

## PARALEGAL POSITION

Sloan, Eisenbarth, Glassman, McEntire & Jarboe, LLC has a full-time opportunity for paralegal to join our team in our Topeka, Kansas location. This position will focus heavily on assisting attorneys in the areas of estate planning and probate, business law and real estate transactions.

Requirements and Preferences:

- A college degree in Legal Studies or a similar area is preferred; however, a candidate with a Legal Studies certificate or experience in the relevant practice areas will be considered.
- Basic knowledge of estate planning principles and the probate process is strongly preferred.
- Three (3) years' experience or more as a paralegal in a law office is preferred.
- Strong work ethic, and excellent analytical and observation skills with attention to detail.
- Excellent time management and organizational skills with the ability to prioritize and handle multiple competing matters for multiple attorneys.
- Excellent written, oral and interpersonal communication skills.
- Strong word processing and computer skills, including proficiency with Word, Excel, Juris and Clio.

Resumes will be accepted through Thursday, January 17, 2019. At Sloan, we value our employees and strive for a family-like atmosphere. We offer competitive compensation commensurate with level of experience, and benefits including health, dental, vision, and life insurance, 401k, profit sharing, paid vacation and sick leave.

Please send resume to [bjacques@sloanlawfirm.com](mailto:bjacques@sloanlawfirm.com) if you are interested.