



Job Description: Attorney – Probate, Trust Administration, and Estate Planning

Location: Oklahoma City, OK

Position Type: Full-Time, In-Person

Salary: Base \$120,000 + Bonus (negotiable, see below)

About Us

We are a boutique law firm located in Oklahoma City, dedicated to guiding individuals and families through the complexities of estate planning, probate, and trust administration. Our firm also handles a variety of other transactional matters such as business formations, contract drafting, and M&A transactions. Founded by attorney Kendra Robben, our team combines professionalism, compassion, and subject-matter expertise to deliver high quality legal services.

Our firm is intentionally small and highly collaborative, with a managing attorney, one partner, and a close-knit support team including a paralegal, legal assistant, client service coordinator, and accounting professional. We value work-life balance, quality of service, and a culture of mutual respect and support.

Position Overview

We are seeking an experienced and motivated Attorney with a minimum of 4 years of legal practice to join our team. This is a full-time, in-person position based in our Oklahoma City office.

The ideal candidate is licensed in Oklahoma and has demonstrated experience handling probate and trust administration matters independently. We anticipate the caseload for this position to be primarily non-contested probate cases, post-death trust administration, and basic estate planning with the ability to grow to handle high-net worth estate planning in conjunction with the firm's managing attorney.

This is not a business development or sales role. We have an established and steady client pipeline. You will be entrusted with managing the day-to-day legal work for the firm's clients, including drafting documents, managing deadlines, communicating with clients, and attending court hearings as necessary.

It is our desire for the person in this position to work towards becoming the practice group lead and we are open to future firm ownership.

Key Responsibilities

- Handle probate matters (primarily non-contested) from intake through final accounting and distribution.
 - Manage trust administration cases, including asset marshaling, distributions, and trustee support.
 - Draft and review estate planning documents, including revocable trusts, wills, powers of attorney, and related instruments.
 - Maintain regular communication with clients to update them on case status and respond to their concerns.
 - Coordinate with support staff to ensure smooth file management and timely filings and deliverables.
 - Participate in firm meetings and collaborate with colleagues on best practices and process improvements.
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Qualifications

- J.D. from an accredited law school; Licensed and in good standing to practice law in Oklahoma.
 - At least 4 years of relevant legal experience, ideally with a focus in probate, trust administration, and estate planning.
 - Ability to manage client matters independently with minimal oversight.
 - Strong communication and client service skills.
 - Highly organized, with attention to detail and a commitment to ethical practice.
 - Willingness and availability to work in-person full-time at our Oklahoma City office.
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Compensation & Benefits

- Base salary plus bonus structure based on collected revenues attributable to your work
 - Negotiable depending on candidate preference but example initial target of \$120,000 base salary and bonus so total compensation reached 40% of collections.
- 401(k) plan with employer matching.
- Health insurance provided via HRA (Health Reimbursement Arrangement).
- Paid CLE, malpractice coverage, and other standard benefits.

How to Apply

Please send your:

- Resume (including your law school GPA or a copy of your law school transcript),
- Cover letter, and
- Any relevant writing samples or references

to kendra@robbenlaw.com. Applications will be reviewed on a rolling basis.

We're Looking for the Right Fit

We believe in doing meaningful work for real people, and we want to work with someone who shares our values of integrity, top-notch deliverables, client care, and professionalism. If you're ready to join a small but mighty team doing purposeful work in a supportive environment, we'd love to hear from you.