

ASSOCIATE ATTORNEY POSITION DESCRIPTION

www.blfky.com

BILLINGS LAW FIRM, PLLC

P: 859.225.5240

Position Title: Associate Attorney
Reports to: Managing Member/Litigation Attorney
FLSA Code: Full-time/Exempt

Position Summary

Associate Attorney with primary responsibilities to take ownership of and efficiently handle:

- routine HOA and common property regime collections, enforcement and litigation;
- landlord-tenant evictions and leasing matters;
- land-use matters (research, prepare presentations and materials, gather data, etc.);
- litigation matters, including research and preparation of legal documents and pleadings, handling discovery, prepare outlines for and take depositions, and handle routine hearings;
- draft and proof appeal briefs; and
- review, edit and proof transactional documents.

Candidate must desire to work in fast-paced, entrepreneurial law firm, and must understand, identify and act to achieve client objectives.

Accountability Objectives

The following accountabilities are to be achieved while ensuring the highest regard to integrity, professionalism and legal requirements:

Client Management

1. Report to Managing Member and Litigation Attorney.
2. Efficient management of multiple of HOA-Townhouse-Condo Association cases.
3. Timely prepare and respond to discovery to and from opposing parties.
4. Attendance at hearings as required.
5. Team interaction and problem resolution as it relates to case hearings.
6. Integration of best practices and standards in handling clients and their cases.
7. Timely return work to other team members and clients.

Law Firm Representation

1. Maintain relationships with existing clients.
2. Minimum billable time of 1800 hours/receivables of \$250,000.

Personal Development and Output

1. On-time completion of projects and accurate recording of time activities.
2. Commitment to continued education/learning outside of client-related billable work, by reading books, periodicals, attending CLEs, etc.
3. Research applicable to assigned cases.
4. Ownership of assigned projects and timely return of work to responsible parties.

Position Skills and Qualifications

To perform this position successfully, a candidate will possess:

1. High degree of motivation and competitiveness as it relates to work-product.
2. Proven time-management and organizational skills, including the ability to prioritize issues and tasks.
3. Desire to serve internal and external clients and their wants, interests and needs.
4. Capacity to encourage and help develop other team members.
5. Desire to work additional hours as deemed necessary based on case load.
6. Demonstrate exceptional organization and time management skills.
7. Ability to comprehend complex matters, to identify and to articulate core issues, and to understand applicable legal principles.
8. Possess keen-eye for detail, coupled with exceptional research and proofreading abilities.
9. Thorough knowledge of the legal procedures and current developments.
10. Possess relevant technology competencies such as Westlaw, and time-billing software.
11. Ability and desire to work in fast-paced, entrepreneurial environment with minimal supervision.
12. Effective written and oral communication skills.
13. Strong research and legal writing skills.

Educational Requirements and Compensation

1. J.D. degree from accredited ABA law school.
2. Kentucky Bar Association admission.
3. 2-5 years of experience in litigation and related matters.
4. Salary and benefits commensurate with experience and skills.

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. If interested, please submit a cover letter, resume or CV and writing sample (10 pages or less) to:

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