



Job title	Litigation Associate
Job type	Full Time
Employee type	Salary, Exempt
Team	Attorneys
Reports to	Member & COO
Location	Philadelphia, PA

Job purpose

- As a Litigation Associate, you will handle complex legal matters and projects. You will ensure the legality of commercial transactions and advise our company and clients on legal rights and duties. You will collaborate with the rest of the legal team
- Responsible for advising clients concerning complex business transactions, claim liabilities, advisability of prosecuting or defending lawsuits or other legal rights and obligations

Duties and Responsibilities

The essential functions include, but are not limited to, the following:

- Adhering to highest degree of professional standards and strict client confidentiality
- Representing clients in courts, depositions, before government agencies, or in private legal matters
- Holding meetings with clients in order to discuss case details and statuses
- Conducting research and analysis of legal problems
- Travel to attend and participate in court hearings, proceedings, depositions and such other similar activities within the Commonwealth of Pennsylvania and/or State of New Jersey
- Draft briefs, prepare for and take/defend depositions, handle appellate work as needed
- File documents and pleadings in PACER and/or other online electronic court filing systems
- Subpoena, review, and summarize employment and other such records
- Maintain an orderly workflow including the ability to handling a high volume of cases at one time and set priorities to accomplish the client(s) work while recording time daily
- Manage and securely maintain legal forms and records and review for accuracy
- Perform legal and factual research; records research; and limited medical research

- Identify relevant judicial decisions, statutes, legal articles, codes, and other pertinent material; review and monitor new and updated regulations
- Prepare and draft court filings and pleadings, including cite checks, identify relevant documents and organize exhibits and reproduced records
- Locate and communicate with witnesses; interact with clients, and maintain communication and relationships
- Analyzing the probable outcomes of cases, using knowledge of legal precedents
- Interpreting laws, rulings, and regulations for clients
- Summarizing and interpreting relevant financial information and records
- Drafting and filing briefs and other legal writings
- Presenting facts in writing or verbally to clients and/or arguing on their behalf
- Interviewing clients in court and cross-examining the opposition's witnesses in court and/or deposition
- Preparing and filing legal documents, such as pleadings, motions, and other such related documents
- Attending court or other similar proceedings (includes in state and out of state travel where necessary)
- Assisting in the preparation of expert reports and other deliverables
- Critiquing opposing expert reports in preparation of rebuttal expert reports
- Meeting with clients and other such client prospects (includes in state and out of state travel where necessary)
- Independently manage a litigation caseload, working cases from beginning to end
- Work closely with other attorneys and Members on legal projects
- Preparing for and participating in (includes in state and out of state travel where necessary) business development activities on behalf of the Firm, for the sole purpose of generating Firm business
- Overseeing paralegal and law clerk staff, where appropriate
- Performing other duties as assigned by other Senior Lawyers or the Firm's Managing Member or COO

Qualifications

- Graduate of an accredited institution by the American Bar Association (ABA) with a Juris Doctor (J.D.); degree completed with a specialization in corporate law or any related field required
- Licensed to practice law in the Commonwealth of Pennsylvania required
- Minimum five (5) years of commercial litigation experience
- Ability to work in a team and delegate responsibilities
- Demonstrated case analysis ability and a track record of proven settlement skills
- Knowledge of business lawsuit matters
- Proficient in MS Office applications such as Microsoft Outlook, Word, Excel and Power Point
- Proficient in internet and online research, including use of Westlaw and other such platforms
- Familiarity with document production software RELATIVITY
- Ability to operate basic office equipment such as a copy machine, printer, scanner, and computer
- Accurate typing skills
- Effective oral and written communication skills with knowledge of correct grammar, spelling, and punctuation usage
- Ability to multi-task and manage time effectively
- Excellent organizational skills with an eye for details
- Ability to be flexible to adapt and act quickly when urgent matters require it
- Ability to work and maintain patience with diversified individuals of various ethnic backgrounds and professional competencies
- Ability to maintain strictest of confidentiality

- Ability to represent the company in various forums to foster the desires and image of the company in the community
- Some travel required
- **Must be presently authorized to work in the U.S. without a requirement for work authorization sponsorship by our company for this position now or in the future**

Working conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

Direct reports

The Litigation Associate reports directly to the COO and the Managing Member.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Griesing Mazzeo Law, LLC is an EOE/Veterans/Disabled/LGBT employer, promotes a drug free workplace, and complies with ADA regulations as applicable.