



# PERYEA SILVER TAYLOR

A PACIFIC NORTHWEST LAW FIRM

## ASSOCIATE ATTORNEY JOB DESCRIPTION

Peryea Silver Taylor is a full-service Seattle law firm serving community associations in Washington State. We are seeking an associate attorney who will mainly be providing general counsel services to our clients. The selected candidate will be responsible for handling document drafting, contract review, dispute resolution, and other general counsel work. You will be expected to work closely with clients, industry professionals, and outside counsel. The successful candidate will build strong relationships with clients, manage matters independently, and demonstrate the ability to problem-solve unique situations. The candidate will ideally have a strong understanding of the relevant laws and regulations associated with community associations.

### **REQUIREMENTS**

- Active WSBA license
- J.D. from an accredited law school
- Minimum 2+ years of experience in this field or similar (Preferred)
- Familiar with Washington State courts (Preferred)
- Proficient with Microsoft Office products, such as Word and Outlook

### **SKILLS**

- Strong attention to detail
- Outstanding written skills that are easy for clients to understand and address issues with resolution.
- Highly organized
- Ability to work well with other members of the team
- Proactive
- Manage a demanding caseload
- Litigation experience and/or a willingness to learn litigation skills
- Ability to meet deadlines
- Ability to negotiate with opposing counsel

### **EXPECTATIONS**

- Draft Amendments to governing documents
- Draft policies and similar documents
- Review and revise governing documents
- Draft Memos
- Communicate efficiently with clients
- Appear in court when necessary
- Manage workflow
- Dispute Resolution
- Contract Review

### **COMPENSATION**

- \$90K - \$135K DOE

### **BENEFITS**

- In-Office/Hybrid WFH potential after 1 year of employment or as agreed upon
- Parking/Transportation Stipend
- Healthcare - Medical, Dental, Vision
- 401k (eligibility after 1 year)
- Generous PTO
- Bonuses based on performance