

**About the Job:**

Established AV-rated Missoula law firm is seeking an articulate and ambitious associate attorney as a long-term addition to our litigation team, which is rated among the top firms in Montana according to Benchmark Litigation (Highly Recommended), Chambers and Partners (Band 1), and other independent rating groups. The position involves working alongside our experienced attorneys to represent the firm's clients in civil litigation matters in both state and federal courts.

Qualified candidates must have outstanding analytical and writing skills, a strong work ethic and dedication to exceptional client service. Candidates must possess knowledge of Montana law and be admitted to practice in Montana by September 2021.

**All Candidates Must:**

- Strong interest in all aspects of civil litigation, including motions, discovery, depositions, hearings and trials.
- Strong attention to detail and accuracy;
- Strong written and oral communication skills;
- Strong research and writing skills;
- Ability to manage multiple tasks and achieve deadlines under pressure;
- Strong organizational and strong problem solving skills;
- Ability to work both independently and as part of a team;
- Ability to maintain professionalism and a positive service attitude at all times;
- Knowledge of Federal/State/Local Court rules; and
- Ability to work in a fast-paced multitasking environment.

**Duties Include:**

- Frequent court appearances;
- Negotiation, depositions, arbitrations, and trials;
- Analyzing cases, developing strategies, providing client advice, conducting legal research;
- Client strategies advice, case analysis, legal research;
- Drafting legal documents including all stages of discovery; and
- Managing monthly caseload.

### **Required Qualifications:**

- Law degree by September 2021; and
- Admitted to practice in Montana by September 2021.

### **Application Instructions:**

All interested candidates must send a resume together with a cover letter, references, undergraduate and law school transcripts, and writing sample to Anna-Maria Murray at [ammurray@boonekarlberg.com](mailto:ammurray@boonekarlberg.com). This position will remain open until filled.

### **Benefits/Starting Salary:**

We offer a competitive compensation package, health insurance, retirement plan, paid time off, and the potential for an annual performance bonus.

**Job Type:** Salaried

### **Equal Opportunity Employer:**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at BK, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, military status or any other protected characteristic as established by the Montana Human Rights act or any other law.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, layoff, termination, training and all other terms, conditions and privileges of employment. BK will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship, as per applicable laws. Appropriate disciplinary action may be taken against any employee willfully violating this policy, up to and including termination.

Neither BK nor any of its employees will retaliate against any applicant, employee or past employee for opposing unlawful discriminatory practices, filing a discrimination complaint, or participating in any other manner in a discrimination proceeding. If it is found after investigation that retaliation has occurred, disciplinary action may result, up to and including termination.