

Established Columbia law firm seeks a detail-oriented candidate for full-time Litigation Associate position. The ideal candidate will have experience in tort litigation defense, demonstrate the ability to work independently, meet deadlines, manage, and monitor caseload in an effective manner. Candidate must have excellent organizational, communication and interpersonal skills. Benefits available include health, dental, vision, life as well as 401k. This is a full-time, exempt position.

Position Description:

The Litigation Associate manages litigation files and works alongside other attorneys as well as litigation support staff during all phases of a litigation matter of varying sizes and complexity. The successful candidate must have the demonstrated ability to manage their own caseload and develop a case from start to finish.

Major Areas of Responsibility:

Major areas of responsibility include:

- Initial Factual Investigation. Including onsite visits, interviewing witnesses, taking depositions; working with fact and expert witnesses.
- Writing and arguing motions and preparing written assessments.
- Completing all phases of discovery.
- Conducting mediation.
- Trial preparation, trying case to completion.

Education and Experience:

Member in good standing with the South Carolina Bar.

Experience: 1-3 years documented experience in tort litigation defense practice.

Physical Demands:

While performing the responsibilities of the job, the employee is required to sit or stand for extended periods, work on a computer (typing and viewing documents), lift files or boxes of files, hold conversations on the telephone and in person with clients, witnesses and outside vendors. Lift file boxes and retrieve or return to off-site storage if necessary. Travel to off site locations.

Work Environment:

The work environment is fast paced. Position is hybrid (in office with some remote opportunities)

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. It is not intended to be an exhaustive list of qualifications, skills needed, duties, responsibilities or working conditions associated with the position.

Please submit a writing sample along with a current resume to mholmes@lbrblaw.com