

## **Clark-Esposito Law Firm, P.C. - Contract Attorney (REMOTE)**

Do you want to help companies navigate the complexities of acquiring government approvals? Does the thought of working on issues involving legal and operational compliance make you happy?

We are an entrepreneurial federal administrative law firm that is on track for aggressive growth and we need a junior level contract attorney to join our team and be a total superstar – working directly with the owner to support the team and help clients.

We want to be known for helping clients capture a new business opportunity or overcome a hurdle with a government agency, and come away feeling as though they are a better company, in a better position, and that they had a team behind them that really cared and fought for them. We are growing fast and we need a Junior Contract Attorney who can hit the ground running.

If this exciting opportunity appeals to you, please follow the instructions listed below.  
APPLICATIONS THAT DO NOT FOLLOW INSTRUCTIONS WILL NOT BE CONSIDERED.

Prepare a cover letter with no more than TWO paragraphs and a closing sentence. In the first paragraph explain what you believe are the 3 most important qualities needed in someone who works with companies seeking government approvals and meeting legal compliance requirements and why you believe they are the most important qualities. In the second paragraph, explain why you applied to this particular ad. As a closing sentence please write, “I have read the instructions contained in the job posting and have followed the instructions.”

### **Responsibilities**

- You think in terms of outlines, chronologies, and spreadsheets.
- You see an opportunity for organization where other people see a mess.
- You have a growth mindset.
- You understand that sometimes it's OK to leave a message, but sometimes you've got to keep trying until you speak to a person.
- You smile when you answer the phone.
- You are amazing at meeting deadlines with a sickening degree of attention to detail.
- You are very good with managing your time, structuring your calendar, e-mail, spreadsheets, word processing, and the internet.
- You are an awesome juggler of tasks and can change gears quickly.

- You do not think scanning and copying are “beneath you.”
- You enjoy analyzing complex materials.
- You do not get nervous when you are having trouble understanding a concept but instead get curious and dig deeper.
- The standard you hold yourself to for your work product is that it is not good enough unless it is a job well done.
- Legal research, writing, and analysis is something you have engaged in for at least 2 years full-time or at least 4 years part-time.
- You have excellent Westlaw/Lexis Nexis, MS Office, and Excel skills, and are comfortable with online applications and technology in general.

### **Qualifications**

- We love to help people learn and grow. We need a Junior Contract Attorney with 2 to 4 years of experience as an attorney in a professional setting.
- The ideal candidate will be able to take initiative on work that needs to be done and complete tasks with minimal hand-holding.
- They will also have a tremendous sense of personal responsibility, accountability and integrity.
- This is a 20 hr/wk part-time contract position. Salary is \$39 - \$55/hr DOE. 2 - 4 years experience required.

We are an equal opportunity employer and welcome submissions from diverse applicants. We look forward to reviewing your application.

### **Compensation**

\$39 - \$55 hourly

### **About Clark-Esposito Law Firm, P.C.**

We are an entrepreneurial federal administrative law firm that is on track for aggressive growth. We are committed to developing our team both professionally and personally and have open lines of communication across all levels of staff.

We want to be known for helping our clients capture a new business opportunity or overcome a hurdle with a government agency, and come away feeling as though they are a better company, in a better position, and that they had a team behind them that really cared and fought for them.