



## JOB DESCRIPTION

**Job Title:** Litigation Associate Attorney **FLSA:** Exempt

**Reports to:** Litigation Department Head

**Summary:** This attorney is a member of the litigation practice group. The Attorney will manage litigation cases including insurance defense matters, and plaintiff and defense litigation involving claims of all types but often related to breach of fiduciary duty, breach of contract, FHAA complaints, covenant enforcement, judicial foreclosures, and other real estate matters.

### **Essential Responsibilities:**

- Management of district (some county and administrative) court cases through all phases including evaluation, intake, discovery, settlement, trial, and appeal phases
- Research and writing
- Respond to client inquiries regarding status of pending matters
- Meet with clients as necessary
- Participate in firm business development activities
- Consistent and on-time attendance is required

### **Qualifications and Skills:**

- License to practice Law in Colorado
- Five to seven years district court trial experience and/or an insurance defense background
- Excellent organizational and multi-tasking skills
- Ability to exercise independent judgment and discretion
- Excellent oral and written communication skills
- High level of interpersonal skills to handle sensitive situations. Position continually requires demonstrated poise, tact and diplomacy
- Must be able to interact and communicate with individuals at all levels and keep it “real”
- High level of initiative and foresight in completing assigned projects
- Excellent grammar, spelling, editing, writing and verbal skills
- Work requires continual attention to detail in composing and proofing materials, establishing priorities and meeting deadlines
- Ability to work in a fast-paced environment and juggle competing tasks and demands
- Strong computer skills including: Word, PowerPoint, Excel, Outlook
- Knowledge of Practice Master or other client management software preferred
- Knowledge of Worldox or other document management software preferred
- Portable book of business a plus
- English Proficiency – speaking, reading, and writing

### **ADA:**

- Must be able to remain in a stationary position for long periods of time.
- Must be able to focus on a computer screen for multiple hours at a time.

\*Nothing in this job description restricts management’s right to assign or reassign duties and

responsibilities to this job at any time.\*

**BENEFITS:**

Benefits are provided to full-time employees as more fully described in summary plan descriptions for our various benefit plans. For more information or to obtain current summary plan descriptions, contact the Chief Operating Officer. The Firm reserves the right to modify or eliminate benefits at its discretion, with or without notice. Benefits currently offered include, but are not limited to:

- Medical insurance
- Health Savings Account
- Dental insurance
- Vision insurance
- Short-term disability insurance
- Long-term disability insurance
- Life insurance
- AD&D insurance
- 401(k) with employer contribution
- Profit-sharing plan

**SALARY RANGE:**

Employee salaries are reviewed annually by Management. Salary adjustments are effective January of each year or at other such time as determined by the Firm. Employees are eligible for meritorious bonus consideration which timing and amounts are at the discretion of Management. This is an exempt, salaried position with a base compensation range of \$60,000-\$120,000 per annum.