking for capable and committed people to join the team and make our clients' experience with us an outstanding one that they rave about to their friends and family.

We're building a professional culture where it is fun to work, and morale is high. We take pride in our accomplishments, and we learn from our mistakes. We are a project-oriented firm where everyone plays a key role in delivering value to our clients in a timely manner.

The person we are looking for to fill this position is naturally friendly and outgoing, really great on the phone, organized, and has the ability to keep me organized. You need to be able to recognize, follow, and create procedures and processes for all duties. You will have patience, and compassion, be inquisitive in nature, and can relate with clients as well as communicate well with them. You will be in direct contact with prospective clients, your magnetic personality will help bring them in.

Skills

You **must know** how to find your way around computer files and directories. Thorough knowledge of Word AND Excel is a **must, not a should**. For Word, you must be able to format various documents, use headers/footers, number lines / margins, hanging indents vs. regular, etc. Re Excel – you must be able to start and keep and format spreadsheets for grids, formulas, headers, etc.

Great internet skills for searching, finding / locating

Prefer knowledge of Clio manage and grow but can arrange a tutorial, and have the ability to pick up on software such as FormBuilder.

Duties

- Will be greeting clients when they walk in the door, speaking with clients directly to get information, set appointments, follow up with files and question.

- Drafting documents. Estate Planning and Probate knowledge of Broward, Dade, and Palm Beach Probate procedures is an advantage.
- Monitoring the progress of probate cases from start to finish, including being proactive on upcoming pleadings and processes
- Organize and expedite firm workflow
- Keep calendar, Schedule events

In the first paragraph of the cover letter, explain why, after having reviewed this specific job posting, why you think you are perfect for this position. In the second paragraph please tell us about the skills and abilities you bring, that will help you succeed in this role.