

# **Employment Opportunity**

## **Estate Administration/Probate Paralegal**

Blanco Tackabery, a mid-size law firm in Winston-Salem, NC, is seeking an experienced estate administration paralegal to join our firm.

The ideal candidate for this position should have:

- Minimum 2 years of estate administration/NC probate experience
- A two-year degree from an accredited institution with an emphasis on business or accounting, or a combination of relevant experience and education
- Recent law firm experience or experience in accounting and bookkeeping
- Ability to prioritize assignments from multiple attorneys
- Interpersonal skills in order to communicate appropriately with a diverse and demanding group of clients and professionals
- Working knowledge of accounting and Excel
- Positive references from current or former employers

Applicants with relevant experience will be given preference. Salary is negotiable based upon experience and qualifications. A comprehensive benefits package will be provided.

Send letter of interest and resume to:

Barbara Stafford  
Blanco Tackabery  
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Winston-Salem, NC 27114-5008  
bbs@blancolaw.com