

October 16, 2018

SUPPORT STAFF

Elder Law Paralegal

The law firm of Johnston, Allison & Hord is seeking an experienced paralegal to support the Trusts & Estates Group Elder Law Practice with estate planning, special needs planning, long term care planning, asset protection planning, Medicaid and other public benefits applications, estate administration, and guardianships and related special proceedings. Some responsibilities include:

- Prepare required documents in connection with long term care and asset protection planning, including promissory notes, annuity applications, affidavits, and deeds.
- Manage Medicaid and Special Assistance benefits application process from beginning to end.
- Assist attorney with preparation of pleadings and hearing binders for guardianships and conservatorships and related court proceedings.
- Assist attorney with drafting wills, trusts, financial powers of attorney, healthcare advance directives, and other ancillary planning documents.
- Collect, analyze and organize clients' financial records, including tax returns, insurance policies, prior estate planning documents, and various financial statements.
- Manage from beginning to end asset alignment process in connection with estate, long term care, and special needs planning.
- Prepare probate and administration documents for formal and informal proceedings.
- Prepare required documents in connection with the distribution of general and specific bequests, interim and residuary distributions and funding of testamentary trusts.
- Special projects and duties, as assigned.
- Specific functions may change from time to time.

This position requires excellent organizational skills to maintain a high volume of documents, excellent attention to detail, strong communication skills, accurate typing and proofreading skills, and the ability to handle several projects at one time and meet multiple deadlines in a fast-paced environment.

The qualified candidate must be technology savvy with a strong knowledge in working with Microsoft Office (Word, Outlook, PowerPoint and Excel) and have experience using a legal time and billing system.

College degree and/or paralegal certificate is preferred and Notary is required.

We offer an excellent salary and benefits package.

Please send resume to careers@jahlaw.com

Corporate/Commercial Real Estate Paralegal

The law firm of Johnston, Allison & Hord is seeking an experienced Corporate/Commercial Real Estate Paralegal to support both the Corporate and Commercial Real Estate departments.

Responsibilities to include:

- Create organizational documents, including Articles of Incorporation, Bylaws, Articles of Organization, Operating Agreements and stock certificates
- Draft Resolutions for various corporate actions
- Prepare and file dissolution documents for all entity types
- Receive and disburse Trust Account funds
- Preparing and tracking closing checklists and transactional documentation from letter of intent through completion of closing binders
- Participating in and attending closings and the disbursement of closing funds
- Obtaining Registry of Deeds documentation
- Assisting with various lease documents
- Reviewing due diligence materials
- All other aspects of commercial real estate closings

Some experience with nonprofit/tax exempt organizations is preferred but not required.

This position requires excellent organizational skills to maintain a high volume of documents, excellent attention to detail, strong communication skills, accurate typing and proofreading skills, and the ability to handle several projects at one time and meet multiple deadlines in a fast-paced environment.

The qualified candidate must be technology savvy with a strong knowledge in working with Microsoft Office (Advanced Word, Outlook, PowerPoint and Excel). Comprehensive knowledge of filing procedures with the North Carolina and South Carolina Secretary of State's office is a must. A working knowledge of commercial real estate transactions is a plus.

A paralegal certificate and Notary is required.

We offer an excellent salary and benefits package.

Please send resume to careers@jahlaw.com

Paralegals and staff provide support to the Firm's legal activities, while also addressing key non-legal business operations. We appreciate your interest in **Johnston Allison Hord**, an equal opportunity employer.

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