

# CANTRELL

LAW FIRM

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## ASSOCIATE ATTORNEY

*(0-2 Years Experience)*

**Job Title:** Associate Attorney

**Location:** Edmond, Oklahoma

**Practice Focus:** Corporate Transactional

**Experience Level:** 0-2 Years

**Salary:** Base salary starts at \$70,000/year for entry-level associates, with immediate upward adjustment for candidates with 1-2 years of relevant transactional experience

**Start Date:** Immediately

Cantrell Law Firm is an Oklahoma City area business law practice founded by former entrepreneurs who understand what it takes to build, scale, and operate successful ventures. We bring real-world business experience to our legal counsel, advising clients across all stages of growth, from startup formation to M&A transactions and exit strategy.

Our firm practices general business law with a focus on corporate transactions, oil & gas, and estate planning. As we continue to scale rapidly, we're seeking a motivated associate attorney who is a strong complement to the firm culture and desires hands-on transactional experience in an entrepreneurial law firm environment.

CLF is currently seeking an Associate Attorney to join our growing team immediately. This is not a document review position. You'll work on substantive legal matters that impact real clients and deals from day one.

### WHAT YOU'LL DO

As an associate attorney at CLF, you'll be integrated into our team working on complex transactional matters including:

- Drafting and negotiating purchase agreements, operating agreements, and commercial contracts
- Advising clients on entity formation, corporate governance, and business structure optimization
- Assisting with oil & gas transactions, title opinions, and curative work
- Supporting M&A due diligence, deal structuring, and transaction logistics
- Preparing estate planning documents including wills, trusts, and business succession plans
- Conducting sophisticated legal research and drafting memoranda

- Participating directly in client meetings and relationship management
- Contributing to firm business development initiatives

Our associates actually have a seat at the table, not a back-office support role. You will move beyond rote legal analysis to provide the strategic judgment that drives deal outcomes. At CLF, we don't just train you to be a technically proficient lawyer; we train you to think like a stakeholder, ensuring legal strategy always serves the client's ultimate business objectives.

## **WHY CANTRELL LAW FIRM?**

**Real Entrepreneurial Environment.** At CLF, you'll have the opportunity to join a rapidly growing practice where your voice truly matters in shaping the future of the firm. We're building something special, and we're looking for young attorneys who bring fresh ideas, energy, and entrepreneurial thinking. Unlike traditional law firms, our founders have actually built and sold businesses, so we understand both the legal theory and the practical realities of entrepreneurship.

**Meaningful Client Relationships.** You'll work directly with the firm partners in developing relationships with real business owners who need thoughtful, practical counsel. Our clients are entrepreneurs, oil & gas operators, and business owners who value legal counsel that understands the challenges business owner face.

**Strategic Autonomy.** We trade busy work for high-stakes involvement. You will be trained to think like a business owner, providing the strategic judgment that drives deal outcomes from day one.

**Merit-Based Partnership Track.** We have moved away from traditional "lockstep" seniority. High-performing associates who demonstrate an owner's mindset can access an accelerated path to partnership based on merit and contribution rather than just years in a seat.

**Better Work-Life Balance.** We're a family-focused firm that understands the importance of maintaining a healthy work-life balance. We value hard work, but we respect that you have a life outside the office. At CLF, we strive to empower our team with the flexibility and autonomy to take care of our clients while also making time for what's most important.

**Growing With Purpose.** CLF is scaling strategically across Oklahoma, with long-term goals to scale regionally. We're focused on rapidly expanding our practice areas, exploring new opportunities, growing our team, and building lasting relationships with quality clients. CLF offers a unique opportunity for our attorneys to not only develop their expertise and build client relationships, but also have a real voice and genuine influence on the growth and strategic direction of the firm.

## **COMPENSATION & BENEFITS**

**Base Salary:** Base salary starts at \$70,000/year for entry-level associates, with immediate upward adjustment for candidates with 1–2 years of relevant transactional experience; supplemented by a transparent bonus structure that rewards both performance and business development.

### **Comprehensive Benefits Package:**

- Health, dental, and vision insurance with employer contribution
- 401(k) retirement plan with employer match
- Generous paid time off
- Professional development support including CLE reimbursement
- Oklahoma Bar dues and professional association memberships
- Performance-based bonus opportunities
- Flexible work arrangements
- Technology and professional expense support

## **HIRING CRITERIA**

### **Required Qualifications:**

- Licensed to practice law in Oklahoma
- 0-2 years of experience, ideally in business law or transactional law (recent graduates encouraged to apply)
- Strong academic credentials (top 30% of class preferred)
- Excellent written and oral communication skills
- Exceptional attention to detail and organizational skills
- Ability to manage multiple matters and competing deadlines
- Self-starter with entrepreneurial mindset

### **Preferred Experience:**

- Business background (education or experience)
- Experience with business transactions, corporate law, or commercial contracts
- Oil & gas experience
- Exposure to mergers & acquisitions, securities, or complex business transactions
- Demonstrated interest in business and/or transactional law
- Multi-state bar licensure a plus

### **Critical Requirements:**

- Genuine interest in business and transactional law (not litigation)
- Committed to practicing in Oklahoma long-term
- Desire for legal career focused on corporate transactional practice
- Cultural fit with entrepreneurial, growth-oriented firm environment
- Strong work ethic balanced with good judgment and efficiency

## **HOW TO APPLY**

### **To apply, please submit:**

1. Resume / CV

2. Law school and undergraduate transcripts
3. 1-page cover letter explaining your interest in transactional law, why you believe CLF is a good fit for you, and your career goals
4. Writing sample (legal memorandum, contract draft, or similar)

**Send application materials to:** [careers@cantrellfirm.com](mailto:careers@cantrellfirm.com)

**Application Deadline:** Applications reviewed on rolling basis; position open until filled.