

Associate Attorney

Job Title: Associate Attorney

Job Type: Full-time

Location: Chicago, IL

About the Role:

We are seeking an enthusiastic and motivated Associate Attorney to join our team. As an Associate Attorney, you will be responsible for managing and advising clients on a wide range of legal issues. You will work closely with other attorneys, paralegals, and administrative staff to provide exceptional legal services to our clients.

Responsibilities:

- Conduct legal research and analysis on various legal issues;
- Draft and review legal documents, including contracts, pleadings, and briefs;
- Represent clients in court proceedings and negotiations;
- Communicate with clients, opposing counsel, court, and other stakeholders;
- Manage and prioritize caseloads and deadlines;
- Collaborate with other attorneys, paralegals, and administrative staff.

Requirements:

- Juris Doctor degree from an accredited law school;
- Admission to the Illinois State Bar (or willingness to become licensed if licensed in other jurisdiction);
- Strong research, writing, and analytical skills;
- Excellent communication and interpersonal skills;
- Ability to manage and prioritize multiple tasks and deadlines;
- Self-motivated and able to work independently as well as part of a team;
- Minimum 2-3 years of experience preferred, but not required.

Benefits:

- Competitive salary and benefits package
- Opportunities for professional growth and development
- Team-oriented and positive work environment
- Supportive and experienced colleagues

If you are passionate about the law and helping clients achieve their goals, we encourage you to apply for this exciting opportunity. Please submit your resume, cover letter, and writing sample for consideration to Soo Yeon Lee at slee@mauckbaker.com.