

Title: Paralegal

Location: Leawood, KS

Job Description: **JOB SUMMARY**

The **Paralegal** provides administrative and substantive legal support to the attorneys of Creative Planning's legal department.

JOB DUTIES

- Prepares mailings to clients of documents to be signed
- Schedules and confirms client meetings for attorneys
- Reviews and processes incoming signed documents from clients
- Prepares and records deeds
- Creates estate plan diagrams for attorneys
- Prepares attorney and transmittal correspondence
- All other duties as assigned

REQUIRED EXPERIENCE / QUALIFICATIONS

- Bachelor's degree
- Efficient, detail-oriented and accurate

PREFERRED EXPERIENCE / QUALIFICATIONS

- 1+ years of administrative support or paralegal experience

TECHNICAL SKILLS

- Proficient in Microsoft Office