

Job Title: Associate Attorney - Estate and Trust Administration

Company Overview: Baker Law, Ltd., located in Perrysburg, Ohio, is a distinguished law firm with a multi-state practice specializing in advanced estate and tax planning and estate and trust administration. For more information, please visit bakerlawtld.com.

Position Overview: We are seeking a motivated and detail-oriented Associate Attorney to join our team with a focus on the administration of taxable estates. This position is available on a full-time or part-time basis. Full-time candidates may also provide estate planning support, depending on their experience and qualifications.

Main Responsibilities:

- Manage the administration of probate estates and trusts, including preparation and filing of estate tax returns (Form 706) and related documents.
- Advise clients on tax-efficient strategies for estate and trust administration.
- Conduct legal research and analysis on estate and trust laws, tax regulations, and related issues.
- Communicate effectively with clients, beneficiaries, and third parties involved in estate and trust matters.
- Collaborate with other attorneys, staff and outside professionals on complex estate planning and administration cases.
- Draft and review estate planning documents, including wills, trusts, powers of attorney, and advance directives.

Qualifications:

- Juris Doctor (J.D.) degree from an accredited law school.
- Admission to Ohio bar and in good standing.
- 3+ years of experience in estate and trust administration, and experience with taxable estates.
- Strong understanding of federal and state tax laws related to estates and trusts.
- Excellent analytical skills and attention to detail.
- Ability to manage multiple priorities and work independently.
- Exceptional written and verbal communication skills.

Preferred Qualifications:

- Experience with fiduciary income tax returns (Form 1041).
- Admission to Michigan or Florida bar
- Prior experience in a reputable law firm specializing in estates and trusts.

Compensation and Benefits:

- Competitive salary commensurate with experience and comparable to large Toledo metropolitan law firms.
- 401(k) plan with matching contributions.
- Payment of bar fees and continuing legal education (CLE).
- Salary adjusted to compensate for single health insurance coverage (health insurance not provided).

Application Process: Interested candidates should submit a resume and cover letter demonstrating their knowledge and experience in estate and trust administration, particularly with taxable estates. Please email your application to Chad Baker at chad.baker@bakerlawltd.com).