

## Are You the One?

**Full-time** – Starting \$15 - \$20 /hr.

Estate Planning and Elder Law firm with offices in **Oregon, WI**, Madison, WI, and Brookfield, WI is looking for an experienced, level-headed, A++ **Legal Assistant** to join our team.

Instructions for application are at the end of this document.

We are a law firm dedicated to providing our clients with the best-damned estate planning, elder law, and probate services possible. We do this by living by our five Core Principles of:

**Love, Compassion, Integrity, Teamwork, and the constant Pursuit of Excellence.**

Our founder, a retired Army JAG officer, leads this small but quickly growing boutique practice. We want members on our team who are fierce, strong, and compassionate as well as ethical, professional, and trustworthy. You must be committed to excellence, helping others, and want to be a part of something extraordinary.

We are seeking a **full-time** legal assistant to **work in our Oregon office**. This position is ideal for someone looking for long-term potential and not just a stepping stone. While we are still small, the potential for your growth is huge.

### **Breaking the Mold**

You will be investing yourself to grow a firm and create a culture that will break the mold and change people's lives. You believe: "good enough" sucks; push harder and achieve more.

You must understand and embody our Core Principles. We want referrals from clients who become raving fans, not repeat business from miserable ones. We want to deliver an experience that is above and beyond the norm. We want you to be so awesome that you have a cult of raving fan clients.

### **Our systems**

We have written scripts and process trees to guide you in your learning of the job. You must be willing to fully adopt our existing systems but also help us continuously improve them.

You will have measurable benchmarks on a weekly, monthly, and quarterly basis.

You must be familiar with providing exceptional customer service and administrative support. You will be a key contributor to the overall success of our firm by interacting with clients and building client relationships, keeping the office functioning efficiently, and supporting the staff.

## **Pay**

Pay is at or above market including the ability to earn bonuses. The starting base salary will be \$15 to \$20 hourly depending on experience. You will be part of our **monthly bonus program**, plus benefits:

- PTO and holidays.
- 401(k).
- Medical, dental, and vision available.

## **Team**

We strive to become our best selves. We are a team that looks out for one another, and we all look out for our clients. We provide opportunities for our team members to grow personally, professionally, and financially.

If you want to join an energized team like this, keep reading, or skip to the end where you will find application instructions!

## **What are some of the characteristics that you must have?**

You are someone who loves older adults and is responsible, friendly, outgoing, and discreet. You see the **glass half full**. We have no place for toxic people and workplace drama. Our team is outstanding and does amazing work. We communicate all the time and openly. We acknowledge our mistakes and apologize when we have affected others negatively.

We are looking for someone who is not afraid of **Windows** computers. This will be your working environment, and we do not allow work on personal computing devices.

You need to be able to talk to clients and staff in a manner that is **confident, kind, and candid**. Because we deal with folks of advanced age and varying education levels, you must have patience and be compassionate. While it is important to show that you care about our clients, it is more important to actually care about them.

## **Requirements**

If you believe that this is the “home” you’re looking for – a place where excellence is rewarded, where you can be significant, and where you love coming to work everyday – then please apply. If you’re mediocre, please don’t waste our time. Life is short.

If this ad was too vague or boring for you, then below is a more detailed list of qualifications.

Keep in mind that even though we’ve specifically asked only excellent people to apply, not-so-excellent people will inevitably still apply. So, we’ve devised a series of tests to weed those people out. If you are as serious about this position as we are, then you’ll follow it through to the end. If not, then let’s all be glad we figured that out now rather than later.

## **Qualifications**

- Desire to help others and create something significant.
- Excellent communication skills.
- Integrity and professionalism.
- Mastery of Windows 10/11, MS Word, Excel, Adobe Acrobat.
- Ability to be bonded (clean record both criminal and financial).
- Organized and detail-oriented.
- Able to manage a calendar and deadlines.
- Self-starter, resourceful, compassionate, responsive, adaptable.
- Willing to contribute ideas for constant improvement of our systems.
- A completed course of study offered by a high school.
- Completed college-level courses.
- Experience working in a fast-paced office environment.
- Ability to work independently while maintaining the highest level of quality in the work they produce.
- Is a notary public or is able to become a notary within 4 weeks of the start date.

## **Duties**

- Make everyone who comes in the office feel as though they are special and the most important thing happening in your life right now.
- Printing and assembling a stack of documents and tabbing them in preparation for client signings.
- Scanning incoming mail, scanning signed documents, properly filing documents in our electronic filing system.
- Support maintaining calendars for attorneys, scheduling and rescheduling appointments with clients.

- Maintaining files, opening files, closing files, copying, scanning, etc. according to established procedures.
- Keeping the printer stocked with paper.
- Inventory and order office supplies timely.
- Prepare meeting rooms prior to and after meetings and signings.
- Aid clients in getting settled and offering refreshments prior to meetings and signings.
- Assemble client estate plan binders, scheduling and managing client binder pick-up meetings.
- Communicating via emails or phone calls with vendors, clients, and potential clients to gather information or remind them of upcoming appointments.

### **Why Work With Us**

**GREAT BENEFITS** You will be given a competitive hourly base plus you will be part of our monthly bonus program and a full benefits package.

**STABILITY & GROWTH** We are on a fast growth trajectory. This is an opportunity to join a top team and work with the best as we expand into other states. We are looking for someone to join our team and grow personally and professionally with us!

**PURPOSE** Our purpose is to be a steadfast family friend to our clients. We do this through Estate Planning, Elder Law, and Estate Administration services and advice. We help Elders and their loving families to protect their life savings in the face of the devastating costs of nursing care.

All qualified applicants will receive consideration without regard to race, age, color, sex, religion, national origin, disability, sexual orientation, gender identity, marital status, military status, genetic information, or any other status protected by applicable laws or regulations.

So are you ready to apply for your dream job? Are you willing to roll up your sleeves and enjoy helping people? If so, please contact us by following the instructions below.

### **HOW DO I APPLY?**

Please note that your ability and willingness to follow these instructions explicitly will play a big role in whether you will be considered for this position. Do not use the reply option on this ad. Email the following documents to the email address [jobapplicants@friendly.law](mailto:jobapplicants@friendly.law), in PDF format only, with "[insert your full name, spelled backwards] is your Legal Assistant" in the subject line:

1. Your résumé.

2. Cover letter in 12 pt. Georgia font. A normal cover letter, but containing the following in bullet-point format:

- Normal letter format addressed to Atty. Dan Krause at the firm's Oregon, WI address below.
- How can you deliver value to a client going through probate of their loved one?
- How can you deliver value to an elderly client unsure about their future?
- What are you looking for in this position, financially, professionally, and personally?
- What you like and did not like about this ad. (You can be honest; we will not hold it against you.)
- Name one great movie you have seen or book you have read in the last twelve months, and why you liked it so much.

Thank you for taking the time to consider joining our team!



KRAUSE ESTATE PLANNING  
& Elder Law Center

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