



WHALEN

LAW OFFICE

ASSOCIATE ATTORNEY

Overview

The Associate Attorney must be able to perform legal work by representing clients through all stages of criminal investigation and prosecution while navigating the client through a difficult time in their life.

Reporting Relationship

The Associate Attorney will perform their legal work under the direction of the Owner and The Senior Associate Attorney as well as independently. The Associate Attorney will also be working with the Whalen Law Office support staff to ensure the highest quality of customer service and representation.

Authority

The Associate Attorney must abide by the ABA's rules of Professional Conduct and State Bar Association rules in practicing law. All work done will be done independently, but don't be discouraged to ask another attorney or staff member for help. Even though you are still under the supervision of the Owner and The Senior Associate Attorney, you will work primarily independently.

Client Management

1. Potential client intake and contract execution
2. Efficient management of multiple cases
3. Ensure discovery is requested and received
4. Attendance of hearings as required
5. Client interaction and problem resolution relating to case hearings
6. Handling clients and their cases with the upmost respect and courtesy
7. Client communication and advise as it relates to their case
8. Evaluation of findings and development of strategies and arguments in preparations for presentations of cases.

Law Firm Representation

1. Development of new clients through firm promotion
2. Maintain relationships with existing clients

Personal Development and Output

1. Commitment to continued education/learning outside of client-related billable work: reading books, periodicals, attending CLE's, etc.
2. Research applicable to assigned cases
3. On-time completion of projects and accurate recording of time activities.

Position Skills and Qualifications

1. Ability to comprehend complex matters, to identify and to articulate core issues, and to understand applicable legal principles.
2. Demonstrate exceptional organization and time management skills.
3. Possess keen-eye for detail, coupled with exceptional research and proofreading abilities.
4. Thorough knowledge of the legal procedures and current developments.
5. Working knowledge of computers, along with the ability to maintain, update and modify documents.
6. Possess relevant technology competencies such as Westlaw, and time-billing software.
7. Ability to work independently, as well as part of a team.
8. High degree of motivation and competitiveness with integrity as it relates to work-product.
9. Ability and desire to work in fast-paced, entrepreneurial environment with minimal supervision.
10. Proven time-management and organizational skills, including the ability to prioritize issues and tasks.
11. Effective written and oral communication skills.
12. Strong research and legal writing skills.
13. Desire to work additional hours as deemed necessary based on case load.

Education & Experience

1. J.D. degree from an accredited ABA law school.
2. Texas Bar Association admission.
3. Some experience working in Criminal Law is preferred.