



Attorney/Legal Manager

Program: Guardianship

Reports to: Director of Guardianship

Job Location: Rutherford Office

Position Status: Full-Time

FLSA Classification: Exempt

Salary: Starting at \$100,000

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

Essential Responsibilities:

- Serve as lead attorney by attending and being the primary legal contact for court hearings in Travis, Williamson, and other Texas Counties as needed.
- Draft and e-file required guardianship pleadings (inventories, accountings, applications for selling property, etc.).
- 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.)
- Perform other job-related duties as assigned.

Competencies:

- Familiarity 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.
- Effective time management and organizational skills, ability to prioritize tasks, and meet deadlines
- Effective verbal and written communication skills
- Establish and maintain effective working relationships both interdepartmentally and with external stakeholders

Supervisory Responsibilities:

- Provide Supervisory support to legal assistant(s) through training, orientation, and performance management.
- Participate in interviews and contribute to hiring decisions for legal support staff

Education and Experience:

- J.D./LL.B. from an accredited law school AND three (3) years licensed attorney work experience. Familiarity with Guardianship, Probate, and Estates law preferred.
- 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 have guardianship ad litem certification, or be able to obtain it prior to start date

Work Environment:

- This position operates in an office environment with remote work flexibilities, and off-site settings (courts, client properties, etc.)
- There will be routine use of standard office equipment such as computers, phones, and photocopiers.
- Requires face-to-face interaction and phone contact with program staff, clients, 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. Maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state, and local standard
- 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: