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| A blue and white logo  Description automatically generated | **Junior Attorney** |
| Program: Guardianship and Financial Advocacy | Reports to: Staff Attorney/Legal Manager |
| Job Location: Rutherford Office | Position Status: Full Time |
| FLSA Classification: Exempt | Salary Range: $65,000 |
| Provide legal services for Family Eldercare’s Guardianship Program clients.**Essential Responsibilities:*** Serve as attorney for court hearings in Travis County, Williamson County, and other Texas counties as needed.
* Draft and e-file required guardianship pleadings, including inventories, accountings, applications for monthly allowance, applications for selling property, etc.
* Ensure compliance with Texas Estates Code requirements and deadlines, such as notices to creditors, inventory deadlines, monthly allowance deadlines, annual reporting and accounting deadlines, etc.
* Ensure all guardianship clients are bonded and maintain existing bonds with bonding company.
* Oversee annual reporting for all guardianship clients (annual reports and annual accountings) and ensure deadlines for reporting are always met; this includes working with Guardianship Specialists to finalize and e-file annual reports and drafting, finalizing, and e-filing annual accountings and compiling all backup documentation to provide to court auditors.
* Ensure that all guardianship clients have current, non-expired letters of guardianship.
* Serve as point of contact for other attorneys; establish and maintain relationships with court personnel and attorneys.
* Develop and oversee procedures and systems necessary to improve and streamline client work and to comply with Texas Estates Code and local court rules.
* Recommend new or revised policies and procedures to the Director of the guardianship program when appropriate to maintain or improve work quality.
* File applications for attorneys’ fees with the court for approval of payment.
* Oversee legal billing needs and ensure collection of all applicable fees (attorney fees, guardian commission, case management fees, etc) and work with accounting department to accomplish this.
* Visit clients as necessary to discuss legal ramifications of guardianship.
* Handle probates of deceased guardianship clients’ estates as necessary.
* Work together with estates team to carry out estates tasks, such as inventorying of client property, managing and maintenance of client property, coordination of client social security and Medicaid benefits, conducting sales of client property, and more.
* Perform assignments and special projects as assigned.

**Supervisory Responsibilities:*** Prepare and conduct assigned employee performance evaluations.
* Provide leadership to direct reports through training, orientation, and performance management.
* Interview candidates for vacant positions and contribute to hiring decisions.

**Competencies:*** Strong attention to detail is required.
* Demonstrate knowledge of and ability to learn about guardianship law, managing estates, special needs trusts, probate law, and Texas Court systems.
* Demonstrate knowledge of and ability to learn about community services, resources, entitlements and how to access them.
* Ability to advocate for client’s best interest.
* Ability to prioritize changing responsibilities and emergent legal/client issues.
* Ability to work independently, efficiently, and in an organized way and maintain accurate and organized work product.
* Ability to lead, mentor, and supervise staff.
* Ability to conduct productive interviews, evaluate direct reports, and provide performance coaching.
* Ability to make use of professional supervision and constructive feedback.
* Ability to develop productive relationships with clients, staff, and volunteers.
* Strong writing and communication skills and ability to communicate effectively in person and on the phone with staff and third parties.
* Ability to bill and keep track of time and expenses in timekeeping software.

**Education and Experience:*** Preferred 1-year minimum experience in guardianship and/or probate law, including familiarity with estate administration, drafting inventories and annual accountings, and handling court hearings.
* Doctor of jurisprudence degree from accredited law school.
* Proficient in Microsoft Suite, Office 365, Adobe Acrobat, and E-File Texas
* Notary Public status in the State of Texas preferred.

**Licenses and Certifications:*** Licensed and in good standing with State Bar of Texas
* Certification as an attorney ad litem in guardianship proceedings in the State of Texas would be required either prior to hire or immediately following hire.

**Work Environment:*** Work occurs in both office settings and offsite as necessary to carry out duties related to guardianship services.
* Offsite visits include attending court, traveling to county clerk offices, visiting client properties, and other traveling as needed.
* Requires significant amount of face-to-face interaction and phone contact with program staff, clients, volunteers, and outside professionals.
* Ability to safely and successfully perform essential job functions consisted with the ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and quantitative productivity standards.
* Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state, and local standards.
* Must be able to lift and carry up to 30 pounds.
* Must have reliable transportation, a valid Texas Drivers license, and unexpired auto insurance.
* Must be able to pass multi-state criminal background and motor vehicle driving record checks.

**Acknowledgement and Review:**By signing this job description, I acknowledge that I meet the qualifications delineated above and am able to perform all job functions, duties, and responsibilities without reasonable accommodation. I further understand that I am responsible for promptly and effectively communicating in writing to Family Eldercare, Inc. any need for accommodation. I acknowledge that I have read, understand, and may receive a copy of this job description. I further understand that Family Eldercare, Inc. reserves the right to modify any company policies, procedures, and processes based on organizational needs. |
| Employee Name: Employee Signature: | Date: |