

Associate Attorney
Jacksonville, Florida

A Family Law Firm is searching for an Associate Attorney who will, with the rest of the Legal Team, fulfill the Team's Mission. The Mission is to guide individuals through the most difficult personal moments of their lives. The Legal Team currently consists of two attorneys, a paralegal, a legal assistant, an administrative assistant, and an office dog. In this emotionally charged environment, the Legal Team balances empathy and objectivity while working with people who may be feeling and acting their worst.

Candidates for this position must be a law school graduate who recently sat for the Florida Bar Exam or an attorney within his or her two years of practice. The ideal candidate must be available to work full time. The Associate Attorney's duties may include but are not limited to legal research, legal analysis, preparing memoranda of law, drafting simple pleadings, drafting correspondence to clients and opposing counsel, assisting the other Team members in preparations for hearings and in court, and representing clients' interests in court, initially with very simple matters that would lead to more complex matters.

Excellent attention to detail and accuracy, the ability to produce written work that contains no errors, a sense of urgency and strong organizational skills are critical to this position. Candidates must be able to work efficiently in a high-stress and often fast-paced environment. He or she must have strong organizational skills. Candidates must also be willing to take direction from the Team and motivated to learn.

If you are interested in the Associate Attorney position, you must send a copy of your résumé and a cover letter that includes (1) what is attractive about this position, (2) your availability, (3) your salary requirements, and (4) any limitations or restrictions, to Elizabeth R. Ondriezek at ondriezek@ondriezeklaw.com.

Deadline: August 26, 2019