

## **LITIGATION PARALEGAL (TRUSTS AND ESTATES) – SACRAMENTO**

Weintraub Tobin is seeking an experienced Trusts and Estates Litigation Paralegal to join our Sacramento office. The successful candidate must be able to take direction from multiple attorneys, effectively manage time and assignments, enjoy working as part of a team, and demonstrate a first-class commitment to client service. Under attorney supervision, the litigation paralegal will be expected to carry out the following job duties and responsibilities:

### **REQUIREMENTS AND EXPECTATIONS:**

- Draft probate and conservatorship documents including petitions and all supporting documents.
- Oversee conservatorship matters and deadlines for filing.
- Prepare asset lists, analyze bank and business records, identify trust and non-trust assets, and identify title and character of assets.
- Prepare court petitions including those relating to trust modification, trust accountings and estate distribution.
- Manage trust and probate administration case matters and deadlines.
- Determine beneficiaries and persons entitled to notice
- Work closely with clients to gather information, customize their documents to their specific needs and coordinate the signing of documents.
- Working knowledge of Probate Court processes including court filings, petitions for instructions, Probate Code Sections 850 petition, petitions to approve accountings, and objections and replies to petitions.
- Familiarity with Probate Code notice requirements and ability to manage calendar notice deadlines.

### **EDUCATION AND EXPERIENCE**

- Minimum of 4-6 years of litigation experience specifically in Trusts and Estates.
- Paralegal certificate required.
- Bachelor's degree preferred.
- Superior drafting skills, attention to detail and organizational ability.
- Familiarity with Worldox or similar document management system.
- Communicates effectively with attorneys and legal staff at all levels.

### **EQUAL EMPLOYMENT OPPORTUNITY**

The Firm is an equal opportunity employer. It is Firm policy to provide equal opportunities to all qualified individuals regardless of race, color, creed, religion, national origin, sex, age, physical or mental disability, medical condition, marital status, sexual orientation, sexual identity, genetics, veteran status, or any other class protected under federal, state, or local law. This policy applies to all terms and conditions of employment. It is the intent of the Firm to comply with all applicable federal and state laws with respect to fair employment practices. The Firm will provide reasonable accommodation to qualified applicants and employees with a known disability or medical condition or for an employee's religious beliefs provided the accommodation does not cause undue hardship to the Firm. Any applicant or employee with a qualifying disability or medical condition, or a religious practice, that requires an accommodation in order for the employee to perform the essential function of his or her job, should contact Human Resources to discuss it further so the Firm can determine if a reasonable accommodation exists and can be provided.

Qualified candidates should send their cover letter and resume to [recruiting@weintraub.com](mailto:recruiting@weintraub.com)