

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 and the ability to communicate effectively. The ideal candidate enjoys performing intellectually challenging legal work in a collaborative, team-oriented environment where expectations are high and opportunities for personal and professional growth and development abound.

Qualifications:

- Three to five years of litigation experience
- Experience drafting a variety of pleadings
- Experience effectively taking and defending depositions
- Experience managing a work load of multiple clients and competing deadlines
- Commitment to advancing representation toward client-desired outcome and regularly meeting or exceeding client needs/expectations in a timely, efficient and cost effective manner
- Experience communicating orally and in writing with clients, experts, witnesses, opposing counsel and judges
- Demonstrated commitment to producing consistently high quality work
- Good sense of humor
- Interest in a healthy work-life balance and a demonstrated commitment to giving back to the community

Skills needed:

- Outstanding analytical ability
- Exceptional writing skills
- Excellent legal research and computer skills
- Ability to articulate legal concepts, problems and solutions in a persuasive, poised manner
- Organized approach to assignments and ability to prioritize work load
- Ability to work independently with minimal supervision and regularly meet internal and external deadlines
- Demonstrated ability to be thoughtful, professional and strategic in performing your work
- Demonstrated ability to develop positive relationships with colleagues, clients, opposing counsel, judges, consultants, court staff and others with whom you will regularly interact