

# REGER | RIZZO | DARNALL LLP

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## Attorneys at Law

Reger Rizzo & Darnall LLP is seeking an experienced Trusts & Estates Paralegal to join the Firm's Philadelphia, PA office. The ideal candidate will provide overall support to our attorneys' needs and will report directly to the Department Chair.

### **Position Details**

The ideal candidate must maintain a positive working relationship with attorneys, support staff and clients. The position's primary duties include, but are not limited to:

- Maintain database of firm's estate and trust administration matters
- Assist with the drafting and reviewing of probate documents and estate accountings
- Investigate facts to help in the estate administration process
- Organize estate files, and respond to documentation requests from courts
- Direct communication with estate and trust administration clients and families
- Drafting estate planning documents, including wills and trusts and advance-directives

### **Requirements**

- Minimum of 1-2 years of experience as a paralegal, with an emphasis on trusts and estates is required
- Familiarity with the probate process and experience in dealing with Surrogate's Courts
- The ability to speak and write effectively and interact in a professional manner with clients and counsel
- Knowledge of federal, state, local and e-filing procedures
- Must exhibit a high degree of initiative in managing multiple priorities simultaneously in a fast-paced, deadline-driven, detail-oriented work environment utilizing excellent judgment, and decision-making skills.

### **Interested Candidates**

- Interested candidates should submit resume and salary requirements to [komalley@regerlaw.com](mailto:komalley@regerlaw.com).
- No phone calls please; we will contact you if your resume indicates that you are a strong candidate for this position.
- We are not accepting resumes from search firms for this position.