



Job Opportunities

11.26.2019 **Systems Administrator – Kansas City, MO**

Administers the performance of systems, both software and hardware, that are used by Spencer Fane attorneys and staff to service both internal and external clients. These systems include collaboration and coordination programs such as extranets, file-sharing portals. Administers systems that house data as it resides internally, including document management systems, service management systems, intranets, internal portals, and databases. Coordinates cross-training throughout the IT department related to systems administration. Ensures client expectations are met or exceeded. Works directly with attorneys and staff to help coordinate the collaboration, sharing, and dissemination of data to clients during attorney onboarding, client onboarding, as well as off boarding. Backs up Network Administration staff and Service Desk staff when required.

11.19.2019 **Accounts Payable Specialist – Kansas City, MO**

The Accounts Payable Specialist position will review supporting documents and process assigned invoices for payment in an accurate and timely manner. This position will also perform clerical or administrative duties associated with accounts payable as required. The AP Specialist requires a reliable and task-oriented professional with excellent attention to details skills. This position will report to the Accounting Manager.

11.01.2019 **Communications Specialist – Kansas City**

This position is responsible for the execution of firm-wide marketing communications activities, including content development, brand management, and methodical mass communications initiatives in each of Spencer Fane's markets. This individual will partner with Marketing colleagues and attorney leadership to plan, develop, and distribute brand messaging through thoroughly vetted print and digital media platforms, industry and civic associations, and firm-owned media channels. This role also supports practices, offices, and attorneys in the creation and distribution of effective client alerts, practice brochures, and presentations, and will continuously evaluate communications opportunities for alignment with the firm's priorities. The successful candidate will possess strong writing and editing skills, excellent organizational and project management habits, demonstrable experience in brand communications, and will enjoy a fast-paced environment that emphasizes collaboration and inclusivity.

10.22.2019 **Special Districts Paralegal – Denver, CO**

This position is responsible for providing paralegal support to multiple attorneys in our Special Districts practice group. The ideal candidate will possess superb organizational skills, the ability to handle a multitude of tasks simultaneously, and to adapt quickly to meet deadlines. Spencer Fane offers an excellent benefits package and an opportunity to work in a challenging and collaborative environment.

10.22.2019 **Information Technology Support Analyst – Denver, CO**

The IT Support Analyst position is a full-time position in our Denver, CO office. This position is responsible for acting as a primary contact for on-site technical support and a secondary point of contact for end-users and escalation for Help Desk. This role requires a confident and professional individual with strong technology skills, troubleshooting expertise, and a commitment to extraordinary customer service. The ideal candidate will have 3-5 years Desktop support or Help Desk II experience and in depth knowledge of operating systems and user applications. Spencer Fane offers an excellent benefits package and an opportunity to work in a challenging and collaborative environment.

10.09.2019 **Staff Accountant – Kansas City, MO**

The Staff Accountant is a non-exempt, full-time position. This position works directly under the supervision of the Accounting Manager. The Staff Accountant is responsible for maintaining financial reports, records, general ledgers, preparing and analyzing budgets and performing general bookkeeping. The ideal candidate will possess superb organization and analytical skills, the ability to handle multiple tasks simultaneously, adapt quickly to meeting deadlines and regularly exercise independent judgment.

10.01.2019 **Commercial Litigation Associate – Phoenix, AZ**

Spencer Fane has an opening in our Phoenix office for a Commercial Litigation attorney with 2-4 years of experience. An ideal candidate will have experience with all phases of complex commercial litigation, including fact investigation, legal research, drafting discovery, preparing pleadings, taking and defending depositions, participating in mediations, communicating with opposing counsel and clients, and appearing in court for motions and pre-hearing proceedings. Experience with financial services litigation is a plus. Prior law firm experience is preferred.

09.19.2019 **Real Estate Associate – Denver, CO**

Spencer Fane is seeking a real estate attorney to join our Real Estate practice group in our Denver, CO office. The ideal candidate will have 5 to 10 years of experience representing clients on real estate matters involving residential development. This position will involve significant focus on the development of large projects, such as multi-family developments. This candidate should have experience with planning and zoning and should have a background working with various governmental agencies. Candidates must have extensive experience drafting real estate agreements and working with LLC agreements.

05.06.2019 **Litigation Associate – St. Louis, MO**

Spencer Fane has an opening in our Clayton office for a Commercial Litigation attorney with 2-5 years of experience. An ideal candidate will have experience with all phases of complex commercial litigation, including fact investigation, legal research, drafting discovery, preparing pleadings, taking and defending depositions, participating in mediations, communicating with opposing counsel and clients, and appearing in court for motions and pre-hearing proceedings. Prior law firm experience is preferred.
