



Associate Attorney – Employment Law – Minimum 3 years of litigation experience

Hawks Quindel – Madison

We are a small law firm with a great team culture. Located in downtown Madison, we fight for the legal rights of workers!

Join our dynamic team where your legal experience, strong communication and analytical skills will make a meaningful difference in the lives of our clients! We are seeking an experienced Associate Attorney specializing in employment law.

Key Responsibilities:

- Advise clients on their legal rights under state and federal anti-discrimination laws
- Conduct legal research using online databases such as LexisNexis
- Prepare, draft, and review litigation documents including pleadings, motions, and briefs
- Prepare and respond to written discovery
- Conduct depositions and assist other attorneys in preparing for depositions
- Represent clients before administrative agencies
- Supervise and mentor legal assistants

Qualifications:

- Juris Doctor (J.D.) degree from an ABA-accredited law school
- Admission to the state bar of Wisconsin
- 3 or more years of experience in the practice of law
- Experience working in civil litigation
- Excellent verbal and written communication skills in a variety of settings, particularly in the courtroom, with clients, and in networking settings
- Ability to explain complex legal concepts to persons outside the legal field
- Capacity to handle matters independently and also collaboratively with the firm's shareholders and staff

Benefits:

- Competitive salary depending on experience
- Shareholder Track
- Bonus Structure in place for each full year of employment
- 401(k) and Profit Sharing – when eligible
- Health Insurance – 100% employer paid premium for employee and family
- Long & Short-Term Disability Insurance & Life Insurance
- Paid Time Off – minimum 18 days annually and 10+ Holidays
- Commuter reimbursement

To apply, please submit your resume, cover letter, and writing sample highlighting your experience in employment law. Please apply here - <https://www.hq-law.com/about/careers/job-application/>