

## **Position Description**

### **Attorney**

**Location:** Troy, MI

**Employment Type:** Full-Time

**Employment Area:** Legal Department

#### **Primary Duties and Responsibilities:**

- Attend court hearings;
- Monitor files from answer to judgment;
- Communicate with customers and attorneys to resolve legal matters;
- Provide clients with status updates both verbally and through email/websites;
- Review file information received from client for accuracy and completeness;
- Summarize legal documents;
- Prepare and review declarations and affidavits for truthfulness;
- Prepare correspondence to courts, attorneys and clients;
- Prepare and file pleadings;
- Draft motions and answers/responses to motions;
- Maintain and coordinate a docket;
- Review bankruptcy filings, deceased notifications and military hits;
- Perform online records research;
- Promote the firm's vision and Mission;
- Meet and exceed company and client goals;
- Comply with all federal, state and local regulations; and
- Comply with all office policies and procedures.

#### **Knowledge, Skills and Abilities:**

- Excellent analytical, writing, research, investigative and organizational skills;
- Ability to read, write and speak fluent English;
- Ability to use standard office equipment including a computer, keyboard, copy machine, phone system and calculator;
- Familiarity with Microsoft Office applications (Outlook, Word and Excel) and case management software
- Basic typing skills;
- Ability to multitask;
- Aptitude to be self-motivated; and
- Desire to work with others in achieving company and client goals.

**Minimum Education and Experience Requirements:**

- At least a Juris Doctor degree from an accredited institution; and
- Member (or soon to be) of the State Bar of Michigan.

**Other Work Requirements:**

- Successfully pass pre-employment testing including criminal background check, credit check and drug testing.

**Compensation and Benefits:**

- Competitive annual salary based upon experience;
- Competitive medical, prescription, dental and vision insurance, the cost of which is shared between the firm and the employee (full-time only);
- iPhone with cellular and data plan fully paid by the firm;
- Gas card fully paid by the firm;
- Life insurance fully paid by the firm (full-time only);
- Long-term disability insurance fully paid by the firm (full-time only);
- 401(k) Qualified Retirement Plan, with a \$500 yearly employer match (full-time only); and
- Section 125 Plan (full-time only).

**Perks:**

- 17 firm paid vacation days annually (full-time only);
- 7 firm paid holidays per year;
- Wheel of Fortune events with a chance to win cash and gift cards;
- Holiday Party featuring a raffle with over \$3,000 in gifts;
- Free Starbucks Coffee;
- Free Popcorn;
- Free bagels on Fridays;
- Concert and sporting event ticket giveaways; and
- Casual dress days where jeans are encouraged.

**Email resumes to:** [careers@weberolcese.com](mailto:careers@weberolcese.com)

We will not accept any resume submissions by unsolicited third-party agencies. We are not responsible for any fees associated with any unsolicited resumes.

We provide equal employment opportunity and advancement without regard to sex, race, color, religion, age, physical or mental disability, national origin, marital status, height, weight, veteran status or other legally protected condition except where one of the above factors is a bona fide condition or qualification for the job. All decisions relating to recruiting, hiring, training, compensation, benefits, advancement and all other conditions of employment are made in accordance with principles of equal employment opportunity for all and will be administered solely on the basis of each individual's experience, qualifications, performance and other job-related factors.