

Paralegal / Executive Assistant

Trust & Estates Practice Group • Private Wealth • Reno, Nevada

Our client has served Nevada's most significant business, legal, and personal wealth needs since 1949, with offices in Reno and Las Vegas. They are seeking an exceptional Paralegal / Executive Assistant to join their Trust & Estates Practice Group in Reno.

This is a high-visibility role supporting a nationally recognized partner whose practice centers on sophisticated estate planning, trust structuring, and entity formation for ultra-high-net-worth families and family trust companies. It is designed for a seasoned professional who wants ownership, autonomy, and a genuine seat at the table — not a clerical desk. The successful candidate will become the operational backbone of a busy, prestigious practice and a trusted partner to both attorneys and clients.

Why This Role Is Different

- Direct, daily partnership with a Chambers-ranked High Net Worth Law partner and his clients — your work is seen, valued, and consequential.
- A deliberate upgrade of the position: the Firm is investing in a true professional, with compensation, tools, and respect to match.
- Exposure to UHNW clients, sophisticated cross-border, multi-generational wealth matters and family trust company planning, formation and operations that few support roles ever touch.
- A modern technology environment, including firm-sanctioned AI tools, that lets you work at the top of your capability.
- A collegial, established team and a clear path to becoming an indispensable, long-term fixture of the practice.

Position Summary

The Paralegal / Executive Assistant is the central point of coordination for the partner's calendar, client relationships, document workflow, travel, and day-to-day execution. Operating in a dynamic, fast-paced environment, this professional ensures the practice runs at peak performance by anticipating needs, triaging competing priorities, and safeguarding the partner's time and the confidentiality of client information. Success in this role demands impeccable judgment, a sense of urgency, sharp attention to detail, discretion, and resilience.

Key Responsibilities

Calendar Management, Gatekeeping & Prioritization

- Own complex, fast-moving calendars; triage, sequence, and protect high-value time blocks while proactively resolving conflicts and last-minute changes.
- Serve as primary gatekeeper for calls, messages, and meeting requests, applying sound judgment to route, defer, or escalate based on urgency and client impact.
- Prepare weekly briefing packets — agendas, objectives, attendee profiles, materials, and logistics — and deliver rapid updates as priorities shift.

Meeting & Client Coordination

- Schedule client and internal meetings end to end (in person and virtual), including room and technology setup, agenda management, and confirmations.

- Capture and circulate action items; track follow-ups and deadlines; and coordinate across the team to ensure commitments are delivered.
- Serve as a courteous, polished first point of contact for high-net-worth clients and their advisors.

Document Handling & Communications

- Draft, format, edit, and proofread correspondence, summaries, and legal documents to a high professional standard consistent with Firm guidelines.
- Compile and organize meeting and matter materials; maintain version control and secure archiving within the document management system.
- Manage document processing, review, and retention, coordinating both electronic and physical filing of client materials and notes.

Travel & Logistics

- Coordinate detailed travel arrangements with contingency planning, and adjust smoothly as circumstances change.
- Process expenses and reimbursements promptly; reconcile corporate card activity; and maintain accurate, audit-ready records.

Practice Operations

- Keep the practice on track through weekly planning, pipeline reviews, client scheduling, and post-meeting follow-up.
- Monitor timelines and deliverables, flag risks early, and collaborate across the team to keep matters moving smoothly.

Confidentiality & Discretion

- Handle highly sensitive client and Firm information with the utmost discretion, professionalism, and integrity, upholding all privacy requirements and internal protocols.

Technology & Tools

This role requires genuine fluency with modern professional technology. The successful candidate will be comfortable and effective with:

- Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and Microsoft Teams — at an advanced level.
- Adobe Acrobat, and document management platforms such as NetDocuments and Box.com.
- Firm-authorized AI tools (e.g., Microsoft Copilot, ChatGPT, and Claude) to streamline drafting, scheduling, research support, and reporting.
- Travel/expense management systems.

Required

- Bachelor's degree, or a paralegal certificate, in a related field such as paralegal studies or business administration.
- 5+ years supporting senior executives or partners in a high-demand professional or financial services environment.
- Demonstrated success managing high-pressure, fast-paced operations with frequent change and competing deadlines.
- Exceptional organizational skills, attention to detail, and time management, with the ability to anticipate needs and think several steps ahead.

- Excellent written and verbal communication, with a polished executive presence and a strong client-service orientation.
- Advanced proficiency with the technology and tools described above.
- Proven discretion with confidential information, supported by sound judgment and unquestioned integrity.

Preferred

- Direct exposure to ultra-high-net-worth clients.
- Experience within a law firm, trust company, or financial services firm, ideally in trust and estates.

What they offer

- Competitive compensation commensurate with experience, plus eligibility for performance-based bonuses.
- Comprehensive benefits, including medical, dental, and vision coverage, retirement plan participation, and paid time off.
- A respected, established firm with a collegial culture and a long-term commitment to professional growth.
- The stability and prestige of supporting one of Nevada's premier private wealth practices.
- This role is fully on-site in our Reno location, with occasional after-hours availability to support urgent partner and client needs.