

## **Contract Attorney Wanted for Family Law Firm in Tacoma**

Contract attorney wanted for small, fast-paced, and growing family law firm in Tacoma. Our mission is to provide value to clients above and beyond providing exemplary legal representation.

Attorney will be responsible for any and all aspects of a client's case including meetings with client, drafting pleadings, conducting discovery, and preparing for and appearing at court hearings, mediations, conferences, arbitrations, and trials.

Potential exists for this position to grow into a part-time (and then full-time) dependent on performance and growth in firm caseload.

Skills and experience are appreciated and valued, but personality, character, intelligence, and integrity will be paramount considerations. High-maintenance, humorless, or self-important individuals will not succeed in this position and should not apply.

### **Requirements**

- Superlative writing, verbal, and math skills.
- Excellent organizational skills.
- Impeccable attention to detail.
- High degree of proficiency with MS Word.
- Working knowledge of Excel, computerized calendaring, and task management helpful.
- Able to manage multiple cases with conflicting deadlines and time pressures.
- Self-starter, quick learner, and solid ability to work independently.
- Demonstrated passion for family law.
- Team player.
- Ideally, three to five years' experience practicing family law (we can do some but not extensive training).
- Licensed to practice law in Washington.
- Trained in Collaborative Law a plus.
- Must have a clean record with respect to malpractice judgments and bar grievance determinations.

Judicial Information System and DSHS Abuse/Neglect background checks will be conducted. References will be contacted.

### **To Apply**

1. E-mail your resume in PDF format to [dnelson@kleveylaw.com](mailto:dnelson@kleveylaw.com). In the subject line, make sure to spell your name backwards, e.g., if your name is Emily Jones, then your subject line would appear like this: "Re: senoJ ylimE." Please also attach a cover letter in Arial 11 which contains the answers to the following questions in reverse order, i.e., answer "i" first:
  - a. Why do you want to be a contract attorney for a law firm devoted to family law?
  - b. What do you think it takes to be a stellar contract attorney?
  - c. What are you looking for in the role of a contract attorney?
  - d. What part of practicing family law do you like the most?
  - e. What part of practicing family law do you like the least?
  - f. What qualities do you have that will be of value to the firm?
  - g. What has been your most satisfying professional experience and why?
  - h. What has been your least satisfying professional experience and why?
  - i. What has been one great movie you have seen or book you have read in the last 12 months, and why did you like it so much?
2. Attach a writing sample.

### **Pay**

Compensation is \$100/hr.