

**BUSINESS PRACTICE
PROBATE & ESTATE PLANNING PARALEGAL**

Cosgrave Vergeer Kester seeks an experienced, self-starting paralegal with excellent communication skills to support our growing probate and estate planning practice. Competitive candidates will need recent and relevant paralegal experience. Duties include assisting attorneys with probate matters, estate planning, and estate and trust administration. Your excellent written and oral communication skills will contribute to your success on this busy team.

The ideal candidate will:

- Assist with preparation of probate documents and estate planning documents tailored to each individual client.
- Be a highly organized, self-starter who is able to work independently, keep track of information, deadlines, and prioritize work flow accordingly.
- 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.