



Title: Estate & Trust Administration Attorney

Location: Overland Park, KS

Job Description: **JOB SUMMARY**

The Trust & Estate Administration Attorney's primary job responsibility is to work directly with clients to administer trusts and estates and maintain an ongoing dialogue with families, keeping them informed throughout the process.

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

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

REQUIRED 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 bars of more than one state

TECHNICAL SKILLS:

- Proficiency in Microsoft Office preferred