

Estate Planning and Corporate Paralegal

Job Description

The law firm of Coleman Talley LLP has an immediate opening for a fulltime estate planning and corporate transactions paralegal in its Jacksonville, Florida office. The successful candidate must have a minimum of 2 years' paralegal experience in the areas of estate planning and probate. Paralegal certification or college degree preferred; minimum of associates degree required. Responsibilities include various phases of trust and estate administration, and corporate transactions.

Qualifications

- Ability to type 60+ wpm
- Strong organizational skills and ability to multi-task
- Possesses a sense of urgency
- Works both independently and as part of a team
- Proficiency in Word, Microsoft Outlook, Adobe, and Excel
- Self-starter; highly motivated
- Detail oriented
- High degree of professionalism

Benefits

- Paid time off
- Health Insurance
- Dental
- Vision
- Life
- Disability
- Medical Flex and Child-care tax savings plans
- 401(k) including matching contributions

Coleman Talley LLP hires hard-working individuals with diverse backgrounds, and interests. We value our culture and are proud of our respectful and friendly reputation.

How to Apply

Submit your resume and cover letter to Becky Pearson, Firm Administrator, at jobopportunity@colemantalley.com

About Us

Coleman Talley LLP is a leading mid-size law firm dedicated to providing trusted legal services for more than eight decades. Our comprehensive knowledge and experiences allow our team to serve a variety of legal needs across a wide spectrum of industries from our offices located in Valdosta and Atlanta, Georgia, and Jacksonville, Florida.

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