

**ESTATE PLANNING AND BUSINESS  
PARALEGAL - PRACTICE DEVELOPMENT ASSISTANT**

Cosgrave Vergeer Kester has an immediate opening for an experienced estate and business paralegal/practice development assistant to play a significant role in managing a busy business and estate planning practice. The ideal candidate will:

- Have at least three successive, full time years in estate planning/probate and corporate governance.
- Experience with guardianships/conservatorships a plus.
- Be able to draft Oregon probate court documents, estate inventories, accountings, and correspondence.
- Experience preparing tax identification number applications, S corporation elections, estate and gift tax returns, and determining and calendaring tax deadlines.
- Handle aspects of corporate administration and filings including preparing board materials, resolutions and consents; maintaining corporate minute books.
- Be able to support aspects of M&A, real estate or financing transactions and other strategic corporate transactions, including managing due diligence, accessing public records and assisting in the closing of transactions.
- Have advanced proficiency in Microsoft Office: Word, Excel, Outlook, PowerPoint software. Knowledge of ProLaw desirable.
- Familiarity with Oregon laws required; Washington experience also desirable
- Be a highly organized, self-starter who is able to keep track of details and deadlines in multiple cases.
- Have ability to solve problems as they arise and provide excellent client service.
- Be able to work well as a team player in a small practice group.

Paralegal certificate and/or college degree preferred. A combination of experience and training may be substituted. Schedule is 8:30 am to 5:00 pm with ability to occasionally work additional time as needed.

You'll be working closely with three partners, several associates and staff members on estate, probate, corporate, real estate, and other transactional matters. Your excellent written and oral skills, combined with a good sense of humor, will contribute to your success on this busy team. Position requires ability to quickly solve problems as they arise and provide excellent client service.

If you meet all of the above qualifications, please submit your resume and cover letter to [humanresources@cosgravelaw.com](mailto:humanresources@cosgravelaw.com).

We offer a fast paced, team-oriented work environment with competitive compensation, professional development support and a generous benefit package, including medical, dental, life and disability insurance, 401k, paid vacation and more.

Cosgrave Vergeer Kester LLP is an equal opportunity employer. We welcome all applicants and strive to provide a workplace in which all employees feel included, respected and valued. Cosgrave Vergeer Kester LLP will provide reasonable accommodation to complete the online application consistent with applicable law. If you require an accommodation, please call 503-323-9000 and ask to speak with the human resources representative or email [humanresources@cosgravelaw.com](mailto:humanresources@cosgravelaw.com). All inquiries will be handled confidentially.