



THE LAW OFFICES OF
JOHN R. DIETRICK, P.A.
EMPLOYMENT · LABOR · CORPORATE · TRIBAL

Employment and Labor Law Attorney ***Job Description***

Submit resume and cover letter to john@dietricklaw.com

Job Classification: Exempt, Full Time
Work Schedule: Monday through Friday – 8:00am to 4:30pm
Reporting Relationship: CEO and General Counsel

Summary: The Employment and Labor Law Attorney works with a variety of clients on a wide variety of legal, labor, and human resources matters under the supervision of licensed attorneys.

Essential Functions:

- Works in consultation with The Law Offices of John R. Dietrick, P.A. to
 - draft and review legal agreements and documents, including but not limited to employment agreements and separation agreements;
 - respond to Equal Employment Opportunity Commission and Kansas Human Rights Commission complaints;
 - conduct workforce investigations;
 - conduct legal research and advisory memorandums;
 - advise clients on various matters such as legal rights, liabilities, and strategies; and
 - address other legal needs and issues as requested by clients.
- Provides guidance and legal advice on behalf of corporate and non-profit entities concerning their governance structures.
- Performs work before the NLRB, USDOL, KDOL and OSHA.
- Advises clients on the formulation of plans and policies for human resources activities.
- Advises clients on organizational policy matters, including counseling, discipline, termination, outsourcing, and other employee relations matters, such as equal employment opportunities, reduction-in-force, anti-harassment, and discrimination.
- Advises clients on new and existing employment laws and assists with compliance.
- Conducts investigations involving client employment claims.
- Drafts and reviews employee handbooks and employer policies; recommends changes to clients' policies and procedures to ensure compliance with various laws and regulations.
- Assists clients in documenting and administering leave under the Family Medical Leave Act ("FMLA").
- Assists clients in navigating the interactive process and identifying reasonable accommodations under the Americans with Disabilities Act ("ADA").
- Assists with conducting benefits reviews and/or compensation reviews and analyses projects.
- Conducts analysis of job descriptions to ensure essential functions are identified, evaluates Fair Labor Standards Act ("FLSA") status and application.
- Assists with administering and/or facilitating the recruitment process from identifying staffing needs to position analysis, sourcing, interviews, candidate comparison and job offers.
- Assists with posting articles, blogs, etc. to social media, website, and newsletter.
- Attends meetings, conferences and participates in professional development seminars as requested or required.
- Performs additional duties as assigned.



Qualifications:

- Licensed attorney in the State of Kansas. Missouri license also preferred.
- Experience working in an office and/or team environment.
- Excellent written communication skills, effective time management, and professional maturity are required.

Skills:

- Ability to maintain a high-level of confidentiality.
- Ability to work in a team environment.
- Ability to problem solve and handle a variety of variables.
- Ability to establish and maintain effective client working relationships with a variety of clients/employers.
- Excellent interpersonal communication (oral and written) skills.
- Excellent organizational and time-management skills.
- Ability to handle multiple tasks, manage projects, and meet client deadlines.
- Detail oriented.
- Punctual, reliable, and self-motivated.
- Ability to present a positive and professional attitude to clients, management, and staff.
- Ability to meet both client needs and management directives on a reliable and consistent basis.

Physical Demands:

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail.
- Ability to lift and move items up to thirty (30) pounds.
- Ability to make many phone contacts.
- Ability to drive an automobile – valid Driver’s License required.

Work Environment:

- Professional and deadline-oriented environment in a professional office setting.
- Effective interaction with co-workers, public and private officials, and the general public.

Additional Duties:

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

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