



11 North Market Street, Asheville, NC 28801  
P.O. Box 7376, Asheville, NC 28802-7376  
TEL 828-258-2991

422 South Main Street, Hendersonville, NC 28792  
TEL 828-697-6196

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

Position Title: Paralegal – Trust & Estates

Time Commitment: Full-time

Hourly Range: \$20-\$25 (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

Closing Date: 4/1/2022

### **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**

General knowledge of trust and estates with a thorough familiarity with legal terminology pertinent to the area of estate planning and estate/trust administration. The ideal candidate will work great with a team, in a team and fast paced environment. 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

- Paralegal or Trusts & Estates experience preferred
- Paralegal certification or advanced skills / education is a plus
- Applicant with a CPA license and relevant paralegal experience would be highly considered
- Demonstrating good judgment and professionalism, and exhibiting flexibility and versatility to provide exceptional Client support
- Demonstrating strong reasoning and resolution skills
- Willingness to learn the practice and its systems
- Organized with strong attention to detail
- Strong Customer service / client satisfaction aptitude including the ability to always make a positive first impression
- Self-motivated
- Technologically proficient with MS Office Products and electronic document management
- Friendly co-worker and team player

## Responsibilities

- Preparation of deeds and related documents for the transfer or real property title
- Preparation of Estate and Gift Tax Returns
- Prepare forms for incoming and outgoing court papers and to document specific actions required for legal proceedings and/or personal or Firm requirements
- Prepare correspondence including routine pleadings, letters, memos, estate qualification and various other documents and forms
- Manage deed processing, transfer, and funding of assets
- Be a primary contact for Firm Clients
- Maintain positive contact with clients and observe confidentiality of client matters

## 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).