

**Job Title:** Legal Assistant / Paralegal

**Hours:** Full time

### Summary:

Alles Law is seeking a legal assistant or paralegal to join our growing practice. You will support the estate administration, estate planning, and real property practices, collaborating with attorneys, legal support, and office staff to provide excellent work for our clients. This position will allow you to manage a caseload, draft documents, interact with clients, and enjoy the benefits of being part of a supportive and motivated team.

### Responsibilities:

Activities include, but are not limited to:

- **Matter Management** – Ensuring matters are being handled in a timely manner and meeting deadlines. This will include communicating with clients about documents and scheduling, collaborating with other legal staff on matters, tracking matter progress, and communicating status to attorneys as needed.
- **Document Preparation** – Draft, review, finalize, and when necessary, record legal documents, such as wills, trusts, deeds, powers of attorney, letters to beneficiaries, notices to creditors, and others.
- **Client Communication** – Regular contact with clients and prospects by phone, email, and in-person conversations to gather information, provide status updates, ask for referrals, and answer questions.
- **Client and Office Care** – Cross-train on front office responsibilities such as welcoming clients, processing phone calls, scheduling meetings, pre-client meeting preparations, office open/close procedures, etc.

### Skills/Requirements:

- **High school diploma** or greater required. Paralegal certification a plus.
- **Experience** with estate administration, probate, estate planning, or other related areas of law a plus.
- **Excellent verbal and written communication** that instills confidence in those we work with.
- **Detail and organization driven.** Attention to details and accuracy are crucial in this role.
- **Take responsibility and show initiative.** Strong “figure it out” ability, proactive, and resourceful.
- **Experienced and confident with Microsoft Office Suite**, emphasis on Word, Excel, and Outlook.
- **Ability to learn and utilize technology**, familiarity with cloud-based practice management systems preferred.
- **Goal oriented** with a desire to learn and strive for continuous improvement and growth.
- **Alignment with the culture and core values of Alles Law.** We value wow-making experiences for clients and our teammates, utilizing and constantly improving our processes, courageous conversations with clients and our teammates, and the “double win” of a healthy work-life balance.

### About Alles Law:

Alles Law is a West Michigan-based law firm practicing estate planning, estate administration, and real property. Our focus on these three closely-related practice areas allows us to be personal and comprehensive with each client we serve. **We exist to simplify the path to great legal advice.**

### To Apply:

Please submit a PDF cover letter and PDF resume to [careers@alleslaw.com](mailto:careers@alleslaw.com) with subject line “Application – [Your First and Last Name]” For example: “Application – Jamie Smith”