



POSITION:

FAMILY LAW CANDIDATE ATTORNEY

Barnard Incorporated Attorneys is a full-service law firm based in Brooklyn, Gauteng with a comprehensive range of legal services (for more information visit www.barnardinc.co.za). We are looking for a **Candidate Attorney** to join our **Family Law Department**.

The **Family Law Candidate Attorney** will be responsible to action relevant Family Law litigation instructions; achieve set revenue target; assist the direct manager with client relationships; assist with marketing of the department by investing in own personal development, living the Barnard fundamentals, and adhering to all the policies and procedures.

A short motivation must accompany your application as to why you are interested in a career in family law.

Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

• Please email your CV to: careers@barnardinc.co.za

• Closing date for Applications: 30 October 2023 at 17h00

REQUIREMENTS:

Minimum education (essential): LLB.

Preferred education: LLB, with BCom Law degree or BA Law.

Minimum applicable experience: 6 Months articles.

Preferred applicable experience: Relevant vacation work experience or shadowing experience, 6 months articles in Family Law or Family Law firm.

Accreditations/Registered bodies: Legal Practice Council.

Legal Requirements: Valid Code driver's licence. Passed credit and criminal check, (ICT checks will be conducted), S.A Citizen or valid work permit for SA. Employment Equity. Own Transport. Passed medical exams.

Business requirement: Sometimes required to work overtime. Taking of phone calls after hours.

BEHAVIOURAL COMPETENCIES:

CRITICAL:

- Examining information
- Developing expertise
- Showing composure
- Meeting timescales (deadlines)
- Attention to detail (checking things)
- Following procedures
- Managing tasks
- Upholding standards
- Pursuing goals

VERY IMPORTANT:

- Documenting facts
- Adopting practical approaches
- Providing insights
- Thinking positively
- Embracing change
- Inviting feedback
- Team working
- Producing outputs
- Taking Action

KNOWLEDGE (ESSENTIAL):

- General understanding of the law
- Basic understanding of commercial principles
- Basic understanding of Family Law principles, including divorces, maintenance disputes, children's court and domestic violence

SKILLS (ESSENTIAL):

- Microsoft Office basic level
- Ability to work under pressure
- Interpersonal skills
- Good research skills
- Good drafting skills
- Good writing and speaking skills
- Basic reporting and feedback skills
- Time management skills

KEY PERFORMANCE AREAS (RESPONSIBILITIES):

- Action relevant Family Law litigation instructions
- Achieve set revenue target
- Assist the direct Manager with client relationships
- Assist with marketing of the department
- Invest in own personal development
- Living the Barnard fundamentals and adhere to all the policies and procedures

