

**McCarthy Law, LLC**  
19 1st Avenue, East Greenwich, RI  
401-541-5540

McCarthy Law is an established, small, but rapidly growing firm located in downtown East Greenwich, dedicated to providing comprehensive legal services to our clients in matters related to estate planning, elder care law, probate, guardianship, and residential real estate transactions. Our team is committed to delivering personalized attention and tailored solutions to meet the unique needs of each client. We are a female-founded firm and are known in the area for our welcoming environment and compassionate approach.

We are seeking an experienced Estate Planning and Elder Law Paralegal to join our dynamic team. The ideal candidate will have a strong background in Estate Planning and Elder Law, with the ability to manage a diverse caseload and provide exceptional support to our attorneys and clients.

Responsibilities:

- Collaborate with attorneys to assist clients in developing comprehensive estate plans, including wills, trusts, powers of attorney, and advance directives
- Prepare and draft legal documents, including trust agreements, estate administration documents, and guardianship petitions with strong organization, planning, prioritization, and time management skills
- Conduct legal research on complex estate planning and elder law issues
- Stay current on relevant laws, regulations, and court decisions pertaining to estate planning and elder law
- Communicate with clients as needed to address questions, concerns, and updates regarding their cases
- Assist in the administration of trusts and estates, including asset transfers and beneficiary distributions.
- Communicate effectively with a variety of contacts, including outside attorneys, senior management, and support staff with a high level of personal integrity and professional ethics
- Communicate with clients, financial institutions, and government agencies to facilitate the implementation of estate plans
- Manage and organize client files, ensuring all documents are accurate and up-to-date.
- Cultivate and maintain relationships with clients, referral sources, and community organizations
- Utilize Software for Estate Planning including Wealth Counsel (including former ElderCounsel Suite) and Adapt
- Track and manage billable hours and ensure all aspects of client and case management are properly met
- Networking, professional development, and business development on a quarterly basis

Requirements:

- Bachelor's degree and/or paralegal certificate from an accredited institution
- Minimum of 3 years experience working as an Estate Planning and Elder Law paralegal
- Strong understanding of Estate Planning principles, Probate procedures, Elder Law Rules and Regulations, and the Medicaid Application and Asset Protection Planning Process
- Proficiency in Microsoft Office Suite and legal case management software
- Desire to learn and grow, engage in personal development and contribute to firm growth
- Detail-oriented with strong organizational and time management skills
- Must be highly motivated and work well under pressure with minimal supervision
- Excellent communication, interpersonal, and client service skills
- Ability to work independently and as part of a collaborative team in a fast-paced environment
- Possess excellent problem-solving abilities
- Must be comfortable managing tasks and meeting deadlines with little supervision
- Lead with empathy and compassion, while maintaining professionalism

Benefits:

- Competitive salary commensurate with experience
- Bonus incentives based on performance and business development contributions
- Comprehensive benefits package including health insurance, life insurance, 401k with Safe Harbor match, and paid time off
- Opportunities for professional development and growth within the firm
- Supportive work environment with a collaborative team culture

The position is in-person at our East Greenwich, Rhode Island office. The hours are approximately 9:00AM-4:30PM Monday through Friday.

We offer a friendly work environment with a respect for work-life balance. In return, we expect our employees to be professional, hard-working, and kind individuals who take ownership of their role and their contribution to the overall success of the team and the firm.