



Elder Law

OF EAST TENNESSEE

Counsel. Care. Compassion.

Job Description: Paralegal **August 2022**

About the Firm: Elder Law of East Tennessee is a law firm that specializes in Life Care Planning with a focus on Elder and Special Needs Law.

Position Overview: The Paralegal completes essential document drafting, court filings, and document recording under the direction of an attorney and manages the attorney's case load. Works directly for attorney in a supportive role and interacts frequently with clients on sensitive matters. Legal assistant or paralegal skills and experience are essential as this individual processes financial and legal correspondence; manages calendar systems; drafts and reviews letters and legal documents for estate planning, contracts, affidavits, promissory notes, and deeds; and prepares documents for signings.

This position is full-time from 8:30 – 5:00 pm daily with a one-hour lunch break. A hybrid remote/in-office work schedule may be permitted following the initial onboarding period. A minimum of 4 days/week at the main office in Knoxville will be required to fulfill essential duties. A fully in-office schedule is an option if preferred.

Benefits & Salary: Benefits package includes profit sharing, 401(k) with safe harbor contribution, health insurance, long and short-term disability, life insurance, two weeks' paid vacation that increases after longer tenure, paid time off during holiday closure at the end of the year, minimum of one day paid time off per month (full-firm closure days), continuing legal education and professional association memberships and dues, notary bond and expenses, and mileage reimbursement. Starting salary will be in the low to mid \$40k range and is negotiable depending on experience and credentials.

Equal Opportunity: Elder Law of East Tennessee is proud to be an equal opportunity employer and to provide a supportive work environment for employees from diverse backgrounds. The firm recruits, employs, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, gender identity, disability, age, veteran status, and other protected statuses.

Covid-19: Our firm serves a vulnerable population and takes public health precautions and employee wellness seriously. Most staff currently work from home. In-office workstations are socially distanced. Many client meetings are conducted virtually. Most document signings are conducted curbside. We allow in-office visitors by appointment only. Masks are required. New hires must be vaccinated unless exempt under federal or state laws.

Application Instructions: Email resume and formal cover letter to Practice Manager Malinda Joshi (malinda@elderlawetn.com) by **August 31, 2022**. Your cover letter is both your introduction to us and a sample of your writing and communication style. Therefore, applications which include cover letters will be strongly preferred over those which do not.

Candidate Qualifications and Characteristics:

1. Associate Degree in Paralegal Studies or Bachelor's degree.
2. At least three years of paralegal or legal assistant experience preferred, especially in the areas of Elder Law and/or Probate.
3. Strong interpersonal and customer service skills reflecting the firm's brand and commitment to exceptional client experience.
4. Comfortable and confident exercising independent judgment.
5. Excellent communication skills with clients, families, and ELET staff, and attorneys.
6. Excellent organizational and time management skills, with the ability to manage changing priorities in a fast-paced, dynamic workplace.
7. Able to work independently and with minimal supervision and direction.
8. Highly attentive to detail, with command of business and legal writing, strong proofreading skills, basic math skills, and high standards for work product.
9. Comfortable working with elders, people with disabilities, their families, and other professionals.
10. Patient, kind, compassionate, and tolerant toward clients and coworkers. Good sense of humor and optimism are important.
11. Adept with computers/technology for operating in a semi-paperless office. Should already be familiar with MS Outlook, Word, Excel, PowerPoint, QuickBooks; will need to quickly become proficient with ElderDocx drafting software and Actionstep client management software; will regularly utilize video conferencing software.
12. Professional in appearance and demeanor at all times.
13. Maintains the highest standards of confidentiality for the firm.
14. Has a clean background check and qualifies as a Notary Public.

Job Duties:

1. Support attorney in completion of tasks to carry out clients' legal planning strategies.
2. Serve as a first point of contact for clients who have questions about their planning or who need assistance scheduling signings. Listen to the client and effectively transmit the client's questions, needs, and goals to appropriate team members.
3. Utilize software systems and routinely review attorney's cases to ensure work for each client progresses according to the designated timeline.
4. Draft basic estate planning documents and pleadings according to the attorney's instructions.
5. Work closely with clients on document changes, edits, and questions; proofread all documents carefully with high standards for end product; facilitate completion of legal planning by handling follow up with clients; and schedule and witness document signings.
6. Package final documents for delivery to clients.
7. Prepare and proofread correspondence.
8. File court pleadings and record documents with the Register of Deeds as needed.
9. Assist attorney with administrative tasks as needed (e.g. tracking or entering time in Quickbooks; naming scanned documents and uploading to Actionstep case management system).
10. Schedule court and administrative hearings for attorney and handle legal aspects of attorney's calendar.
11. Delegate work as appropriate to Legal Assistant and review work to ensure appropriate completion.