



LIEBERT CASSIDY WHITMORE

Career Opportunity

LITIGATION PRACTICE MANAGER

Liebert Cassidy Whitmore is seeking a well-qualified individual to join our team to support our attorneys and clients as our Litigation Practice Manager. Our diverse representation of labor and employment matters offers a unique, dynamic, and challenging opportunity. Candidates with strong communication, organization, collaboration, and interpersonal skills along with creativity and significant litigation knowledge are encouraged to apply. The position is located in our Los Angeles Office and supports all five firm locations throughout California.

Highlight of Primary Areas of Responsibility

- Project management support for litigation matters both internally and with clients, insurers and insurance risk pool representatives using a proactive and efficient approach of coordination and oversight.
- Ensure we remain on the cutting edge with litigation related technological resources. Support the implementation of new technology and corresponding training for our litigators and support team.
- Serve as the Litigation Practice Group administrator including coordinating internal/external training, the development of resources, templates, procedures, and the planning/organization of meetings for litigation attorneys and the executive committee.
- Coordinate and communicate with litigation team members and work with litigation attorneys on individual work plans to support litigation assignments, plans and processes designed to exceed client expectations.
- Engage with clients, insurers and vendors to set up service agreements, project tasks, timelines and budgets, resolve disputes and ensure compliance with client/insurer litigation policies and procedures. Review and analyze data related to all facets of litigation.
- Collaborate with the firm marketing team to develop strategies to promote business development and obtain new clients for litigation representation. Review and respond to formal requests for proposal (RFP's) and other inquiries about our firm's service as legal counsel in litigation matters.
- Provide supervision and leadership for Paralegals, Litigation Support Specialists, Legal Secretaries and Associates that support all areas of the litigation practice.

Desired Experience and Qualifications

The ideal candidate will possess a Juris Doctorate from an ABA accredited university and have 10 years of experience as a litigator in a law firm/law department. A portion of the 10 years of experience may include serving as a manager of an insurance risk pool, or combination of related experience. This position supports our Los Angeles, San Francisco, Fresno, San Diego and Sacramento Offices. Some travel is required.

If you are interested in this opportunity, please send your resume to careers@lcwlegal.com

Join Our Team! Our firm celebrated its 40th year in 2020. We serve as trusted advisors, creative consultants and client advocates. We are proud to collaborate with public agencies, public and private educational institutions, and non-profits who serve the communities of California. We are a growing firm with 100+ attorneys located in five offices. Our positive and productive culture full of dedicated professionals is an ideal place to work.

Visit our website at www.lcwlegal.com to learn more about our firm.