



HILLS AT LAW, P.C.

Criminal Defense · Southwest Michigan

Trial Attorney

Reports to: Managing Partners

Pay Structure: Salaried, Exempt

Job Summary

Under the direction of the Managing Attorney, the Trial Attorney is responsible for managing an individual caseload from start to finish. The attorney must be dedicated to achieving outstanding results for clients through intelligent and zealous advocacy. A strong work ethic, self-motivation, and a positive attitude are essential. The ideal candidate will possess excellent oral advocacy and writing skills, demonstrating confidence in the courtroom. Additionally, the attorney should be comfortable collaborating with other attorneys, paralegals, and legal assistants, and providing oversight to ensure successful case completion.

Responsibilities

- Manage your own caseload, handling cases ranging from misdemeanors to felonies
- Participate in weekly strategy sessions with a senior attorney to discuss cases and explore creative solutions
- Maintain regular communication with clients and legal assistants
- Stay up to date with continuing legal education requirements
- Assist with Specialty Courts as needed
- Work primarily in Berrien, Cass, Kalamazoo, St. Joseph, and Van Buren counties, with occasional work in other counties or out of state

Education:

- Graduate from an accredited law school and be licensed to practice law in Michigan.
- Be in good standing with the Michigan Bar Association.

Experience:

- 5+ years of experience preferred
- Strong communication and interpersonal skills
- Ability to work collaboratively in a team environment
- Commitment to professional development and ongoing learning

Skills:

- **Strong written and verbal communication** — able to effectively advocate for clients in court and in writing.
- **Legal research and analysis** — proficiency in interpreting statutes, case law, and applying legal principles to complex issues.
- **Criminal law expertise** — demonstrated knowledge of Michigan criminal statutes, procedures, and defense strategies.
- **Detail-oriented case management** — capable of prioritizing tasks, managing deadlines, and ensuring accuracy in filings and discovery.
- **Client-centered approach** — adaptable, collaborative, and focused on achieving results while maintaining professionalism and empathy.
- **High integrity and sound judgment** — able to make strategic decisions with confidence and uphold the firm's reputation.

Position Success Metrics:

Success Metrics will be reviewed and adjusted periodically based on the needs of the Firm.

- Bill and collect a minimum of 25 hours in legal services per week.
- 100% of all court-imposed and internal deadlines are met each month.
- 100% of all time is entered by the end of each day, measured weekly.

Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at a time.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____