

Seeking Exceptional Family Law Attorney

Well-established boutique family law practice based in Spartanburg is seeking an Associate Attorney to handle and assist with complex divorce, child custody, and other family law matters. Candidates must be admitted to practice in South Carolina. At least 5 years' experience in family law litigation is preferred.

The Associate will work closely with and report directly to the firm's Partners. Candidates must be able to take direction, learn quickly, work independently on projects and cases, meet deadlines, and produce excellent quality work. Meticulous research capabilities, critical thinking, time-management skills, top-notch writing skills, and impeccable integrity are required.

Ideal candidates must be computer literate and tech savvy, attuned to the importance of organization and visual presentation of information, and proficient with paperless systems. Candidates must also be punctual, detail-oriented, analytical, and able to work efficiently, effectively, and with compassion, whether independently or in a team environment.

This position will involve the following:

- (1) **Managing Litigation Cases:** Handling primary litigation duties for low-to-moderately complex family law matters, including, but not limited to, contested divorce, child custody, visitation, which may include business interests and tax issues.
- (2) **Assisting with Complex Litigation:** Working closely with and assisting our Senior Partner with complex family law matters, including:
 - a. **Assisting with Litigation Support:** Preparing drafts of pleadings, court orders, and other documents for review. Assisting in the development of discovery plans on cases and drafting Interrogatories, Request for Production, Requests for Admission, Subpoenas, etc. to obtain desired information. Conducting legal research and drafting briefs and legal memoranda, as needed.
 - b. **Document Review:** Reviewing incoming case documents and creating summaries for review by the Senior Partner and other team members. Documents to be reviewed include financial records, tax returns, business documents, mental health and medical records, educational records, etc. Helping prepare for depositions by researching relevant issues, developing outlines of questions for witnesses, and organizing associated documents and exhibits.
 - c. **Trial Organization and Preparation:** Working closely with all team members to ensure that all necessary information is obtained, prepared, reviewed, and organized for court appearances (motion hearings, trials, etc.). This will include ensuring all necessary affidavits, financial exhibits, evidence/exhibits, etc. are prepared with specificity, organized in such a way to make a compelling presentation to the court, and summarized for the Senior Partner's review in preparation for hearings.

- (3) **Professional Development & Networking:** Our firm's attorneys are expected to invest significant time and effort in their own professional development and also to participate in mentoring and teaching opportunities to invest in the professional development of other family law attorneys. Attendance at approved local, state, and national networking opportunities will be required, and the ability to network effectively in order to bring in new cases will be rewarded.

Top-flight practitioners, collegial working environment, excellent earning potential, and the quality of life offered by the beautiful South Carolina Upstate make this an exceptional opportunity for the right candidate. Starting salary for this position is commensurate with experience, and a quarterly bonus structure will be included as part of the compensation package. Other benefits include paid holidays, paid time off, 401K matching, and approved Bar membership dues and continuing legal education programs paid for by the Firm.

Interested candidates are invited to send their cover letter, resume, and a legal writing sample (all in PDF format) to **Jenny@SCFamilyLaw.com**. All resumes are accepted in the strictest of confidence.



THE
STEVENS FIRM, P.A.
FAMILY LAW CENTER