
Job Description

JOB OVERVIEW

A California Statewide High-End Litigation Boutique has an outstanding opportunity for a Litigator in its downtown Los Angeles office. We are looking for a team player who enjoys a cordial, diverse and a fast-paced working environment. The ideal candidate will possess a minimum of 1 year in California state civil litigation defense experience. Expected work product, case management and communication skills on par with AmLaw100 or AmLaw200 firm. Excellent opportunity for an Associate Attorney with a background in complex litigation, employment defense litigation or insurance defense litigation. While the firm primarily litigates and tries high stakes cases, an associate must handle a small percentage of insurance defense cases for the firm's most distinguished clients. Must be organized, a hard-worker and a self-starter with strong interpersonal skills.

ROLE RESPONSIBILITIES

- Analyze and assess case value to aid in early resolution.
- Evaluate, create and execute a litigation plan to cover all phases of litigation.
- Assist Partner in handling various types of civil litigation.
- Perform legal research on relevant issues throughout the course of the litigation process.
- Maintain communication with clients, carriers and opposing counsel through the course of the claim.
- Conduct fact investigation; formulate, implement discovery and investigation plans.
- Attend depositions; draft meet and confer letters to opposing counsel regarding discovery issues, dispositive motions and trial preparation.
- Represent the interests of the client(s) at hearings, trials, depositions, mediations, arbitrations and other proceedings.
- Prepare clients for depositions and other applicable hearings.
- Negotiate settlements on behalf of the client(s).
- REQUIREMENTS
- Juris Doctorate degree and current good standing with CA State bar is required.
- Minimum of 1-year California state litigation experience working in the Civil Defense Litigation department of a law firm in California.
- Strong research and analytical skills.
- Strong time-management skills
- Strong communication skills.
- Knowledge and expertise with task code and insurance billing guidelines is a plus.
- Knowledge and expertise in Labor & Employment law is a plus.

Job Type: Full-time

COVID-19 considerations:

As an essential business, our offices are open. We have a skeleton crew on site. We practice physical distancing, check temperatures, and follow other CDC suggestions to keep our employees safe.

We also allow employees to work remotely during this time.

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