

**BUSINESS PRACTICE
PROBATE & ESTATE PLANNING
HYBRID LEGAL ASSISTANT / PARALEGAL**

Cosgrave Vergeer Kester seeks an experienced, self-starting hybrid legal assistant / paralegal with excellent communication skills to support our growing probate and estate planning practice. Competitive candidates will need recent and relevant legal assistant experience. Duties include assisting attorneys with business transactions, estate planning, and federal and state tax forms. Your excellent written and oral communication skills will contribute to your success on this busy team.

The ideal candidate will:

- Be a highly organized, self-starter who is able to work independently, keep track of information, deadlines, calendaring and prioritize work flow accordingly.
- Draft and edit routine correspondence and memoranda.
- Assist with preparation of tax, probate, corporate and estate planning documents tailored to each individual client.
- Experience filing federal and state tax returns.
- Assist attorneys in managing additional business matters including mergers & acquisitions, and other strategic corporate transactions, including managing due diligence, accessing public records and assisting in the closing of transactions.
- Have an editor's eye for detail.
- Quickly identify problems as they arise and work toward resolution.
- Work closely with your attorneys to support and assist long-standing client relationships.
- Have frequent contact with clients, court personnel and other professionals and must be able to communicate effectively to the appropriate audience.
- Provide excellent client service.
- Work well in teams and thrive under some pressure in our growing business practice group.
- Be proficient in Microsoft Office: Word, Excel, Outlook, and PowerPoint. Working knowledge of ProLaw and NetDocs desirable.

Why join us?

If you want to be part of an established and growing firm and be part of a close knit team, then this is the place for you! We offer a fast paced, team-oriented and fun 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.

If you meet all of the above qualifications, complete an application and upload your resume and cover letter through our website at: <http://cosgravelaw.com/careers>.

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.

All inquiries will be handled confidentially.