**Lawyer 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 to hire a motivated and eager legal professional to join our team. This position will provide support to all legal and document management matters.

**Roles & Responsibilities**

Responsibilities include, but are not limited to:

• Present evidence to defend clients or prosecute defendants in criminal or civil litigation.  
• Represent the interests of clients in legal proceedings.  
• Select jurors, argue motions, meet with judges, and question witnesses during the course of a trial.  
• Interview claimants to get information related to legal proceedings.  
• Meet with individuals involved in legal processes to provide information and clarify issues.  
• Represent the interests of clients in legal proceedings.  
• Study Constitution, statutes, decisions, regulations, and ordinances of quasi-judicial bodies to determine ramifications for cases.  
• Research relevant legal materials to aid decision making.  
• Identify implications for cases from legal precedents or other legal information.  
• Interpret laws, rulings, and regulations for individuals and businesses.  
• Provide legal advice to clients.  
• Present and summarize cases to judges and juries.  
• Represent the interests of clients in legal proceedings.  
• Prepare legal briefs and opinions, and file appeals in state and federal courts of appeal.  
• Prepare documentation of legal proceedings.  
• Prepare legal documents.  
• Analyze the probable outcomes of cases, using knowledge of legal precedents.  
• Identify implications for cases from legal precedents or other legal information.  
• Work in environmental law, representing public interest groups, waste disposal companies, or construction firms in their dealings with state and federal agencies.  
• Represent the interests of clients in legal proceedings.

**About you**

• Bachelor's degree in Law (essential).  
• Admitted Attorney of at least two years standing.  
• Experience in drafting, negotiating, and reviewing legal documents.  
• Analytical thinker with strong conceptual and research skills.  
• Natural leader who displays sound judgment and attention to detail.  
• Ability to work under pressure and meet deadlines.  
• Ability to work independently and as part of a team.  
• Excellent interpersonal, communication, and public speaking skills.

**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]