

# Ellis Investigations Law Corporation Seeks a Writer / Legal Specialist



## Description

Ellis Investigations Law Corporation seeks a creative and detail-oriented legal writer and editor with a minimum of two years experience writing in a legal setting, preferably specializing in employment law. The Legal Specialist is responsible for preparing and editing clear and concise investigation reports in collaboration with the Firm's Attorney Investigators. The Firm's Attorney Investigators are responsible for conducting impartial investigations for public and private employer clients throughout California. More information about the Firm can be found on its website at [www.ellisinvestigations.com](http://www.ellisinvestigations.com).

## Minimum qualifications

- Two years experience writing in a legal setting, preferably specializing in employment law
- Excellent analytical, legal writing and editing skills required with attention to spelling, grammar and accuracy
- Strong work ethic and excellent attention to detail and follow-through
- Ability to develop and maintain effective working relationships with the Firm's Attorney Investigators and other staff
- Excellent oral and written communication skills
- Excellent Microsoft Office skills
- Ability to work independently and exercise excellent judgment
- Ability to manage multiple projects and competing deadlines
- Ability to work in a confidential setting and maintain appropriate confidentiality and discretion

## Desired qualifications

- Bachelor's degree from an accredited institution—an emphasis in English, writing, journalism or communications is preferred
- Experience with workplace investigations is preferred

## Responsibilities

- Work with the Firm's attorney investigators to write detailed, accurate and substantiated investigation reports
- Edit and proofread investigation reports

To apply, please submit resume, cover letter and writing sample to Lisa Stewart at [lstewart@ellisinvestigations.com](mailto:lstewart@ellisinvestigations.com).