

Legal Assistant — Small Law Firm

Law Offices of Trent Nichols, PLLC, a growing three-attorney practice located in Shiner, Texas, is seeking an experienced and highly organized Legal Assistant to support our attorneys across a diverse civil practice, with a primary focus on Estate Planning and Probate. This is a client-facing role for someone who thrives on direct communication, juggling competing priorities, and keeping an office running smoothly.

About the Firm

We are a small law firm handling Business Law, Civil Litigation, Real Estate, Estate Planning, and Probate matters. Our team values professionalism, responsiveness, and genuine care for our clients, and we're looking for someone who shares those values.

What You'll Do

- Serve as a primary point of contact and liaison between our attorneys, clients, courts, and opposing parties/counsel
- Provide dedicated support on Estate Planning and Probate matters, including drafting routine documents, preparing court filings, and tracking probate deadlines and requirements
- Assist attorneys across our other practice areas (Business Law, Civil Litigation, Real Estate) as needed
- Communicate regularly and professionally with clients regarding case status, scheduling, and document requests
- Prepare, proofread, and file legal documents and correspondence
- Coordinate and manage attorney calendars, deadlines, and court dates
- Handle incoming calls, client intake, and correspondence with a high level of professionalism and discretion
- Oversee day-to-day office administration, effectively acting as the office's de facto manager. Duties include ordering supplies, coordinating with vendors, managing office workflows, and supporting billing/bookkeeping processes as needed
- Maintain organized client files (physical and electronic) and ensure compliance with document retention practices

What We're Looking For

- Prior experience as a legal assistant, paralegal, or legal secretary preferred; experience in Estate Planning or Probate is a strong plus
- Excellent written and verbal communication skills – you will be the voice of the firm to clients, courts, and opposing counsel
- Strong organizational skills and comfort managing multiple priorities and deadlines independently
- Proficiency with standard office software (Microsoft Office/Word required); legal practice management software experience a plus
- A professional, discreet, and client-centered demeanor. Maintaining confidentiality is a top priority.
- Self-starter who is comfortable taking ownership of office operations

Schedule & Compensation

- Full-time, Monday–Friday, 9:00 AM – 5:00 PM, with a one-hour lunch break (additional time as needed to meet client and court obligations)
- Exempt, salaried position
- Salary range: \$40,000 – \$55,000 annually, depending on experience

Benefits

- Paid holidays
- Paid time off (PTO)
- 401(k) with employer match
- Medical reimbursement plan

How to Apply

Please submit your resume and a brief cover letter describing your relevant experience to careers@trentnicholslaw.com. Learn more about our firm at www.trentnicholslaw.com.