



**Job Posting:** Entry Level Employment Attorney

**Job Title:** Associate Attorney

**Reports to:** Equity Partner

**Location:** Iowa

**FLSA Status:** Exempt

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### **About Us:**

At MWH Law Group LLP, we are committed to providing exceptional legal services to our clients while fostering a collaborative and supportive work environment for our team. We understand that the service we deliver to our clients is what our reputation and brand is based upon. We are a certified minority-owned law firm with offices in Milwaukee, West Des Moines, Chicago, Indianapolis, and New York. We harness the power of our attorneys' diverse backgrounds to provide a broader and more complete perspective for our clients.

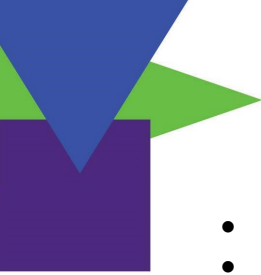
To continue delivering outstanding service, we are seeking a motivated and dedicated entry level attorney to join our team.

### **Position Overview:**

As an Associate Attorney at MWH Law Group, you will have the opportunity to work closely with experienced attorneys on a variety of employment law matters. From conducting legal research and drafting legal documents to representing clients in administrative hearings and litigation, you will play a key role in assisting our clients with their employment-related legal needs. This position offers the chance to gain valuable experience and develop your skills in a supportive and dynamic legal environment.

### **Responsibilities:**

- Research and analyze the law on complex issues.
- Synthesize legal research and analysis into a coherent written memorandum or brief for submission to a client, court or arbitrator.
- Draft Answers, Motions, Briefs and other pleadings.
- Draft discovery and respond to discovery.
- Conduct fact investigation including witness interviews and site inspections.
- Take and defend depositions.
- Prepare complete, accurate and informative case evaluations regarding liability, damages and recommended course of action.
- Appear in a court of law, arbitration or other judicial tribunal on behalf of the firm's client, and present well-reasoned arguments to the judicial body.
- Negotiate with outside parties, including in settlement conferences and mediations.
- Stay abreast of legal developments in MWH's areas of practice.

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- Manage case deadlines; supervise work of paralegals and legal assistants.
  - Assist other attorneys as needed.

**Essential Training, Skills, Knowledge:**

- Juris Doctor (J.D.) from an accredited law school
- Admission to the Iowa state bar and in good standing
- 1+ years of experience in employment law (plaintiff or defense)
- Possess outstanding organizational skills, high attention-to-detail and accuracy and advanced document editing skills.
- Demonstrate exceptional written and verbal communication skills, and the ability to effectively communicate with clients, colleagues, and other stakeholders.
- Adjust quickly to multiple priorities and short timeframes as necessitated by client and court deadlines.
- Produce a large volume of work, with accuracy, often under pressure and with tight deadlines.
- Have the ability to work independently and collaboratively in a fast-paced legal environment.
- Regular, reliable job attendance
- Ability to meet and/or exceed billable hours and revenue metrics

**Benefits:**

- Competitive salary commensurate with experience.
- Comprehensive benefits package, including health insurance, retirement plans, and paid time off.
- Professional development and training opportunities to support your career growth.
- Collaborative and inclusive work environment with opportunities for mentorship and advancement.

**How to Apply:**

If you are a motivated and passionate individual looking to launch your career as an Employment Attorney with a reputable law firm, we encourage you to apply. Please submit your resume and cover letter to [sara.anderson@mwhlawgroup.com](mailto:sara.anderson@mwhlawgroup.com).

MWH Law Group LLP is an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status.

To learn more about MWH Law Group LLP, please visit our website at [www.mwhlawgroup.com](http://www.mwhlawgroup.com).