

COPPS DiPAOLA SILVERMAN, PLLC

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Jessica Phillips, Esq., *Associate*
Ellen J.L. Gabelmann, Esq., *Associate*

Job Summary

Fast paced law firm in Albany, NY seeking associate attorney for a full-time position focusing in the areas of Estate Planning and Probate. We offer competitive compensation/benefits including, but not limited to, paid vacation, paid new parent and bereavement leave, 401K plan (with employer match and profit sharing), great medical/dental insurance plan, cell phone and mileage reimbursement and wellness package for all staff, along with the opportunity to be part of a great team. Option to work a flexible hybrid in person/remote schedule. Anticipated start date would be as soon as possible, but we are willing to be flexible for the right candidate. Salary commensurate with experience.

Responsibilities include, but are not limited to:

Candidate will conduct client consults, draft estate planning and probate documents, conduct estate planning executions, supervise paralegals and attend court appearances. This individual should be highly motivated, detail-oriented and project a positive attitude. Candidates will possess excellent organizational skills, written/verbal communication, and time management skills.

Qualifications and Skills:

- New York bar admission
- New York notary public
- Intermediate knowledge of Microsoft Office including Microsoft Word, Excel, Outlook and Adobe PDF
- Excellent follow up skills, attention to detail, and time management
- Proactive, mature, and professional
- 1-5 years of experience in relevant practice areas

To be considered for this role please submit a cover letter, including salary request, and resume to Ashlee Pestuglicci at APestuglicci@theCDSLAWFirm.com.