

— Attorneys —
EILEEN KERLIN WALSH
JOELLE DOYLE
SAMANTHA A. GIESEY



— Attorneys —
JACQUELINE RIOTTO-NICK
GINA MAYER

October 12, 2026

JOB DESCRIPTION:

LAW CLERK (FULL-TIME & ON-SITE)

POSITION SUMMARY:

At Kerlin Walsh Law, we are looking for an organized and proactive Law Clerk to support our attorneys and legal team with client files, document preparation, meeting support and day-to-day client matters. This position will assist with Estate Planning, Probate, Trust Administration and Real Estate matters while helping ensure client information, files and documents are accurate, organized and properly maintained in Clio. Strong attention to detail, communication skills and a willingness to assist wherever needed are important to this role.

KEY RESPONSIBILITIES:

- **Filing court documents** at the direction of the Practice Manager.
- **Pulling deeds** for all Estate Plans prior to Estate Plan Meetings.
- **Printing** recorded deeds for client binders.
- **Scanning** and binding completed Estate Plans.
- **Printing** prior clients' Estate Plans and correspondence for consultation appointments.
- **Communicating with clients**, being able to assist client inquiries through resolution and logging calls through Clio.
- **Sitting in on document signings** to act as a witness when needed.
- **Scanning intakes**, funding worksheets and relevant information for remote employees.
- **Printing completed Estate Plans** and Funding Letters drafted by remote employees.
- **Pulling and organizing** files for Estate Planning, Probate and Trust Administration meetings.
- **Preparing meeting memos** for Probate and Trust Administration meetings.
- **Creating initial consultation folders** and ensuring proper documents are included.
- **Maintaining** general office organization and cleanliness.

Knowledge:

- Understands administrative and office procedures
- Fluent in English language
- Familiarity with legal office procedures and terminology is helpful
- Familiarity with Estate Planning, Probate, Trust Administration and Real Estate matters is a plus.

Skills:

- Strong organizational and planning skills
- Excellent written and verbal communication skills
- Strong attention to detail and accuracy
- Ability to multitask and prioritize daily workload
- Familiarity with Clio or ability to learn and work within the legal software used by KWL

Abilities:

- Able to follow procedures and direction
- Able to communicate professionally with clients and co-workers
- Able to maintain accurate and organized client information and files
- Able to work independently as well as part of a team
- Able to maintain discretion and confidentiality

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PLEASE SUBMIT YOUR COVER LETTER AND RESUME TO: Haley Galvin, Haley@kerlinwalshlaw.com

11757 Southwest Highway | Palos Heights, IL 60463 | P: (708) 448-5169 | KerlinWalshLaw.com

Estate Planning with Warmth & Competence

— Attorneys —
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JOB DESCRIPTION:

LAW CLERK (FULL-TIME & ON-SITE) *continued*

KEY RESPONSIBILITIES: *continued*

- Preparing the office for events.
- Ordering tract searches when necessary and ensuring they are properly added to billing.
- Attending office events and emergency signings as needed in representation of the firm.
- Ensuring all client matters contain correct and current data in Clio.
- Uploading memos to the correct client matter in Clio and tasking related items.
- Updating matter stages in Clio throughout a client's journey with the firm.

QUALIFICATIONS:

- **Education and Experience:** Legal education or experience working in a legal or professional office environment is preferred.
- **Experience with Clio** or similar legal management software is a plus.
- **Experience with** Estate Planning, Probate, Trust Administration or Real Estate matters is helpful but not required.

Other Characteristics:

- Detail-oriented
- Proactive
- Dependable
- Organized
- Able to work independently as well as part of a team
- Willingness to learn

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