

Probate & Estate Planning Paralegal

Lavender Greenberg | Coral Gables, FL (Mostly Remote)

Coral Gables probate and estate planning law firm seeks an experienced probate paralegal with additional background in estate planning. This is a mostly remote position with flexible hours. The ideal candidate is professional, detail-oriented, and organized, with strong communication skills to serve as a primary point of contact for clients regarding sensitive matters. Compassion, accuracy, and self-motivation are essential in this role.

Key Responsibilities

- Assist attorneys with the management of probate files.
- Draft probate pleadings, accountings, inventories, notices, and other related court-required filings.
- E-file pleadings and submit proposed orders.
- Review hourly probate matter bills and finalize them for management review.
- Use automation software (e.g., Westlaw FormBuilder) to generate probate forms.
- Support attorneys with estate planning matters, including drafting deeds, property appraiser correspondence, incapacity documents, and preparing estate planning documents for execution and overseeing client signings.

Position Details

- Mostly remote with weekly or biweekly in-person client meetings/signings in Coral Gables.
- Flexible schedule, 30–40 hours per week depending on candidate.
- Quiet, secure home office setup with reliable internet required.

Qualifications

- Associate's degree required.
- Minimum 2 years of probate paralegal experience; estate planning experience strongly preferred.
- Bilingual (English/Spanish) preferred.
- Excellent written and verbal communication skills.
- Strong organizational skills; able to manage multiple deadlines across multiple cases.
- Professional demeanor and discretion with confidential information.

Hours, Pay & Benefits

- Compensation: Starting at \$25/hour, commensurate with experience.
- Schedule: Flexible 30–40 hours per week.

- Holidays: At least 12 paid holidays annually, plus firm closure Christmas–New Year's.
- Paid Time Off: After 2 months, accrual of 2 weeks PTO annually, plus 1 week sick time.
- Retirement: 401(k) with up to 4% employer match.
- Work Environment: Primarily remote with occasional in-person estate planning signing meetings in Coral Gables (generally no more than once per week, with advance notice).

How to Apply

Please email **info@lglawmiami.com** with the subject line:
"[Your Name] is a great candidate for Lavender Greenberg."

In your email, include:

1. Explain your prior experience in estate planning and probate law.
2. The type of estate planning, probate and practice management software you are familiar with.
3. Tell us three qualities that describe you.