



MANAGING ATTORNEY

The Managing Attorney will lead a team of Trial Attorneys and support staff in our Mineola, NY Trial Division Office.

JOB SUMMARY: Manages and oversees assigned office (s) or practice area of Nationwide Trial Division. Accountable for the quality and delivery of legal services to clients and customers of the office. Tries cases. Supervises Trial Attorneys and Paralegals.

Reporting Relationships: Reports to Regional Attorney. Direct reports include Trial Attorneys and Paralegals.

Core Duties and Responsibilities:

1. Implements and manages all aspects of NTD Best Practices and Guidelines, providing training as needed.
2. Maintains and promotes good relationships with clients and claims customers.
3. Conducts open and closed file audits of direct reports, providing coaching and feedback to attorneys and paralegals following review.
4. Manages expenses for assigned office (s).
5. Manages attorney and paralegal performance and productivity for assigned office (s).
6. Responsible for compliance with all applicable ethical requirements and for professional development, training and performance management of direct reports, including CLE, pursuant to Nationwide Trial Division protocols.
7. Reviews and assigns cases. Maintains case load as determined by Trial Division Regional Attorney. Provides legal representation for clients, including trying cases in all courts and agencies, and related legal advice and services.
8. Collaborates with Business Legal Operations Supervisor to ensure that administrative services provided to the office are at acceptable levels. Provides coaching and feedback to staff and to Business Legal Operations Supervisor.
9. Apprises Trial Division Regional Attorney of key litigation, operational issues, quality of work and staffing issues.
10. Participates in associate management including: performance management, salary planning and administration, training and development, workflow and organizational planning, hiring and placement, and disciplinary actions.

MINIMUM JOB REQUIREMENTS:

Education: JD degree from an accredited law school.

License/Certification/Designation: Duly licensed to practice law in assigned state. Admission to the Bar in state in which office is located. Must have a valid drivers license with satisfactory driving record in accordance with the standards stated in the Company's Fleet Manual. A satisfactory driving record is required due to the out of office travel.

Experience: Seven years litigation experience preferred. Management experience required.

Knowledge: Proven knowledge of litigation practices and procedures, the laws of negligence and allied fields, the claims process and management principles and practices.

Skills/ Competencies: Excellent verbal and written communication skills. Proven decision making skills. Proven ability to set priorities and to evaluate and recommend solutions to legal and business issues. Proven substantial trial record. Ability to train trial attorneys and paralegals. Demonstrated leadership skills used in direct and indirect influencing, such as team building, motivating, persuasion and problem solving.

JOB CONDITIONS:

Working Conditions: Normal office environment. Significant local and overnight travel.

Credit Check: Due to the fiduciary accountabilities of this job, a valid credit check and/or background which will be requires as part of the selection process.

FOR MORE INFORMATION OR TO BE CONSIDERED GO TO OUR WEBSITE

WWW.NATIONWIDE.COM/CAREERS. APPLY TO JOB ID # 47674.