

Newport Beach boutique estate planning / probate law firm looking to fill the position that we call the "Assistant Plan Coordinator" who uses our software to draft all estate planning documents, ensures documents are prepared for signing, and gathers missing information from the client.

Must have *at least* 2-3 years' experience in a law office drafting various estate planning documents: wills, trusts, powers of attorney, deeds and client correspondence; experience with probate and conservatorship forms also a plus.

MUST be professional, organized, and comfortable with details and computer work. MUST be comfortable interacting with clients and have excellent customer service skills as well as strong oral and written communication.

Experience with conducting client signing meetings a BIG plus; being a California notary also a plus but not required.

We strive to maintain an empowering work environment that encourages the professional growth of each member of our team. We are a true team environment, expecting a lot from each other and giving a lot to each other. Applicant must be able to self-manage their workload and be confident to speak up in a fast-paced office.

Are you a careful, detail oriented person who enjoys computer work? Do you want to work in a friendly, balanced environment and help others take care of the important job of getting their estate planning in place?

***If so, then please send cover letter and resume to darlynn3@hotmail.com; Put "Estate Planning Position" in the subject line. Please indicate your experience and your requested salary requirements. *** (Responses not containing this subject line will be deleted.)

Please do not respond if you do NOT have experience working in an estate planning law firm.