CREATIVE PLANNING

Title: Administrative Paralegal

Location: Overland Park, Kansas

Job Description: **JOB SUMMARY**

The **Paralegal**'s primary responsibility is to take on as much work from the attorney as possible, with a focus on accuracy and efficiency. The **Administrative Paralegal** provides administrative and substantive legal support to the estate planning attorneys and estate planning paralegals of Creative Planning's legal department.

We do not accept resume submissions from third-party recruiters or staffing agencies. Please contact our recruiting team directly

JOB DUTIES

- Prepares mailings to clients of documents to be signed
- Reviews and processes incoming signed documents from clients
- Records deeds
- 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