

TITLE: Associate Attorney

REPORTS TO: Team Lead Attorney

SALARY: Competitive salary commensurate with experience

POSITION/TYPE: Exempt

REQUIREMENTS: ***MUST*** have an active Bar license in Kansas and at least (1) year of personal injury law experience; *Preferred* – active Bar license in Missouri

“MIKE’S GOT THIS!” – DiPasquale Moore is a premier personal injury law firm headquartered in the heart of Kansas City, Missouri. Founded in 2013 by Mike DiPasquale and Jason Moore, DM Law’s growth has been driven by the professional and compassionate legal representation provided to clients after a traumatic and sometimes life-altering event of a personal injury

Job Overview:

The Associate Attorney will collaborate with the legal team sharing knowledge and expertise, ensuring the highest standard of legal services are provided to each client. This position will also provide direction and supervision to non-attorney staff ensuring adherence to all laws and regulations.

Duties & Responsibilities:

- Managing personal injury caseloads through the pre-litigation claim process
- Interacting and negotiating with insurance companies
- Communicating and maintain positive client relationships
- Draft correspondence, pleadings, discovery requests and responses, settlement agreements and other legal documents as required
- Ensure accuracy of all documents prepared
- Comply with all legal standards and regulations

Knowledge and Skills:

- Ability to excel in a fast-paced work environment
- Exceptional organizational, prioritization and time-management skills
- Committed to providing superb responsive and compassionate client service
- Proficient with Microsoft Office programs – Excel, Word, etc. and tech savvy
- Outstanding communication and interpersonal relations

Employee Perks:

- Benefits package – Health, vision and dental insurance coverages
- 401(k) matching retirement plan – up to 4%
- 3 weeks (120) hours of PTO
- Paid holidays
- Work/Life balance – do the job you love, with great people and **NO** long, crazy hours!
- Stability – become an integral member of an energetic team in a growing law firm

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

DiPasquale Moore, LLC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.