



Associate Litigation Attorney Job Description
Updated: January 2025

How to apply: email careers@kmfirm.com with your resume and cover letter

At Kwartler Manus, we are dedicated personal injury attorneys with a mission to fight tenaciously for justice while providing compassionate support to our clients. We take pride in our skilled advocacy in the courtroom and our empathetic counsel outside of it. By leveraging cutting-edge technology and a client-centered approach, we deliver efficient, effective, and meaningful results.

We are seeking a seasoned Associate Litigation Attorney to join our team in Philadelphia. If you thrive in a collaborative environment, have a passion for advocating for clients, and are looking for a long-term opportunity with significant growth potential, we encourage you to apply.

Position:

This role involves managing personal injury cases from service through resolution, including trials. The successful candidate will have at least five years of experience, be adept at litigation, and demonstrate exceptional communication and problem-solving skills.

Key Responsibilities:

Client Advocacy & Representation

- Represent clients in all stages of personal injury cases, including arbitrations, mediations, depositions, and trials.
- Conduct client consultations to assess case viability, provide expert legal advice, and establish trust through empathetic communication.
- Maintain regular contact with clients to provide updates, address concerns, and manage expectations throughout the litigation process.
- Serve as a passionate advocate for clients' rights, ensuring their voices are heard and their best interests are represented.

Litigation Management

- Handle all aspects of litigation, from drafting initial complaints to preparing for and attending trials.
- Conduct thorough case evaluations and develop litigation strategies tailored to achieving favorable outcomes.
- Draft and file legal documents, including pleadings, motions, briefs, and discovery materials.
- Prepare and present compelling arguments in court, drawing on extensive legal research and case law analysis.

Discovery & Legal Research

- Conduct and manage discovery processes, including written interrogatories, document production, and requests for admissions.
- Take and defend depositions, including those of clients, witnesses, and expert witnesses.
- Perform in-depth legal research to support case preparation, motions, and trial strategies.
- Collaborate with experts to gather and analyze evidence, such as medical records, accident reports, and other critical documents.

Settlement Negotiation



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- Negotiate settlements with insurance companies and opposing counsel, aiming for the best possible outcomes for clients.
- Evaluate the strengths and weaknesses of cases to determine the advisability of settlement versus trial.
- Draft and review settlement agreements to ensure client interests are fully protected.

Trial Preparation & Execution

- Prepare and organize all necessary trial materials, including exhibits, witness lists, and trial briefs.
- Develop and deliver persuasive opening statements, direct and cross-examinations, and closing arguments in court.
- Lead trial proceedings as first or second chair, ensuring adherence to legal protocols and achieving favorable verdicts.

Collaboration & Teamwork

- Work closely with senior attorneys, paralegals, and support staff to ensure efficient and effective case management.
- Participate in case strategy meetings to brainstorm creative legal approaches and address complex legal challenges.
- Mentor and assist junior attorneys and staff as needed to promote a collaborative team environment.

Administrative Responsibilities

- Maintain meticulous case records using case management software and tools.
- Track deadlines, court appearances, and filing requirements to ensure compliance with all procedural rules.
- Regularly review and update case files to reflect progress and next steps.

Qualifications:

- Juris Doctor (J.D.) from an accredited law school.
- Licensed to practice law in Pennsylvania (New Jersey license is a plus).
- Minimum of 5 years of litigation experience, with first-chair trial experience preferred.
- Proven track record of managing personal injury cases, including arbitrations and depositions.
- Strong negotiation skills with experience resolving personal injury claims.
- Excellent verbal and written communication abilities.
- Ability to work independently and collaboratively in a team environment.
- Familiarity with case management software and legal research tools (e.g., Westlaw, LexisNexis).
- Bilingual proficiency (e.g., Spanish) is a plus.

Perks and Benefits

- Comprehensive health and dental insurance, we cover 100% of the base plan for our full-time employees.
- 401(k) with up to 3% salary match from Kwartler Manus
- Generous PTO package to ensure a balanced life outside of work
- Competitive parental leave benefits for new parents and caregivers
- Mentorship Programs: Guidance for professional growth from tenured employees.
- Career Pathways: Offering extensive growth opportunities for team members
- Work-Life Balance: We respect your time and personal commitments.



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- Team Events: Enjoy team lunches and annual company BBQs.

MUST be licensed to practice in Pennsylvania. New Jersey license a plus. Active memberships in trial lawyer and local bar associations is heavily encouraged.

Kwartler Manus is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, or veteran status.

We encourage individuals of all backgrounds and experiences to apply, and we are dedicated to fostering a workplace that reflects the diversity of our community.

Compensation: \$120,000 - \$200,000+

Classification: Full-time Salary Exempt

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