

## **Are You the One?**

### **Paralegal: Probate, Estate Planning and Elder Law**

Estate Planning and Elder Law firm with offices in Oregon, WI and Madison, WI is looking for experienced, level-headed, A++ paralegal to join our team.

We are a law firm dedicated to providing our clients with the best damned estate planning, elder law and probate services possible. We do this by living by our five Core Principles of Love, Compassion, Integrity, Teamwork and the constant Pursuit of Excellence.

Our founder, a retired Army JAG officer, leads this small but quickly growing boutique practice. We want members on our team who are fierce, strong, and compassionate as well as ethical, professional, and trustworthy. You must be committed to excellence, helping others, and want to be a part of something extraordinary. This position is ideal for someone looking for long-term potential and not just a stepping stone. While we are still small, the potential for your growth is huge.

You help the firm achieve its goals, and it will help you achieve yours. You want to be a happy paralegal? You want money? You want to earn the respect of your peers? You want work life balance to be with your kids? Our firm wants those things for its team members, too. But you must put in the investment to see the reward.

You will be investing yourself to grow a firm and create a culture that will break the mold and change people's lives. You believe: "good enough" sucks; push harder and achieve more.

You must understand and embody our Core Principles. We want referrals from clients who become raving fans, not repeat business from miserable ones. We want to deliver an experience that is above and beyond the norm. We want you to be so awesome that you have a cult of raving fan clients.

If you believe that this is the "home" you're looking for – a place where excellence is rewarded, where you can be significant, and where you love coming to work everyday – then please apply. If you're mediocre, please don't waste our time. Life is short.

If this ad was too vague or boring for you, then below is a more detailed list of qualifications.

Keep in mind that even though we've specifically asked only excellent people to apply, not-so-excellent people will inevitably still apply. So, we've devised a series of tests to weed those people out. If you are as serious about this position as we are, then you'll follow it through to the end. If not, then let's all be glad we figured that out now rather than later.

## **Requirements/Qualifications**

- Excellent communication skills, confidence
- Integrity and professionalism
- Must be present in-office for at least part of the week for client meetings and signing appointments
- College degree and/or paralegal degree from accredited school, or extensive experience as a paralegal, legal assistant or legal secretary
- Mastery of Windows 10/11, MS Word, Excel, Adobe Acrobat. Tech native, can troubleshoot minor computer issues without help.
- Knowledge of and experience in the probate process
- Organized and detail-oriented
- Able to manage calendar and deadlines
- Able to communicate calmly and clearly with stressed clients
- Excellent drafting and writing skills
- Common sense
- Self-starter, resourceful, compassionate, responsive, adaptable, excels at most things
- Pass background check
- Must be a Wisconsin notary public or able to become one soon after starting the position
- Desire to help others and create something significant

## **Duties**

- Billing for your time – there are minimum billable hour requirements every week
- General paralegal duties, including supporting attorney and other members of the team as needed
- Drafting standardized probate forms as well as briefs and pleadings
- Drafting client documents like wills, trusts, powers of attorney using an online state-of-the-art drafting system and in-house drafting forms
- Review of drafted documents and making custom revisions to insure they meet client needs and high standards and specifications of the firm and the attorneys
- Meeting with clients in-person and via video or phone to gather information and guide them through their issues
- Reporting to clients on the status of their cases
- E-filing with courts and deed recording online
- Negotiating estate claim reductions with banks and medical billing entities
- Maintaining calendar, deadlines, and reminders for all probate cases
- Maintaining files, opening files, closing files, copying, scanning, etc. according to established procedures
- Communicating professionally verbally and in writing with clients, attorneys, judges, our team and everyone else

- Litigation and mediation preparation
  - Bates stamping exhibits
  - Trial notebooks
  - Witness preparation
  - Client preparation
  - Attending hearings and assisting as needed
- Organize financial information, prepare estate inventories
- Prepare probate accounting, balancing to the penny
- Preparing long and complicated Medicaid applications with precision and alacrity
- Attention to court and internal deadlines

### **Compensation**

Full-time position but part-time negotiable

Depends on experience and hours (range \$40,000-60,000 start)

Bonus opportunities monthly

PTO and holidays

401(k)

Medical, dental, vision available

Recognized work-life balance

So are you ready to apply for your dream job? Are you willing to roll up your sleeves and enjoy assisting in the practice of law? If so, please contact us by following the instructions below. (Hint: these instructions are a test to weed out the unqualified.)

### **HOW DO I APPLY?**

Please note that your ability and willingness to follow these instructions explicitly will play a big role in whether you will be considered for this position. Do not use the reply option on this ad. Email the following documents to the email address [jobapplicants@friendly.law](mailto:jobapplicants@friendly.law), in PDF format only, with "[insert your full name, spelled backwards] is your Paralegal" in the subject line:

1. Your résumé.
2. Cover letter in 12 pt. Georgia font, containing the following in bullet-point format:
  - Normal letter format addressed to Atty. Dan Krause at the firm's Oregon, WI address below.
  - How can you deliver value to a client going through probate of their loved one?
  - How can you deliver value to an elderly client unsure about their future?
  - What are you looking for in this position, financially, professionally, and personally?
  - What you liked and did not like about this ad. (You can be honest; we will not hold it against you.)
  - Name of one great movie you have seen or book you have read in the last twelve months, and why you liked it so much.

Thank you for taking time to consider joining our team!



KRAUSE ESTATE PLANNING  
& Elder Law Center

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