**Trial Lawyer Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Trial Lawyer to help strategize cases, exercise business judgment soundly, and operate with a sense of urgency.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Handles legal work on assigned cases, aggressively pursues files referred to Staff Counsel
* Creates and maintains a documented strategy for case handling in each assigned case to include a synopsis of the intangible factors
* Develops, organizes, and maintains document files consisting of pleadings, briefs, and memorandums
* Prepares and submits timely status reports to claims handlers on all significant activities as they occur
* Ensures that all files are properly documented and organized
* Provides prompt and timely responses to all telephone calls and correspondence
* Utilizes and/or ensures the use of case management software for maintaining notes, diary, calendar, billing, etc., on cases assigned in accordance with established company operating guidelines, procedures, and legal and ethical requirements/guidelines

### About you

* JD from an ABA-accredited law school
* Admission in good standing to [insert state] State Bar
* Admission in good standing to [insert state] State Bar preferred
* [insert number] years' plaintiff or defense litigation experience required
* Experience trying complex cases to jury verdicts

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]