

Associate Attorney, Workplace and Campus Investigations - Sacramento

Van Dermyden Maddux Law Corporation is dedicated to conducting workplace and Title IX campus investigations in California and Nevada. We are an enthusiastic, fun and collegiate group of attorneys and other legal professionals who value excellence and integrity. We have an immediate opening for an Associate Attorney in our Sacramento office. The successful candidate must have at least two years of experience practicing law in California. A background in employment, education, or administrative law is extremely desirable. Strong writing and analytical skills are essential to this position. For more information on our unique practice, please visit www.vmlawcorp.com.

Required Traits: Strong writing skills; self-motivated; collaborative and team-oriented; flexible; dependable; detail-oriented; focused; organized; ability to prioritize effectively and meet deadlines; ability to assess facts with impartiality and eliminate personal biases; strong interpersonal and neutral interviewing skills; and, comfortable working in a small team environment.

Duties:

- Draft detailed investigative reports, documents, and correspondence;
- Conduct investigations from intake to completion;
- Conduct witness interviews;
- Review, interpret, analyze and evaluate witness statements, documents and physical evidence collected during investigations;
- Review, summarize, create and organize legal documents and information;
- Travel frequently within California; and,
- May also perform other duties as appropriate to the skill, experience and education level of the candidate, and the needs of the Firm.

Qualifications: Licensed attorney for the State of California with at least two years of experience practicing law. A background in employment, education, or administrative law is highly desirable. Strong writing skills are essential.

We offer a great working environment and competitive salaries based on qualifications and experience. Benefits include a generous health, dental and vision package, long-term disability, 401(k), holidays, vacation, and sick time.

To Apply:

Please submit a cover letter, resume, and brief writing sample to:

Jennifer M. Maguire, Chief Operating Officer

Van Dermyden Maddux Law Corporation

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Sacramento, CA 95833

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Van Dermyden Maddux Law Corporation is dedicated to the goal of building a culturally diverse and pluralistic staff committed to investigating and working in a multicultural environment.