

Position Information	
Working Title:	Document Drafting Assistant
FLSA Status:	Non-Exempt
Provisional Period:	90 Days
Department:	Drafting
Assignment Category:	Staff
Office:	Fort Myers
Job Type:	Regular, Full-Time
Job Description Summary:	<p>The Document Drafting Assistant should be a high energy and enthusiastic individual who is comfortable multi-tasking. A pleasing personality toward clients and other professionals both on the telephone and in person will help you excel in this position. Job duties include, but are not limited to, assisting the attorneys in the composition and creation of estate planning and other legal documents (articles of incorporation, healthcare documents, etc.), meeting with clients to conduct signing ceremonies, contacting clients to arrange for draft approval, working in legal software (HotDocs based WealthDocx) to create and format legal documents. Experience in Microsoft Excel and Word are a must. Adaptability and flexibility will qualify you as an exceptional candidate. Attributes that will shine are alertness, curiosity, and responsiveness.</p>
Job Factors	
Minimum Education Preferred:	Bachelors Degree
Experience Level Preferred:	Three years of relevant legal document drafting, estate planning and/or law office experience is preferred.
Supervision Received:	The incumbent reports to the Strategic Planning Leader. After initial orientation, the incumbent will be given general direction from the Strategic Planning Leader, but is expected to perform duties and responsibilities independently.
Supervision Exercised:	This position is not responsible for supervising any staff positions.
Scope of Human Resources Impact:	Occasionally responsible for interviewing prospective candidates and providing input into the hiring process.
Level and Nature of Internal Contacts:	The incumbent has regular contact with all members of the team, including all levels of Attorneys and even outside vendors.
Level and Nature of External Contacts:	This position requires external contact with existing clients to discuss estate planning documents, drafts and details.