

Position Description

Title:	Probate/Estate Planning Paralegal	Supervises:	N/A
Reports to:	Firm Administrator	FLSA Status:	Non-Exempt
When Needed:	Immediately	FTE:	Full-Time, Regular

PRK Livengood, a growing Eastside mid-size law firm, is seeking a talented, engaging, and compassionate Probate/Estate Planning Paralegal. We are looking forward to finding the right legal professional to add to our growing team of staff and attorneys who practice in the areas of estate planning, probate, business, and real estate. We are looking for someone who can work effectively independently as well as part of a team. We offer competitive pay, a robust benefit package, professional development opportunities, and an extraordinary work environment.

Who We Are:

Peterson Russell Kelly Livengood PLLC, or PRK Livengood, was formed in January 2020, when the attorneys from two time-honored east-of-Seattle, Washington-based law firms, Livengood Alskog (Kirkland), and Peterson Russell Kelly (Bellevue), combined to form one firm. These prominent firms of diverse talents, yet parallel goals, created a forceful legal team with a dynamic culture. We engage in a broad-based business and litigation practice providing legal services in business, corporate, financial, real estate, litigation, healthcare, school district, construction, tax, estate planning, employment law, family law, and other matters. Our shared values include Commitment to Excellence, Respect, Integrity, Loyalty, and Initiative.

Job Summary:

Under minimal supervision,

Specific Responsibilities:

- Provides excellent customer service to our clients and our internal lawyers and staff
- Works with probate and estate planning forms/procedures, including the drafting of preliminary estate planning documents
- Proofreads and edits legal pleadings and other documents
- Manages Client intake, and calendaring/docketing
- Attends company meetings
- Supports the company and its leadership
- Vigorously engages in his/her own professional development
- Establishes and cultivates community relations by maintaining open and candid dialogue with all of the company's constituencies
- Is familiar with and complies with all policies and regulations as put forth in the company's documents
- Since safety and security are everyone's responsibility, takes all necessary and reasonable precautions to protect employees, customers, vendors, equipment, materials and facilities
- Performs other duties as assigned

PRK Livengood

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

Education & Experience:

- High School diploma or GED required
- Bachelor's degree from an accredited 4-year college or university preferred
- Paralegal certificate preferred
- At least 3 years' experience working as a paralegal required
- Experience working with the various probate and estate planning forms/procedures required, including the drafting of preliminary estate planning documents
- Some litigation experience required
- Business/corporate experience a plus, but not required

Required Knowledge, Skills & Abilities:

- Strong interpersonal skills
- Impeccable oral and written communication skills
- Familiarity with the preparation of estate tax returns
- Familiarity with litigation
- Ability to work independently, exercise good judgment, and have the ability to keep up with heavy workload at a quick pace
- Excellent attention to detail
- Superb organizational and time management skills
- Flexible team player and skilled collaborator
- Knowledge of probate and estate planning forms/procedures
- Commitment to diversity, equity, and inclusivity
- Ability to maintain confidential information
- Proficient at working in a Microsoft Windows environment (Windows 7 or higher), using Office (version 2010 or higher); ability to master common automated systems for record keeping, and confidently learn new technology
- Ability to work collaboratively in team situations
- Ability to work and communicate well with other employees, customers, vendors, and specialists within the community
- Flexibility, maturity and a sense of humor

If that sounds like you, we'd love to hear from you. Please send your résumé and a cover letter indicating why you are interested in the position and PRK Livengood via email to:

careers@prklaw.com

Thank you for your interest in PRKL and this position.

Position open until filled, no phone calls or drop-ins please.

www.prklaw.com

PRK Livengood

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.