



REED
LONGYEAR
MALNATI
AHRENS, PLLC

801 Second Avenue, Suite 1415
Seattle, WA 98104
Phone: (206) 624-6271
Fax: (206) 624-6672

msak@reedlongyearlaw.com

Senior Probate Paralegal - Seattle, WA

The Probate and Estate Planning group at Reed Longyear is seeking a full-time paralegal. Any applicant must have comprehensive knowledge in administering probates and trusts in King County and be comfortable referencing local rules and procedures for other counties.

Reed Longyear is a well-established and long-standing general practice firm in downtown Seattle with strong ties to the local community. We are close to transit centers, ferries, and the King County courthouse. We have a collaborative atmosphere, good benefits, and friendly co-workers. We look forward to finding the ideal candidate to join our team.

Essential Skills and Experience:

- At least five (5) years of experience in Probate administration
- Paralegal certificate, Bachelor's Degree, or appropriate Paralegal experience
- Drafting probate filings including petitions, oaths, notices, orders, declarations
- Drafting and mailing probate notices including notices of appointment and creditors notices
- Drafting non-probate notices to creditors
- Scheduling and meeting deadlines for probate procedures
- Creating trust and estate inventories and accounting and working with clients to obtain necessary documentation to complete an inventory

Essential Technology Skills:

- Familiarity with Practice Master or other similar practice management software (or the ability to quickly learn new software)
- High proficiency with Microsoft Office
- Ability to use drafting software to expeditiously draft documents
- High proficiency with use of calendaring software to ensure court filing deadlines are met

Useful but not Required Legal Skills:

- Familiarity with the estate planning process including drafting wills, trusts, powers of attorney
- Familiarity with guardianship proceedings

COVID-19 considerations: All attorneys and staff practice safe COVID-19 protocols. Our firm is temporarily operating semi-remotely due to COVID-19.

Interested applicants should send a resume and cover letter to msak@reedlongyearlaw.com.