



Job Description

Associate Attorney

Do you want a mission-driven career in a positive environment where you have autonomy, your opinions are respected, and you have significant opportunities for growth?

We help secure the futures of special needs children and adults by helping their families build customized estate plans.

We also help high-achieving professional families by tailoring legal and advisory services, ensuring seamless coordination of personal, financial, and planning needs.

We are growing fast, and we need an Associate Attorney who can hit the ground running.

Legacy Solutions Law Firm, provides estate planning, probate, and guardianship legal services and is based in Hollywood, Florida. We handle matters statewide.

We seek an attorney with robust expertise in estate planning, probate, and, ideally, guardianship. This is primarily an in-office position with an opportunity for a hybrid schedule for the right candidate.

We heavily invest in our team to help them meet their personal and professional goals.

Key Responsibilities:

- Independently execute and direct the complete lifecycle of estate planning, probate, and guardianship administration files
- Develop case strategy and provide leadership and direction to paralegals and legal assistants regarding case work
- Regularly communicate with clients and third parties to efficiently move cases forward and to a successful conclusion
- Direct bi-weekly case reviews with the Managing Partner and paralegals to ensure clients receive proactive communication
- Work with Managing Partner/Firm Administrator to assess and optimize legal, and business operations and processes

General Responsibilities:

- Contemporaneous entry of billable time into the firm's case management system
- Work collaboratively with team members at all levels
- Deepen the firm's relationships with its clients
- Work with Managing Partner/Firm Administrator to assess and optimize business operations and processes
- Lead the legal production team to move files from start to finish effectively
- Delegate to paralegals and legal staff to accomplish tasks where appropriate but remain responsible for ensuring the timely and professional completion of the work assigned
- Oversee, counsel, guide, train, and mentor paralegals and legal staff, including assigning work and monitoring work product

Key Qualifications:

- Be licensed to practice law in Florida
- Be in good standing with the Florida Bar
- Significant experience in estate planning, trust administration, and probate.
- Experience in guardianship is a plus but not required
- Bi-lingual is preferred
- Familiar with basic functions in Microsoft 365 (MS Excel, MS Word, Teams, and MS Outlook) and Adobe Acrobat required.

The position can be fully in-office or hybrid.

This role offers an exciting opportunity for your personal and professional growth within our organization. We're committed to investing in our growing team, and it starts with providing the training, resources, and growth opportunities our attorneys and professional staff need to advance their legal careers.

If you are interested in this position, please send your resume to Careers@FloridaLegacyLaw.com. Please explain why this position interests you.

The anticipated salary range is \$90,000 - \$150,000, with the opportunity to earn additional compensation.

Benefits begin to be available after 90 days. These include PTO, Holidays, health, dental, 401k plans, paid bar membership, malpractice insurance, CLE training, professional non-legal training and travel expenses as needed.