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[www.vwlawfirm.com](http://www.vwlawfirm.com)

Position Title: Attorney – Trusts & Estate Associate

Time Commitment: Full-time

Salary Range: \$70,000+ (commensurate with experience)

Compensation: Complete Benefit Package, including but not limited to: Health, vision, dental and life Insurance, 401(k) plan, and paid time off (PTO)

Location: Asheville, NC

### **Who We Are**

Established in 1907, The Van Winkle Law Firm is the largest law firm headquartered in the beautiful mountains of Western North Carolina. With two office locations, we proudly serve individuals, families, and businesses throughout the Southeast. As a distinguished and respected firm, our attorneys and staff have become recognized for our ability to utilize the best practices and methods possible to meet our clients' needs. While we are passionate about providing sound legal counsel, we believe our responsibilities go beyond serving as legal representatives. We are interested in getting to know our clients and obtaining a thorough understanding of their unique needs and goals.

### **Our Values and Culture**

Van Winkle, Buck, Wall, Starnes and Davis, P.A. is committed to advancing, cultivating, and preserving an organizational culture of diversity, equity, and inclusion. We strive to create a workplace where our employees, clients, and business partners can thrive. We are an Equal Opportunity Employer providing all employees and applicants with a workplace free from discrimination or harassment, and with equal employment opportunities without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, genetic information, ethnicity, citizenship, or any other characteristic protected by federal, state, or local law. Unlawful discrimination, harassment, and retaliation will not be tolerated in any of the Firm's offices or any other work-related setting. Qualified individuals with a disability may request a reasonable accommodation in order to apply for a position or to enable them to perform the essential functions of a position for which they are otherwise qualified. If you need an accommodation or need to discuss your situation, please contact the Chief Operating Officer.

### **Our Ideal Applicant**

The ideal candidate will have high level experience in estate planning (including the drafting of Wills, Trust Agreements, Powers of Attorneys, and Health Care Directives), probate law, trust & estate administration, charitable planning, business succession planning, and related tax matters. Experience preparing and reviewing estate tax returns and fiduciary income tax returns is preferred. Successful candidates will have exceptional project management skills, excellent research and writing skills, and the ability to develop and manage relationships with clients and other firm members. Strong written and verbal communication abilities are necessary. The ideal candidate will demonstrate a desire to grow their practice with the firm, and the capacity to work both independently and collaboratively. We are actively looking for a diverse

applicant pool. LGBTQIA+ individuals, Black, Indigenous, people of color, parents, people with different abilities, veterans and folks who speak English as a second language are welcome to apply.

### **Requirements**

- Qualified candidates will have a minimum of 1-3 years of experience.
- Applicants must be a graduate of an accredited law program and licensed to practice law in the State of North Carolina (or eligibility to waive in).

### **How to Apply**

We offer an excellent benefits package and competitive salary, commensurate with experience. All inquiries and applications will be kept in confidence. Please submit all application materials to [careers@vwlawfirm.com](mailto:careers@vwlawfirm.com).