

JOINER LAW FIRM

INTERNATIONAL TRADE LAW

JOB DESCRIPTION: ASSOCIATE ATTORNEY

Job Description

High performing attorney with 2 – 6 years of experience working in a private law firm, capable of and willing to provide consistently excellent client service to internal and external clients. Demonstrates professionalism and humility while learning the U.S. trade controls practice area. Brings passion and demonstrates commitment to embracing and fostering the JLF culture, ongoing learning, professional growth, and earning increasing responsibilities. Looking to develop legal skills in the areas of: U.S. export controls, U.S. Customs and Border Protection regulations and proceedings, and U.S. sanctions laws and regulations.

PRIMARY RESPONSIBILITIES include:

I. Billable Hours

- A. Completes and bills 1800 hours of billable work on a performance year basis, averaging 150 hours per month (Performance year = October 1 – September 30)
- B. Strong time management skills and a high productivity level

II. Client Work Product

- A. Functions as Responsible Attorney on assigned client/matters
- B. Responsive to all internal and external client requests
- C. Provides consistently excellent service
- D. Follows up and follows through
- E. Remains aware of major changes or developments to clients' businesses and industries
- F. Remains aware of and alert to changes in U.S. trade controls, considers how such changes may affect the clients to whom the Associate is assigned, and works with supervising attorneys to ensure that such information is conveyed to relevant clients
- G. Delivers consistent, timely and accurate results to internal and external clients
- H. Provides value to internal clients
- I. Delivers value to internal and external clients

III. Legal Research and Writing

- Prepares excellent, complex legal analyses demonstrating legal research and writing skills of the highest quality
- Researches and drafts responses to client questions, researches export and import classifications, and drafts export license applications, government ruling requests and disclosures, and responses to government requests/inquiries

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General Expectations:

- Exhibits a very high level of productivity and efficiency
- Listens carefully and grasps the issues, tasks, and priorities of assignments
- Manages time wisely and effectively to accomplish the highest priority tasks first
- Is flexible and adaptable in order to re-shuffle priorities throughout the day as new work comes in or new issues arise
- Has the ability to “touch” multiple items per day, even on short notice
- Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment
- Arranges information and files in a useful manner
- Is a problem solver
- Is a strategic thinker
- Maintains confidentiality, including avoidance of and discouragement of office gossip
- Has the ability to and does take initiative
- Has the ability to manage competing priorities
- Exhibits professional and personal accountability
- Accepts constructive feedback and incorporates it into work performance
- Uses appropriate communication skills with coworkers, clients and others
- Responds appropriately in times of stress or crisis
- Is respectful and kind to all team members
- Demonstrates humility
- Acts as a mentor and offers guidance to legal support staff, new attorneys, staff attorneys, law clerks, and others
- Exhibits effective presentation and meeting skills - is effective in a variety of formal presentation settings: one-on-one, small and large groups
- Commands attention appropriately and can manage group process during the presentation, demonstrates the ability to change tactics midstream when something isn't working
- Is personable, competent, and exudes confidence
- Actively keeps Biography updated and uses social media networking/marketing tools effectively
- Contributes to Firm marketing activities such as assisting supervising attorneys with preparation of Budget Proposals, presentations and articles
- Always has a professional appearance and work area, and acts in a professional manner

Qualified candidates should send completed job application (available at <http://joinertradelaw.com/careers.php>), a cover letter explaining the reason for their interest in the position, and a resumé to hr@joinertradelaw.com. The email should contain the following subject line: APPLICATION – ASSOCIATE ATTORNEY