



## **CIVICA LAW GROUP, APC**

### **Seeking Litigation Attorney**

#### ***Irvine, California***

Civica Law has an immediate opening in its Irvine office for an attorney with 3-7 years' experience in civil litigation (with valid CA Bar license). This Attorney would be responsible for representing the firm's clients in all cases with the goal of timely, effective, and efficient resolution. This is a Full-time, Exempt position.

Our areas of practice focus on serving cities and counties in protecting and improving their communities through code enforcement, housing standards, receiverships, nuisance abatement, land use and zoning law. The ideal candidate will be proactive and versatile, with experience and a specific interest in local government and public safety. Candidates must be adaptable and possess solid organizational, writing, and analytical skills, with exceptional attention to detail. In addition, the right candidate will have the ability to think and operate independently to solve unique issues as they are faced by the firm. Most importantly, we seek a candidate who possesses a hard-working, positive, and service-oriented character.

Our team takes pride in working closely with our public agency clients to help them achieve their goals. We offer clients outstanding services, and we are seeking an employee that shares our commitment to personal service and integrity.

Competitive compensation, benefits, flexible working environment, fulfilling work, and a close-knit and positive team environment are offered. If you consider yourself an outstanding legal professional with the experience to complement our strengths, then we encourage you to contact us.

#### **Responsibilities:**

- Conduct legal research and analysis
- Draft and review legal documents, including pleadings, motions, Notices/orders, ordinances, legal memoranda etc.
- Stay up to date on changes in law and legal procedures.
- Collaborate with other attorneys and paralegals to ensure all deadlines are met.
- Attend hearings and court appearances.
- Performs other related duties as required.

#### **Qualifications:**



- Excellent verbal and written communication skills.
- Organized with attention to detail.
- Thorough understanding of court and administrative proceedings and documentation.
- Thorough understanding of proper maintenance of all legal records.
- Superior proficiency in administrative tasks.
- Strong research, writing, and analytical skills.
- Ability to handle confidential and sensitive information.
- Hard working, positive, and service-oriented character.
- Excellent work ethic.
- Must be proactive, versatile, adaptable, and able to think independently.

Education & Experience:

- J.D. from an accredited law school.
- Admission to California state bar.
- Satisfactory bar record with no disciplinary action within past 5 years.
- Proficient with Microsoft Office or related software.
- Experience with Bill4Time or similar billing software.
- Valid CDL preferred.

Job Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times.
- Occasional travel to court and clients.

\$100k-\$160k per year + Bonus Plan

Apply here: <https://jobs.gusto.com/postings/civica-law-group-apc-associate-litigation-attorney-e10d87cb-a056-446d-a2ca-5745edf17c00>