

BOGDAN LAW FIRM, LLC

Position: Paralegal

Location: Charleston, SC / (Remote)

Employment Type: Full-Time

Compensation: Depending on Experience (DOE)

Reports To: Founding Attorney



About Bogdan Law Firm

Bogdan Law Firm, LLC is a Charleston-based law firm providing practical, personalized legal counsel to individuals, families, professionals, and small business owners throughout Charleston and the surrounding Tri-County area. The firm's practice includes estate planning, probate, business law, tax planning, asset protection, and mediation, with an emphasis on clear guidance, responsiveness, and long-term client relationships.

Position Summary

Bogdan Law Firm is seeking an experienced Paralegal to work closely with the firm's founding attorney and support a diverse legal practice, with a particular emphasis on estate planning and probate matters.

This position will play an integral role in managing matters from initial client intake through document preparation, execution, filing, and follow-up. The Paralegal will communicate directly with clients, courts, financial and professional advisors, and other parties while helping ensure matters progress accurately and efficiently.

The ideal candidate brings strong general paralegal skills along with hands-on estate planning experience, excellent attention to detail, sound judgment, and the ability to independently manage multiple matters and deadlines. This role is well suited for someone who enjoys the client interaction and personal relationships found in a smaller law firm and takes genuine ownership of their work.

This position will also include administrative duties, including formatting documents, scheduling meetings, and other tasks.

Key Responsibilities

- Support the founding attorney across estate planning, probate, business, and other general legal matters.
- Assist with the preparation and revision of wills, trusts, powers of attorney, healthcare directives, deeds, and related estate planning documents.
- Coordinate estate planning matters from client intake through document preparation, review, execution, and post-signing follow-up.
- Assist with probate and estate administration, including preparation and filing of court documents and coordination of matters from estate opening through closing.
- Prepare deeds and other documents associated with property transfers, trusts, estates, and related transactions.
- Gather, organize, and maintain client information and supporting documentation necessary for legal matters.
- Prepare legal correspondence, forms, filings, summaries, and other attorney work product with a high degree of accuracy.
- Maintain case files, calendars, deadlines, and task lists to ensure matters progress in a timely and organized manner.
- Communicate professionally and compassionately with clients regarding document requests, scheduling, case status, and next steps.
- Coordinate with courts, beneficiaries, financial institutions, accountants, financial advisors, and other outside professionals as appropriate.
- Assist with client meetings and document execution/signing appointments, including notarization and witnessing when qualified.
- Maintain accurate information within the firm's legal practice management and document systems.
- Protect confidential and privileged information and follow applicable professional, ethical, privacy, and records-management requirements.
- Assist the attorney with general legal and administrative projects and contribute to improving internal processes as the practice grows.

Qualifications

Required

- Prior professional experience working as a paralegal or in a comparable legal support role.
- Experience with South Carolina probate and estate administration, including court filings and probate procedures. Experience managing probate matters from opening through closing.
- Current South Carolina Notary Public commission.
- Hands-on experience supporting estate planning matters, including familiarity with common estate planning documents and processes.
- Strong legal drafting, document preparation, proofreading, and organizational skills.
- Experience managing multiple client matters, priorities, and deadlines simultaneously.
- Strong written and verbal communication skills with the ability to interact professionally with clients, attorneys, courts, and outside professionals.
- Ability to work independently, exercise sound judgment, maintain confidentiality, and recognize when attorney guidance is required.
- Proficiency with Microsoft Office and comfort learning legal practice-management and document-management technology.

Preferred

- Experience preparing wills, trusts, powers of attorney, healthcare directives, deeds, and related estate planning documentation.
- Experience with Clio or comparable legal practice-management software.
- Paralegal certificate, bachelor's degree, associate degree in paralegal studies, or comparable combination of education and relevant legal experience.
- Exposure to business law, tax planning, asset protection, or other areas complementary to the firm's practice.

Core Competencies

- Exceptional attention to detail and document accuracy
- Strong organization, prioritization, and follow-through
- Professional and empathetic client communication
- Discretion when handling confidential and sensitive matters
- Ability to anticipate needs and take ownership of assigned matters
- Sound judgment and problem-solving ability
- Collaborative working style
- Adaptability in a small-firm environment
- Commitment to responsive, high-quality client service

Work Environment & Physical Requirements

This position primarily operates in a professional office environment and routinely uses computers, phones, electronic records, and standard office equipment. The employee must be able to communicate effectively with clients, attorneys, courts, and other parties and perform the essential functions of the position, with or without reasonable accommodation.

Send resumes to Kelley Bogdan: kelley@bogdanlawfirmllc.com with "Paralegal" in the subject line.

Equal Employment Opportunity

Bogdan Law Firm, LLC is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, sex, pregnancy, national origin, age, disability, genetic information, veteran status, or any other status protected by applicable federal, state, or local law. Reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable law.

