

McLANE MIDDLETON

TRUSTS & ESTATES PARALEGAL

McLane Middleton, a leading New England-based law firm, has a unique opportunity for a Trusts and Estates Paralegal in our Manchester, New Hampshire office.

We are seeking an experienced, detail-oriented, thorough, and organized Trusts and Estates Paralegal to join our team. This individual will have a broad base of experience including probate and trust administration, working knowledge of the Probate Court rules and procedures and probate accountings, Federal estate tax returns, and familiarity with trust accounting computer programs.

The ideal candidate will be a self-starter, able to work independently and have previous paralegal experience in the administration of trusts and estates, including the preparation of Massachusetts and U.S. Estate Tax Returns (Form 706). Responsibilities include all facets of trust and probate administration, drafting correspondence and legal documents, asset spreadsheets and probate pleadings, reviewing bank statements, and organizing and maintaining client files. In addition, the candidate must be capable of offering the highest level of service to our clientele. Professionalism and teamwork are important, so the best candidate works well with attorneys, co-workers, and our clients.

Skills, Education, and Experience:

- Minimum of 3 years of solid Trusts and Estates paralegal experience.
- Associate degree with paralegal studies emphasis. Bachelor's degree from ABA approved paralegal program preferred.
- Certification from NALA or NFPA is a plus.
- Attention to detail, dependable, organized.
- Excellent computer skills including MS Office, iManage, and Adobe Acrobat
- Excellent problem solving and analytical skills
- Excellent proofreading skills and clear and concise communication skills.

Direct resume with cover letter to: Jessica Boisvert, Manager of Professional Recruiting and Retention, Email: [**jessica.boisvert@mclane.com**](mailto:jessica.boisvert@mclane.com)