

Employment Opportunity

Estate Administration/Probate Paralegal

Blanco Tackabery, a mid-size law firm in Winston-Salem, NC, is seeking an estate administration paralegal to join our firm – legal experience is great, but if you’ve worked in **bookkeeping, accounting, finance, or even estate planning**, we want to talk to you.

The ideal candidate for this position should have:

- Satisfaction in balancing books, organizing chaos and making sense of financial mysteries
- Aptitude and willingness to help settle estates (think: court forms, paying debts, documenting distributions of inheritances—not ghost hunting).
- At least one of the following:
 - Accounting or bookkeeping experience
 - Experience or exposure to banking or financial transactions
 - Experience or exposure to estate administration/NC probate preferred
- A two-year degree from an accredited institution with an emphasis on business or accounting, or a combination of relevant experience and education
- Working knowledge of accounting and Excel
- Positive references from current or former employers
- A love of systems, structure, and solving puzzles
- A sense of humor and humility

What the estate administration paralegal does:

- Preparation of court filings and documents and e-filing
- Communication with clients, financial institutions, and the occasional confused heir
- Track deadlines, manage calendars, and keep attorneys moving in the right direction
- Track dividends and stock for annual accountings

What Blanco Tackabery offers:

- Compensation is competitive and negotiable based upon experience and qualifications. A comprehensive benefits package will be provided
- Training in estate administration and respect for asking questions
- A professional workplace
- Opportunities to grow, learn, and maybe even enjoy legal work

Send letter of interest and resume to:

bbs@blancolaw.com