



Associate Attorney

Location: Old Milton Parkway, Alpharetta GA 30005
Full Time Position

As an associate attorney, his/her job is to help advise the Atlanta Divorce Law Group clients as well as the Atlanta Divorce Law Group legal team. The associate attorney's main focus is to solve the client's family law issues. He or she should also always look for alternative ways to help solve their problems whether it involves learning something new or making a referral. This attorney should see their role as that of a problem solver for people in general and more specifically for our clients. He/She is always looking for ways to get the most favorable outcome for our client's cases by pushing the legal department to stick to the ADLG processes and timelines. The associate attorney is held responsible for our success rate in getting favorable outcomes first, our client satisfaction second, and then our new client acquisition rate and ability to solve problems for our clients by looking outside the box. Specifically, the associate attorney is responsible for the following items.

- Review of legal documents
- Court Attendance – hearing, trial, mediation, status conferences
- Deposition meeting attendance
- Attends and participates in firm-wide meetings
- Maintains client communications
- Works with legal team to implement a cost effective legal strategy that is effective and in line with the firm's mission and philosophy.
- Understands workflows and task processes and properly implements them.