

EUPG ASSOCIATE ATTORNEY

Job Title:	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 Energy and Utility Practice Group. The Associate in this position is a self-starter with strong attention to detail and exceptional analytical skills. The ideal candidate is able to work within a fast-paced, demanding environment and possesses the experience to immediately assume mature files, if needed.

JOB RESPONSIBILITIES

- Prepare, organize, and manage documents from multiple sources and respond to requests (admissions, disclosures, motions, orders, etc.)
- Attend and manage hearings, mediations, settlement conferences, and court proceedings
- Draft pleadings, motions, and briefs
- Effectively communicate with clients and the managing attorney(s) to understand the client's concerns and provide sound legal advice
- 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
- Ability to handle complex problems utilizing initiative, creativity, and sound professional judgment.
- 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
- 3-6 years of experience in administrative law
- Working knowledge of the Texas Administrative Code
- 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.