

To apply email Cassie Thompson at team@mariposatalent.com

Firm: Douglas Family Law Group, PLLC

Location: White Plains, NY

Compensation: \$130,000 - \$160,000

Douglas Family Law Group PLLC is not like other law firms. They are innovative in every respect. Their firm focuses on family law and they are passionate about helping those they serve in their most difficult trials when their families are at risk. If you are interested in growing professionally and personally in a collegial environment, this may be the place for you. They value our staff members and want you to succeed and have a fantastic legal career.

Why join our client's firm?

- Competitive salary
- Quarterly Bonuses
- Health, dental, and vision insurance
- 401k
- Wellness benefits
- PTO, accumulation beginning after 90 days
- Paid holidays
- Potential for advancement and professional development is available
- The impact to change the way that people divorce and co-parent after separations

Responsibilities

- Maintain client files in an organized fashion to ensure up-to-date information is handy for other attorneys, paralegals and support staff
- Collaborate with clients and senior associates and other staff to move cases toward resolution efficiently
- Attend court hearings or other legal proceedings, perform legal research, and work with senior associate attorneys to provide legal advice
- Analyze conflicts in legal matters, advise clients on solutions, and negotiate on behalf of clients
- Draft documents such as correspondence, pleadings, motions, briefs, affidavits, settlement agreements, and contracts to be used proceedings and contract negotiations

Requirements

- 5+ years of experience in matrimonial and family law and/or 5+ litigation experience
- Desire to create proactive and innovate out of the box legal strategies
- Ability to multi-task and adhere to deadlines in a fast-paced environment
- Strong attention to detail including grammar and spelling
- Admitted to NY and/or CT Bar

- Effective communication skills and problem-solving skills are necessary to work with all levels of staff and clients
- Member in good standing and actively involved with the ABA (American Bar Association)
- Applicants must have successfully passed the state bar exam
- Ability to work with senior attorneys to best serve client needs and grow our client base
- Has a Juris Doctor (J.D. degree) from an accredited law school