Estate Planning/Probate - Attorney

Louisville, KY • Dixie Highway or Elizabethtown Office • On-site

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$100K - $118K/yr

Full-time

Medical, Dental, Vision, Retirement, PTO

Posted 8 days ago

Job description

Job Description:

The appropriate individual should be able to drive all projects from conception to completion, manage multiple calendars, and provide excellent customer service to all clients. You should be able to work proactively and reactively as an extension of the company while bringing a results-oriented approach with streamlined execution to every project.

The opportunity is ideal for a go-getter with a strong work ethic and excellent time management skills. Training will be provided; 3-5 years of experience in estate planning or probate is required. Must have a Kentucky Bar license in good standing.

Principal Responsibilities:

- Managing the day-to-day caseload to include; calling clients back, advising clients, providing estate planning consultations, ensuring compliance, reviewing documents.
- Adhering to court deadlines; appearing in court as assigned
- Drafting wills and trusts, recording of wills and deeds
- Other similar responsibilities as they are assigned.

Skills:

- Exceptional interpersonal/communication and writing skills.
- Computer experience.
- Ability to work independently as well as in a team environment.
- Problem-solving, listening skills, alignment with a core philosophy, detail-oriented, self-starter, systematic, positive attitude, good-natured, emotionally secure, patient, optimistic, flexible, professional demeanor and

presentation, and knowing when to lead and follow are all adjectives and terms that describe our ideal candidate.

Qualifications:

Three - five years of estate planning/probate related legal experience is required.

Physical Demands:

This work is performed in an office setting. Employees are required to stand, walk, bend, talk, hear, stoop, kneel, operate computers and phones, sit for long periods, and, on occasion, lift up to 20 pounds.

The above statements about the position are intended to describe its general nature. Qualified candidates are encouraged to forward their resumes for consideration.

Company Description

At Dixie Law Group, we provide expert legal services in personal injury and estate planning, earning recognition for our dedication and results. Our award-winning personal injury division has a proven track record of securing substantial verdicts and settlements, specializing in cases such as traumatic brain injuries, semi-truck accidents, and complex litigation. In addition, our estate planning division is highly regarded for creating tailored solutions, including trusts and wills, to protect clients' assets and preserve their legacies. Whether advocating in court or crafting comprehensive estate plans, our team is committed to delivering exceptional results for our clients.