



# COOK BARKETT PONDER & WOLZ

## Associate Attorney

**Job Summary:** Are you a dedicated, passionate Trial Attorney with a strong commitment to help individuals during one of the most challenging times of their lives? Do you have the drive to advocate for clients to ensure they receive just compensation following a catastrophic injury?

Cook, Barkett, Ponder and Wolz is the largest personal injury firm between Memphis and St. Louis and is still growing. CBPW is seeking a research attorney to join our team. We are seeking someone who is self-motivated and understands the importance of being part of a trial team to help achieve the best possible outcome for our clients.. If you want to work in an environment where you can learn and grow, support and expand the business, and build a healthy culture, this is the place for you.

In this role you will be part of a dedicated team committed to ensuring precision and accuracy for each case from litigation to settlement or verdict. If this full-time position sounds like a perfect fit for you and you would like to become part of our dynamic team, please apply following the directions located below.

**Please Read: \*Important to Apply\*** To apply please send cover letter and resume to [rleadbetter@cbpw-law.com](mailto:rleadbetter@cbpw-law.com), with a subject line of Associate Attorney Application. Do not apply through our website, hiring website, or any other method of application. Failure to follow the above directions will result in automatic rejection of your application.

### **Key Responsibilities Include:**

- Conduct thorough case evaluations and analysis
- Maintain regular and effective communication with Trial Attorneys throughout the duration of the case providing assistance on legal strategy and potential outcomes.
- Perform legal research including statutes, regulations, case law, and industry standards.
- Draft pleadings, discovery, motions, briefs, and all types of legal documents.
- Conduct depositions.
- Prepare and present cases in court.
- Manage case deadlines and maintain accurate legal documentation.
- Stay up to date with statutes, regulations, and all changes in the legal field.

### **Our Requirements are pretty straight forward:**

- Must have a Strong desire to help individuals in need and advocate for Justice
- Personal Injury Experience, including litigation experience is preferred, but not required.
- Must have excellent oral and written communication skills.



# COOK BARKETT PONDER & WOLZ

- Must have strong negotiation, analytical, and problem-solving skills.
- Must have the ability to manage a high caseload efficiently and effectively.
- Must be empathetic and have compassionate approach to client interactions.
- Must be highly proficient in Microsoft Suite and comfortable with technology
- Must demonstrate strong time management and multitasking skills

## **Education Requirements:**

- Juris Doctor (JD) from an accredited law school
- Licensed to Practice in Missouri

## **Perks:**

- Competitive Salary based on experience
- Employer paid medical benefits, option to add spouse and dependents at employee's cost
- Employer paid Life insurance policy.
- Generous Vacation, Sick, Personal time plan
- 11 paid holidays
- 401(k) with up to 3% company match (aka, free money)
- Firm Events (Thanksgiving Parties, Rocking for Relief event, etc)
- On-time Direct Deposit
- Continuing education opportunities

## **About Cook, Barkett, Ponder and Wolz:**

Our mission is to help the injured seek justice and just compensation through world class legal representation delivered with excellence, integrity, and compassion.

We look forward to hearing from you!