

Redgrave LLP Job Description		
Job Title: Attorney	Date: August 2017	
Classification: Exempt	Status: Full-time	
Reports To: Managing Partner		

SUMMARY

An Attorney will work with Redgrave LLP’s legal and non-legal professionals to provide clients with practical, innovative, and cost-effective solutions in the eDiscovery, information governance, and data privacy services markets.

ESSENTIAL DUTIES, TASKS, AND RESPONSIBILITIES

- Provide clients with “good value” for the services provided including identifying legal issues with clients and providing legal analysis and solutions
- Provide advice to team members across the Firm on applicable laws and the interpretation of legal documents in a manner that avails practical legal approach while properly managing the risks to the Firm
- Draft letters, briefs, pleadings, memorandums, and other client deliverables that meet the Firm’s expectations with regards to work product quality given the level of experience and complexity of deliverable
- Identify issues and properly analyze complex issues
- Undertake efforts to develop a degree of specialization or expertise in an important area of the Firm’s practice
- Seek opportunities to stay abreast of developments in the law (for instance, by attending or participating in seminars)
- Maintain good rapport with clients and be responsive to client needs
- Exhibit effort and commitment when working on client affairs
- Demonstrate a commitment to marketing and business development
- Make acceptable progress in developing judgment and maturity with regard to both legal and ethical matters
- Exhibit initiative in seeking out challenging or demanding assignments
- Demonstrate a strong desire to learn, develop, and refine skills
- Perform high-quality work delivered on time and within scope and budget
- Keep the client and supervising lawyer adequately apprised of the progress of matters one is working on
- Demonstrate a commitment to “promoting” the Firm by participation in professional associations, seminars, and/or community activities

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- Demonstrate a strong dedication to the well-being of the Firm
- Willingly participate in Firm affairs (marketing, management, social, etc.)
- Maintain a good rapport with partners and other senior members; partners and team leads should have confidence in the abilities of the Individual
- Maintain current and accurate time records, ensuring that time entry deadlines are met
- Total Firm core hours minimum commitment of 1920 hours:
 - o Billable hour component of 1825 hours
 - o Client/Firm development hour component of 95 hours

SKILLS, KNOWLEDGE, AND ABILITIES

- Excellent written and oral communication skills
- Excellent interpersonal skills and the ability to work with all levels of management, Firm team members, clients, and business partners
- Strong work ethic and a willingness to do what is necessary to ensure that the job is done properly and in a timely fashion
- Team player and ability to maintain good relations with all Firm members
- Excellent presentation skills
- Excellent organizational skills
- Outstanding analytical and problem-solving abilities
- Knowledge of legal principles, specifically on eDiscovery, information governance, and data privacy and be up to date with the existent and emerging law legislation and practices
- Able to be a strategic, creative thinker
- Must be detailed-and results-oriented
- Ability to function in a high-energy, fast-paced environment
- Ability to maintain an atmosphere where team spirit thrives on cooperation, trust, and empowerment
- Must be technology-adept and have excellent computer skills with Microsoft Office

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QUALIFICATIONS

- Minimum of five years of law firm experience
- Doctor of Jurisprudence degree
- Admission to Bar in at least one of the following jurisdictions: California; Minnesota; Virginia; Washington, D.C.
- Ability to travel up to 35% percent of the time
- Ability to travel internationally

PHYSICAL REQUIREMENTS

- Occasionally lifts objects weighing up to 10 pounds
- Frequently reaches and grasps with arms and hands; occasionally stoops and bends; must have manual dexterity
- Ability to closely examine and inspect materials
- Ability to identify and distinguish colors
- Ability to travel as needed
- Frequently uses a keyboard to enter or transform words or data
- Work is performed in a normal office environment where there are few physical discomforts due to dust, dirt, noise, and the like

Please Note:

This job description sets forth the job’s principal duties, responsibilities, and requirements; however, it should not be construed as an exhaustive statement. Unless they begin with the word “may,” the essential duties, tasks, and responsibilities described above are “essential functions” of the job, as defined by the Americans with Disabilities Act.

Redgrave LLP is an Equal Opportunity Employer.