



POSITION DESCRIPTION

POSITION
ASSOCIATE ATTORNEY

LOCATION
BANGOR OFFICE

POSITION DESCRIPTION SUMMARY

The attorney will be an integral part of a growing labor employment and immigration law team that provides legal services and advice to both new and existing clients of the firm. The attorney must be productive and motivated to run a successful practice involving immigration and employment law matters, as well as others that may arise from time to time. The attorney must be an effective client relationship manager possessing strong communication skills.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Work with clients in the following areas: employment based immigration, wage and hour laws, workplace safety, rest break laws, employee leave laws, workplace harassment, discrimination laws, crafting company policies/employee handbooks, labor negotiating, contract administration, and arbitration.
- Effectively manage and grow relationships with existing clients, as well as successfully execute strategic initiatives to secure new clients
- Take a lead role in meeting with and advising clients on immigration and employment law matters
- Appear before state and federal agencies and in court, at depositions, in mediations, and at other litigation and dispute resolution contexts with and on behalf of clients
- Travel between the firm's various office locations and from and to client, state and federal agency and court locations throughout the state to effectively grow relationships and manage and resolve client problems from these locations

QUALIFICATIONS SUMMARY

- In good standing and licensed to practice law in the State of Maine
- High degree of accuracy and thoroughness in work product
- Excellent oral advocacy and interpersonal skills
- A strong familiarity with and commitment to Maine, particularly northern, central, and mid-coast Maine
- Ability to work independently to develop existing and new client relationships
- Sound analytical and reasoning skills
- A good team player and ability to work well with employees at all levels
- Highly organized and able to manage multiple priorities and tight deadlines
- Ability to use technology effectively in the practice of law
- Strong written and oral communication skills and ability to work in a dynamic, fast-paced team environment with other disciplines
- Flexible and adaptable - unafraid of ambiguity or a challenge

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves driving, walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry boxes containing exhibits and other legal documents up to 20 pounds.

The noise level in the work environment is usually moderately quiet.

Applicants should send a resume and letter of interest to:

**Veronica Lachapelle
Chief Operating Officer
Eaton Peabody
P.O. Box 1210
Bangor, ME 04402-1210**