

**LAW OFFICE**  
**RUTHANN P. LACEY, P.C.**

*Concentrating in Elder and Special Needs Law*

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**3541-E Habersham at Northlake**  
**Tucker, Georgia 30084**

**Telephone: (770) 939-4616 • Facsimile: (770) 939-1758**  
**www.elderlaw-lacey.com**

Job Description: Paralegal

Client matters, including:

1. Draft legal documents for review by attorney, including power of attorney, last will and testament, deed, trust, and other documents
2. Draft petitions for probate and estate administration, notices, and letters to clients; file petition with the court; follow-up with client and courts; assist client in properly acting as executor or administrator
3. Draft petitions for guardianship and conservatorship; file petition with the court; follow-up with client and courts; assist attorney in preparing for hearing; assist with client with ongoing responsibilities
4. Print drafts and original documents and mail or e-mail to client
5. Initiate follow-up calls with clients regarding draft documents
6. Schedule and conduct signing appointments; scan documents
7. Responsible for client matters as assigned by attorney, including communication (according to firm standard), drafting documents or petitions, meeting deadlines
8. Communicate with clients and other professionals regarding client matters
9. Other responsibilities as assigned by the attorneys

Paralegal duties, including:

1. Answer telephone when primary responder is not available
2. Schedule client appointments; draft confirmation letters
3. Market the firm to prospective clients
4. Greet clients and other visitors
5. Maintain current client and contact information in internal records
6. Develop office forms and procedures as necessary; recommend improvements in systems, procedures, client service, etc.
7. Participate actively in team meetings
8. Open and close office as necessary
9. General office and legal duties as assigned and needed; support and assistance to other team members

Job Skill Requirements:

1. Team player aspiring to live “above the line”
2. Software: Expertise in Windows, Word Perfect, Amicus, Hot Docs, Adobe Acrobat, Excel, Power Point
3. Expertise in use of the internet

4. Comfortable working with older people and those with disabilities
5. Comfortable taking and making phone calls
6. Problem solver; Independent thinker; Takes initiative
7. Flexible; Multi-tasker
8. Exceptional client skills

Other:

1. Professional appearance and demeanor
2. Thorough knowledge of the firm, its operations, its clients, its philosophy
3. Loyal to the firm and its success
4. Uses common sense and independent judgment
5. Quick learner; Good sense of humor; Optimistic
6. Some light travel required; must have drivers license and vehicle
7. Available for occasional office lunches
8. Available for occasional evening or weekend time at educational, team building, or speaking events

**SUMMARY:** Responsible for drafting legal documents for client signature; trust, probate, and other client matters as assigned; communication; client service; marketing; and seeking to achieve the firm's Vision and Mission.

