

# Careers

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Galloway, Johnson, Tompkins, Burr & Smith has been the Gulf Coast leader in legal defense services for over 35 years. From the first office in New Orleans, the firm has grown to include 13 offices and over 130 lawyers, with locations across the Gulf South and Midwest. Our attorneys specialize in practice areas including insurance defense, commercial litigation, transportation/maritime, premise, product & professional liability, employment, immigration & worker's compensation.

At Galloway, we do much more than represent corporations for insurance defense – we are business consultants and partners, we protect business vitality and are legal advisors to the communities we serve. Our clients, business partners, team members, and neighbors trust that we are people-focused, and value driven. We leverage our extensive network and collective knowledge to forge meaningful human connections and strong working relationships.

We are always seeking talented attorneys, paralegals, legal assistants, and other administrative and support staff professionals who share our commitment to client service and legal excellence. If you are interested in growing with us, we would love to connect with you. Please complete the form below and upload your resume and cover letter.

## GALLOWAY BENEFITS

- Competitive Pay
- Blue Cross/Blue Shield Health Insurance
- Delta Dental Insurance
- Flexible Spending Accounts
- United Healthcare Vision Insurance
- Allstate Supplemental Cancer, Critical Illness and Accident Coverage
- Equitable Group Term Life, Voluntary, Short- and Long-Term Disability Insurance
- Parking
- 401(k)

## Open Positions

### ASSOCIATE ATTORNEYS

Atlanta, Dallas, Houston, Ft. Lauderdale, Lafayette, New Orleans, Pensacola, Tampa

Responsible for providing high quality and cost-effective legal representation to clients through case intake, budgeting, management, research, advice, reporting, negotiation, litigation, and appeal.

- 1<sup>st</sup> Party Bad Faith | Houston
- Constitutional Defense, Commercial Liability, Auto & Premise Liability | Ft. Lauderdale, Pensacola
- Defense Litigation | Atlanta, Lafayette, New Orleans, Tampa
- Insurance Defense | Dallas, Lafayette,
- Maritime | Houston

Education and Experience:

This position requires a Juris Doctor degree and admission to practice law in the various State and Federal Courts of the state(s) of employment.

Certificate(s) of Good Standing from appropriate governing bodies.

**PARALEGAL/LEGAL ASSISTANT**

Atlanta, Lafayette, Mandeville, St. Louis

Join a team that values team players with a positive mindset to provide comprehensive support to our defense attorneys. This role involves conducting legal research, drafting legal documents, scheduling depositions, preparing documents for trial, managing case files, and assisting with client communication.

Education and Experience:

This position requires a high school diploma or equivalent, college degree, paralegal certificate, and/or previous paralegal experience.

**ADMINISTRATIVE ASSISTANT**

Lafayette, New Orleans

**RECEPTIONIST**

St. Louis

**Join Our Team**

Name(Required)

First  Last

Position(Required)

Preferred Location(Required)

Level of Experience(Required)

Phone(Required)

Email(Required)

Upload Cover Letter

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Upload Resume(Required)

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Max. file size: 8 MB.

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Phone

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