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## **Become a part of the Walsh experience.**

Walsh LLP consistently puts our clients and colleagues at the forefront of our considerations in all that we do. With unwavering passion and determination, we have cultivated a culture-first attitude that values support, collaboration, and inclusivity.

Our diverse approach provides us with a unique opportunity to fuse tradition with a modern mindset that yields people-centred solutions. Walsh LLP creates and embraces dedicated partnerships with our clients that ensure expectations are exceeded and results are unparalleled. This commitment has proudly made us an integral part of Alberta's legal community for over 60 years.

## **We are looking for a Legal Assistant in our Wills & Estates Department to join our team of passionate and dedicated people.**

- Are you looking to be part of a dynamic, people-first community?
- Do you thrive in an environment where your hard work drives your team forward?
- Do you have a passion for learning?

## **How will you contribute to the team?**

Walsh LLP isn't just a law firm. It is a group of like-minded, passionate professionals dedicated to people, solutions, and connecting the two with each other. We rely on our Legal Assistants to provide high-quality client service while offering a unique approach to the law.

As a Legal Assistant in our Wills & Estates Department, you will have the opportunity to work on a range of files in diverse areas, including Wills, Enduring Powers of Attorney, Personal Directives, Trusts, and applications for Grants of Probate. You will also be responsible for contributing to Walsh's dynamic culture and helping others as needed to support our team environment.

### **Details we are looking for include:**

- Drafting of Wills, Enduring Powers of Attorney, and Personal Directives.
- Drafting Estate Administration documents including application for probate, etc.
- Assist with trustee and guardianship files under the Adult Guardianship and Trusteeship Act.
- Manage incoming inquiries from current and prospective clients, preparing engagement letters and processing conflict searches as required.
- Complete accounting related tasks such as preparation of invoices, verifying accounts, handling credit card payments, trust transactions, retainers and cash receipts.
- Prepare and register estate transmission and transfer documents with land titles office.
- Coordinate a diary system of upcoming diarization dates.
- Prepare expenses for reimbursement for the assigned lawyers.
- Record and bill out both the lawyer and own time as required.
- Maintain a file management system.
- Other duties as required.

### **Qualifications:**

- 3 to 5 years of experience in Wills & Estate Planning is required.
- You have a Post-secondary education from a recognized Legal Assistant program.
- You exhibit attention to detail and are committed to producing accurate, high-quality work.
- You have experience with the surrogate rules and preparing applications including Grants of Probate and administration.
- You are organized and able to prioritize your work with a proven ability to exercise a high initiative while projecting a tactful and diplomatic approach at all times.

- You can handle confidential information in an ethical and professional manner.
- You have the ability to work independently as well as within a team environment.

**Walsh is a special place to work - and that's all down to the people who make it their home.**

If you're interested in joining our team, please submit your cover letter and resume to [careers@walshlaw.ca](mailto:careers@walshlaw.ca).