

# We're Hiring a Legal Assistant/Paralegal!

## Job Description

Legal Assistant/Paralegal needed for a growing solo- estate planning and elder law virtual practice in the greater New Bedford area.

The ideal candidate will be able to work independently, be able to multitask, be thoughtful and diligent. This position provides an opportunity to work closely and collaboratively with the attorney/owner as well as other staff to provide meaningful support in handling client files and other firm operations. The candidate requires strong communication, writing skills, ability to follow instructions, manage deadlines, and is oriented toward serving clients with compassion and empathy.

This position is up to 40 hours per week. Specific work days and hours are flexible. This is mainly a remote position, but some in-person requirements (e.g., potential need to witness the signing of documents or meet within a 25 mile+ radius of New Bedford, MA), as well as the expectation that on-site availability may eventually occur particularly as firm obtains physical location. Therefore, a local candidate is preferred.

## Primary responsibilities include:

- Direct administrative assistance to attorney/owner;
- Scheduling and arranging plans for meetings and some travel;
- Answering/triaging incoming phone calls and emails;
- Maintaining digital and physical office files;
- Carrying out projects, as assigned;
- Drafting and sending correspondences;

- General office administration support for attorney;
- Collaboratively drafting, printing, collating, and binding of estate planning documents;
- Scanning, assembling, and mailing binders/folders;
- Social media and newsletter preparation;
- Preparation of Probate filings;
- Preparation of a variety of estate planning documents;
- Preparing documents for signing; and
- e-filing with Probate Court and e-recording with Registry of Deeds.

**Requirements:** High school degree or equivalent (college degree or progress toward one is highly preferred)

- Excellence with customer service support;
- Paralegal Certificate or college degree or progress toward one is highly preferred);
- Strong communication (oral and written) skills;
- Computer proficiency;
- Superb organization and multitasking skills; and
- Portuguese speaking (a plus).

Job Type: Full-time

Pay: \$20.00 – \$24.00 per hour

Schedule:

- Monday to Friday

Travel requirement:

- Travel

Work Location: In person

APPLY [HERE](#).

*Walecka Law, P.C. does not discriminate on the basis of race, color, gender, religion, national origin, age, disability, sexual orientation, pregnancy, veterans status, genetic information or any other basis prohibited by applicable law.*