

THK Law, LLP

Job Description

Job Title: Associate Attorney

Summary

THK Law is a small law firm with the resources and talent of a large law firm. As a result of several strong years of growth, several practice areas are looking to add depth to their team. This is an excellent opportunity for lawyers with one to four years of work experience who want to collaborate with a great team of lawyers in a smaller firm environment. THK seeks two new associates with experience in one or more of its primary practice areas, which include corporate, real estate, civil litigation, estate planning and administration, and elder law. This is a fantastic opportunity for attorneys who want to leverage their specialized knowledge while broadening their practice to support the firm's existing client base.

THK is a unique firm that has a strong commitment to work-life balance, attorney development, and diversity, equity, and inclusion. Competitive salary, benefits, and incentive compensation.

The firm works on a hybrid basis, but new hires are expected to spend concentrated time in the South Bend office the first six months to collaborate with the practice areas and THK team.

Essential Job Duties, Skills, Abilities, and Responsibilities include the following. Other duties may be assigned as necessary.

- Applies legal principles and experience to solve problems and develop approaches that add real value for clients.
- Demonstrates good judgment and maintains highest ethical standards.
- Manages workload and deadlines to meet annual 1600 billable hour goal.
- Writes in a persuasive manner and work product is audience appropriate.
- Synthesizes and concisely presents complex information.
- Proactively gets involved in the community.
- Offers ideas and works as part of the team.
- Actively listens.
- Contributes to the strategic efforts of the firm.
- Proactively manages and improves performance and productivity.
- Works well in a team environment, including collaboration with and oversight of business professionals.
- Effectively manages and prioritizes several matters at a time.
- Demonstrates prompt and responsible billing and collection practices.

Job Requirements

- Bachelor's degree
- JD degree

- Licensed (or eligible to become licensed) to practice law in Indiana
- One to four years of legal experience, preferably in a law firm setting

Other Duties

Please note this job description is not designed to contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Candidates should send a cover letter and resume to Jay Lewis at jlewis@thklaw.com. Those who have less than three years of legal experience should include a law school transcript. Candidates who are interviewed will also be asked to provide three references.