

BERESFORD ♦ BOOTH

LAWYERS

Family Law Associate

Summary of Responsibilities

Beresford Booth is a full-service law firm with locations in Edmonds and Bothell and serves clients ranging from individuals, families, small start-up companies to growing businesses. We are seeking a full-time Family Law Associate with at least three (3) years of family law litigation experience. This candidate will have the confidence and skill set required to successfully enter a fast-paced practice group and make a significant impact.

Essential Duties and Responsibilities

The Family Law Attorney provides legal advice and work product to a supervising attorney or client. In addition, this position:

- Meets with clients and counsels them on their legal needs.
- Conducts all aspects of discovery, gathers evidence in cases to formulate defense or to initiate legal action.
- Prepares legal briefs, develops strategy, arguments, and testimony in preparation for presentation of case.
- Prepares and attends oral arguments for mediations, motions, arbitrations, and trials.
- Conducts legal research, prepares memorandum and legal pleadings, interviews clients and witnesses, and handles other details in preparation for trial.
- Interprets laws, rulings, and regulations for individuals and businesses. May confer with colleagues with specialty in certain areas to establish and verify basis for legal proceedings.
- Drafts various legal documents in a timely and consistent manner.
- Coordinates with and manages tasks assigned to paralegals.
- Contributes to the growth and development of the Family Law Group through participation in marketing, group meetings, and mentorship of others.

Qualifications

- Admitted to and active member of the Washington State Bar Association.
- Minimum of three (3) years of family law litigation experience.
- Ability to regularly delegate and manage tasks to staff.
- Excellent oral and written communication skills, including the ability to understand, analyze, interpret, and convey complex information and concepts.
- Strong analytical, interpersonal, and organizational skills.
- Demonstrated record of excellent client service.
- Sound organizational skills. Detail-oriented and capable of handling a high volume of work in a fast-paced environment.
- Ability to manage and prioritize multiple tasks to meet critical deadlines.
- Keen analytical skills with ability for problem-solving.
- Commitment to developing a book of business and utilizing Firm's marketing tools to grow the book and practice as a whole.
- Commitment to daily time entry into our time and billing software (TABS).
- Commitment to the Firm's mission statement and core values.

Technology

- Familiarity with FamilySoft.
- PracticeMaster, TABS, and Worldox experience a plus.
- Ability to think through and troubleshoot standard technological issues.
- Proficient in Microsoft Office Suite.
- General technology competence is expected.

To Apply

We offer a comprehensive benefits package including 401(k), medical/dental/vision/life insurance, paid vacation, ten (10) paid holidays, accrued sick time and a Costco and gym membership. The compensation begins at an annual salary of \$120,000(DOE), plus an additional bonus structure. Salary may increase depending upon experience. Please email your cover letter, resume, and references to: janellet@beresfordlaw.com.

*Beresford Booth is an Equal Opportunity Employer encouraging diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race; color; religion; national origin; sex (including pregnancy); age; disability; genetic information, citizenship status; military service obligations or any other category protected by applicable federal, state, or local law.