

Ellis Investigations Law Corporation Seeks an Employment Attorney / Workplace Investigator



Description

Ellis Investigations Law Corporation seeks a thoughtful and detail-oriented attorney with a minimum of two years of experience practicing employment law to join its workplace investigations team as an Attorney Investigator. The Attorney Investigator is responsible for conducting impartial investigations for public and private employer clients throughout California. This includes investigations into complaints of a wide array of issues, such as workplace harassment, fraud and compliance and whistleblower complaints. The Firm sends all employees to the Association of Workplace Investigators Training Institute within the first 18 months of employment.

About the Firm

The Firm's practice is focused on conducting workplace investigations for public and private employers throughout California. The Firm's attorney investigators have extensive experience practicing employment law, including litigation, advice and counsel and workplace investigations. More information about the Firm can be found at www.ellisinvestigations.com.

Minimum qualifications

- Member of the California State Bar in good standing
- Minimum two years of experience, with a solid background practicing employment law
- Experience conducting investigations
- Excellent analytical and legal writing skills required
- Excellent oral and written communication skills
- Adaptability, curiosity and a demonstrated ability to learn new skills and incorporate feedback
- Strong Microsoft Office skills
- Resides in and can travel within California
- Ability to work remotely
- Strong work ethic and excellent attention to detail and follow through
- Ability to work independently and exercise excellent judgment
- Ability to manage multiple projects and competing deadlines

Desired qualifications

- Experience counseling clients on employment law matters, whether employees or employers
- Strong interviewing skills
- Familiarity with California and federal employment laws
- Formal training in workplace investigations
- Experience supervising workplace investigations

Responsibilities

- Conduct impartial and thorough investigations for clients
- Write detailed, accurate and substantiated reports, including complex legal analyses
- Edit and proofread investigation reports
- Conduct legal research and counsel clients on employment law and impartial investigation issues
- Prepare and present training materials
- Perform administrative duties
- Engage in business development activities

The expected salary range for this position is \$115,000 – \$170,000. Compensation will be based on the candidate's experience, qualifications and skills and other job-related factors. This is a fulltime position with tiered options for the annual billable-hour requirement (1,450, 1,550 or 1,650). Benefits provided include medical, dental, vision and 401(k) with employer contribution.

To apply, please submit resume, cover letter and writing sample to Lisa Stewart at lstewart@ellisinvestigations.com.