

An Estate Planning, Business and Tax Law Firm

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**Paralegal**

**Overview**

Hoffman & Associates, Attorneys-at-Law, LLC seeks a Paralegal to join our Firm, which specializes in Estate Planning, Probate, Business Law, and Tax preparation and planning. The Paralegal will work primarily in the Business department and with the Estate Planning and Probate department.

**Responsibilities**

- Integrate with our teams to provide high quality and timely service to clients;
- Assist with all aspects of estate planning, including preparation of and proofreading complex estate planning documents;
- Handle probate responsibilities, including coordination with probate court and clients, petition drafting, and prepare creditor claims, inventories, and estate accountings;
- Light drafting and proofreading of business agreements, and deed preparation and filing;
- Prepare annual minutes and consent resolutions;
- File annual corporate registrations;
- Assist with other administrative tasks, as assigned.

**Qualifications**

- 3+ years' postgraduate work in a professional setting; law firm experience preferred;
- Experience in corporate, estate planning, and/or probate practices strongly preferred;
- Responsiveness to coworkers and clients, and ability to communicate well with other professionals in similar areas of client services (CPAs, insurance agents, and financial advisors);
- Ability to effectively manage multiple engagements simultaneously;
- Proficiency in Microsoft Office (Word, Excel, Outlook and PowerPoint);
- Proficiency in Lexis Nexis, Wealth Counsel and Clio (or similar legal research and comparable practice management software is a plus);
- Time management, organizational, and prioritization skills; and
- Professional demeanor, positive attitude, and strong oral and written communication skills.

**Education**

- Bachelor's degree required;
- Paralegal Certificate preferred.

**Salary & Benefits**

Salary is commensurate with experience. We offer a competitive benefits package, including health, dental and vision, LTD and Life Insurance, vacation and holidays, in addition to professional growth opportunities.

**Interested and qualified candidates, please send your resume to Cathy Ottley at [cathy@hoffmanestatelaw.com](mailto:cathy@hoffmanestatelaw.com).**