

Position: Associate Attorney
Company: The Graville Law Firm, LLC

Overview:

Clayton, Missouri law firm seeks Associate Attorney to assist in all aspects of its local government practice.

The successful candidate will be licensed to practice law in Missouri and will have experience or interest in developing experience in the areas of municipal prosecution, land use law, real estate law, and general contract law.

The firm is looking for candidates with excellent research, writing and computer skills. This position requires frequent contact with clients, court personnel and city staff. Such contacts include: assisting with in-person client tasks, phone consultations, court appearances, correspondence and representation of clients in municipal court and in front of governmental public bodies.

This position provides an opportunity to learn and practice with a well-established firm.

Key Responsibilities:

- Client intake and evaluation including phone consultations
- Drafting letters, document review and research
- Representing cities in municipal court

Competencies:

- Knowledge of, or interest in, a variety of areas relating to municipal law
- Ability to efficiently manage a complex workload
- Ability to work collaboratively within a fast-paced, small team environment
- Professional communication skills (verbal and written)
- Ability to work well with all levels of internal personnel, external resources, and regulatory authorities

Education and Experience:

- J.D. from an ABA accredited law school or equivalent
- Although no experience is necessary, preference is given to those attorneys that have served as State Prosecuting Attorneys

Computer Skills:

- Skilled in operation of a personal computer, including Microsoft Word, Excel
- LexisNexis and/or Westlaw proficiency

Certificates, Licenses and Registrations:

- Licensed to practice law in the State of Missouri

Please submit resume to
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