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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. | | | | |
| 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. | | | | |
| 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. | | | | |
| 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: |  | | |  | |  |