

LITIGATION ASSOCIATE

Mid-size Indianapolis law firm seeks a Litigation Associate with three to five years of progressively more responsible work experience in complex litigation. Candidates must have knowledge of substantive, evidentiary and procedural law with the ability to communicate effectively. The ideal candidate enjoys performing intellectually challenging legal work in a collaborative, team-oriented environment where professional expectations are high, yet possesses a good sense of humor and interacts well with a wide variety of personalities.

Qualifications:

- Provides legal services in a timely, efficient and cost effective manner
- Is highly responsive to the needs and interests of clients
- Must work well with other professionals in a collaborative manner
- Demonstrated ability to develop positive relationships with colleagues, clients, opposing counsel, judges, consultants, court staff and others with whom you will regularly interact
- Must be able to analyze and articulate competing arguments
- Demonstrated ability to be thoughtful, professional and strategic in performing your work
- Three to five years of experience with complex litigation
- Proficient in drafting a variety of pleadings
- Effectively takes and defends depositions
- Competently drafts and defends motions
- Experience resolving complex business matters
- Demonstrated ability to manage work load of multiple clients and competing deadlines
- Articulates legal concepts, problems and solutions in a persuasive, poised manner
- Comfortably and effectively communicates orally and in writing with clients, experts, witnesses, opposing counsel and judges
- Advances representation toward client desired outcome and regularly meets or exceeds client needs/expectations
- Produces consistently high quality work
- Responds timely to requests for information
- Interested in a healthy work-life balance and a demonstrated commitment to giving back to the community

Skills needed:

- Outstanding analytical ability
- Exceptional writing skills
- Effective negotiator
- Organized approach to assignments and able to prioritize work load
- Able to work independently with minimal supervision and regularly meet internal and external deadlines
- Excellent legal research and computer skills

To submit a curriculum vitae or résumé, please email [Erica Foley](mailto:Erica.Foley@psrb.com) at efoley@psrb.com. Please include writing samples.