

# Kelley Ferraro <sup>LLC</sup>

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## **Associate Attorney – Probate**

### **Summary**

As an Associate Attorney, you will be responsible for assisting with the law firm's day-to-day operations within the Probate Department. This position's ideal candidate has a strong work ethic, exceptional problem-solving skills, willing to travel within Ohio, have proven time management skills, and able to handle a high-volume workload. This is a full-time in office position that requires travel.

### **Qualifications**

- Three to five years of work experience in probate law (preferred)
- Highly organized with the ability to juggle multiple deadlines in an expeditious environment
- Proficient computer and database expertise with Microsoft Excel, Access, Word, and Outlook.
- Excellent time management skills with ability and to work collaboratively
- Highly organized with willingness to work in a team-oriented environment

### **Careers at Kelley & Ferraro**

Kelley & Ferraro, LLC was selected as one of Northeast Ohio's Top Workplaces in the small business category for three consecutive years as published in The Plain Dealer on June 16, 2019, June 28, 2020, and June 27, 2021. Our continued success relies on our ability to provide an inclusive, supportive, and motivating workplace where every employee has a role to play in the delivery of outstanding service to our clients. Therefore, we are always looking for passionate and dedicated individuals to join the Kelley & Ferraro, LLC team. If you believe you are an ideal candidate to work at our law firm, please send your resume to the firm's Administration Director, Ed Kelley at [ekelley@kelley-ferraro.com](mailto:ekelley@kelley-ferraro.com).

