

# MEREDITH LAW



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## MEREDITH LAW, AN AMERICAN SAMOA BASED LAW FIRM IS LOOKING FOR AN ASSOCIATE.

### APPLY TODAY!

Do you want to practice law in the South Pacific? Do you want to be able to travel and have a healthy work-life balance? You might want to think about joining our team! Meredith Law is currently seeking a competent and experienced lawyer to join its growing practice in American Samoa as an associate. The individual in this role would be responsible for compiling and maintaining case files, adhering to court requirements, and acting as an advocate to our list of clients. The ideal candidate will have a background in at least one of the following practice areas: family law, corporate law, criminal defense, utility law, and property law.

Meredith Law will offer a competitive salary, flexibility for travel, and generous bonuses to the right candidate. If you are willing to do the work below and fit the criteria listed below, email us today at [lornalei@meredithlaw.attorney](mailto:lornalei@meredithlaw.attorney).

#### **Duties and Responsibilities:**

- Consult with clients on legal best practices
- Prepare clients' case file documents
- Identify, research and draft pleadings that meet requisite deadlines, including complaints, answers, motions, discovery, and any other pleadings deemed necessary to advocate for clients
- Work with Meredith Law's legal team to compile comprehensive pleadings for trial and appellate matters
- Draft, review and administer contracts, negotiate agreements
- Review discovery documents and define the best course of action

- Represent clients in legal proceedings before courts and administrative entities, and case-related conferences on behalf of clients
- Facilitate the depositions of experts and case witnesses
- Handle all corporate legal processes including mergers & acquisitions, securities offerings, intellectual property, compliance issues, etc
- Research and anticipate legal risks
- Develop company policies and positions on legal matters

**Requirements and Qualifications:**

- Excellent communication skills, both verbal and written
- Skills of persuasion and negotiation
- Strong time management and organizational skills
- Detail-oriented
- Strong computer skills and competency
- Professional attitude and strong personal ethics
- Administrative and managerial experience preferred
- Minimum 3 years' experience in a law firm environment is preferred
- Juris Doctor (JD) degree required
- License to practice law in one of the U.S. States or territories