

ASSOCIATE ATTORNEY POSITION AVAILABLE

New Beginnings Family Law, P.C., located in Huntsville, Alabama, is an innovative, fast-paced boutique family law and estate planning practice. We are looking for an attorney to potentially join our team who is interested in all areas of family law. If you do not have a heart for helping hurting people, a mission to protect the rights of parents and children, and the work ethic necessary to work hard and get the job done right, please do not apply. We are not looking for someone interested in just getting a job and willing to take whatever comes first. Our firm accepts applications from all attorneys licensed to practice law in Alabama and in good standing with the Alabama State Bar. This position is anticipated to have a start date of September 1, 2021. Our interview process requires multiple steps including a written application, multiple telephone, zoom, and in person interviews. All interested applicants should submit a cover letter explaining why you want to work with the team at New Beginnings Family Law, P.C., your resume, and at least two letters of recommendation by July 31, 2021, to Amber Yerkey James, Esq. at amber@newbeginningsfamilylaw.com and to Kirk James, CFO/COO, at kirk@newbeginningsfamilylaw.com. Once we receive these items and have had a chance to review them, we will forward instructions for the next phase of the application process to all applicants who have passed the first round by August 10, 2021.

Applicants should possess the following;

- Strong prior academic performance (3.0 GPA or higher)
- A license to practice law in the State of Alabama
- Excellent writing skills
- Strong attention to detail
- Demonstrated interest in Family Law
- Actual trial experience and/or prior mock trial experience.
- Must be dedicated to the core values and mission of New Beginnings Family Law, PC
- Must not have any derogatory or inappropriate internet and/or social media presence
- Must be a good cultural fit for our firm
- Willing to accept constructive coaching, mentoring and correction
- Willing to take personal responsibility, and be held accountable to the firm's standards and the Rules of Professional Conduct (we don't play the blame game around here)
- Must have an "all hands on deck" and "no job is beneath you" attitude

DUTIES WILL INCLUDE BUT MAY NOT BE LIMITED TO THE FOLLOWING Conduct Initial Consultations

Draft Legal Documents and/or Assign Document Drafting Duties to Paralegal/Secretary

as necessary

Assign Calendaring and Scheduling Duties to our Calendar Guru as necessary

Review Files At Least Monthly to Determine Status

Communicate with Client regarding Status of the Case

Meet with client to review discovery

Communicate with Opposing Counsel to Resolve Discovery Disputes

Communicate with Opposing Counsel to Resolve ongoing issues throughout the case

Stay Abreast of Statutes of Limitations in Cases Where Relevant

Stay Abreast of Deadlines for Pretrial Disclosures

Prepare Deposition Outlines & Exhibits

Prepare Client for Depositions, Mediations, and Trial

Attend Depositions, transitioning to taking depositions as skills grow

Prepare Position Statements for Mediation

Attend mediation, transitioning to conducting mediation as both an advocate and a mediator as skills and experience dictate

Select Experts and Prepare Documents to be Submitted to Experts

Prepare Legal Memoranda

Review Expert Reports and prepare Expert for Depositions When Necessary

Meet with and prepare Witnesses

Meet with Client to Discuss Ongoing Issues in his/her case

Meet with client to discuss legal strategies for his/her case

Communicate Settlement Offers/Counteroffers to Opposing Counsel

Prepare Exhibits

Prepare Trial Briefs

Appear in Trial and Hearings As needed transitioning to being lead trial counsel as skills and experience dictate

Draft Appellate Briefs

Interview Counselors, Teachers, and others who have interactions with GAL clients

Conduct Home Studies in GAL Cases and Prepare GAL Reports