

Personal Injury Attorney – Bilingual – New Admittees Welcomed to Apply

Job Description

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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 be **bilingual** (English/Spanish). We require self-motivation, strong organizational and writing skills, and a willingness to try cases.

Recent bar admittees are welcomed to apply.

Responsibilities/Job Duties:

- Interact with clients on a daily basis;
- Assist senior attorney in handling cases from inception to completion, including pre-litigation, filing, negotiation, and trial;
- Prepare and respond to discovery in both state and federal courts;
- Assist in preparation of various motions, including discovery motions, motions in limine, and dispositive motions;
- Appear and represent clients in both state and federal court;
- Participate in legal professional organizations, such as Consumer Attorneys of California (“CAOC”) and Orange County Trial Lawyers (“OCTLA”).

Skill/Qualifications:

- **MUST BE BILINGUAL (ENGLISH/SPANISH);**
- **Recent bar admittees are welcomed to apply.**
- Motivate to develop a career in personal injury litigation;
- 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;
- 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; and
- 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, writing sample, and salary requirements.