



Senior Associate/Senior Counsel

Summary

Keystone Law Group has an excellent opportunity for a Senior Associate/Senior Counsel to join this growing law practice. This position can be hybrid or fully remote. Senior attorneys are responsible for acting as the handling attorney and primary point of contact for clients on estate and trust litigation matters. The ideal candidate will be able to independently handle various matters related to trust and estate law, such as drafting legal documents, attending hearings, mediations, and trials, advising clients, and managing cases. For candidates with 8-10 years of civil or family litigation experience but no background in probate, the firm will provide extensive training during the onboarding process.

About Us

Based in West Los Angeles, Keystone Law Group is a probate law firm with a focus on all types of trust, estate and conservatorship litigation, administration and other probate disputes. Keystone is a forward thinking boutique practice with just under 50 employees dedicated to providing superior client service, creating an excellent work environment, using cutting-edge technology, and constantly evolving.

Location

Position is fully remote or hybrid with 2 days per week in the office.

Essential Duties and Responsibilities

- Research legal issues for trust and estate litigation matters
- Draft pleadings, discovery, memoranda, motions and other legal documents
- Handle trust and estate litigation matter from inception through trial, including taking depositions, attending mediations and settlement negotiations
- Attend hearings on a regular basis in the probate courts
- Make independent decisions and advising clients on pre-litigation and litigation matters
- Handle conservatorship or guardianship matters from initiation of proceedings to representation of conservators or guardians for the duration of these matters
- Handle probate administrations from initiation of proceedings to discharge of personal representative
- Consult and advise trustees or beneficiaries on trust administration
- Other projects, as assigned

Qualifications

- Demonstrated interest in probate, trust and estate law
- Strong verbal and written communication skills
- Must possess attention to detail and strong organizational skills
- Ability to work independently and as a member of a team
- Ability to multitask and meet deadlines in a fast paced office environment
- Strong interpersonal skills and ability to manage cases and clients independently

Education and Experience

- 5 plus years of demonstrated probate and trust litigation experience; or
- 8-10 years plus of civil or family law litigation experience with strong job stability and references required

Salary Range

- \$150,000 – \$250,000 Base salary plus competitive bonuses and benefits