



University of New Mexico

**School of Law**

**CAREER RESOURCES BULLETIN**

March 2010

Notices in this newsletter have not been pre-screened for compliance with law school non-discrimination policies. If you believe any employer is in violation of the law school's non-discrimination policies, please report that information to John T. Feldman, Assistant Dean of Career Services at: [feldman@law.unm.edu](mailto:feldman@law.unm.edu). The University of New Mexico (UNM) School of Law Bulletin is provided as a courtesy to other law schools and includes position listings obtained from the New Mexico Bar Bulletin; job opportunities received by phone and mail; and some postings from other law school bulletins.

UNIVERSITY OF NEW MEXICO SCHOOL OF LAW

**RECIPROCITY POLICY**

The University of New Mexico School of Law provides reciprocal, on-site career services matching those offered by the student's home school. Services will not be provided during any period that the home school's career resources office is "closed" to our students, and services will be provided only for a period of time equal to that stated in the home school's reciprocity policy. We do not provide newsletter subscription service. The Career & Student Services Office reserves the right to deny reciprocity to individuals who misuse our services or who do not comply with university policies. Requests for reciprocity should be directed to the Assistant Dean of Career Services at the address noted above. Calls may be directed to John Feldman, Assistant Dean at (505) 277-1001.

University of New Mexico  
School of Law  
Career & Student Services Office  
1117 Stanford NE, Room 2502  
Albuquerque, NM 87131-1431  
(505) 277-1001  
(505) 277-5024 - fax

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**3/4/2010**

**Job Announcement Form**

**Job Title** Attorney/Advisor

**Job Location**

**Job Description**

EPA Attorney (Water - Permanent) The U.S Environmental Protection Agency's Office of Regional Counsel, Region 9, is seeking an attorney for a permanent position in its San Francisco Office. Attorneys with 3-6 years of legal experience are encouraged to apply for the following position. Annual pay is approximately \$81,000-103,000.

Staff attorney in the Water Practice Group, responsible for counseling and litigation support to Region 9's Water Division on matters arising under the Clean Water Act, including Water Quality Standards promulgation, impaired waters listings, permitting, development of Total Maximum Daily Load (TMDL) standards, and civil enforcement matters.

The water attorney may also work on issues arising under the Safe Drinking Water Act, and the Marine Protection, Resources and Sanctuaries Act.

If you are interested in this position, by March 19, 2010 please e-mail a cover letter and resume to our recruitment coordinator Bill Keener at [keener.bill@epa.gov](mailto:keener.bill@epa.gov). Legal

writing samples are not required at this time.

All candidates must possess superior legal research and writing skills, strong verbal communication skills, and excellent analytical skills, and must work well as part of a team. An environmental and administrative law background is a definite plus for any position, as is negotiation and/or litigation experience. Candidates must be members in good standing of a bar of one of the states, territories or the District of Columbia.

The Office of Regional Counsel provides an exciting opportunity to gain in-depth knowledge of environmental law and to make an impact on public health and the environment in the communities we serve in California, Arizona, Nevada, Hawaii, the Pacific Territories and Guam. To find out more about the Office of Regional Counsel, please visit us on the web at [www.epa.gov/region9/orc](http://www.epa.gov/region9/orc).

Background Questionnaire. If you are applying for this position, we ask for your voluntary cooperation in filling out a short online questionnaire. The information will remain confidential and will not be used as a factor in the evaluation of your application. The form is available on the Office of Regional Counsel webpage at [www.epa.gov/region09/orc/positions.html](http://www.epa.gov/region09/orc/positions.html) linked to the vacancy announcement.

Veterans. The EPA considers veterans' preference eligibility as a positive factor in attorney hiring.

Applicants who have veterans' preference eligibility are encouraged to include that information in their cover letters or resumes and to attach supporting documents (e.g., a DD-214 or other substantiating document) to their applications.

Equal Opportunity Employer. Selection for any position will be based solely on merit without regard to race, color, religion, age, gender, national origin,

political affiliation, disability, sexual orientation, marital or family status or other differences. Minority candidates with and candidates with diverse backgrounds are strongly encouraged to apply.

Reasonable Accommodations. Applicants with disabilities who need a reasonable accommodation for any part of the application and hiring process are encouraged to notify the Agency. The decision on granting reasonable accommodations will be made on a case-by-case basis.

EPA Attorney (Waste - Permanent)

The U.S Environmental Protection Agency's Office of Regional Counsel, Region 9, is seeking an attorney for a permanent position in its San Francisco Office. Attorneys with 3-6 years of legal experience are encouraged to apply for the following position. Annual pay is approximately \$81,000-103,000.

Staff attorney in the Hazardous Waste Practice Group, responsible for enforcement support and counsel to Region 9's Superfund Division on matters arising under the federal Superfund law, including civil enforcement cases related to sites on the National Priorities List, cases seeking to recover Superfund monies expended on cleaning up hazardous waste sites, and counseling and advice on selecting remedies consistent with the National Contingency Plan. The Hazardous Waste attorney may also work on cases arising under the Oil Pollution Act, the Resource Conservation and Recovery Act, and the Emergency Planning and Community Right-to-Know Act.

If you are interested in this position, by March 19, 2010 please e-mail a cover letter and resume to our recruitment coordinator Bill Keener at [keener.bill@epa.gov](mailto:keener.bill@epa.gov). Legal

writing samples are not required at this time.

All candidates for all openings must possess superior legal research and writing skills, strong verbal communication skills, and excellent analytical skills, and must work well as part of a team. An environmental and administrative law background is a definite plus for any position, as is negotiation and/or litigation experience. Candidates must be members in good standing of a bar of one of the states, territories or the District of Columbia.

The Office of Regional Counsel provides an exciting opportunity to gain in-depth knowledge of environmental law and to make an impact on public health and the environment in the communities we serve in California, Arizona, Nevada, Hawaii, the Pacific Territories and Guam. To find out more about the Office of Regional Counsel, please visit us on the web at [www.epa.gov/region9/orc](http://www.epa.gov/region9/orc).

Background Questionnaire. If you are applying for this position, we ask for your voluntary cooperation in filling out a short online questionnaire. The information will remain confidential and will not be used as a factor in the evaluation of your application. The form is available on the Office of Regional Counsel webpage at [www.epa.gov/region09/orc/positions.html](http://www.epa.gov/region09/orc/positions.html) linked to the vacancy announcement.

Veterans. The EPA considers veterans' preference eligibility as a positive factor in attorney hiring.

Applicants who have veterans' preference eligibility are encouraged to include that information in their cover letters or resumes and to attach supporting

documents (e.g., a DD-214 or other substantiating document) to their applications.

Equal Opportunity Employer. Selection for any position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences. Minority candidates and candidates with diverse backgrounds are strongly encouraged to apply.

**Organization Name** US EPA, Region 9  
**Contact Name** Bill Keener  
**Business Address** 75 Hawthorne St.  
**City** San Francisco **State** CA **Zip** 94105

**Business Phone** 415 972-3940  
**Business FAX** 415 947-3570  
**Business Email** keener.bill@epa.gov  
**Web Address** #http://www.epa.gov/region09/orc/#

**Will they accept applicant inquiries?** yes

**Salary Range** \$83,000 - \$103,000  
**Application Deadline** 3/19/2010

#### Eligible Applicants

**1L** no  
**2L** no  
**3L** no  
**Alumni** yes

#### Applicant Information Requested

<b>Resume</b>	yes	<b>Writing Sample</b>	no
<b>Law School Transcript</b>	no	<b>Reference Letters</b>	no
<b>Other</b>	yes		
Cover letter			

#### Experience Required

#### Other Information

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**3/16/2010**

**Job Announcement Form**

**Job Title** Attorney  
**Job Location** Albuquerque, NM  
**Job Description**

Workers' Compensation Defense firm seeking entry level attorney.

Ideal candidate will be a highly motivated self-starter that possess excellent oral and written communication skills, as well as strong analytical and reasoning abilities and the ability to work independently.

Proficiency with computer software including current Windows Operating System and Microsoft Office is essential.

Requires the ability to maintain confidential information and work as a member of a team.

Travel will be required.

**Organization Name** Hoffman Kelley  
**Contact Name** Michelle Lopez  
**Business Address** 6565 Americas Parkway NE, Ste. 200  
**City** Albuquerque **State** NM **Zip** 87110

**Business Phone** 214-965-9710  
**Business FAX** 800-787-9748  
**Business Email** michelle@hoffmankelley.com  
**Web Address** www.hoffmankelley.com#http://www.hoffmankelley.com#

**Will they accept applicant inquiries?** no

**Salary Range** TBD  
**Application Deadline**

**Eligible Applicants**

**1L** no  
**2L** no  
**3L** no  
**Alumni** yes

**Applicant Information Requested**

<b>Resume</b>	yes	<b>Writing Sample</b>	yes
<b>Law School Transcript</b>	yes	<b>Reference Letters</b>	yes
<b>Other</b>	no		

**3/19/2010**

**Job Announcement Form**

**Job Title** Immigration Attorney

**Job Location** Albuquerque, NM

**Job Description**

SE Albuquerque immigration law firm seeks entry-level immigration attorney. Full-time, full benefits. Position available immediately. Recent law school graduates and 3<sup>rd</sup> year law students encouraged to apply. Must be fluent in Spanish. No immigration experience necessary. Salary DOE. E-mail cover letter, resume, and writing sample to Rebecca at rkitson@jlawit.com.

**Organization Name** Lawit & Kitson

**Contact Name** Rebecca Kitson

**Business Address** 2305 Renard Pl SE, Ste. 210

**City** Albuquerque

**State** NM

**Zip** 87106

**Business Phone** 505-243-0733

**Business FAX** 505-244-1834

**Business Email** rkitson@jlawit.com

**Web Address** #http://www.jlawit.com#

**Will they accept applicant inquiries?** no

**Salary Range**

**Application Deadline**

**Eligible Applicants**

**1L** no

**2L** no

**3L** yes

**Alumni** yes

**Applicant Information Requested**

**Resume** yes

**Law School Transcript** no

**Other** no

Cover letter

**Writing Sample** yes

**Reference Letters** no

**Experience Required**

**Other Information**

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## Attorney Advisor

U.S. Department of Health and Human Services Office of the General Counsel Office of the Chief Counsel - Region I, Boston, MA

Attorney Advisor, GS 11/12/13/14

The Office of the General Counsel, U.S. Department of Health and Human Services (HHS), is seeking applications from interested lawyers, including recent law school graduates, to fill an attorney position in the Chief Counsel's office in Boston, Massachusetts.

The Region I Chief Counsel's Office provides litigation and legal advisory services to and on behalf of the HHS components functioning within the six New England States, with the exception of the substantive work of the Inspector General's Office and the Food and Drug Administration. While an attorney with the office will have responsibilities across various programs, the position will focus on Medicare and Medicaid financial and program integrity matters (including disallowances of Federal funding, provider reimbursement, health care bankruptcies, overpayment recoveries) and general Federal law issues (such as contracts, grants, and cost allocation; personnel and labor relations; confidentiality and disclosure of information; tort claims and medical malpractice litigation). The attorney also may become involved in a variety of Medicare provider enforcement and benefits matters and provide advice regarding Federal ethics and conflict-of-interest provisions.

Candidates must have strong writing, oral, and analytical skills. A background in mathematics or statistics, or math-related disciplines, such as accounting or engineering, would be useful, as would experience more directly in Medicare and Medicaid financial matters. The candidate must be willing to work collaboratively with other attorneys in HHS and the Department of Justice and U.S. Attorney's Offices, as well as with staff of HHS components.

We anticipate filling the position at the GS-11 to GS-14 grade level, depending on the experience of the person selected. The current annual salary range for those grades in Boston is from \$ 62,758 through \$ 137,410. Reimbursement for relocation expenses is not available.

Interested candidates should send their resumes (including current salary), references, law school transcript, and a legal writing sample to:

Nancy S. Nemon, Chief Counsel,  
U.S. Department of Health and Human Services Office of the General  
Counsel, Room 2250 John F. Kennedy Federal Building Boston, MA 02203

To ensure consideration, application materials must be received by March  
31, 2010. The selected applicant will be required to submit additional  
materials prior to appointment.

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### Job Announcement

Job Title	Attorney
Organization Name	Hoffman Kelley
Job Location	Albuquerque, NM

### Job Description

Workers' Compensation Defense firm seeking entry level attorney.

Ideal candidate will be a highly motivated self-starter that possess excellent oral and written communication skills, as well as strong analytical and reasoning abilities and the ability to work independently.

Proficiency with computer software including current Windows Operating System and Microsoft Office is essential.

Requires the ability to maintain confidential information and work as a member of a team.

Travel will be required.

Contact Name	Michelle Lopez
Business Address	6565 Americas Parkway NE, Ste. 200 Albuquerque, NM 87110

Business Phone	214-965-9710
Business FAX	800-787-9748
Business Email	<a href="mailto:michelle@hoffmankelley.com">michelle@hoffmankelley.com</a>
Web Address	<a href="http://www.hoffmankelley.com">http://www.hoffmankelley.com</a>

Will they accept applicant inquiries?      Yes

Salary Range                      TBD

Eligible Applicants      Alumni

Applicant Information Requested

Resume, Writing Sample, Law School Transcript, Reference Letters

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Staff Attorney - Lawyers Serving Warriors

## Background

Lawyers Serving Warriors is a project of the National Veterans Legal Services Program (NVLSP) that provides free legal representation in disability, discharge and veterans benefits cases to service members and veterans who served in Operation Iraqi Freedom (OIF) or Operation Enduring Freedom (OEF). Representation is provided through private law firms whom NVLSP recruits, trains, and mentors.

NVLSP, an independent, nonprofit veterans service organization, is dedicated to ensuring that the U.S. government honors its commitment to our active duty personnel and veterans by providing them the federal benefits they have earned through their service to our country. The project is operated in cooperation with the Pro Bono Institute, and veterans service organizations including The American Legion and the Military Order of the Purple Heart.

## Primary Responsibilities:

- Review and provide legal analysis for matters pending before Medical Evaluation Boards (MEBs), Physical Evaluation Boards (PEBs), Administrative Separation Boards, Boards for Correction for Military Records (BCMR), and the Physical Disability Board of Review (PDBR).
- Mentor volunteer lawyers assisting service members and veterans in disability, discharge and BCMR/PDBR proceedings.
- Assist in drafting and editing publications for the project.

Qualifications: J.D. or equivalent; excellent research and writing skills; and strong academic background. Litigation, legal services, administrative law, or law school clinical experience would be helpful. Past military-related legal experience (either as a JAG officer or equivalent experience) is strongly preferred.

Opening/Closing Date: Available immediately; closes when filled. Salary is dependent on experience. NVLSP has a generous benefits program, with health and pension benefits provided.

Applications: A cover letter, resume, writing sample, and a list of references should be e-mailed to:

National Veterans Legal Services Program  
PO Box 65762  
Washington, DC 20035  
Attn: Thomas Moore  
[Personnel@nvlsp.org](mailto:Personnel@nvlsp.org)

Applications may also be mailed or faxed (202-328-0063).

NVLSP is an equal opportunity employer.

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The Hopi Tribe has vacancies in the Tribal Prosecutor's Office located in Keams Canyon, Arizona for a Chief Prosecutor and two Deputy Prosecutors. The Hopi Tribe offers a generous benefit package including medical, dental and vision as well as a 401K retirement plan. The Tribe also may make on-reservation housing available for the Chief Prosecutor position. Salary ranges are \$65,000 - \$75,000 for the Chief Prosecutor and \$50,000 - \$54,000 for the Deputy positions. Please submit a letter of interest, a resume and current writing sample.

For more information, please go to:

<http://gallery.mailchimp.com/fcf27858b524c94e746bc5dcf/files/CombinedHopiJobAnnouncements.pdf>

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Organization name: Holland & Hart LLP

Contact name: Dan Wille

Business address: 555 17th Street, Suite 3200  
Denver, CO 80202

Business phone: 303-295-8410

Business fax: 303-558-4249

Business email: [DPWille@hollandhart.com](mailto:DPWille@hollandhart.com)  
Web address: [www.hhjobs.com](http://www.hhjobs.com)  
Job title: Project Assistant  
Job location: Either Denver, CO or Las Vegas, NV  
Job description: Project Assistant - Denver

Start Date: ASAP

Description: Hourly, temporary position. Must possess experience as an engineer and/or working for a general contractor. Focus on mechanical engineering and/or construction science areas strongly preferred. Should possess a Bachelor's degree, 3-5 years experience in the engineer and/or construction science arenas. Will conduct document review and fact investigation in the context of complex construction litigation matters. The Project Assistant could work out of our Denver or Las Vegas Office.

Requirements: Please send resume, cover letter and law school transcript to Daniel P. Wille, Attorney Recruitment Coordinator, P.O. Box 8749, Denver, CO 80201-8749, e-mail [dpwille@hollandhart.com](mailto:dpwille@hollandhart.com), or fax to 303-558-4249. Holland & Hart LLP is an equal opportunity employer.

Salary range: Hourly  
Application deadline: April 6, 2010  
Eligible applicants: alumni  
Required info: Resume, transcript, Cover letter  
Experience required: 3-5 years experience in the engineer and/or construction science arenas.

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ACCION New Mexico - Arizona - Colorado is a special place to work and grow professionally. As an award-winning nonprofit leader in the globally-recognized, high-impact field of microfinance, we are an engine for economic opportunity through our support of local entrepreneurs. To meet the needs of our communities with excellence, we are looking for a

Portfolio Quality Officer to help with our collections and asset recovery efforts and to provide outstanding client support. Based in Albuquerque and as a member of our world class microfinance team, you will have the opportunity to work directly with clients in the resolution of a host of loan servicing issues, while contributing to the success of their entrepreneurial endeavors.

You must have and enjoy using excellent communication skills, be analytical, assertive, and persistent. You must also thrive in an upbeat, fast-paced, fun, accountable, goal-oriented environment. You will also be expected to enthusiastically uphold ACCION's organizational values of passion, pioneering spirit, integrity, excellence and accountability. A Bachelor Degree and strong bilingual English/Spanish ability are required; experience in collections, lending, bankruptcy and property law are highly desirable but not required.

If you are inspired by the impact that microfinance can make, especially in times like these, come join ACCION, which was named one of New Mexico's "Best Places to Work", and use your energy and talent to make a needed difference in your community. ACCION offers an excellent compensation package. Background/credit checks are conducted of top candidates.

Contact: Please send a cover letter and resume to [greatjobs@accionnm.org](mailto:greatjobs@accionnm.org)

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Organization name: 8th Judicial District Judicial Branch

Contact name: Janelle J Brunin

Business address: 201 Laporte Avenue Suite 100  
Fort Collins, CO 80521

Business phone: 970-498-6264

Business fax: 970-498-6120

Business email: [janelle.brunin@judicial.state.co.us](mailto:janelle.brunin@judicial.state.co.us)

Web address: <http://www.courts.state.co.us>

Job title: Law Clerk (6 positions)

Application deadline: 03/31/10

## GENERAL STATEMENT OF DUTIES

Provides assistance and research to a district court judge in the Colorado Judicial Department.

## DISTINGUISHING FACTORS

Positions in this classification are distinguished from legal research attorneys due to the concentration on legal services for a district judge and often includes courtroom and bailiff duties. Supervision is received from a District Court Judge.

## ESSENTIAL FUNCTIONS OF THE POSITION

Researches, studies, and annotates laws, court decisions, documents, opinions, briefs, and related legal authorities to process suits, trials, hearings, appeals, and other litigated matters.

Reads and digests opinions, briefs, and motions and extracts excerpts pertinent to points of law and fact.

Prepares briefs, legal memoranda, and statement of issues involved in a case, including appropriate suggestions or recommendations to the judge.

Inspects courtroom for cleanliness, orderliness, proper heat, light, and ventilation; opens court by announcing the entrance of the judge.

Maintains the order, decorum, and dignity of the court by seating jurors, witnesses, and spectators in specific areas of the courtroom and by ejecting persons disturbing court proceedings.

Arranges for food and lodging for jurors, and is responsible for the security of the jury so as to preclude mistrials.

Obtains and delivers file jackets, minutes, supplies, forms and related items necessary for use by the judge and the staff.

Attends meetings and training as required.

Performs other duties as assigned.

## SUPERVISORY RESPONSIBILITIES

No formal supervisory responsibility. Responsibility for one's own work product and work within a unit performing similar functions. Rarely provides lead function, advice, or explains work instructions to other employees or volunteers.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each of the above essential functions satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, physical and environmental conditions required of the employee on the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## EDUCATION and EXPERIENCE

A bachelor's degree from an accredited college or university and successful completion of two years at an accredited law school.

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to walk; use hands and arms to perform repetitive motions; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

## WORK ENVIRONMENT

Occasionally handles emergency or crisis situations; frequently subject to interruptions, and multiple calls and inquiries. The noise level in the work environment is usually quiet.

Salary range: \$3177.00/month

Eligible applicants: 3L, Alumni

Required info: resume, writing sample, transcript, reference letters, completed Colorado Judicial Branch Employment Application

Experience required: Law School Graduate Preferred

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New Mexico Victim's Rights Legal Assistance Project

Job Title: Victims Rights Project Staff Attorney

Report To: Lead Project Attorney

Hours: 30-40 hours per week

Description:

To represent crime victims in State, Federal and Tribal courts and litigate their rights. The philosophy of the NM Victim's Rights Project is to do no further harm to those victimized by crime by assisting them in locating comprehensive resources and by providing pro bono legal services to assert their Constitutional and statutory rights in the criminal justice system.

#### Requirements:

Law Degree from accredited law school, member in good standing with the New Mexico Bar, or soon to be. Must possess advocacy skills, including trial and appellate litigation, and excellent research and writing abilities. Excellent verbal and interpersonal communication skills. Strong attention to detail, well organized. Willingness to work collaboratively with advocates and victims an absolute necessity. Criminal law or advocacy law experience helpful, ability to speak Spanish a plus.

#### Duties and responsibilities:

- Committed to protecting crime victim's constitutional and statutory rights
- Provide direct legal services to crime victims to assert and protect their Constitutional and statutory rights in state, federal and tribal courts
- Follow established procedures for intakes and case review of new clients with Victim Advocate and Lead Project Attorney.
- Provide direct legal services to client crime victims.
- Coordinate caseload by utilizing other trained volunteer attorneys and law students.
- Perform legal research, write briefs, appear in Court(state, federal and tribal) around the state.
- Assist with outreach to other victim assistance organizations, law enforcement, prosecutors, victim advocates, the judiciary, corrections, probation, and parole agencies for networking, training and educational opportunities.
- Prepare required reports and keep accurate activity log to be submitted bi-weekly.
- Work collaboratively with all Project staff.
- Be familiar with New Mexico Crime Victims Reparation process.
- When necessary, collaborate with other state, federal, tribal and local agencies as well as other victim assistance organizations.

Submit cover letter, resume, writing sample, and two professional references to: [info@nm-victimsrights.org](mailto:info@nm-victimsrights.org) or fax to (505) 881-1301.

Open until filled.

