**Divorce Attorney Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Divorce Attorney to work on cases involving child custody, wills, trusts, leases, and more. The work centers on divorce, legal separation, and marriage annulment.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Responsible for the division of assets and debt among spouses.
* If there are children involved, a divorce lawyer helps set the terms for child custody and child support. Thorough research is required in order to gather supporting evidence in each case.
* Detailed paperwork must be compiled and then submitted to the court documenting the evidence. For legal separations, a divorce lawyer carries out the separation through court orders.
* Work on related matters, such as child custody disputes, wills, trusts, and leases, as these issues relate to the pending divorce.
* Review client paperwork including a client’s past tax returns, net worth statements, retirement plan summaries, prenuptial agreements, real estate tax bills, medical Insurance information and stocks, bonds, and brokerage accounts.
* Advise and represent their clients at settlement conferences and in front of judges.
* Handle a large amount of paperwork and file documents with the courts.
* Build and maintain client relationships
* Maintain the reputation of the firm at a high standard

### About you

* Experience handling all aspects of family law cases from beginning to end
* History of working in family law for at least [insert number] years
* Works well under pressure
* Strong negotiation, conflict resolution, and communication skills
* Empathetic, compassionate, and understanding attitude to clients and willingness to go over and above to provide a superior quality of service to them
* No attorney disciplinary record
* Excellent writing/editing skills
* Familiarity with Microsoft Word and Outlook
* Strong attention to detail

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]