



Business Sense • Legal Ingenuity

TRUSTS AND ESTATES PARALEGAL

DOWNS RACHLIN MARTIN PLLC, a New England law firm, is seeking a detail-oriented, highly organized paralegal to work in our dynamic and busy Lebanon, NH Trusts & Estates Practice. Our expanding T&E Team currently consists of five attorneys and three paralegals in our NH and VT offices, and is supported by the expertise of DRM's other practice groups. Qualified candidates will have a college degree or paralegal certificate (or an equivalent combination of education and experience) and possess a minimum of three years' experience as a Trusts and Estates paralegal. While we are primarily seeking candidates that possess these strong estate planning qualifications, we are committed to providing the training necessary for the right candidate with professional services experience to be a successful addition to our Team. Substantive knowledge of all aspects of the estate and trust administration procedure, preferably in Vermont and New Hampshire, is essential. This includes the ability to independently work with clients to obtain the information to complete all required forms, effectively manage and complete all probate and other court filings, and prepare federal and/or state gift and estate tax returns. Experience with drafting estate planning documents, real estate closing documents and property transfer tax returns, and other practice related documents is a plus. A working knowledge of Word, Excel and Outlook is required, and experience with Vermont and New Hampshire's online court filing system is preferred. The ideal candidate will be skillful in connecting with clients during difficult times, work collaboratively with legal professionals, and possess strong communication, problem-solving and analytical skills.

Downs Rachlin Martin PLLC - DRM serves a wide range of local, regional, national, and international clients. Our lawyers have worked at some of the largest firms, boutiques, and corporations in the U.S., and are now at DRM because they have found they can continue to have sophisticated practices while enjoying the many benefits of living in the New Hampshire-Vermont region. DRM is committed to investing in the professional growth and development of our attorneys and legal professionals. We offer excellent mentorship and training, as well as leading technology, competitive salary, and a comprehensive benefits package, including industry-leading paid parental leave and two generous retirement plans.

Apply here: <https://www.drm.com/careers/professional-staff-careers>