

Labor and Employment Associate

 Hawthorne, New York, United States

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About the job Labor and Employment Associate

Traub Lieberman is a nationally recognized law firm with over 90 attorneys across six offices. With a strong foundation in various service areas and a focus on strategic expansion, we offer more than just a job. We offer a place to build a dynamic legal career. Our firm offers a client-focused environment that fosters innovation, encourages collaboration, and prioritizes your professional development. We are proud to foster a team culture that is not only high-performing but also genuinely supportive and family-friendly.

Traub Lieberman is seeking a Labor and Employment Associate with 2-3 years of relevant experience to join our team in Hawthorne, New York. This role offers hands-on experience handling claims before administrative agencies (EEOC, NYSDHR, NYCCHR) and in federal and state court; excellent research and writing skills; involves conducting investigations and preparing position statements, pleadings, discovery (document demands, interrogatories, and depositions), and motions (including motions for summary judgment). Areas include employment discrimination, retaliation, civil rights, wage and hour, and related matters. The ideal candidate is proactive, detail-oriented, and ready to take ownership of their cases in a collaborative and fast-paced environment.

Key Responsibilities

- Manage cases independently from inception through resolution.
- Draft high-quality motions, pleadings, and discovery documents.
- Represent clients in court appearances, depositions, mediations, and arbitrations.
- Maintain regular communication with clients, offering updates and strategic guidance.
- Collaborate with senior attorneys on complex legal matters and contribute to case strategy.

Qualifications

- J.D. from an accredited law school and admission to practice in New York.
- 2-3 years of experience in labor and employment law.
- Excellent legal writing, research, and oral advocacy skills required.
- Proven ability to handle multiple matters and meet deadlines in a dynamic, fast-paced environment.
- Professional, organized, and able to work both independently and as part of a collaborative team.

Compensation

The expected salary range for this position is \$90,000 - \$120,000, commensurate with experience and qualifications.

In addition to base salary, attorneys are eligible to participate in the firm's Associate Bonus Program, which is performance-based and awarded at the firms discretion.

Our Benefits

At Traub Lieberman, we are committed to supporting the well-being, growth, and financial future of our team. Our benefits package includes:

- Comprehensive Health Coverage: Competitive medical, dental, and vision insurance to keep you and your family healthy.
- Income Protection: Firm-paid life insurance, short-term disability, and long-term disability coverage.
- Retirement & Student Loan Support: A 401(k) retirement plan with an innovative Student Loan 401(k) Matching Contribution Program, helping you save for the future while managing student debt.
- Tax-Advantaged Accounts: Flexible Spending Accounts (FSAs) and Health Savings Accounts (HSAs) for healthcare and dependent care expenses.
- Paid Time Off: Generous paid vacation and holidays to recharge and enjoy life outside of work.
- Professional Development: In-house CLE opportunities to help you grow and stay current in your practice.
- Performance & Referral Incentives: Participation in our Associate Bonus Program and employee referral incentives.
- Additional Voluntary Benefits: A variety of optional coverage and wellness offerings to meet your individual needs.

Why Join Traub Lieberman?

At Traub Lieberman, we cultivate a welcoming and growth-focused environment where your work is valued and your voice is heard. Whether you're leading complex litigation or collaborating with skilled attorneys across practice areas, you'll have access to the resources, mentorship, and professional development you need to thrive.

We are committed to fair hiring practices, providing equal opportunities to all applicants and employees regardless of race, color, religion, sex, age, sexual orientation, gender identity or expression, national origin, veteran status, or disability.

Exciting News: We're Moving!

Our office is relocating to downtown White Plains! The new location is just a short walk from the White Plains train station and surrounded by the restaurants, shops, and amenities that make downtown a vibrant and convenient place to work. Our modern, newly designed office will provide an upgraded workspace that supports collaboration, comfort, and productivity.

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