

## **Personal Injury Litigator Job Description**

### **Job Description:**

Mid-Size law firm, with 40+ employees between its Orange County and Las Vegas offices, is seeking a highly motivated, full-time personal injury attorney for its Orange County office. The firm is entering its 40th year and is looking to grow its personal injury team. The ideal candidate will have 4+ years of personal injury and jury trial experience, either representing plaintiffs or defendants. We require self-motivation, strong organizational and writing skills, and a willingness to try cases. The successful applicant must be able to immediately handle own caseload.

### **Responsibilities/Job Duties:**

- Interact with clients on a daily basis;
- Handle cases from inception to completion, including pre-litigation, filing, negotiation, and trial;
- Prepare and respond to discovery in both state and federal courts;
- Defend and take depositions, including expert witness depositions;
- Prepare various motions, including discovery motions, motions in limine, and dispositive motions;
- Appear and represent clients in both state and federal court;
- Must be able to try cases, including preparation of trial briefs, witness, and exhibit lists;
- Participate in legal professional organizations, such as Consumer Attorneys of California (“CAOC”) and Orange County Trial Lawyers (“OCTLA”).

### **Skill/Qualifications:**

- Four plus years of experience in personal injury matters;
- Minimum of two jury trials, but will also consider second-chair assignments;
- Graduation from an accredited School of Law;
- A member of the California State Bar in good standing;
- Candidates with additional State Bar Memberships, particularly Nevada, will be given priority consideration;
- A valid California Class C driver’s license;
- Must be able to manage own caseload;
- Excellent communications (written and verbal) skills and strong organizational skills;
- Strong writing and legal research skills, including Lexis;
- The ability to perform in a fast-paced, deadline-oriented environment;
- Ability to prioritize multiple tasks and ensure timely completion;

- Knowledge of local, state, and federal court rules and filing procedures;
- Works independently with minimal supervision and instruction;
- High level of professionalism, integrity, and positive demeanor;
- Computer literate and adaptability to new computer software/programs;
- Proficient in Salesforce and Microsoft Office Suite (Word, Excel, etc.);
- Team player;
- Reliable.

**Benefits:**

Our Company is offering the right person a career- not just a job. We offer a competitive benefits package, which includes health insurance, 15 days of personal time off per year, paid holidays, 401(k), Profit Sharing Plan, plus a variety of other voluntary benefits (such as dental and vision). We also offer a friendly, family-oriented environment.

Please submit your resume and salary requirements.