

Remote Attorney

Hours: 30-40 hours per week (full or part time)

Location: Fully remote

Compensation: \$100,000 - \$150,000 plus origination credit. Offers in the lower range would be for candidates working part time or who are on the lower end of qualifications. Offers closer to \$150,000 are for well-qualified full-time candidates.

Kitchel Law, PLLC is seeking applicants for a fully remote attorney position and is especially interested in talking to applicants who are happier at their desks than on the front lines of litigation. The position is for an experienced personal injury attorney who wants to re-imagine what practicing law can be like. Think quality of life, independence, and customizing your schedule as life's seasons change. Interested in a part time "no court appearances" job? Let's talk. Have a small book of business and want a place to land for flexibility and stability? Let's talk.

The ideal candidate:

- Has a great attitude and likes technology. (The firm is paperless and the job will require quickly adapting to new technology as it is incorporated in the practice.)
- Has a sense of humor and is okay if a little bit of salty language slips out now and then. (Allyson tends to have a fairly casual office presence.)
- Is nice. No jerks allowed – clients or employees.
- Knows how to strike the right balance between "can figure it out myself" and "asks for help when needed in the sake of efficiency."
- Would describe themselves as systematic, steady, and deliberate. (If you have ever taken a DISC assessment, you might be described as a "high S" or "high C.")
- Has been teased by friends/family/strangers about their level of organization. (If that's you, be sure to mention it in your cover letter!)
- May prefer to comb through medical records and craft a strategic argument than attend a networking event
- Has strong written and verbal communication skills and a friendly, competent Zoom and phone presence.
- Enjoys social media and doesn't mind pitching in on marketing.
- Deeply cares about serving people in crisis.

Requirements:

- Must have a Virginia or DC license (both preferred) with 5-7 years of experience practicing personal injury and/or medical malpractice in those jurisdictions
- Must have trial experience – this position will not require you to first chair cases but having experience with the trial process is required. (This could be a good job for someone who likes personal injury, but who dislikes the stressful parts.)
- Must have strong writing skills
- Client-focused and empathetic mindset
- A stable internet connection, quiet work environment, and the ability to travel 1-2 times per year to second chair trials or attend CLE events through trial lawyers associations.

Preference for:

- Candidates located in DC or Northern Virginia to cover the occasional court appearance. Not required
- Candidates with familiarity with FileVine
- Candidates who are VTLA or DCTLA members

Responsibilities:

Case Management: Manage a caseload of personal injury cases, primarily from motor vehicle accidents and bicycle crashes. Assist with medical malpractice work.

Legal Research: Conduct legal research to support case strategies, staying updated on relevant laws, regulations, and precedents.

Client Consultations: Conduct initial consultations with clients over Zoom to assess the viability of potential cases.

Legal Writing: Draft demand letters, lawsuits, discovery requests/responses, motions, etc.

Negotiations: Engage in settlement negotiations with insurance companies, opposing counsel, and lien holders.

Litigation: This job requires litigation support to lead counsel but is otherwise negotiable. If you find trial too stressful to be first chair – that's okay. If you want to try cases, that's okay too.

To apply, please do the following: Please email a cover letter that tells me (Allyson) why a job like this is a good fit for you and which highlights your relevant experience. There is a misspelled word in this job description – please identify it. Please also send a resume, and three professional references (they will not be contacted until after interviews) to: allyson@kitchellaw.com. Please make the subject of your email be "Remote Associate 2023"