

RHP Law Group is a well-established estate, elder care, real estate and business law firm in Selinsgrove. The firm is looking to hire an experienced, full-time paralegal. You can learn more about the firm at rhplegal.com.

The successful candidate will be a team player and must have the ability to communicate effectively with clients and other members of the firm. A good candidate will have excellent organizational skills and the ability to pay attention to details and prioritize work load. We are looking for someone who hopes to make a long-term commitment to be an important part of a growing firm that prides itself on providing every client with the comfort of confidence. We take our work seriously and are known for providing top-shelf service, accessibility and a piece of mind to our clients, their families and their loved ones. We strive to remain outstanding at what we do.

Job duties include:

- responding to client inquiries via phone and email;
- managing the entire client process, including follow-up with new and existing clients;
- communicating via phone and email with clients and their trusted advisors;
- handling case management from inception of file to close of matter (estate planning, estate administration, probate matters and trust settlement);
- assisting with document generation and review;
- assisting with general estate and trust administration (settling probate estates, inheritance tax returns, trust and probate accountings), trust funding
- assisting with client inquiries and general paralegal/administrative assistance to attorneys;
- managing a process for documenting follow-up with enclosing files;
- working independently within deadlines and completing tasks

Required skills:

- 5 years or more of recent estate or trust administration paralegal experience or prior work experience at a legal/financial institution and/or bank
- Strong written and verbal communication skills, excellent listening skills and ability to explain complex concepts to clients
- Extreme attention to detail
- Workflow management and organizational skills. Ability to multitask and work on short-term and long-term projects simultaneously
- Team player
- Computer literacy, including proficiency in Word, Outlook and Excel. Experience with Lackner is a plus. Ability to learn new programs.
- Must have a compassionate, professional presence and down to earth attitude!

Offering competitive salary based on experience and benefits including a 401K.

Submit a resume and cover letter, addressing the reasons why you are a good candidate for this position, along with your salary history and three referrals. Submit a PDF of your resume and cover letter via email to hackman@rhplegal.com. No phone calls. Attorneys and law students will not be considered for this position. Because we value your confidentiality, we will not contact your references until after an interview with your permission.

Job type: Full-time