

**Lead Paralegal for a Rapidly Growing Law Firm Serving Farmers, Landowners, and Small Business Owners**

We are a “think outside the box”, Woman and Black-owned law firm seeking a highly-motivated, organized, and personable candidate to serve as our firm’s first in-house paralegal. Our firm prioritizes compassionate customer service and a spirit of excellence as we help our clients prepare wills and trusts, settle the estates of loved ones who have died, manage inherited land (heirs’ property), develop a firm foundation for their small businesses, and protect family-owned farms. Variety is the spice of life, and you will definitely experience that in this position. One day you may be in the office drafting a probate petition. The next day you may be on a farm meeting with a multi-generation family to plan out the future of the farm. Another day you may be presenting at a community event on the importance of creating an estate plan to prevent heirs property.

We are a rapidly growing law firm, and we seek a candidate with a drive to help us build. The ideal candidate is systems-minded with a natural ability to think outside the box. Our firm prides itself on delivering an excellent work product for our clients while also maintaining a pleasant, collaborative environment amongst office staff. This position is ideal for someone who loves to help others thrive and enjoys creating solutions for day-to-day challenges.

This position offers a flexible schedule with the opportunity to work remotely. Some travel within the state of Georgia will be required for this position.

**Duties and Responsibilities**

- Support attorneys and other team members with occasional administrative and office needs
- Conduct intake for potential clients
- Interview and gather information from clients and other parties related to a case
- Order, review, and analyze title abstracts
- Notarize and/or witness documents for client document signings
- Manage and direct cases from start to finish
- Build out and refine systems and processes for efficient case management
- Draft transactional and litigation legal documents
  - Real Estate: Deeds, Assignments, Leases, Mortgages, Notes, Litigation (Quiet Title, Partition) Pleadings
  - Business: Operating Agreements, Articles of Incorporation, Contracts, Agreements
  - Probate: Pleadings, Inventories, Annual Returns
  - Estate and Succession Planning: Draft estate plans and business succession plans
- File pleadings in court via e-file and in person
- Record deeds and other real estate documents
- Assist clients with executing estate plans
- Submit client related documents for recording on GSCCCA, PeachCourt, efileGA
- Attend and present at workshops and community events
- Conduct family tree research and present information in a format useful for the clients and for legal matters

- Search public records databases for identifying heirs and property co-owners
- Facilitate family meetings
- Assist with preparing title assessments for heirs property owners
- Assist with drafting and negotiating family agreements

### **Requirements**

- Warm and welcoming personality
- Has a heart for the Macon/Middle, GA community and its people
- Notary public or willing to become one immediately upon hire
- Reliable transportation
- Tech savvy and able to learn new technology programs quickly
- Commitment to protecting client information and maintaining confidentiality
- High degree of honesty and integrity
- Proficient in using Microsoft Office Suite
- Strong writing and communication skills
- Naturally organized and able to maintain systems for others
- Have a “can do” mindset
- Passion for family history and genealogy
- Committed to the firm’s mission of promoting racial equity and increasing the capacity of Black families to build and transfer wealth

### **Critical Skills**

- Strong written and verbal communication skills
- Ability to conduct various forms of historical, public records, legal and genealogical research
- Keen attention to detail
- Ability to maintain positive interpersonal relationships
- Listening
- Ability to process complex information and present it to others verbally and in writing in layman’s terms

**Benefits:** We are building an environment that makes our staff excited to come to work, and you will be a part of that process. We offer competitive pay and opportunities to work remotely on occasion. We are a growing law firm and will offer opportunities for you to grow with us. Additional benefits will be made available in the near future.

**Compensation:** Salary will be competitive and based on the level and quality of the candidate’s experience.

**Interested candidates should send a cover letter, resume, and list of references to [info@mcclendonlawoffice.com](mailto:info@mcclendonlawoffice.com) for immediate consideration. In your cover letter, please tell us why you would be a great fit for this firm and describe one of your “super powers.” Please do not call for information.**

*McClendon Law and Consulting, LLC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*

*This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. McClendon Law and Consulting, LLC makes hiring decisions based solely on qualifications, merit, and business needs at the time.*