

## VACANCY

### Paralegal

#### Deceased Estates Practice Area

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A vacancy has become available for a Paralegal in the Deceased Estates practice area. The position will be reporting to the Arnold Shapiro. The candidate should meet the criteria listed below:

#### **QUALIFICATIONS & EXPERIENCE**

- Minimum 5-9 years' sound deceased estates secretarial and administration experience
- Relevant Secretarial / Office Administration certificate/diploma
- Excellent written and oral communication skills
- Strong computer literacy and experience in Microsoft Office products
- Excellent typing skills, speed and accuracy

#### **EXPERIENCE AND JOB RESPONSIBILITIES**

- Be able to independently attend to the administration of a Deceased Estate from start to finish (Reporting to the Master of the High Court) and drawing up of liquidation and distribution account, reconciling accounts
- Drafting of the Liquidation and Distribution Account
- Day to day administration of estates, liquidations and insolvent estates and attending to dictation.
- Applications to register death, transmission applications, property transfers, applications for substituted titles & other lands titles office documents
- Attend to and solve the queries on sheets from the master's office
- Advertising of estate late matters with the media houses as per S29 and 35 of Estate Duty Act45/1965
- Typing all correspondence, agreements and litigious documents and drafting of wills.
- Building and maintain relationships with clients and ensuring follow through of service
- Account management including and not limited to amendments, itemized billing, draft accounts, adjustments and final accounts
- Posting of fees, invoicing and collection of outstanding accounts

#### **PERSONAL ATTRIBUTES**

- Initiative: Being proactive in achieving goals and exceeding goals, going the extra mile.
- Results driven: Ability to work well under pressure without compromising work quality or standards. Ability to handle high volumes as well as meet deadlines with the view to adding value to the business by delivering the required results.
- Work Standards: Ability to produce consistent high-quality work. Maintain a high standard of service during the administration process without supervision.
- Able to work independently following appropriate instruction and to take responsibility for the work product delivered.
- A team player and a communicator. Reliable, with an eagerness to share knowledge and learning with others.
- Positive and motivated for work in a pressurised environment.

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#### **APPLICATION**

To apply for this position, please send your application and relevant supporting documents to Emily Ntuli at [recruitmentsa@lawtonsafrica.com](mailto:recruitmentsa@lawtonsafrica.com) on/before **17 July 2020**.