

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 a highly organized and detail-oriented Legal Assistant to support our attorneys in providing exceptional service to our clients. This role is ideal for someone passionate about helping families and seniors secure their futures.

Responsibilities:

- Assist attorneys in drafting, preparing, and reviewing legal documents, including wills, trusts, powers of attorney, and healthcare directives
- Manage client files and ensure all relevant documents and correspondence are accurately filed and maintained
- Schedule and confirm appointments, court dates, and meetings for attorneys
- Communicate with clients, court personnel, and other attorneys' and business partners' offices to coordinate efforts and exchange information
- Perform legal research under the direction of attorneys and prepare memos or reports on findings
- Handle routine correspondence and phone calls related to cases
- Assist in preparing for hearings and client meetings, including organizing exhibits and assisting with other logistical details
- Maintain a confidential and professional environment, ensuring all client information is protected according to compliance standards
- Other duties as assigned

Requirements:

- Associate's or bachelor's degree in legal studies, paralegal studies, or a related field. A paralegal certificate is highly advantageous
- Previous experience in a legal setting, preferably within estate planning or elder law
- Knowledge of legal terminology and practices specific to estate planning and elder law
- Proficiency in Microsoft Office Suite and ability to learn new software quickly
- 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
- Ability to handle sensitive information with integrity and confidentiality
- Lead with empathy and compassion, while maintaining professionalism

Benefits:

- Competitive pay commensurate with experience
- Comprehensive benefits package including health insurance, life insurance, 401k with Safe Harbor match, and paid time off
- Opportunities for professional development
- 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.