

**Job Title: Legal Administrative Assistant (Estate Planning & Elder Law)**

**Location:** Orange City, Iowa

**Type:** Full-Time

**Experience Required:** None required – training provided

**About Us**

We are a boutique law firm specializing in **Estate Planning, Elder Law, Medicaid Planning, and Probate**. Our work directly impacts families during some of the most important and emotional moments of their lives. We pride ourselves on being professional, compassionate, detail-oriented, and deeply team-focused.

We are growing and looking for a **reliable, driven, and high-character individual** to join our team in a full-time clerical support role. This position is ideal for someone who takes pride in doing excellent work, enjoys helping others, and wants to grow within a stable and meaningful profession.

**This Role Is For Someone Who Is:**

- **Humble:** You value teamwork, accept feedback well, and put the success of the firm and clients above personal ego.
- **Hungry:** You are self-motivated, dependable, and consistently look for ways to improve and contribute more.
- **Smart (People-Smart):** You communicate clearly, handle sensitive situations with care, and understand how your work affects clients and coworkers.

(Legal experience is *not* required. Character, work ethic, and attitude matter far more.)

**Responsibilities**

This role provides clerical and administrative support across multiple departments, including:

**Legal Document Support**

- Drafting and proofreading legal documents using firm templates
- Ensuring documents are accurate, complete, and professionally formatted
- Organizing and maintaining digital and physical client files

**Medicaid Department Support**

- Acting as a primary support contact for Medicaid-related matters
- Communicating with clients in a clear, compassionate, and professional manner
- Gathering, organizing, and tracking required documentation
- Assisting attorneys and paralegals with clerical tasks related to applications and follow-ups

**Probate Department Assistance**

- Supporting probate file management and administrative workflows
- Coordinating correspondence and deadlines
- Assisting with routine clerical tasks to keep matters moving efficiently

### **What We're Looking For**

- Strong attention to detail and accuracy
- Excellent written and verbal communication skills
- Professional, calm, and respectful demeanor, especially with clients
- Ability to manage multiple tasks and follow established processes
- Dependability, initiative, and a willingness to learn
- Comfort handling confidential and sensitive information

### **What We Don't Require**

- A legal background
- An advanced degree
- Prior law firm experience

We are happy to train the right person who demonstrates **integrity, effort, and emotional intelligence**.

### **Why Join Us**

- Meaningful work that helps families plan for and navigate life transitions
- Supportive, team-oriented work environment
- Clear expectations and structured processes
- Opportunities for long-term growth and increased responsibility
- Stable, full-time position in a respected practice area

### **How to Apply**

Visit [www.huizengalaw.com/recruiting](http://www.huizengalaw.com/recruiting) and submit the form at the top of the page to start the application process.