

Paralegal – Probate, Trust & Estates, Las Vegas, NV (onsite)

Our client is seeking a full-time Paralegal to support our trust and estate/transactional attorneys in their Las Vegas office.

The ideal candidate is intelligent, resourceful, and highly organized, with experience supporting probate, trust administration, estate planning, and related transactional matters. This position focuses on document drafting, probate and trust administration, and coordination with court and government agency staff. Successful candidates will possess strong critical-thinking skills, attention to detail, and the ability to build productive working relationships with court personnel, government agencies, clients, and other professionals.

Duties and Responsibilities:

- Prepare draft estate planning and other transactional documents for attorney review.
- Prepare, file, and track court, governmental, and administrative filings, including probate court and Secretary of State filings.
- Serve as a point of contact for clients, courts, government agencies, and third-party service providers to obtain information, resolve issues, and ensure compliance with applicable procedures and deadlines.
- Maintain client files, estate records, entity records, and related documentation.
- Other duties as assigned.

Skills and Qualifications:

- Proficiency in Microsoft Office and Adobe Acrobat; experience with document management systems and AI tools.
- Ability to effectively work with probate courts, Secretary of State offices, recorder's offices, and other governmental agencies.
- Exemplary organizational and time management skills, with the ability to manage multiple transactions simultaneously.
- High level of attention to detail, accuracy, and follow-through.
- Ability to apply new resources and technologies.
- Ability to work independently while contributing as part of a team.
- Discretion in handling sensitive and confidential information.
- Professional demeanor and ability to maintain an organized, polished work environment.

Education and Experience:

- Paralegal certificate from an ABA-approved program.
- Bachelor's degree in related field such as paralegal studies, business administration, or a relevant discipline preferred but not required.
- Minimum of 3 years of paralegal experience in probate, trust administration, estate planning, and/or related transactional matters. Experience with probate court procedures and governmental filings is strongly preferred.

Comp range is \$85k-\$95k depending on experience, full-time, non-exempt position, and fully in-office.