

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 **Treose 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 Administration

- Estate Administration duties, including Probate, preparation and filing the Rev. 1500 and inventory and preparation of Accounting and Estate Settlement Agreement.
- Scan and link signed documents to CRM and ensure timely client follow-ups.
- 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, experience in estate administration, 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).
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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.
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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!