

Estate Paralegal

Hemenway & Barnes LLP is seeking an Estate Paralegal with 1-2 years' experience to deliver quality estate administration services to clients in various components of estate, trust, and conservatorship administration.

Responsibilities include drafting, preparing, and filing Probate Court pleadings for fiduciary appointments; travel to local courthouses to file and obtain copies of court documents; assisting with the review and organization of decedants' financial records and bills; collecting and valuing assets for probate and estate tax purposes; and coordinating with H&B's trust department for payment of estate expenses.

Qualified candidates will have a bachelor's degree. Excellent compensation, benefits, and work environment.

To Apply:

If you possess the skills and credentials we are looking for, please submit your resume and cover letter, in strict confidence, for consideration. Qualified candidates may send resume and cover letter in confidence, to the hr@hembar.com

About Hemenway & Barnes LLP

Hemenway & Barnes LLP is a law firm specializing in the preservation and management of the personal, business, family, and financial assets of its clients. As one of the oldest firms in New England, the people at Hemenway & Barnes have earned a long-held reputation as premier trustees, advisors and attorneys.