

# LAW and ORDER

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Practicing law is very serious business. But that doesn't mean there isn't a lot about it that's quite interesting, fun, and even sometimes funny.

## Lawyer Job Description: Top Duties and Qualifications

A Lawyer, or Attorney, is responsible for using their specialized knowledge of national, state or local laws to help their clients receive fair representation in a court of law. Their duties include meeting with clients to determine their needs, coordinating with Legal Assistants and other legal professionals to compile documents and speaking on behalf of their clients in court.

## Lawyer duties and responsibilities

Lawyers perform many administrative and legal tasks to prepare cases and perform well in court or official proceedings. Their duties and responsibilities often include:

- Preparing all documents required to file cases, including briefs and other court documents
- Working closely with team members to prepare a comprehensive brief on each case that goes to trial

- Scheduling and conducting depositions of witnesses and experts
- Researching legal concepts, case law, judicial opinions, statutes and regulations
- Providing proper legal citation and statutory interpretation
- Maintaining accurate case files, notes and reports
- Negotiating cases to meet the needs of the firm and the client
- Making sure all parties are carrying out their court order sentence and paying the necessary fines
- Writing legal documents such as contracts, lawsuits, deeds, wills and appeals



### **What does a Lawyer do?**

Lawyers typically work for law firms to assist clients in developing a case for criminal or civil court. They work closely with other legal professionals to interview witnesses, review laws or regulations and collect evidence prior to a hearing or trial. Their job is to represent their client in court and interview witnesses on the stand. They may also be responsible for traveling as a part of their job to find witnesses or obtain important documents.

### **Lawyer skills and qualifications**

Lawyers use their transferable soft skills and industry knowledge when working on cases and supporting clients. Some skills and qualifications may include:

- Professional attitude with a strong sense of discretion to keep sensitive information secure and private
- Excellent interpersonal communication skills when working with clients, members of the court and other employees
- Strong organizational abilities and time management skills to handle many cases at once

- Workable knowledge of word processing, spreadsheet tools, presentation software and other technologies
- Good research skills and techniques, including using case studies to make supporting claims and arguments
- Knowledge of various legal contracts, documentation, processes and policies
- Analytical ability, logical reasoning and sound judgment when professionally handling their clients' cases
- In-depth knowledge of their legal specialty, including tax law, real estate, environmental justice and criminal law



### Advantages of the lawyer profession

- **Relevance of the profession.** Lawyers are needed always and everywhere. A wide range of activities is concentrated in their hands: lawyers develop legislation, carry out reforms, govern the state, decide the fate of people, protect victims and innocents, establish justice, accompany transactions, contracts, and much more. As long as there are legal states, lawyers will also have work to do.
- **A large number of career options.** There is a wide range of career options and jobs for lawyers in both the private and public sectors. You can choose a quiet office job and become a notary, or find a job in a court — a place full of events and important decisions. Also, lawyers work in government agencies as civil servants. Having gained experience, you can go independent and become a private lawyer and either take on quieter civil cases or, go for serious criminal cases. If a lawyer is passionate about real estate, internal planning, or corporate law, then work can be found in a specific area in firms and enterprises.
- **Intellectual growth.** Working as a lawyer is a daily mental work. Responsibilities include constantly reading documents, writing lawsuits, drafting speeches, developing strategies and lines of defense in courts, searching and processing large amounts of information. In addition, a lawyer must navigate endless amendments to laws and the political situation in the

world and in the home country. In short, constant self-development, self-education, and work practice accompany a lawyer throughout the career.

- **Prestige and respect.** The legal profession is automatically associated with a complex legal language, difficult studies, the ability to speak beautifully and professionally, as well as possession of secret and valuable knowledge. Therefore, society at the very least respects lawyers, and in some cases is terrified of them. People often try to make friends with lawyers, because it is always useful to have a friend or acquaintance in jurisprudence. After all, knowledge of the laws is important not only for a professional but also for all citizens living in a state governed by the rule of law.

### **Disadvantages of the lawyer profession**

- **Career building.** Due to high competition and a vague idea of the career path, young lawyers are often lost and do not know where to go after graduation. Therefore, it is important to test your strength and train in different areas in order to determine the direction of your career, before you even graduate.
- **Difficulties in finding a job.** Universities annually release thousands of young professionals to the labor market, which is already overcrowded with lawyers. Therefore, from the get-go it is difficult to find a job, not only because of a lack of experience but also because of the high competition among the same young graduates who are passionate about the profession. Moreover, enterprises are looking for already experienced professionals, which, despite a large number of lawyers, is a rare occurrence.
- **Constant stress.** Responsibility for the fate of thousands of people lies on the shoulders of lawyers and judges. And when defending victims, a lawyer is faced with negativity at best and people's grief at worst. All this leads to a lot of stress and anxiety. Therefore, a lawyer needs to be able to abstract and not take everything to heart. At the same time, it is important to keep a balance, otherwise, there is a risk of becoming cynical and cold, or becoming too sympathetic and burned out. Besides, the "habitats" of lawyers are not the most rosy — lawyers, judges, and prosecutors spend a lot of time in courts and prisons. As a result, depression, mental health problems, and suicides are increasingly common among professionals

To be continued ...

Students L-12

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