

**Job Title: Probate Legal Assistant**

**Location:** Orange City, Iowa

**Hours:** 8-5, Monday through Friday

**About the Role:**

Huizenga Law Firm is seeking a dedicated, empathetic, and detail-oriented Probate Legal Assistant to join our team. In this role, you will support our attorneys with both administrative and substantive tasks related to probate and estate planning cases. We're looking for someone who is not only dependable and proactive but also able to provide compassionate support to grieving families during one of the most difficult times in their lives. This position is perfect for someone who thrives on variety, is determined to fulfill their commitments, and is committed to offering both professional and empathetic assistance to clients in need.

**Key Responsibilities:**

- **Client Support & Communication:** Act as a trusted point of contact for clients involved in probate cases, offering compassionate and responsive communication. You'll gather necessary documents, keep clients updated on case progress, and offer reassurance to grieving families during a sensitive time.
- **Document Management & Filing:** Organize and maintain probate client files, ensuring that all legal documents, including court filings, wills, and trusts, are filed accurately and in a timely manner. You'll manage and update case files to keep everything in order.
- **Legal Research & Drafting:** Assist with drafting probate documents such as petitions, inventories, motions, and other legal filings. Conduct basic legal research to support case preparation, ensuring thoroughness and accuracy for the probate process.
- **Court Filings & Deadlines:** Prepare, file, and track probate court documents, ensuring timely submission and compliance with all deadlines. You'll be responsible for managing multiple deadlines and ensuring all paperwork is processed according to court rules.
- **Meeting & Case Preparation:** Prepare for client meetings by gathering the necessary probate-related documents, creating case summaries, and ensuring that everything is in order for a smooth meeting with clients and attorneys.
- **Administrative Support:** Manage probate schedules and calendars, assisting with appointment scheduling, follow-ups, and keeping everything organized. You'll be key in maintaining an efficient workflow for probate matters.
- **Coordination with Clients & Third Parties:** Handle communication with clients, beneficiaries, courts, and other third parties involved in probate cases. Your role will be pivotal in keeping the lines of communication clear and ensuring that all tasks and deadlines are met.

- **Office Maintenance & Efficiency:** Help maintain an organized office environment, ensuring supplies are stocked and administrative processes run smoothly for probate cases. Your attention to organization will contribute to the overall efficiency of the firm.

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

- **Empathy & Sensitivity:** You'll be working closely with grieving families during emotionally charged times. We need someone who is compassionate, understanding, and able to provide a calming presence while offering top-tier client service.
- **Responsiveness & Reliability:** We need someone who is quick to respond and always dependable—someone who steps up when something is needed and consistently follows through on commitments related to probate matters.
- **Strong Organizational Skills:** You'll be juggling multiple probate cases and deadlines, so being organized and able to prioritize is crucial. Your ability to manage various responsibilities will keep the team running smoothly.
- **Detail-Oriented:** Accuracy matters in everything we do, especially with probate cases. We're looking for someone who is thorough and meticulous in handling legal documents and client communications related to probate matters.
- **Proactive & Accountable:** You take the initiative and ensure that things get done without needing constant supervision. You're comfortable taking ownership of your tasks and following them through to completion, especially in a fast-moving probate environment.
- **Communication Skills:** Strong written and verbal communication is essential in this role. You'll interact with clients and colleagues alike, so the ability to communicate clearly and professionally is key.
- **Team-Oriented Attitude:** While independent work is essential, collaboration with the attorneys and staff is also a big part of the job. You're someone who works well with others and contributes to a positive team atmosphere.

#### **Why This Role is Great:**

- **Variety in Daily Tasks:** Each day will bring new challenges and opportunities to grow in probate law. Whether it's helping prepare legal documents, managing case files, or assisting with client communications, no two days are the same.
- **Meaningful Impact:** The work you do will directly support our firm's attorneys and ensure our probate clients receive top-tier legal service. You'll see the direct results of your contributions, knowing your work is making a real difference in the probate process.
- **Growth Opportunities:** At Huizenga Law Firm, we are committed to your professional development. You'll have the opportunity to grow your skills in probate law and advance in your career within a supportive environment.

- **Supportive Team Environment:** We believe in fostering a culture of collaboration, where everyone pitches in to help one another. You'll be part of a team that values your contributions and supports your growth.

If you're a compassionate, responsive, and dependable individual who thrives in a dynamic probate environment, we'd love to hear from you! This role offers the opportunity to make a tangible impact while developing your legal career. Apply today and join our dedicated team at Huizenga Law Firm!