ClearPoint
Federal Bank & Trust

Trust Administration Paralegal

Job Brief

Responsible for supporting the Trust Administration team in daily administration and servicing of clients as well as supporting the Executive Vice President with legal and compliance research and document execution. Responsible for responding directly to customers on their needs by providing support for the Customer Service inbox and phone queue. Initial point of contact for internal staff related to legal questions/issues, with review by Executive Vice President. This person must be detail oriented, highly organized and must possess flexible skills to deal with the various nuances of trust accounts and trust compliance, including the ability to anticipate issues.

RESPONSIBILITIES:

- Responsible for trust compliance and legal research, reporting to EVP, Trust Administration on legal changes, compliance questions, and state specific requirements in laws or regulations.
- Responsible for basic research in Westlaw/Capital Watch.
- Read and interpret trust agreements and state statutes/regulations and abide by them.
- Communicate and maintain a good rapport with peers outside the company in order to help common clients, obtain new business, and be on the forefront of legislative changes.
- This position is responsible for the daily administration of trusts. Examples of daily administration would include tracking dates and deadlines, timely deposit, withdrawal and transfer of funds, periodic customer reporting and presentation, tax worksheet preparation, support schedules for audits, document filing system and assistance with the annual account reviews.
- Provide daily support for key customers as requests are made and serve as back-up on accounts when primary administrator is unavailable.
- Provide research and analytical support for the Trust Administrator(s).
- Provide support in the onboarding of new clients, and the opening and closing of accounts. This includes managing in a timely manner the efficient transfer of assets and records either to or from ClearPoint as successor trustee.
- Communicate with individuals at all levels, including clients and their investment advisors, auditors, tax preparers and consultants.
- Willingness to grow and take on additional responsibilities as warranted, and learn all aspects of trust administration.

REQUIREMENTS:

- Must possess a paralegal certificate with Westlaw or Nexis research knowledge/experience.
- One to three years' experience in a trust department, estate planning firm or related experience is a plus, but not required.
- Demonstrated problem solving, decision making and communication skills, both written and oral.
- Ability to work independently.
- Continuous improvement mindset. Must take initiative to address issues proactively.
- Proficient with technology including Outlook, Excel, and Word.
- Ability to coordinate and complete multiple tasks in a timely and efficient manner.
- Knowledge of preneed funeral and cemetery trusts is a plus, but not a requirement.