

Position Description

Title:	Litigation Associate	Supervises:	N/A
Reports to:	Managing Partner	FLSA Status:	Exempt
Department:	Litigation Group	FTE:	Full-Time
Compensation:	DOE		

PRK Livengood, a growing Eastside mid-size law firm, is seeking a mid-level, highly motivated litigation associate attorney licensed to practice in Washington state. We are looking forward to finding the right legal professional to add to our growing team of staff and attorneys. This is an excellent opportunity for mentorship and growth potential in a successful reputable firm. We offer competitive pay, a robust benefit package, professional development opportunities, and an extraordinary work environment.

Who We Are:

Peterson Russell Kelly Livengood, or PRK Livengood, was formed in January 2020, when the attorneys from two time-honored east-of-Seattle, Washington-based law firms, Livengood Alskog (Kirkland), and Peterson Russell Kelly (Bellevue), combined to form one firm. These prominent firms of diverse talents, yet parallel goals, created a forceful legal team with a dynamic culture. We engage in a broad-based business and litigation practice providing legal services in business, corporate, financial, real estate, litigation, healthcare, school district, construction, tax, estate planning, employment law, family law, and other matters. Our shared values include Commitment to Excellence, Respect, Integrity, Loyalty, and Initiative.

Job Summary:

Under minimal supervision, provides clients with legal support and guidance.

Specific Responsibilities:

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- Works with Partner level attorneys to provide research, writing and litigation support on various legal issues
- Communicates with clients to understand their legal concerns and needs to help provide them with essential pieces of advice
- Strategizes on how to resolve the clients' cases in a favorable and cost-effective manner
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- Develops ideal arguments and represents clients in civil legal proceedings
- Stays informed about any current legislation
- Builds trustworthy relationships with clients
- Prepares legal documents such as memorandums, pleadings, and contracts in a timely and accurate manner
- Attends company meetings
- Supports the company and its leadership
- Vigorously engages in his/her own professional development
- Establishes and cultivates community relations by maintaining open and candid dialogue with all of the company's constituencies
- Is familiar with and complies with all policies and regulations as put forth in the company's documents
- Performs other duties as assigned

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Education & Experience:

- Bachelor's degree from an accredited 4-year college or university required
- Minimum 2-4 years' civil litigation experience required
- Must be licensed to practice law in Washington State
- Deposition and motion experience

Required Knowledge, Skills & Abilities:

- Strong academic credentials
- Strong interpersonal skills
- Impeccable oral and written communication skills with high attention to detail
- Diligent work ethic
- Results-oriented self-starter with a high level of initiative
- Ability to work independently as well as collaboratively in a team environment with internal and external contacts at all levels
- Ability to manage competing demands and frequently changing priorities
- Commitment to diversity, equity, and inclusivity
- Ability to maintain confidential information
- Proficient at working in a Microsoft Windows environment (Windows 7 or higher), using Office (version 2010 or higher); basic to intermediate spreadsheet skills; ability to master common automated systems for record keeping, and confidently learn new technology
- Flexibility, maturity and a sense of humor
- Ability to sit and keyboard up to 8 hours per day
- Ability to talk on the telephone

If that sounds like you, we'd love to hear from you. Please send your résumé and a cover letter indicating why you are interested in the position and PRK Livengood via email to:

careers@prklaw.com

Thank you for your interest in PRKL and this position.

Position open until filled, no phone calls or drop-ins please.

www.prklaw.com

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