

Full Job Description:

Job Title: Probate Paralegal

Location: Orange City, Iowa

Hours: 8-5, Monday through Friday

About the Role:

Huizenga Law Firm is looking for an empathetic and experienced Probate Paralegal to join our team. In this role, you will support our probate and trust administration practice by working directly with attorneys to prepare and manage probate cases. You will serve as a trusted guide for our clients through the probate process, offering critical support and clear communication during what can be a challenging time. We are looking for someone with a strong background in probate law who also understands the importance of empathy when working with grieving families.

As a Probate Paralegal, you will take on a wide range of tasks including drafting legal documents, managing case files, and assisting attorneys in court filings and hearings. You will need a keen eye for detail, excellent communication skills, and a proactive attitude to ensure that all cases run smoothly and efficiently.

Key Responsibilities:

- **Client Communication & Support:** Act as the primary point of contact for clients navigating the probate process. You will be responsible for communicating case progress, answering client questions, and helping them gather required documents. Your empathy will be key in offering reassurance and clear explanations to clients during difficult times.
- **Document Drafting & Preparation:** Draft a variety of legal documents for probate cases, including petitions, inventories, motions, and other court forms. You will be responsible for ensuring all documents comply with legal requirements and accurately reflect the needs of the case.
- **Court Filings & Deadlines:** Prepare, file, and track probate court documents. Ensure timely submission of all legal paperwork, and ensure that deadlines are met. You'll work closely with attorneys to ensure that all filings are accurate and compliant with court rules.
- **Case Management:** Organize and maintain detailed probate case files, including keeping track of case documents, client communications, and relevant deadlines. Your attention to detail will ensure that case files are up-to-date and easy to access for attorneys.
- **Probate Administration Support:** Assist with the administration of probate estates, including collecting assets, communicating with financial institutions, and helping to ensure that all probate processes are followed. You will act as a liaison between clients, attorneys, financial institutions, and other third parties involved in probate matters.
- **Hearing & Meeting Preparation:** Assist attorneys in preparing for hearings and client meetings. You'll be responsible for preparing case summaries, ensuring that all necessary documents are in order, and providing logistical support before and after meetings.

- **Legal Research:** Conduct basic legal research to support case preparation. Ensure all documents are accurate and up to date, while also staying current on probate law and relevant legal developments.

What We're Looking For:

- **Experience in Probate Law:** We're seeking a candidate with a solid understanding of probate law and procedures. Experience with probate forms, court filings, and estate administration is preferred.
- **Empathy & Compassion:** This role involves working closely with grieving families, so empathy is essential. You should be able to approach clients with sensitivity, offering support while guiding them through the legal process.
- **Strong Organizational Skills:** You'll be managing multiple cases and deadlines, so attention to detail and the ability to stay organized is crucial. You'll need to juggle numerous tasks at once while ensuring accuracy in all aspects of the process.
- **Communication Skills:** Excellent written and verbal communication skills are essential. You'll interact with clients, attorneys, financial institutions, and courts, so you must be able to communicate clearly and professionally at all times.
- **Proactive & Accountable:** You must be a self-starter who takes initiative, manages your time effectively, and ensures that all tasks are completed without needing constant supervision. Reliability is key in managing probate deadlines and client expectations.
- **Experience with Legal Software:** Familiarity with probate-related legal software is a plus. You should be comfortable using technology to organize case files, track deadlines, and communicate efficiently with clients and colleagues.

Why This Role is Great:

- **Direct Impact:** Your work will directly affect the experience of families during one of the most difficult times in their lives. Your ability to offer clear, compassionate support will help clients feel cared for and understood.
- **Variety in Daily Tasks:** As a Probate Paralegal, you will have a varied workload, from drafting legal documents and preparing court filings to client communication and case management. No two days are the same, keeping things dynamic and interesting.
- **Collaborative Team:** You will work closely with a supportive team of attorneys and staff, all working together to ensure the success of each probate case. Collaboration and a positive work culture are central to our firm.
- **Opportunities for Growth:** At Huizenga Law Firm, we believe in professional development. As you gain experience and expertise in probate law, you will have opportunities to take on greater responsibilities and advance within the firm.

If you're an experienced probate paralegal with a compassionate nature, excellent organizational skills, and a drive to make a difference, we would love to hear from you! Apply today and join us in providing exceptional service to families navigating the probate process.