

Position Information	
Working Title:	Associate Attorney
FLSA Status:	Exempt
Provisional Period:	90 Days
Department:	Attorney
Assignment Category:	Attorney
Office:	Fort Myers
Job Type:	Regular, Full-Time
Job Description Summary:	<p>The Associate Attorney should have experience in trust administration, trust drafting and tax planning for decedents with taxable estates and non-taxable estates. Associate Attorney must be licensed in the State of Florida with a strong work history of customer service and/or sales experience with strong attention to detail. Excellent client counselling skills required, along with strong writing ability. Must be extremely detail oriented, have excellent organizational skills, a strong work ethic, and a love of learning and professional growth. Ideally, the Associate Attorney is driven and views themselves from day one as a partner-in-training. Tasks include legal plan design, implementation &amp; support, client process management, meetings, drafting, client communication, prospecting, networking and gathering leads. Adaptability and flexibility will qualify you as an exceptional candidate. Attributes that will shine are alertness, curiosity, and responsiveness.</p>
Job Factors	
Minimum Education Preferred:	Juris Doctor
Experience Level Preferred:	Two years of relevant estate planning, probate & trust administration and tax law experience preferred.
Supervision Received:	The incumbent reports to the Managing Attorney. After initial orientation, the incumbent will be given general direction from the Managing Attorney, but is expected to perform duties and responsibilities independently.
Supervision Exercised:	This position is responsible for supervising team members that fall under their specific purview.
Scope of Human Resources Impact:	Occasionally responsible for interviewing prospective candidates and providing input into the hiring process.
Level and Nature of Internal Contacts:	The incumbent has regular contact with all members of the team, including all levels of Attorneys and outside vendors. This position also includes leading meetings for whichever department requires direction.

Level and Nature of External  
Contacts:

This position requires external contact with existing and potential clients as well as Centers of Influence.