

Title: Trust & Estate Administration Attorney

Location: Leawood, Kansas

Job Description: **JOB SUMMARY**

The **Attorney** works directly with clients to administer trusts and estates.

**JOB DUTIES**

- Serves as the primary point of contact for trust and estate administration clients
- Takes primary responsibility for completion of trust and estate administration cases
- Displays a positive attitude and willingness to adapt in a rapidly changing environment
- All other duties as assigned

**MANDATORY EXPERIENCE / QUALIFICATIONS**

- Juris Doctorate
- Licensed and in good standing with the bar of one state
- 5 years of trust and estate administration planning
- Ability to draft and review administration documents with a great degree of accuracy
- Ability to complete administration cases in a timely manner while providing an excellent client experience

**PREFERRED EXPERIENCE / QUALIFICATIONS**

- LL.M. in tax or estate planning
- Licensed and in good standing with the bars of more than one state

**TECHNICAL SKILLS**

- Proficiency in Microsoft Office preferred