

MGM LAW
Job Profile: New Associate
Practice Group: Litigation

Summary Description

This position has responsibility for assisting the litigation department in the day-to-day activities including trial work, collections, business-to-business collections, worker's compensation, medical claims, construction and other business disputes.

Duties & Responsibilities

- Legal research for case evaluation
- Write briefs
- Interview witnesses and evaluate cases
- Plan and execute discovery strategy
- Work with senior lawyers on larger cases
- Work independently on smaller cases
- Assist in district court matters and attend court regularly
- Management of legal assistants supporting litigation function
- Client satisfaction and retention
- Development of networking skills

Accountabilities

- Exceptional work product
- Timely end product
- Ongoing and timely communication to client
- Ongoing and timely communication to supervisor
- Meet billable hour goals
- Client development

Training & Support Provided By Firm

- Guidance on how to proceed on specific legal tasks
- Working on files together with more senior level attorney oversight so new attorney can develop work experience and client interaction skills
- CLE courses
- Networking skills development