



CALLETON•MERRITT•DE FRANCISCO•BANNON•LLP
CONSTANT. COMMITTED. FOCUSED.

Estate Planning Associate

CMDB was born from a passion to help families secure their legacies. Our commitment to clients is reflected in the way we work. We promote a culture that fosters collaboration, transparency, simplicity and social responsibility. We are grounded by our core values and we invest in the growth, development and wellbeing of our people. By creating a fun and supportive environment where team members are at their best, they can do their best. We know our team members are the foundation of our success. We offer an excellent compensation and benefits package and always recognize and reward achievement.

We are looking for an Associate Attorney to join our trusts and estates practice in Pasadena, California. The Associate will be responsible for assisting with the design, implementation and gift, estate, property, income and generation-skipping transfer tax analysis of estate and business plans with tax sensitive considerations, including charitable lead and remainder trusts, irrevocable insurance trusts, private foundations, partnership and corporation redemptions, dissolutions, mergers and transfers, buy-sell agreements, sales to defective trusts, real estate transfers, and grantor retained annuity trusts. In addition, the Associate will be responsible for preparing federal gift and estate tax return and handling audits of such returns. The preparation of general estate planning documents (wills, trusts, durable powers of attorney, advance health care directives) will also be required.

The ideal Associate Attorney will:

- have graduated at or near the top of his or her law class and participated in a legal honor society (e.g., law review or law journal);
- possess exceptional attention to detail, excellent customer service, communication and organizational skills;
- demonstrate professionalism, be accountable and reliable, have the ability to prioritize tasks, and multitask in a high volume environment;
- respect and desire exacting standards regarding file setup, organization, database management, unique workflow systems, and overall accuracy of work and communication;
- recognize and solve complex problems as they arise;
- practice sound legal and business judgment;
- demonstrate highly proficient computer skills;
- be flexible and willing to learn new systems and practices;
- have excellent written and verbal communication skills;
- commit to a team approach;
- possess a sense of humor and empathy;
- have demonstrated leadership in his or her community; and

- possess excellent practice management, leadership, interpersonal relationship building, entrepreneurial and strong business development skills necessary to become partner.

Qualifications

- J.D. degree from an ABA accredited law school
- Master of Laws in Taxation
- Licensed (or willing to be licensed) to practice law in CA
- Experience in estate and tax planning preferred, but not required

Compensation

Salary varies based upon experience; minimum starting salary of \$90,000 per year.

To Apply

Please submit your resume and a letter explaining why you are interested in CMDDB to veronica@cmdblaw.com. No faxes or phone calls, please.