



Litigation Associate

Kaufman & Canoles is a highly respected corporate law firm with nine offices located throughout Virginia and North Carolina. We are well established in the legal community, with an excellent reputation with the judiciary as well as other attorneys. We have built our reputation on quality client services. We promote a culture of teamwork and a “can do” attitude. We keep abreast of changes in the law, we are readily accessible, and we render service in a timely manner. In short, we hold ourselves to the highest standards, and we are zealous, compassionate advocates for our clients.

The Kaufman & Canoles **Newport News** office is seeking a highly qualified **Litigation Associate**.

Responsibilities:

- Prepare court pleadings including drafting motions and responses, and filing and answering discovery requests in General District Court and Circuit Court.
- Research and draft memoranda of law and briefs.
- Participate in pretrial and trial hearings in General District Court and Circuit Court. Prepare attorneys and clients for trials and depositions.
- Participate in preparation of appeal briefs, responses and attorney preparation for oral arguments.

Required Skills and Preferences:

- Litigation experience preferred.
- Superb research and analytical skills.
- Strong organizational and matter management skills.
- Excellent writing and oral communication skills.
- Connection to the Hampton Roads area preferred.

Education:

- *Juris Doctorate* degree from a law school accredited by the American Bar Association with an outstanding academic record.
- Admission to the Virginia Bar.
- Must be and remain licensed to practice law and in good standing in the State of Virginia.
- During employment, must meet requirement for continuing licensure for law practice; some opportunities for obtaining in-house CLE through Kaufman & Canoles will be available.

Benefits:

Kaufman & Canoles offers a generous compensation and benefits package which includes a competitive salary, medical, dental, life insurance, 401(k)/profit sharing, paid time off, and long term disability.

Kaufman & Canoles is committed to equal employment opportunity in all aspects of our employment and retention practices and decisions.