

SORENSEN LAW OFFICE

POSITION DESCRIPTION

ASSOCIATE ATTORNEY

General Description of Position: Associate Attorney is a secondary legal service provider and supports the Lead Attorney, who is the firm manager on Freedom of Information Act (FOIA) requests, administrative appeals, and judicial reviews primarily in the United States District Court for the District of Columbia

Duties & Responsibilities:

1. Serve on occasion as a point of contact with lawyers and new, existing, and former clients as assigned by the Lead Attorney; discuss case facts to ascertain details and merits of each case; discuss case facts and case law with lawyers; make recommendations to Lead Attorney as to onboarding of clients and next steps in case management; supervise paralegals as to the processing of cases
2. Prepare, monitor, modify, and edit all case matters and case documents in all phases as assigned by Lead Attorney; review and make recommendations to Lead Attorney as to the resolution of complications and challenges that may arise in cases; provide recommendations to Lead Attorney as to process and legal application of each case
3. Legal Research – conduct in-depth legal research using legislation, case law, and other legal texts as sources to decide on a modus operandi; remain abreast of changes in legislation
4. Legal Writing – utilize completed legal research to write and edit memoranda, pleadings, and related federal court documents, including, but not limited to, complaints, motions, orders, declarations, exhibits, correspondence, and memoranda
5. Legal Management – Assist in the input of attorney billable time and other data into Mycase to develop fee motions; prepare and provide oversight to staff as needed in exhibit preparation; file cases using the US District Court E-Filing and/or provide oversight to staff who file cases
6. CLE & Compliance – Ensure CLE compliance is maintained for self and, on occasion, assist Lead Attorney with CLE, federal, and state statute compliance
7. Office Management – Assist Lead Attorney and Business Manager in firm day-to-day operations as assigned; on occasion, provide input to marketing, personnel, technology, financial, and administrative matters as requested. Once properly licensed in Oregon, sign trust checks as assigned by Lead Attorney

Updated 8-3-23

8. Marketing – Assist Lead Attorney and Business Manager in marketing and outreach as assigned to meet firm goals to expand our client base nationally and internationally

Relationships with Others: Regular interaction with attorneys, staff, clients, and witnesses.

Supervision: Lead Attorney is the direct supervisor.

Qualifications:

*Must be a graduate of an ABA accredited law school who is eligible to stand for the August 2024 Oregon Bar and be in compliance with all CLE requirements

*Must be an active member in good standing of the Oregon State Bar or eligible to take the Oregon Bar before September 1, 2024

*Must be a member in good standing of the DC Bar or willing and eligible to become a member

Knowledge, Skills & Abilities:

*General knowledge of legal terminology, concepts, and principles

*General knowledge of proper grammar, punctuation, spelling, capitalization, and sentence structure. Strong editing skills preferred

*General knowledge of working in an office environment

*Skill in analyzing and interpreting laws, rules, and regulations and applying them to specific situations

*Skill in preparing clear and concise written reports and legal pleadings

*Skill in presenting, both orally and in writing, complex ideas in direct, understandable language

*Ability to gain a strong knowledge in the specialty area of FOIA law

*Ability to conduct legal research and apply past legal and administrative decisions, rulings, and principles to specific situations

*Ability to shepherdize cases

*Ability to understand and apply agency rules and regulations to specific situations

*Ability to maintain harmonious working relationships with staff members, attorneys, and the public

*Ability to use Westlaw software

Updated 8-3-23

*Ability to interview witnesses and prepare exhibits for court

*Ability to keep confidential information

Sorenson Law Office is an equal-opportunity employer. Sorenson Law Office complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity}. Women, people of color, and persons from classes who have historically been discriminated against are especially encouraged to apply.

To Apply:

*send resume and cover letter to Ms. Kim Leval, Business Manager, Sorenson Law Office:
kim@sorensonfoialaw.com

*position open until filled