

JOB DESCRIPTION

Job Title: Legal Services Specialist

Industry: Professional Development

Job Type: Full Time

Company: RISE, LLC

Location: 1408 Suite #2 Sweet Home Road, Amherst, NY 14228

Reports to: Chief Operating Officer

Department: Operations

Job Definition and General Description:

As the Legal Services Specialist, he or she is expected to enhance RISE legal and overall effectiveness through developing client information, background checks, and contract settlement options for contemporary and future business. He or she are expected to represent RISE in all legal matters and courts.

Reporting Relationship:

As a member of the operating department, the LSS will report case concerns and information directly to the Chief Operating Officer and Chief Executive Officer. The LSS will work with share and hear information concerning RISE from all members on staff.

Duties and Responsibilities:

The LSS is responsible for developing cases while placing precedence on maintain contact with people involved with the case. The LSS is responsible for filing complaints, responding and preparing summonses and subpoenas, using principle style negotiation methods, or negotiation based on merit. The LSS is required to uphold client confidentiality.

Position Requirements:

Candidates for this position must have an extensive knowledge of the courts and their proceedings, as well as a familiarity with judges and judgment in the district of office.

An ideal candidate must display the following acumen:

- Reporting and research skills
- Exceptional ability to read and retain information on various subjects
- Attention to detail in accordance with organization and planning
- Ability to facilitate healthy relationships through display of interpersonal intelligence.

Education and Experience:

- Juris Doctorate degree in the state of RISE office.
- Previous legal practice and work alongside the justice system

Additional Information:

- The Legal Services Specialist will work a 40 hour work week
- The beginning salary for this position is \$35,000 paid at bi-weekly intervals with a 5% increase in salary each year