

Position: Paralegal

Requirements: Bachelors or Associate's Degree from an accredited college or university; Paralegal Certificate or Equivalent; 3+ years of law firm experience in estate planning, federal tax or transactional practice. This is an in-office position during normal business hours.

Tuthill & Hughes LLP is a dynamic and growing boutique law firm located in the Cherry Creek area of Denver, Colorado. We provide the highest level of estate planning, probate administration, tax and related legal advice to high net worth clients. Our firm seeks a collaborative and motivated individual with exquisite attention to detail to join our team. The ideal candidate will possess excellent written and oral communication skills, strong organizational skills and substantial experience with the practical application and drafting of wills, trusts and powers of attorney, as well as transactional legal instruments, e.g., business organization and dissolution documents, assignments, deeds, basic contracts. The candidate should have a basic knowledge of or willingness to learn financial and federal tax concepts e.g., principal and interest, compound interest, cost basis, basic trust accounting, rates of return.

Paralegal responsibilities include drafting of estate planning documents for review by supervising attorney, management of estate administration, including probate administration process, initial preparation of gift and estate tax returns, formation of business entities and direct client communication. This is an in-office position during normal business hours. Proof of COVID-19 vaccination required.

Salary range \$45,000 - \$65,000 based on years and type of experience. Annual bonus potential based on billable hour goal of 1200 hours. Benefits include free covered parking, generous paid time off, 10 paid holidays, 401(k) with 4% match, discretionary profit sharing, firm subsidized health insurance, short-term and long-term disability plan, family leave, life insurance, wellness plan.

Please email your resume to jodie@tuthillhughes.com