

Lawyer Job Description

Duties and Responsibilities:

- Represent clients in legal proceedings such as criminal and civil litigations
- Draw up legal documents and advise clients on legal aspect of business transactions
- Interpret rules and regulations for individuals and corporate organizations
- Act as consultants to government agencies in drafting public policies
- Analyze the likely outcome of clients and defend them in law court
- Obtain information and evaluate findings to support argument in law court
- Develop strategies and counter strategies to persuade judges in the law court
- Hire, train, and coordinate the work activities of junior lawyers
- Hire, supervise, and direct legal assistants
- Draft legal documents such as deed/agreements, wills, contracts, and mortgages
- Mediate in disputes between different people or between individuals and government agencies
- Manage clients' business transactions and decision making by acting as trustee, agent, or executor
- Interpret laws and regulations for individuals and corporate organizations
- Assist corporate organizations and individuals to understand court rulings
- Enlighten the public on laws and rules and regulations guiding individuals and business relationship
- Build and maintain good rapport with clients and potential clients.

Lawyer Requirements – Skills, Knowledge, and Abilities

- Education and training: Lawyers are mandated to spend a minimum of seven years in the university and law school. This period exposes them to knowledge of the legal system and tricks required to win court cases
- Reading and communication: To succeed as a lawyer, the ability to read extensively is mandatory. A lawyer must be able to read documents regardless of the volume, and should be quick in deciphering information contained in documents. Ability to communicate effectively is also required of lawyers. The grammar and oratory prowess of a lawyer must be flawless if he/she is to convince judges in law court
- Logical reasoning and persuasive skills: a lawyer must be able to talk people into believing in his/her argument. To do this, he/she needs facts and evidences to support his/her argument, but most importantly he/she must be able to present such facts in a logical and convincing manner
- Analytical and problem solving skills: A lawyer acts as an advisor. So, he/she is expected to have splendid analytical skills. He/she should be able to look at complex issues and proffer legal solutions to them. In addition, a lawyer must be able to dictate the probable result of legal actions and proceedings.