



Title: Administrative Paralegal

Location: Burlingame, California

Job Description: **JOB SUMMARY**

The **Administrative Paralegal** provides administrative and substantive legal support to the Estate Planning Attorneys and Estate Planning Paralegals of Creative Planning's legal department.

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

JOB DUTIES

- Prepares mailings to clients of documents to be signed
- Coordinate in-office execution of documents with clients
- Reviews and processes incoming signed documents from clients
- Records deeds
- Prepares attorney and transmittal correspondence
- All other duties as assigned

REQUIRED EXPERIENCE / QUALIFICATIONS

- Bachelor's degree
- California notary (or willing to become one)
- Efficient, detail-oriented, and accurate

PREFERRED EXPERIENCE / QUALIFICATIONS

- 1+ years of administrative support or paralegal experience

TECHNICAL SKILLS

- Proficient in MS Office