

DISTRICTS PRACTICE GROUP 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, working under the general direction of the managing attorney, will perform highly responsible representation and client advocacy in the firm's Districts 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, 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 and prepare legal documents, including pleadings, motions, and briefs, ensuring compliance with regulatory agencies and 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 writing
- 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
- Remain current on relevant laws and regulations to provide informed legal advice
- Work both independently and as a contributing team member
- Mentor support staff

EDUCATION AND EXPERIENCE

- Doctor of Jurisprudence (J.D.) from an accredited law school
- Licensed to practice law in the state of Texas
- 1-4 years of experience in administrative law
- Working knowledge of the Texas Administrative Code
- Westlaw or Lexis Nexis experience
- Hearing/trial experience preferred
- Working knowledge or demonstrated interest in governmental entity, environmental, utility, construction law, and/or complex litigation preferred

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