



Boylan Code LLP, an established law firm with a highly sophisticated Trusts and Estates practice, seeks a talented paralegal with a minimum of five years of experience for our Rochester, New York, office.

We are a full-service law firm, working as trusted advisors who provide our clients with legal expertise in various specialized practice areas. Our clients include individuals and entrepreneurs, start-ups, multinational corporations, government entities, non-profit organizations, financial institutions, and more. We pride ourselves in helping our clients protect their investments and reach their goals.

Boylan Code is ranked in the Rochester top tier by Best Lawyers in America for Alternative Dispute Resolution, Bankruptcy & Creditor/Debtor Rights, Corporate Law, and Trusts & Estates.

**Job Description:**

This full-time position requires experience in preparing estate tax returns, fiduciary income tax returns for estates and trusts, and estate administration from probate through judicial settlement. Proficiency in Microsoft Office, a strong commitment to client service, and the ability to work independently under attorney supervision are essential for this position. Our firm is in the midst of a powerful and exciting period of growth. The paralegal we hire for this position will play an integral role in the firm's Trusts and Estates practice.

This is a full-time position with a highly competitive wage and benefits package, including:

- A substantial contribution toward medical insurance (some plan options are fully funded by the Firm);
- Dental plan with optional vision benefits;
- 401(k) plan, including Firm match;
- Generous Paid Time Off package, including vacation, personal and sick time;
- Fully paid life and long-term disability insurance;
- Supplemental life insurance;
- Flexible Spending Account plan;
- Employee Assistance Program;
- Business casual workplace; and
- Free parking.

We seek a candidate with five or more years of proven Trusts and Estates paralegal experience who enjoys a hectic pace and is able to shift priorities easily. If you love trusts and estates work, have a team mindset, and have a great attitude, we want to meet you!

This is not an entry-level position. Only those applicants with five or more years of relevant paralegal experience will be considered. We are looking for someone who can hit the ground running on day one.

Please submit your cover letter and resume in complete confidence to the following:

Jessica Shoemaker  
Director of Marketing  
Boylan Code LLP  
145 Culver Road, Suite 100  
Rochester, NY 14620  
[jshoemaker@boylancode.com](mailto:jshoemaker@boylancode.com)

We regret that we cannot accept telephone inquiries regarding this position. Only those candidates invited to interview will receive a response.

Boylan Code LLP is committed to the policy of equal employment opportunity. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition or carrier status, domestic violence victim status, veteran status, or status as a member of any other protected group or activity.