

Motley Rice is one of the nation's largest plaintiffs' litigation firms. Our mission transcends cases and awards as we fight for big causes and work to advance the greater good, not just for our clients, but for society as a whole. Our attorneys aggressively seek justice and accountability for victims across a broad range of impactful litigation, spanning securities and consumer fraud, occupational disease and toxic tort, medical drugs and devices, environmental damage, antiterrorism, human rights abuses and other case areas. Strengthened by a breadth and depth of knowledge, resources and experience, our attorneys have helped shape some of the most significant settlements and decisions over the past 30 years as we diligently work to protect the rights of consumers, families, investors, businesses and public entities.

*The firm is seeking an experienced **Claims Administration Attorney** in its South Carolina office, located minutes from downtown Charleston. Candidates should have experience with probate claims; communicating with clients, government agencies, and administrative bodies; completing claims forms, drafting motions and legal briefs. We seek a team player able to complete multiple tasks with urgency and attention to detail. Strong analytical, writing, and communication skills are required. Experience in Excel is essential.*

To be considered for this opportunity, please send a cover letter, resume, and writing sample to staffing@motleyrice.com.

Applicants for this position must have a Juris Doctor (J.D.) degree from an Accredited School of Law and possess an active license in good standing with the State of South Carolina. Those not licensed in South Carolina could be considered for the position but would be required to gain admission to the South Carolina Bar in order to maintain employment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.

This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract. Motley Rice LLC is an equal opportunity employer. We participate in e-verify.