

# **ASSOCIATE ATTORNEY**

## **CRIMINAL DEFENSE/ FAMILY LAW/ESTATE PLANNING**

We are looking for a motivated Associate Attorney to join our small, well established Criminal Defense & Family Law practice. The Associate Attorney position will collaborate closely with experienced attorneys to provide legal support to clients in all stages of Criminal Defense & Family Law cases. We provide a broad range of legal services including Estate Planning and Probate matters. We encourage attorneys to develop a client base that reflects their interests and goals.

The ideal candidate should have excellent writing and research skills, oral advocacy experience and excellent computer program skills. If you have previous experience or an interest in criminal defense and family law, we would like to meet you.

### **Responsibilities:**

- Provide legal advice and communicate effectively to clients.
- Prepare and review legal documents, take depositions, negotiate settlements, appear as necessary at court proceedings, draft orders, trial memorandums and judgments.
- Maintain communication with clients and support staff to accurately schedule hearings, deadlines, and appointments.
- Must have the ability to maintain accurate and organized case files and documentation.

### **Requirements:**

- Proficient in MS Office 365 , Adobe, DropBox , E-filing & discovery.
- Familiarity with Case Management Software.
- Experience with Local Court Rules for Clark County and surrounding areas.
- Strong analytical, written, and oral advocacy skills.
- Ability to interpret complex legal documents and statutes.
- This position does not have a requirement for years of experience but you must be motivated to hit the ground running.
- Admitted to State Bar and in good standing with relevant state bar associations.

### **Benefits:**

- Health, Dental, Vision, Parking, Paid CLE's. Annual Bar Dues
- Flexible in-office/remote schedule.
- Laptops and remote capabilities are provided.
- Choose your own hours – Office closed 3:00PM Fridays.

**Compensation:**

- Competitive split and bonus.
- Average: \$100,000.00 - \$180,000.00 per year

If you are interested in building a great client base while working in a relaxed atmosphere, are motivated to earn & learn, please submit your confidential resume to: [mccraylaw@vernmccraylaw.com](mailto:mccraylaw@vernmccraylaw.com).