

United States Jobs Expertini®

Paralegal - Estate Planning/Probate/Medicaid/Guardianship - State of Florida - 1099

/ Fully Remote

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Company: Alliance Virtual Solutions

Location: Pompano Beach

Category: other-general

This is a remote position. This position is a virtual, contract 1099 position that is open to Paralegals in the United States only. Please do not apply if you are not living in the United States - your resume will not be considered. The ideal candidate will have experience in the areas of 1) Estate Planning & Probate; 2) Guardianship; 3) Medicaid / Medicaid Asset Protection / Special Needs; and 4) Elder Law. Candidates must have experience with Florida State Law and Procedure. Florida resident preferred but not required if proof of Florida-based experience can be shown. Must reside in the Eastern (EST) Time Zone. Candidates should be proficient in the drafting, collection and organization of documents, forms and information from various cases at the firm, meeting with and assisting clients via phone, Zoom or Google Meet, obtaining necessary records & reports, drafting pleadings and discovery, calendaring deadlines on a firm calendar, etc. Candidates should feel comfortable relaying messages between various groups and keeping all documents important to the cases organized in an online database. The perfect candidates are proactive, detailed-oriented, team players with the ability to work well independently and maintain a high level of attention to all details and timeliness of deadlines. Must send a cover letter, resume and references to be considered. Hours and Compensation - Hours: Up to 10 hours per week with a potential for more hours in the future. - Compensation: Compensation is \$30 per hour. Payroll is bi-monthly and this is a 1099 contract position. Responsibilities - Draft Estate Planning & Probate, Guardianship, Medicaid / Medicaid Asset Protection / Special Needs and Elder Law documents, obtain documents and records from

clients and state and local agencies, be familiar with all aspects of law and procedures in the above listed areas in the State of Florida - Review and edit legal documents pertaining to Estate Planning & Probate, Guardianship, Medicaid / Medicaid Asset Protection / Special Needs and ElderLaw in the State of Florida - E-Filing, propounding and answering discovery - Calendaring deadlines, scheduling of hearings, depositions, etc. - Meeting with clients via phone or zoom when necessary - Create and maintain electronic case files - Facilitate the meeting of attorney deadlines by keeping organized schedules and providing timely reminders - Conduct legal research - Communication with clients, attorneys, opposing counsels, judicial offices, etc. Software - The firm uses Leap / WealthCounsel / ElderCounsel - Experience with these programs is preferred. - Candidate must have their own Microsoft office and Adobe programs

Qualifications - Experience as a legal assistant or paralegal in the above listed areas for 5+ years - Status must be a full-time freelancer; must not have prior commitments as a W2 employee - Daytime availability, Monday - Friday in the time zone that the client operates - Bachelor's degree or Paralegal certificate - 8 GB or more RAM, with strong preference for 16 GB; SSD preferred, especially if RAM is on the lower end preferred - Windows 10 Pro or 11 Pro preferred

Requirements - Experience as a legal assistant or paralegal in the above listed areas for 5+ years - Status must be a full-time freelancer; must not have prior commitments as a W2 employee - Daytime availability, Monday - Friday in the time zone the client operates - Bachelor's degree or Paralegal certificate - 8 GB or more RAM, with strong preference for 16 GB; SSD preferred, especially if RAM is on the lower end preferred - Windows 10 Pro or 11 Pro preferred - Ability to draft, review and edit Estate Planning & Probate, Guardianship, Medicaid / Medicaid Asset Protection / Special Needs and Elder Law documents, obtain documents and records from clients and state and local agencies, be familiar with all aspects of laws and procedures of the above areas of law in the State of Florida - Ability to calendar deadlines, schedule hearings, depositions, etc. - Ability to meet with clients via phone or zoom when necessary - Ability to e-file, propound and answer discovery - Ability to create and maintain electronic case files - Ability to facilitate the meeting of attorney deadlines by keeping organized schedules and providing timely reminders - Ability to conduct legal research - Ability to communicate with clients, attorneys, opposing counsels, judicial offices, etc.

Benefits - \$30 Per Hour - Freelance, Contract Status - Make your own hours as long as you have daytime availability Monday - Friday in the time zone that the client operates - Work from home - Work with a great company - Join a modern, paralegal agency that promotes freelance,

work from home opportunities

Bachelor's degree or Paralegal certificate

5+ years

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