



The National Bank of Indianapolis
Job Posting: Trust & Estates Legal Intern

A Stable and Growing Employer

The National Bank of Indianapolis is the largest, locally owned, national bank in greater Indianapolis. Since opening our doors in 1993, we have grown from 18 employees to more than 300 employees. Our strength and success in serving the local market is directly attributable to our talented staff of highly experienced professionals. We are looking for those who are committed to delivering superior service to our clients and superior teamwork to their co-workers. Along with the relevant knowledge and experience, The National Bank of Indianapolis requires its employees to have both a high degree of professionalism and a commitment to excellence.

Position Overview

We are currently seeking a part-time intern to assist with legal and administrative tasks in support of the Trust Legal, Tax & Estates Department in the Wealth Management Division of the Bank. The TLTE Department is responsible for providing legal counsel to the Bank in trust related matters, and administering and settling a decedent's estate where the Bank is named as Personal Representative or Trustee. This is a part-time, paid position, requiring a commitment of one to two days per week; work hours are flexible within the standard workday. This position has been approved to qualify as a supervised externship placement in the Indiana University-Maurer School of Law Externship Program.

Responsibilities

- ◆ Assist Trust Counsel with trust document review
- ◆ Assist Trust Counsel with preparation of legal documents
- ◆ Assist Estate Officer with estate settlement related tasks
- ◆ Assist department with special projects

Skills/Requirements

- Must be a second- or third-year law student in the top half of the class
- Successful completion of Federal Income Tax and/or Estate Planning course(s) preferred
- Effective organizational and time management skills
- High degree of accuracy and attention to detail
- Proven verbal and written communication skills
- Excellent interpersonal skills, exhibiting a high degree of professionalism
- Ability to work independently and in a team environment

How to Apply

To express interest in this position, please email your resume to Resumes@NBofI.com.
Call 317/261-3271 for more information.

We invite you to learn more about The National Bank of Indianapolis at <http://nbofi.com/>

**The National Bank of Indianapolis is an Equal Opportunity Employer
(Minority/Female/Disability/Veteran)**