

THE LAW PRACTICE OF
Dennison Keller, LLC
A FOCUS IN ELDER LAW

*R. Dennison Keller, Jr., Esq.**

*Eva M. Hager, Esq.**

Full-time Paralegal

The Law Practice of Dennison Keller, LLC, a growing elder law firm, seeks to fill an immediate full-time opening for a Paralegal.

Applicant needs to possess a skill set that includes superior computer proficiency, letter-writing capabilities, document drafting, and, most importantly, attention to detail. Applicant must demonstrate high energy and customer service skills. The applicant will often meet with clients directly on a host of practice areas, including estate planning, probate administration, trust funding, and Medicaid applications.

Applicant must be able to manage several cases simultaneously and be extremely strong with timely follow-up with clients, financial institutions, and government workers.

The applicant also needs to be able to proofread documents, catch mistakes, and follow financial transactions in bank and brokerage statements.

Proficiency in Microsoft Word, Excel, and Outlook is an absolute must. Experience with Lexis Nexis, Time Matters, Elder Counsel, and Medicaid is a bonus. Knowledge/experience with probate laws, estate planning, trust funding, or Medicaid is preferred.

One year's experience in a law office setting is required. Two or more years of paralegal experience is strongly preferred.

Email resume and a letter-writing sample including salary and benefits requirements (if any) to theresakeller@elderlawcincinnati.com. No calls, please.

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