

ESTATE PLANNING LEGAL ASSISTANT/PARALEGAL ADVERTISEMENT

Job Type: Full-time Paralegal

About Us: The Bryan Law Firm, PC, is a boutique law firm situated in the heart of downtown Bozeman, that specializes in estate planning, probate and trust administration, and business planning.

Position Overview: We are currently seeking a dedicated and experienced paralegal to provide full-time support in the areas of estate planning, trust administration, and probate. The ideal candidate will perform a variety of legal and administrative tasks and work closely with attorneys, paralegals, legal assistants, clients, and other professionals.

Key Responsibilities:

- Engage in meetings and collaborate with attorneys, clients, and professionals on assigned projects.
- Draft a range of legal and administrative documents acutely related to estate planning, probate, and trust administrations, including deeds and transmittal/instructional correspondence.
- Communicate and coordinate effectively with coworkers, clients, and third parties regarding ongoing projects.
- Correspond with various third-party professionals, including financial institutions, insurance companies, and local government agencies, such as clerks of court, offices of the Montana Secretary of State, and the Department of Natural Resources & Conservation.
- Coordinate and oversee the delivery, filing, and recording of legal documents and correspondence to relevant parties and agencies.
- Critically identify, analyze, observe, evaluate, and problem solve, as necessary, while assisting on assigned projects.
- Close files and contribute to general office operations as necessary.
- Provide additional paralegal services as reasonably required.

Qualifications:

- A minimum of 2 years of legal experience.
- Strong preference for work experience in estate planning, probate, or trust administration.
- Excellent organizational skills and attention to detail.
- Ability to collaborate effectively in a team environment and provide outstanding service.
- A friendly, courteous, and positive attitude towards clients and colleagues.

Our Offer: Work in a supportive and collegial atmosphere where your role is valued and your contributions are recognized. We strive to maintain a positive and collaborative environment for both our clients and staff.

Application Instructions: To apply, please send your cover letter and resume to legalassistant@bryanlawpc.com.