

Divorce and Family Lawyer/Attorney Job Available

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Address: Wichita

Price: Check with seller

Divorce and Family Lawyer/Attorney Job Available: Are you a legal professional with a passion for Family Law? Stange Law Firm has an immediate opening for dynamic, highly motivated attorneys to join the team that provides strategic legal support and guidance for their office in Wichita, KS.

Job Description

Duties include but are not limited to the following:

Prepares and drafts legal documents for filing with appropriate entities and necessary correspondence

Drafts pleadings and motions, including judgments and orders

Corresponds with attorneys, court personnel, and clients regarding cases

Interviews witnesses for court cases and prepares witnesses to testify

Shall ensure the accuracy of all documents prepared

Shall promptly appear in court on all cases assigned

Shall handle all aspects of cases assigned to them

Performs administrative duties as necessary, including filing, mailing, organizing files and pleadings