**Join Our Team as a Paralegal at Rothkoff Law Group, PC**

If you thrive in a fast-paced environment and enjoy making a meaningful impact, we want to hear from you!

Are you a confident professional with a passion for elder care law? Rothkoff Law Group, PC, a leading Elder Care law firm, is seeking an experienced **Paralegal** to support our managing partner in our **Trevose Office**.

**Key Responsibilities**

**Administrative Support**

* Finalize dictated letters and case notes, ensuring timely distribution to appropriate departments.
* Identify tasks from notes and take initiative to handle them independently.

**Deeds Management**

* Prepare deeds and supporting documents for NJ and PA.
* Execute, record, and track deeds, ensuring clients receive finalized documents promptly.

**Estate Planning**

* Prepare, edit, and execute estate planning documents, including travel to clients' homes or nursing facilities when necessary.
* Scan and link signed documents to CRM and ensure timely client follow-ups.
* Under attorney supervision, prepare, edit and oversee execution of estate documents including wills, powers of attorney, healthcare powers of attorney, and trusts.
* Obtain IRS EIN.
* Assist attorney with trust funding and related asset planning.

**Client & Calendar Management**

* Schedule in-person and virtual appointments, confirming details and preparing necessary documentation.
* Ensure all information is accurately documented and accessible.

**Qualifications**

* **Preferred but Not Required:** Paralegal degree, CLA certification, and experience in estate planning, trusts, and elder law.
* **Technical Skills:** Proficiency in Microsoft Office (especially Word) and Interactive Legal (ILS).
* **Soft Skills:** Exceptional critical thinking, organization, attention to detail, and communication skills.
* **Experience:** Five years in estate planning, administration, or elder law preferred.
* **Additional:** PA and/or Notary (or willingness to obtain).

**Why Join Rothkoff Law Group?**

* **Dynamic Environment:** Work in a fast-paced, supportive, and professional atmosphere.
* **Meaningful Impact:** Contribute to the well-being of our clients and their families.
* **Growth Opportunity:** Expand your skills and knowledge in elder care law.

**How to Apply**

Send your resume and a compelling cover letter to: **Nicole Noel, Firm Administrator** **Email:** nicole@rothkofflaw.com

We look forward to learning more about how your expertise can elevate our team!

**Be Part of a Team That Makes a Difference. Apply Today!**