

Trusts and Estates Administration Paralegal

MANCHESTER, NH

McLane Middleton has an excellent opportunity for an experienced Trusts and Estates Administration Paralegal. We are seeking an individual with a broad base of experience, including probate and trust administration, working knowledge of the Probate Court rules and procedures and probate accountings, Federal gift and estate tax returns, and familiarity with trust accounting computer programs.

Ideal candidate will be a self-starter, able to work independently and have previous paralegal experience in the administration of trusts and estates, including the preparation of U.S. Estate Tax Returns (Form 706). Candidates must have at least an associate's degree with paralegal studies emphasis; bachelor's degree from ABA approved paralegal program preferred. Certification from NALA or NFPA is a plus.

To apply for this position, please send a résumé and cover letter to:

Ryan King
Director of Human Resources
ryan.king@mclane.com

For a list of all current openings at McLane, click here:

<https://www.mclane.com/careers/current-openings#attorney>