

## **Paralegal – Estate Planning, Probate, and Real Estate Law**

We are seeking a motivated and detail-oriented Paralegal with experience in estate planning and probate; experience with real estate transactions is a plus. This is a part-time position, approximately 20-30 hours per week, with a preferred in-office schedule of Tuesday through Thursday and some flexibility to work remotely. The role will begin as temporary coverage for a maternity leave, with the potential to transition into a permanent position based on firm needs and performance.

### **Key Responsibilities:**

- Draft estate planning documents, including wills, trusts, powers of attorney, healthcare directives and related materials
- Supporting probate and estate administration cases
- Preparing and filing probate court documents, including petitions, notices, and inventories
- Assist with witnessing in-person document signings, and printing.
- Draft purchase and sale agreements, quitclaim deeds, and related real estate documents
- Assist with LLC formations, annual renewals, and basic business filings
- Manage case files and maintain document organization across practice areas
- Coordinate with clients, court clerks, and title companies as needed

### **Qualifications:**

- 2+ years of experience in estate planning, probate, and/or real estate law preferred
- Strong drafting skills and attention to detail
- Excellent oral and written communication skills and ability to communicate professionally.
- Comfortable interacting with clients and managing multiple deadlines
- Fast learner, who has a positive attitude, is deadline oriented, and thrives in a fast-paced environment.
- Proficiency with Microsoft Office, Adobe, Wealthcounsel, and case management systems (MyCase experience is a plus)
- Ability to work independently and as part of a team

**Education:** High school diploma or equivalent required; college degree a plus or equivalent work experience demonstrating required skills.

**Compensation & Benefits:**

- Competitive salary based on experience
- Paid holidays
- A welcoming culture: Paid time off between Christmas and New Year's
- Simple IRA Retirement Plan
- Potential health insurance coverage
- Hybrid work schedule: Remote work permitted, with at least 2-3 in-office days per week for client meetings and signings
- Supportive team environment with opportunities for growth

**Ready to Take the Next Step?**

- Send your resume and cover letter (PDF format) to [yaritza@dimensionlaw.com](mailto:yaritza@dimensionlaw.com) and start your journey with Dimension Law Group today.