**Estate Planning Attorney Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for an Estate Planning Attorney to work on sophisticated estate planning and estate administration matters, tax planning, as well as providing general business advice.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Provide technical analysis and prepare explanatory memoranda for various estate, gift, and generation-skipping planning issues
* Review legal documentation for accuracy and conformity to planning objectives
* Analyze existing and proposed estate and gift tax planning to determine risks and benefits and recommend alternatives
* Assist in the drafting of legal documents necessary for the execution of planning transactions

### About you

* JD from an accredited law school
* An active member of a state bar in good standing
* [insert number] years of substantive experience with the complex estate, gift and generation-skipping tax planning
* Ability to travel
* Able to work in a collaborative environment, helping colleagues be successful
* Exemplifies humility and is able to learn from co-workers from all levels
* Be adaptable to change and a fast-paced environment
* Ability to prioritize and follow project plans with precision and within deadlines
* Ability to identify issues and work with proper authorities to reconcile and solve problems
* Recent estate, gift, and generation-skipping tax planning experience
* Experience with philanthropic and charitable planning
* Strong research and writing skills
* Excellent judgment and a strong work ethic
* Highest personal and professional integrity and ethical standards
* Experience and ability to work as a team member as well as a team leader

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]