

LITIGATION ASSOCIATE ATTORNEY

(revised 12/2024)

Job Title: Litigation Associate Attorney
Reports to: Managing Attorney and Practice Group Leaders
FLSA Status: Exempt
Full/Part Time: Full Time

SUMMARY: The Associate will perform highly responsible representation and client advocacy in the Firm's Litigation Practice Group. The Associate in this position is a self-starter with strong attention to detail and exceptional analytical skills. The ideal candidate will work within a fast-paced, demanding environment and does possess the experience to immediately assume mature files, if needed.

JOB DUTIES AND RESPONSIBILITIES

- Prepare discovery and respond to requests (admissions, disclosures, interrogatories, depositions, orders, etc.)
- Attend and manage hearings, mediations, settlement conferences, and court proceedings
- Draft and prepare legal documents, including pleadings, motions, and briefs, ensuring compliance with court rules
- Collaborate with clients and colleagues to understand the client's concerns, develop case strategies, provide sound legal advice, and negotiate settlements
- Analyze, evaluate, synthesize, and research case law, statutes, regulations, and documents impacting the firm's clients
- Strong written and critical thinking skills that lead to comprehensive and persuasive writings
- Communicate clearly and logically (both orally and in writing) with regulatory agencies, courts, and counsel
- Organize and manage documents from multiple sources in the course of multidistrict and other complex litigation
- Ability to handle complex problems utilizing initiative, creativity, and sound professional judgment
- Stay updated on relevant laws and regulations to provide informed legal advice
- Work both independently and as a contributing team member
- Mentor junior attorneys and support staff

JOB REQUIREMENTS

- Doctor of Jurisprudence (J.D.) from an accredited law school
- Licensed to practice law in the state of Texas
- 1-4 years of civil litigation experience
- Deep knowledge of the Texas Rules of Civil Procedure
- Westlaw or Lexis Nexis experience

PREFERRED QUALIFICATIONS

- Hearing/trial experience
- Working knowledge or demonstrated interest in governmental entity, environmental, utility, construction law, and/or complex litigation

Please submit your résumé and salary requirements to Jeanne Rials at info@lglawfirm.com.