

Job Description

Job Title: Junior Associate Attorney

Reports To: Practice Director

Department: LOP and Discovery Dispute Practice Groups

Pay Rate: \$110,000+ annually, with bonus opportunities (eventually)

Summary:

Duties Specific to *this* Position:

We are seeking a passionate and detail-oriented attorney licensed to practice law in Texas to join our team handling litigation and pre-lit matters, primarily focused on non-party discovery disputes and pre-lit and litigation files arising from letters of protection given to our medical provider clients. The ideal candidate will demonstrate enthusiasm for thinking critically and analytically and have experience handling civil disputes and lawsuits.

Essential Duties include, but are not limited to:

- Draft Original Petitions, Answers, Pleas in Intervention, Counterclaims.
- Draft written discovery requests and responses.
- Take and defend oral depositions.
- Draft and argue motions, responses, and replies.
- Assist with complicated non-party discovery disputes involving motions for protection and motions to compel.
- Meet with clients to counsel and advise them on their legal rights, duties, and options.
- Attend mediations, handling settlement negotiations and client interactions.
- Venues are primarily in the State District Courts of Harris County, Texas; however, it may include federal courts, county courts, and district courts all over the great State of Texas.
 - Federal court admission is a plus but is not required. We can help you take care of that for any or all four Districts in Texas once you're on board, if necessary.

Qualifications:

- Strong attention to detail, analytical skills, and ability to manage multiple tasks simultaneously.
- Ability to read and comprehend instructions and present information clearly in both written and verbal forms.

Minimum Requirements

- License to practice law in the State of Texas.
- 2-3+ years of experience as an attorney practicing litigation in Texas. At least 2 years of civil litigation experience.
- Experience managing non-lawyer staff and mentoring less experienced attorneys.

Competencies:

To excel in this role, a successful candidate should demonstrate:

- Communication: Amazing at open, honest, direct, and efficient communication with all stakeholders for every file.
- Client Focus: Responds promptly to client needs and follows through on commitments.
- Teamwork: Collaborates effectively, values diverse opinions, and contributes to a positive team environment.
- Dependability: Is consistently punctual and ensures work responsibilities are covered when absent.
- Accountability: Takes ownership of tasks and meets deadlines.
- Professionalism: Approaches others respectfully and handles sensitive information with discretion.
- Efficiency: Meets productivity standards, works swiftly, and seeks to continuously improve.
- Willingness to utilize artificial intelligence (AI) tools to enhance, supplement, and streamline file organization, legal research, and drafting—but *not replace* hard work, creativity, and analytical thinking—is required. (If your attitude toward AI is, "You kids get off my lawn!"—as it once was for our Practice Director—you will get left behind and out-maneuvered.)

Education/Licenses/Memberships

- J.D. required
- Active license to practice law in Texas required
- Member in good standing of the State Bar of Texas required

Computer Skills:

- To perform this job successfully, an individual should have knowledge and proficiency in MS Office suite (particularly Word and Excel), Adobe Acrobat, MS Outlook, and MS Teams. Familiarity with MS SharePoint and MS OneDrive is useful.
- Ability to learn and master software and systems unique to JCJLG and our clients is critical.
- Skillful use of AI tools such as ChatGPT, Lexis+ Protégé, Google Gemini, MS Catapult, etc. is necessary, but we're willing to help you develop it.

Extra:

- Interested applicants should also send a resume (in .pdf format) and cover letter (also .pdf) to info@jcjlawgroup.com. The cover letter should explain, in 3-5 sentences, why you believe you're a superstar.
- In your email to info@jcjlawgroup.com, not the cover letter, please tell us about 2 times you overachieved at something, anything - it doesn't have to be work-related.