**Trusts And Estates Paralegal 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 a Trusts And Estates Paralegal to work on matters that involve negotiation of deals between parties (such as mergers between companies, financing agreements, and sales of divisions of companies).

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Arranging for the valuation of assets.
* Opening and closing estate and trust accounts.
* Arranging for estate and trust distributions and bill payments.
* Preparing estate and gift tax returns and accountings.
* Drafting receipts and releases.
* Drafting cover letters.
* Tracking due dates in estate and trust matters.
* Filing entity formation documents in Delaware.
* Attending the execution of wills and trust documents.

### About you

* Bachelor’s Degree and/or Paralegal Certification and [insert number] years of T&E experience
* Previous exposure to a law firm setting, knowledge of fiduciary accounting procedures, and proficiency with relevant software programs
* Ability to prioritize assignments or projects, apply strong attention to detail, and communicate professionally with clients and attorneys

### 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]