



Legal Assistant Job Description

Program: Guardianship

Reports to: Legal Manager/Attorney

Job Location: Rutherford Office

Position Status: Full-time Part-time

FLSA Classification: Exempt Non-exempt

Salary Range:

Assist Program Director and Attorney(s) with legal work to include estate management for clients receiving guardianship services.

Essential Responsibilities:

- Assist Attorneys in filing legal documents with the Court
- Maintain all electronic legal/client estate files
- Enter pleading due dates in Outlook calendar
- Track all pleadings pending with Probate Courts and maintain follow-up system for court orders
- Draft correspondence and basic court pleadings
- Notarize signatures on pleadings as needed
- Use Timeslips to track time, copies, and postage for all guardianship clients
- Print invoices for attorney's fees from TimeSolv and draft attorney fee applications for court filing
- Forward approved attorney's fee court orders for processing
- Prepare backup documentation for guardianship annual/final accountings
- Attend Court hearings in Travis County and Williamson County as needed
- Travel to Travis County Probate Court weekly
- Research Guardianship and Trust cases using Texas Estates Code and Guardianship Manual
- Collaborate with and prepare information packets for Attorneys
- Perform special projects as assigned

Competencies:

- Ability to learn and demonstrate knowledge of the Texas Court system
- Knowledge of client billing systems (Timeslips)
- Ability to develop productive relationships with clients, coworkers, and volunteers
- Ability to interact in a positive and professional manner in person, on the phone, and in correspondence
- Ability to articulate clearly in both verbal and written communications
- Ability to keep accurate and organized records
- Ability to make constructive use of professional supervision

Education and Experience:

- Bachelor's degree; or, equivalent combination of education and experience
- 2-5 years' legal assistant/paralegal experience for an attorney or law firm
- Experience drafting basic court pleadings
- Notary Public for the State of Texas, or, ability to obtain within 90 days' of hire

- Knowledge of government benefit programs including Medicare, Medicaid, Social Security, Veterans Administration, and the Representative Payee program preferred
- Strong organizational skills, with the ability to respond to deadlines in a timely manner
- Ability to produce quality work, adhere to contract requirements and work independently with minimum supervision.
- Proficient in Microsoft Office software applications, e-filing, and Timeslips
- Must have reliable transportation, valid Texas Driver's License, and unexpired auto insurance
- Ability to pass multi-state criminal background and motor vehicle driving record checks

Work Environment:

- Ability to work in an office setting while using a computer and telephone for a significant period of time
- Ability to occasionally travel to the Travis County and Williamson County Courthouses
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 20 lbs.

Acknowledgement and Review:

By signing this job description, I acknowledge that I meet the qualifications, and am able to perform all job functions, duties, and responsibilities. I further understand that I am responsible for promptly and effectively communicating in writing to the Company any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this Job Description. I further understand that Family Eldercare reserves the right to modify any Company policies, procedures, and processes based on organizational needs.

Print Employee Name:

Employee Signature:

Date: