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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: | LAWYER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of a lawyer consists of representing clients in criminal and civil litigation and other legal proceedings, drawing up legal documents, and advising clients on legal transactions. |
| QUALIFICATIONS & REQUIREMENTS: | * Law degree;
* Be licenced to practise law
* Ability to give full attention to what other people are saying, and to use logic and reason to identify the strengths and weaknesses of alternative solutions;
* Ability to identify complex problems and reviewing related information to develop and evaluate options and implement solutions, and to persuade others to change their minds or behaviour.
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| COMPETENCIES: | * Integrity — Job requires being honest and ethical.
* Analytical Thinking — Job requires analysing information and using logic to address work-related issues and problems.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
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| TASKS: | * Analyse the probable outcomes of cases, using knowledge of legal precedents;
* Evaluate findings and develop strategies and arguments in preparation for presentation of cases;
* Examine legal data to determine advisability of defending or prosecuting lawsuit;
* Interpret laws, rulings and regulations for individuals and businesses;
* Prepare legal briefs and opinions, and file appeals in state and national courts of appeal;
* Present and summarise cases to judges and juries;
* Present evidence to defend clients or prosecute defendants in criminal or civil litigation;
* Represent clients in court or before government agencies;
* Select jurors, argue motions, meet with judges and question witnesses during the course of a trial;
* Study Constitution, statutes, decisions, regulations, and ordinances of *quasi*-judicial bodies to determine ramifications for cases.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |