

A small San Jose family law firm is seeking a full-time Associate Attorney to join our team.

Primary duties include:

- meeting with clients;
- drafting correspondence to counsel;
- drafting pleadings;
- propounding and responding to discovery;
- assisting with appellate briefs;
- court appearances, arguing motions, participating in trials, interviewing witnesses;
- other activities requested by the firm managers.

Requirements:

- strong work ethic and reliability;
- ability to manage workflow and deadlines;
- 0-5 years of experience as a licensed attorney;
- familiarity with CCP filing and discovery deadlines;
- full-time;

Preferable:

- family law experience;
- small firm experience;
- familiarity with MS Excel and Word

Salary based on experience with bonus structure available