

CAREER OPPORTUNITIES

PROBATE PARALEGAL

Ritter & Randolph, LLC is looking to hire an experienced paralegal for its probate and estate planning practice. This position will primarily involve the administration of estates and trusts and will have extensive client contact. We offer competitive compensation and benefits.

Responsibilities:

- Preparation of all required probate court documents for estates, trusts, and guardianships
- Preparation of accountings of assets for the probate court and for trusts
- Administration of probate estates including distribution of assets and administration of expenses
- Managing client files, monitoring deadlines and keeping attorneys apprised
- High level of client interaction
- Drafting of basic estate planning documents

Skills:

- Proficient in Microsoft Office 365, including Word and Excel
- Ability of multi-task and work on several files at once
- Strong interpersonal, verbal and written communication skills
- Proficient in Ohio probate process and trust administration

Ritter & Randolph, LLC

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Ritter & Randolph, LLC is an equal opportunity employer