

## OPPORTUNITY OVERVIEW

Harrison Estate Law, P.A. advises clients across the state of Florida in the areas of estate planning, wills, trusts, probate, and probate and trust litigation. Our Team works together to provide all-around estates and trusts services to clients while maintaining a positive, upbeat internal culture.

We are looking for an Estate Litigation Attorney to join our Gainesville practice working in office. We enjoy a collaborative, hard-working, collegial atmosphere and work on a variety of engaging and interesting cases. Here are just a few things that set our firm's culture apart from many others:

- No billable hours requirements
- Work only forty hours per week (with only rare exceptions)
- Have your suggestions for improving the firm and its operations welcomed and put into action by ownership
- Be treated with respect by ownership and in turn be expected to treat our staff with the same respect

In addition to paid professional development training and membership dues, we provide three weeks of PTO, paid holidays, the option to participate in our 401(k) plan with 6% company match, a group long-term disability plan, a group life insurance plan, enrollment with Celebrate Primary Care, and bonus opportunities after 90 days. Overall compensation would be based on experience with an approximate range of \$70,000 to \$100,000. We are willing to be flexible with determining a base pay vs. bonus structure that works for you.

Apply today by submitting your resume/CV, writing sample, and a cover letter that includes the reasons you would like to join our team. If you don't have estates and trusts experience but do have litigation experience, we're willing to train you and welcome you to apply.

## POSITION SUMMARY

In this role you will guide clients through estate and probate litigation matters by managing case lifecycles, from discovery through representing clients in hearings and trials both in person and via Zoom. We are looking for someone with the litigation background that will allow them to jump in and work our litigation cases as the primary attorney with light supervision. We anticipate that more complex cases could be handled jointly with our litigation partner.

## ESSENTIAL DUTIES & RESPONSIBILITIES

- Oversee a range of estate/trust litigation matters from inception to completion

- Advise clients on the strengths and weaknesses of their cases, analyze probable outcomes, and develop strategies
- Draft and review pleadings, affidavits, petitions, complaints, motions, and correspondence in accordance with the Florida Rules of Civil Procedure and the Florida Rules of Judicial Administration
- Conduct and defend depositions, Conduct discovery and propound discovery requests.
- Respond to interrogatories, requests for production, and requests for admission
- Appear on behalf of beneficiaries, trustees, and other parties at hearings, mediations, conferences, and other proceedings
- Update clients regarding progress on their matter and respond to questions promptly

## QUALIFICATIONS

### *Education & Experience Requirements*

- JD and member in good standing with The Florida Bar is required
- Minimum of two years' experience in litigation matters is required, including experience with preparing discovery, responding to discovery, and writing motions and briefs
- Fiduciary or estate litigation experience, probate experience, or estate planning experience strongly desired, but we will train you on everything you need to know if you lack this background
- Elder Law experience a plus

### *Skills & Abilities*

- Strong research skills and an ability to distill complex legal issues to provide effective legal advice; strong analytical ability and ability to work independently and as part of a team
- Excellent written and verbal communication and emotional IQ skills; ability to effectively share and gather information, advocate solutions, influence internal and external audiences and evaluate case outcomes

## HOW TO APPLY

To apply, please send your resume/CV, a cover letter, and a writing sample to [jobs@harrisonestataelaw.com](mailto:jobs@harrisonestataelaw.com)