

Job Description

Position: Associate Attorney (Professional Liability Team)

Location: 665 8th Street NW, Atlanta GA 30318

Job Type: Full-time, on-site in office, benefit eligible

About Fields Howell LLP

Established in 2004, Fields Howell is a premier boutique law firm focused on insurance coverage and defense litigation. With offices in Atlanta, Miami, greater Philadelphia, and Nashville, our attorneys represent insurers and their insureds in complex matters across all 50 states and Latin America. The firm has earned Band 1 recognition from Chambers USA in Georgia and is known for delivering practical, client-focused legal solutions backed by deep industry expertise.

About the Opportunity

Fields Howell is seeking a talented associate attorney to join its Professional Liability Team in Atlanta. Our Professional Liability Team serves as coverage and monitoring counsel to domestic and international insurers who write policies for professionals including: lawyers, architects and engineers, accountants, long-term care facilities, and more.

In this position, the Associate Attorney will monitor claims and circumstances against insureds and advise insurer clients as to potential exposure and outcomes. The Associate Attorney will be expected to communicate with insurers, brokers, and insureds regarding claims and circumstances, and report back to clients on critical developments in matters that we are monitoring.

This is not a litigation position, although occasional litigation may be necessary.

Qualifications

- Juris Doctor (J.D.) from an accredited law school
- Must be admitted (or gain admittance) to practice in the state or Georgia
- 3-5 years of experience as an attorney in a private law firm or clerkship
- Experience working in insurance monitoring, coverage, or defense, specifically regarding professional liability insurance
- Excellent legal research and writing skills
- Strong attention to detail
- Exceptional interpersonal skills

Responsibilities

- Monitor professional liability claims, lawsuits, and circumstances for domestic and international insurer clients
- Analyze policies and advise on coverage, exposure, and risk
- Prepare coverage analyses, reports, and client memoranda
- Evaluate pleadings, expert materials, and case developments to assess liability and damages
- Communicate with insurers, brokers, and insureds on claim status and strategy
- Identify key legal and factual issues and provide recommendations throughout the claim lifecycle
- Track developments, reporting obligations, and reserve considerations
- Coordinate with defense counsel on strategy, budgets, and case progress, as needed
- Assist with coverage litigation, including declaratory judgment actions
- Stay current on professional liability and insurance coverage law
- Annual billable hour expectation of 1,900 hours, supported by consistent monitoring and coverage workflow

Why Join Fields Howell

- Work on complex insurance coverage matters with national scope
- Collaborative, mentorship-driven environment
- Opportunity for early responsibility and direct client interaction
- Boutique firm culture with sophisticated national practice

Benefits

- 401(k) employer safe harbor contribution
- Dental insurance
- Health insurance
- Vision insurance
- Life insurance
- Professional development assistance
- Parental Leave
- Annual bonus opportunities
- Quarterly bonus opportunities

Job Summary & Additional Details

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Fields Howell's Atlanta headquarters offers a collaborative, boutique environment focused on complex insurance coverage and professional liability matters. Attorneys in this office advise domestic and international insurers on high-exposure claims, providing coverage analysis and litigation monitoring across a wide range of professional risks.

This position is best suited for an attorney with 3–5+ years of experience and a background in insurance defense, coverage, or professional liability. While prior litigation experience is valued, the role is primarily focused on monitoring claims and providing strategic coverage advice rather than active litigation.

Associates work directly with insurers, brokers, and insured professionals, delivering timely analysis, reporting, and recommendations on claim exposure and case developments. The role offers meaningful responsibility, strong client access, and the opportunity to develop expertise in a specialized and sophisticated practice area. The firm maintains a mentorship-driven culture with a clear path to partnership, and business development is not required for advancement.

Compensation offered is competitive and commensurate with experience, with a 1,900-hour billable expectation supported by consistent workflow. This role offers quarterly and annual bonus opportunities.