

Radoslovich | Krogh, PC

Job Title: Estate Planning/Probate Attorney (Sacramento)

Employee Type: Full-Time

Submit Application Materials to: Isabel@radkro.com

Boutique business law firm seeks an attorney who can develop an estate planning and probate practice within the law firm. The law firm seeks an individual who can create a self-sufficient book of business and potentially develop work for others.

Candidates must be experienced in preparing: (1) trust documents [including real estate investment trusts, life insurance trusts, charitable trusts, etc.]; (2) wills; (3) powers of attorney; (4) health care directives and (5) documents associated with family limited partnerships. Further, candidates must have experience in litigating: (1) will contests; (2) trust disputes; (3) accountings; (4) conservatorships and (5) managing a probate of an estate.

Furthermore, any candidate will be required to manage and improve existing estate planning systems and processes within the firm. This will include working with existing attorneys, paralegals, and staff. Candidates will also be expected to bill 1,750 hours per year and maintain their time records on a daily basis.

Candidates will not be expected to bring a book of business with them to the position, but will be expected to build an estate planning/probate practice nevertheless. Candidates will need to create a plan for marketing estate planning and probate services to existing clientele and create a plan for retaining new clients for the firm whether they be estate planning or probate clients or otherwise. Until a candidate develops a self-sufficient practice, candidates will be expected to perform both litigation tasks and transactional tasks in other areas of the firm.

Further, candidates will be expected to provide a writing sample as well as a resume and writing sample. In addition, candidates will be asked to participate in an initial group interview with other candidates to determine if the candidate is a good fit for the firm. After the group interview select candidates will participate in a one on one interview to determine the most qualified candidates.