

Join Phelps Law - Elevate Your Career

We have an in-office part-time and/or full-time litigation Attorney position available; an excellent fit for parents that want to work while the kids are in school or for semi-retired attorneys.

About Us: Phelps Law, situated in Huntington Beach, is a boutique firm specializing in construction industry representation. We provide a dynamic and professional office environment conveniently located near the beach.

About You: Are you seeking a part-time opportunity where you can contribute 20-30 hours per week to assist our litigation team? If you're an Attorney who thrives on preparing cases for trial, with strong litigation skills, including discovery, court appearances and pre-trial preparation, then this could be a perfect fit. Experience in construction law is preferred but not required. No trial appearance needed.

Requirements:

- Minimum 4 years' experience as a litigation associate
- California Bar License
- Strong grasp of civil litigation procedures
- Proficiency in Westlaw, CEB, Outlook, e-Filing, Adobe, and Excel
- Excellent written and verbal communication skills
- Detail-oriented with a strong work ethic
- Availability for 20-30 hours per week

Responsibilities: As our Litigation Associate, you will be responsible for conducting research, drafting pleadings and motions, and drafting and responding to discovery requests. Your primary focus will be on preparing case files for trial, with some required video court appearances. While trial appearance is not part of this role, your attention to detail, writing skills, and self-reliance will be essential as you navigate through our cases.

How to Apply: To be considered for this opportunity, please submit a detailed resume along with a compelling cover letter expressing your interest in the position.

Note:

- Please refrain from sending direct emails, making calls, or submitting in-person applications.
- We do not accept inquiries from agencies.

Phelps Law – Come join us: We will reach out to candidates whose qualifications align with our needs. Thank you for considering Phelps Law.

Job Types: Full-time, Part-time

Ability to Relocate: Huntington Beach, CA 92649: Relocate before starting work (Required)

Work Location: In person