



POSITION DESCRIPTION

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ATTORNEY – TRUSTS & ESTATES PRACTICE GROUP

POSITION DESCRIPTION SUMMARY

The Attorney will be an integral part of a growing legal team that provides general trust/estate services to both new and existing clients of the firm. The Attorney will work closely with an experienced practitioner as well as other attorneys in the firm. The Attorney must be productive and motivated to run a successful practice involving these disciplines as well as others which may arise from time to time. The Attorney must be an effective client relationship manager and possess strong communication skills.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Review and Draft a variety of documents, including wills, trusts, and other estate planning documents, such as estate and trust management, personal asset management, special needs trusts, etc.
- Effectively manage and grow relationships with existing clients, as well as successfully execute strategic initiatives to secure new clients
- Take a lead role in meeting with and advising clients on significant legal matters
- Travel between the firm's locations to work with the firm's other attorneys to effectively grow and manage clients from these locations

QUALIFICATIONS SUMMARY

- Eligible to become licensed to practice law in the State of Maine
- High degree of accuracy and thoroughness in work product
- Excellent interpersonal skills
- Familiarity with and commitment to Maine
- Ability to work independently and develop existing and new client relationships
- Sound reasoning skills
- A good team player and ability to work well with employees at all levels
- Highly organized and able to manage multiple priorities and tight deadlines
- Ability to use technology effectively in the practice of law
- Strong written and oral communication skills and ability to work in a dynamic, fast-paced team environment with other disciplines
- Flexible and adaptable - unafraid of ambiguity or a challenge

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves driving, walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry up boxes containing exhibits and other legal documents up to 20 pounds.

The noise level in the work environment is usually moderately quiet.

Interested Applicants Should Send a Resume and Letter of Interest to:

Veronica Lachapelle
Chief Operating Officer
80 Exchange Street
Bangor, ME 04401