

**LAW FIRM MANAGEMENT
LAWYER PRACTICE LEVEL QUALIFICATIONS & COMPENSATION**

JUNIOR ASSOCIATE LAWYER

Qualifications & Requirements:

- ↪ expected to be accurate, thorough and timely in handling work assigned
- ↪ must understand the basics of each area of law practiced
- ↪ must be able to draft routine documents and negotiate routine matters with little supervision
- ↪ expected to work a minimum of *[set out minimum]* billable hours per year and will be provided with sufficient file matters to meet this requirement
- ↪ must have a good work ethic and be able to balance the requirements of professional and personal life

Compensation:

[details of starting salary, review periods, bonuses, other compensation]