



Attorney/Legal Manager

Program: Guardianship

Reports to: Director of Guardianship

Job Location: Rutherford Office

Position Status: Full-Time

FLSA Classification: Exempt

Salary: Starting at \$95,000

Provide legal services for Family Eldercare's Guardianship Program with administrative support from a Legal Assistant.

Essential Responsibilities:

- Serve as lead attorney for court hearings in Travis County and Williamson County, and other Texas Counties as needed.
- Draft and e-file required guardianship pleadings (inventories, accountings, applications for selling property, etc.).
- Serve as primary contact for other attorneys.
- Develop and oversee procedures and systems necessary to comply with Texas Estates Codes and local court rules.
- Establish and maintain liaison relationships with court personnel and attorneys.
- Oversee Legal billing needs and ensure collection of all applicable fees (attorney, guardianship commission, case management, etc.)
- Draft and enforce eviction notices, prepare lease agreements, and assist in property management
- File required attorney fee applications with the court for payment approval.
- Recommend new or revised policies and procedures to the Director of Guardianship when appropriate to maintain or improve work quality.
- Perform special projects as assigned.

Supervisory Responsibilities:

- Prepare and conduct assigned employee performance evaluations.
- Provide leadership to direct report through training, orientation, and performance management.
- Interview candidates for vacant positions and contribute to hiring decisions.

Competencies:

- Ability to lead, mentor, and supervisor staff.
- Ability to learn and demonstrate knowledge of the Texas Court systems.
- Knowledgeable in Texas Estate and Probate law
- Knowledge of community services, resources, and entitlements and how to access them.
- Comfortable working with people of all backgrounds, including individuals with mental illness or developmental delays, with the ability to respect the dignity and strengths of each individual.
- Ability to advocate for client's best interest.
- Ability to work independently, organize work efficiently, prioritize response to changing responsibilities.
- Ability to conduct productive interviews, develop evaluations, and provide performance coaching.
- Ability to develop productive relationships with clients, staff, and volunteers.
- Ability to keep accurate and organized records.
- Ability to interact in a positive manner in person and on the phone.
- Ability to articulate clearly in both verbal and written communications.
- Ability to make constructive use of professional supervision.

Education and Experience:

- 5 years minimum experience as an Attorney providing Guardianship or Probate and Estate legal services, including familiarity with completing inventories and annual accountings
- Proficient in Microsoft Suite, Office 365, Adobe, and E-File Texas

Licenses and/or Certifications:

- Licensed and in good standing with the Texas State Bar
- Must be certified as an attorney ad litem in guardianship proceedings

Work Environment:

- Work occurs in both office settings and off site, conducting duties related to Guardianship services.
- Off site visits may include the court and other locations related to providing guardianship services.
- Requires a 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 consistent with the ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or 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 lbs.

Acknowledgement and Review:

By signing this job description, I acknowledge that I meet the qualifications, and am able to perform all job functions, duties, and responsibilities without reasonable accommodations. I further understand that I am responsible for promptly and effectively communicating in writing to the Company 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 reserves the right to modify any Company policies, procedures, and processes based on organizational needs.

Print Employee Name:

Employee Signature:

Date: