



Job Vacancy
Junior Attorney

Applications are invited from suitably qualified persons for the post of **Junior Attorney** at the Eugene Dupuch Law School, Legal Aid Clinic, Nassau, The Bahamas. The Eugene Dupuch Law School is a regional institution that is administered by the Council of Legal Education.

The Junior Attorney will perform the duties of a full-time Attorney-at-law in the Legal Aid Clinic (LAC), including representing clients of the LAC before all Courts and Tribunals in The Bahamas.

MINIMUM EDUCATIONAL QUALIFICATIONS AND EXPERIENCE

- Bachelor of Laws degree.
- The Legal Education Certificate or equivalent.
- Attorney-at law with at least one (1) year practical and professional experience in civil and criminal litigation and in good standing at The Bahamas Bar.
- Knowledge of at least five (5) of the following areas:
 - a) Criminal Law
 - b) Contract Law
 - c) Family Law
 - d) Tort
 - e) Trust and Equity
 - f) Personal Injury
 - g) Probate
 - h) Land Law
 - i) Law of Conveyancing
 - j) Real Property Law

Knowledge

1. Practical knowledge of the law and various legal systems.
2. Sound knowledge of laws of the Commonwealth Caribbean with specialization in any of the courses mandated by the CLE Professional Law School Regulations.
3. Sound knowledge of the operations of a law firm.

Skills

1. Demonstrated computer literacy and proficiency in the use of Microsoft Office Suite with an emphasis on Word, Outlook, Power Point and SharePoint.
2. Proficient in the use of legal databases such as Lexis Nexis. and ICT technologies to support the practice of law.
3. Excellent communication (oral and written) and presentation skills. An adept communicator and public speaker.
4. Excellent negotiation skills and a quick thinker.
5. Excellent and demonstrated leadership and supervisory skills.
6. Excellent analytical, problem solving, and decision-making skills
7. Excellent interpersonal skills, with the ability to relate effectively to persons at all levels.
8. Very good customer service skills in order to anticipate the needs of others and handle requests proactively and effectively.
9. Good conflict management skills.
10. Strong organisational skills in order to manage priorities in a dynamic and fast-paced environment and meet deadlines.
11. Ability to facilitate seminars.
12. Ability to collaborate and network to help drive the mission of the institution.

13. Ability to work independently as well as within teams.

Attitudes

1. Exercises a very high level of confidentiality at all times.
2. Exercises diplomacy and tact in general and specifically when dealing with clients of the LAC.
3. Courteous and sensitive to the needs of clients.
4. Has a professional demeanour.
5. Is willing to support the operationalisation of the strategic priorities of the institution.
6. Pays keen attention to detail and accuracy in work.

Technical

1. Performs the duties of a full-time attorney-at-law at the Legal Aid Clinic including representing clients in court in accord with professional best practices.
2. Contributes to the development of legal resources for faculty and students including, templates, and legal information.
3. Contributes to the institutional life of the Law School, the legal profession, and public affairs.
4. Attends external seminars, conferences, and other continuing education events.

Supervisory

1. Contributes to the development of the organizational strategy of the Clinic, networks with strategic partners and undertake activities to raise the Clinic's profile.
2. Assists the Director generally with the administration of the Clinic's practice.
3. Assists with the creation of policies for institutional development in keeping with the LAC's Operational Plan.
4. Participates in public outreach initiatives of the LAC.
5. Supervises all Clinic staff in the absence of the Director and Tutor.
6. May deputize for the Director and Tutor in their absence.

Professional

1. Identifies or discusses and commits to professional development opportunities.
2. Participates positively in performance management conversations and experiences.
3. Maintains professional conduct based on the EDLS' core values, policies, and procedures.
4. Promotes healthy working relationships with co-workers and external stakeholders.

Other duties

1. Attends and supports meetings and official events of the Law School.
2. Performs other job-related duties that may be required to support the strategies of the department's Operational Plan or as assigned by the Director.

Reporting Relationships

Reports directly to the Director, Legal Aid Clinic.

The Application

A letter of application, curriculum vitae and supporting documents, a police certificate of good character, and signed references from three (3) referees should be emailed to HR@edls.edu.bs .

The Eugene Dupuch Law School recognises the time and effort it takes to apply for a position and thanks all applicants for their interest. However, only short-listed applications will be acknowledged.