

Estate Planning Office Assistant

Position Description

Estate Planning/Probate Attorney is looking for an enthusiastic, self-motivated assistant. The paid position is a 30- to 40-hour a week, hourly position at our downtown office. Must be detail oriented, professional, have a knowledge or interest in probate law, and have a good sense of humor.

You must be proficient with word processing, CRM, and spreadsheet programs. You present a professional face of the organization through your presence and communication skills on the phone, in person and in writing.

For any questions about the position, please email L-Assist@pamjoneslaw.com.

Company Description

The Law Offices of Pamela Jones, PLLC helps clients plan their legacy with living trusts, wills, and related legal documents. We also help families administer the estate or trust estate of loved ones after someone dies. We were established on May 1, 2013, in California and moved to Las Vegas in 2018.

Ideal Characteristics

You have a servant heart, and you are skilled at developing new systems to improve efficiency in the office. You are:

- **Detail Oriented**
- **Resourceful**
- **Open and Honest**
- **Direct and forthright**
- **Motivated and energetic**
- **Focused**
- **Organized**
- **Creative**
- **Self-motivated**
- **Inquisitive**
- **Reliable**

Qualifications

You have:

- **Excellent writing and editing skills**
- **Working knowledge of court rules and procedures**
- **Experience in customer service**
- **Experience in developing Social Media**
- **Proficiency in word processing and spreadsheet programs**
- **Work well in a fast paced, multi-tasking environment**
- **Able to receive and provide feedback**

Technology

Technologies we use:

- **Actionstep**
- **Word - merge with Excel or Access**
- **Outlook**
- **Social Media**
- **Constant Contact**
- **WordPress**

Duties

Your duties would include, but are not limited to:

- **Answering phones and greeting clients**
- **Scheduling appointments**
- **Calendaring deadlines and due dates**
- **Processing mail**
- **Preparing routine correspondence**
- **Preparing estate planning binders**
- **Filing pleadings with several courts**
- **Recording documents in Nevada and California**
- **Assist Marketing Coordinator with event planning**
- **Making phone calls to confirm appointments and attendance, track follow up**

- Making and maintaining client files

If interested, please email your resume and cover letter to L-Assist@pamjoneslaw.com

If we feel you are the right fit, we will contact you to schedule an interview.

Law Offices of Pamela Jones, PLLC

Estate Planning | Probate | Trust and Estate Law