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[www.vwlawfirm.com](http://www.vwlawfirm.com)

Position Title: Attorney – Litigation Associate

Time Commitment: Full-time

Experience Level: Entry Level

Compensation: Robust Benefit Package, including but not limited to: Health, vision, dental and life Insurance, 401(k) plan, and paid time off (PTO)

Location: Asheville, NC

### **Who We Are**

Established in 1907, The Van Winkle Law Firm is the largest law firm headquartered in the beautiful mountains of Western North Carolina. With two office locations, we proudly serve individuals, families, and businesses throughout the Southeast. As a distinguished and respected firm, our attorneys and staff have become recognized for our ability to utilize the best practices and methods possible to meet our clients' needs. While we are passionate about providing sound legal counsel, we believe our responsibilities go beyond serving as legal representatives. We are interested in getting to know our clients and obtaining a thorough understanding of their unique needs and goals.

### **Our Values and Culture**

Van Winkle, Buck, Wall, Starnes and Davis, P.A. is committed to advancing, cultivating, and preserving an organizational culture of diversity, equity, and inclusion. We strive to create a workplace where our employees, clients, and business partners can thrive. We are an Equal Opportunity Employer providing all employees and applicants with a workplace free from discrimination or harassment, and with equal employment opportunities without regard to race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, genetic information, ethnicity, citizenship, or any other characteristic protected by federal, state, or local law. Unlawful discrimination, harassment, and retaliation will not be tolerated in any of the Firm's offices or any other work-related setting. Qualified individuals with a disability may request reasonable accommodation to apply for a position or to enable them to perform the essential functions of a position for which they are otherwise qualified. If you need an accommodation or need to discuss your situation, please contact us at [careers@vwlawfirm.com](mailto:careers@vwlawfirm.com).

### **Our Ideal Applicant**

As an Entry-Level Litigation Attorney, you will have the opportunity to develop your litigation skills while working on a diverse caseload. You will assist in all phases of litigation, from case inception through trial and appeal. This position is ideal for a recent law school graduate who is eager to gain hands-on experience in a fast-paced legal environment. The ideal candidate will have a desire to learn and grow in these areas of the law.

### **Responsibilities**

This position will focus in the areas of Fiduciary Litigation, Trust & Estate Disputes and Controversies, Guardianships, Power of Attorney Litigation, and other contested matters related to transfers of assets at end of life or during periods of incapacity. The Associate will also provide general support to the firm's litigation practice and may be called upon to do any general litigation task as assigned. Tasks may include:

- Conduct legal research and draft memoranda, pleadings, motions, and briefs
- Assist in discovery, including drafting and responding to interrogatories, document requests, review and analysis of document produced, and depositions
- Attend court hearings, depositions, and client meetings under the supervision of senior attorneys
- Prepare case strategies and assist in trial preparation
- Analyze legal issues and develop persuasive arguments to advocate for clients
- Communicate effectively with clients, opposing counsel, and court personnel

Successful candidates will also have exceptional project management skills, excellent research and writing skills, and the ability to successfully develop and manage relationships with clients and other firm members. Strong written and verbal communication abilities are required. We welcome a diverse applicant pool. LGBTQIA+ individuals, Black, Indigenous, people of color, parents, people with different abilities, veterans and people who speak English as a second language are encouraged to apply.

### **Requirements**

- Applicants must be a graduate of an accredited law program and licensed to practice law in the State of North Carolina (or eligibility to waive in).

### **How to Apply**

Please submit all application materials, including a cover letter, resume, and any other relevant materials to [careers@vwlawfirm.com](mailto:careers@vwlawfirm.com). We offer an excellent benefits package and competitive salary, commensurate with experience. Please include salary expectations and any work flexibility desires in your cover letter. All inquiries and applications will be kept in confidence.