**Staff 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 Staff Attorney to provide advice and general counsel for drafting, review, and negotiation of contracts, professional service agreements, regulatory support, advice, and counsel.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Provide support and leadership to the assigned team(s).
* Provide coverage for attorneys on vacation and leave of absence.
* Assist with the maintenance of casework quality and consistency on the assigned team(s).
* Evaluate cases and assist in providing case strategies and/or solutions to issues.
* Guide the client and employees through processes.
* May liaise with other attorneys or departments in the firm on projects.
* May conduct a comprehensive review of filings.
* May provide supervision of other employees, as required.
* Perform legal research and prepare legal memoranda and/or legal briefs.
* Analyze facts, patterns, and complex legal issues to provide sound legal advice.
* Prepares immigration-based filings for complex case management.

### About you

* Excellent writing and verbal communication skills
* Proficiency in the use of Microsoft Office applications
* Excellent organizational skills
* Detail-oriented
* Ability to prioritize and multitask
* Ability to work with minimal supervision
* The ability to speak/write a secondary language is a plus
* Superior client service skills
* Perform legal research and prepare legal memoranda and/or legal briefs
* Analyze facts, patterns, and complex legal issues to provide sound legal advice
* Prepares immigration-based filings for complex case management

### 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]