



Army JAG Attorney (Active Duty)

U.S. Army Judge Advocate General's Corps

Job Type: Full-time

Job Location(s):

- United States
- South Korea
- Italy
- Japan
- Germany

Job Description: We are accepting applications from third-year law students and licensed attorneys interested in serving on active duty in the Army JAG Corps from January 3, 2022 through March 25, 2022. To schedule a virtual interview, contact the "Field Screening Officer" assigned to your law school at <https://www.jagcnet.army.mil/JARO> (click the "apply" tab).

Who We Are: A career in the Army JAG Corps is unlike any other. Since 1775, we have been practicing law at the forefront of global events, whether in combat or in the courtroom. Wherever Soldiers are, we are – trusted professionals in the most consequential practice of law on earth. Our team consists of 10,000 Judge Advocates, civilian attorneys, paralegals, and support staff serving clients and supporting military operations worldwide. We practice across a range of dynamic legal areas, including Criminal Law, National Security Law, Contract and Fiscal Law, and emerging areas such as Cyber Law. Our new attorneys have significant responsibilities from day one and unmatched opportunities to grow as lawyers and leaders in the Nation's oldest legal practice. America's diversity is a source of our strength. People from all backgrounds, perspectives, and walks of life enhance our legal practice and enrich our team.

What We Offer: Beyond having great people, consequential work, and the best clients in the world, the JAG Corps offers some of the most progressive benefits anywhere, including up to \$65K in student loan repayment, a competitive starting salary, full medical coverage, a tax-free housing allowance, 30 days paid annual leave plus 11 paid federal holidays, three months of parental leave, quality and affordable childcare programs, access to world-class recreational facilities, VA home loan and educational benefits, unmatched travel opportunities, a robust retirement plan, and an array of military discounts and other perks, such as free TSA PreCheck. We also place a premium on wellness, mentorship, and lifelong learning. Judge Advocates receive world-class training, education, and leadership development throughout their careers at The Judge Advocate General's Legal Center and School—our "Regimental Home" located on the North Grounds of the University of Virginia in historic Charlottesville. (<https://tjaglcspublic.army.mil/>). To learn more about career opportunities in the Army JAG Corps, visit <https://www.jagcnet.army.mil/jaro> or call 866-ARMY-JAG.

We are looking for candidates who are excited about working in diverse teams to help our clients solve complex problems with real consequences. We need driven lawyers and leaders with an uncompromising dedication to excellence and a passion for public service. Strong analytical, interpersonal, and communication skills are essential. The most successful candidates have grit, a growth mindset, and humility. Active Duty applicants must meet the following criteria at the time of entry into the JAG Corps. - Be physically fit and meet military medical fitness standards - Be of good moral standing and character - Demonstrate leadership potential and a record of proven scholastic ability - Meet security clearance requirements - Be a U.S. citizen (dual citizenship is not allowed) - Hold a J.D. from an ABA-accredited law school - At the time of entry onto active duty, be admitted to the bar of the highest court of any State, Territory, Commonwealth, or the District of Columbia

Desired Class Level(s): 3L, Graduate/Alumni

Posting Date: December 13, 2021

Expiration Date: January 19, 2022

Contact: Army JAG Corps
9275 Gunston Road Fort Belvoir, Virginia 22060 United States

Resume Receipt: Other (see below)

How To Apply: <https://www.jagcnet.army.mil/applynow>

Visual ID: 8458

Executive Director

(MIE) Management Innovation Excellence (Boston MA)

Position Type: Full-time

Geographic Preference: Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

Job Location(s): Boston, Massachusetts (United States)

Description:

November 3, 2021

Position Announcement:

Executive Director

Management Information Exchange (MIE) seeks its next dynamic Executive Director. MIE is a nonprofit organization that supports leaders, managers, supervisors, administrators, and fundraisers in legal aid programs. MIE's mission is to promote excellence in management to ensure high quality civil legal advocacy on behalf of low-income people across the United States. MIE advances best practices and innovation in leadership, management, supervision and fundraising by supporting a full and free exchange of ideas and providing training, and consulting, an online resource library, and a flagship journal for the legal aid community.

This position is an exciting opportunity for an organized, energetic, experienced leader and manager who has an entrepreneurial streak and is passionate about supporting the legal aid programs that expand access to justice across the United States. The Executive Director can be located anywhere with excellent internet service and from which there is the ability to travel to MIE events without exorbitant cost.

About MIE

MIE was established in 1985 to provide training for Executive Directors of legal aid programs, and to share expertise and cutting-edge ideas through its Journal and national meetings. Over the years, MIE has expanded both its training and its Journal articles to include content that supports middle managers, fiscal directors and development professionals working in legal aid programs and has developed an online library of information and affinity listservs useful to legal aid managers. It sponsors regular national conferences and provides consulting and technical assistance to the legal aid field. It is an important member of the national legal aid support community, maintaining relationships and collaborations with other national legal aid and bar organizations. MIE has also become the preeminent hiring consultant for legal aid programs engaged in Executive Director transition.

MIE has a small staff and consulting team – the Executive Director, the Director of Programs, the Administrative Assistant, and the Resource Development Support Services Consultant, assisted by other project-specific consultants. MIE's work is

heavily supported by and dependent upon the work of its very active Board of Directors and other volunteers committed to the delivery of legal aid to low-income communities. For example, Journal articles are written by MIE's readers - legal aid managers and staff – and trainings are planned and led by MIE staff, with training delivered by legal aid managers. MIE's Board is comprised of leaders in legal aid programs who bring a high level of experience and commitment to their support for MIE.

MIE's small budget is reliably achieved through subscription, training, and consulting revenues.

Responsibilities

Areas of responsibility of the Executive Director include:

Planning and strategy: working with the Board and staff to plan and carry out the established core work of the organization, including both the services to be delivered and the revenue structure required to sustain MIE.

Identifying and anticipating developing trends and issues in the delivery of legal aid so as to inform MIE's work and develop new programs and business opportunities.

Budget and finance: working with MIE's CPA, accountant and the Board Treasurer, planning and carrying out the annual budget and ongoing accounting and financial oversight.

With the volunteer MIE Journal Committee and its Chair, quarterly production of the MIE Journal.

With the Director of Programs, other MIE team members and volunteer committees, design and implementation of MIE's conferences and training programs.

With MIE's consultant network, meeting the need for executive transition services in the legal aid community.

Recruiting and engaging volunteers for all aspects of MIE's work.

Maintaining subscribers and attracting attendees to MIE events.

Hiring and supervision of staff and consultants.

Collaborating with the Board of Directors and facilitating its work.

Expanding MIE's capacity and role in the legal aid community's efforts to enhance diversity, equity and inclusion and racial justice.

Maintaining relationships and collaborations with other national legal aid and bar organizations working on access to justice.

Qualifications

While all applications are welcome, the ideal candidate will have many of these experiences and skills:

Required Skills Attributes and Experience:

J.D. or other graduate level degree or equivalent experience.

Demonstrated commitment to excellence in management, with a keen understanding of the role of management in building and sustaining organizations that deliver great advocacy.

Proven leadership and management experience in the non-profit private or public sector including oversight or hands-on experience with finance and budgeting, and business plans and operations.

Experience in managing staff and/or consultants with an inclusive, collaborative and transparent style.

Exceptional communications skills, including experience writing, speaking, and presenting to a wide variety of audiences.

Excellent interpersonal skills; ability to rapidly build and maintain meaningful relationships with staff, partner organizations, Board Members, member organizations and volunteers.

Creative, entrepreneurial and visionary approach to organizational goal setting and performance.

Analytical and problem-solving skills that enable sound, strategic decision-making.

Willingness to engage in the broad range of activities required to maintain a small organization (from paperclips to presentations!).

A demonstrated commitment to promoting racial justice and advancing diversity, equity, and inclusion, including race, gender, sexual orientation, ethnicity, gender identity, family status, and disability.

Other desired and valuable experience (candidates are likely to have some but not all of these experiences):

Experience as Executive Director or Deputy Director of a legal aid program.

Demonstrated experience with, commitment to, and expertise in the provision of

legal

assistance to indigent and vulnerable communities.

Executive experience in legal aid or other nonprofit advocacy organizations.

Familiarity with the national legal aid system.

Experience with nonprofit fundraising.

Experience with inspiring, recruiting and managing volunteers.

Experience with producing and publishing newsletters or journals.

Facility with technology tools useful in organizational management.

Experience in serving as an organizational consultant.

Experience in planning and implementing training and conference events.

Experience using both traditional media and social media platforms for organizational messaging.

Experience working with a non-profit board.

Compensation

Compensation appropriate to the applicant's experience and the demands of this position.

To Apply

Applicants should e-mail a cover letter explaining their interest, along with a resume, to

ExecutiveHiring@MIELegalAid.org . MIE also welcomes nominations for the position.

Applications will be accepted until the position is filled, but interested applicants are strongly

urged to apply by January 7, 2022. It is hoped the new Executive Director will start by April 1, 2022.

MIE is an equal opportunity employer. We seek to build diversity, equity and inclusion within our organization, through our work, and in partnership and allyship with the legal aid organizations we serve.

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|---|
| Desired Class Level: Graduate/Alumni |
| Posting Date: December 7, 2021 |
| Expiration Date: February 28, 2022 |
| Contact: Executive Hiring 105 Chauncy St., Floor 6 Suite 3 Boston, Massachusetts 02111-1776 United States |
| Resume Receipt: E-mail |
| Default email for resumes.: ExecutiveHiring@MIELegalAid.org |
| Additional Documents: Cover Letter |
| ID: 8457 |

Health Associate Attorney (#601)

Dorsey & Whitney LLP (Minneapolis, MN)

Job Type: Full-time

Job Location(s): Minneapolis, Minnesota United States

Job Description:

Dorsey & Whitney LLP's Health group is seeking a highly motivated health law associate with three to five years of experience for its Minneapolis office. The position will focus on transactions and regulatory compliance work (e.g., assisting on M&A teams, negotiating and drafting contracts, researching state and federal licensure and certification requirements, and advising on compliance with the Stark Law, AKS and HIPAA) for clients in the health industry.

Successful candidates will have three to five of transactional health law and regulatory experience, superior academic credentials, and very strong communication, organization, writing, research and analytical skills. We prefer candidates with a background in the health industry and Minnesota bar admission. The candidate must have a deep knowledge of the business and regulatory aspects of health law and strong drafting skills.

Dorsey offers opportunities for advancement within a collaborative and dynamic environment, competitive salary, and excellent benefits. Our benefits include comprehensive medical, dental, and vision insurance; domestic partner benefits (for same-sex and opposite-sex domestic partners); Dorsey & Whitney 401(K) Retirement and Savings Plan; 15 weeks of paid parental leave, plus an additional 6-8 weeks of paid short-term disability for lawyers who give birth; adoption assistance; back-up child care program; education and college advising programs; well-being programs and activities; a 24/7 employee assistance program with confidential counseling; and more!

Dorsey values the strength that comes from a diverse and inclusive work environment. It contributes to the success of our people and our clients and enriches our experience. We believe that everyone should feel at home and part of our community.

You will receive consideration for employment without regard to race, color, creed, religion, ancestry, sex, national origin, sexual orientation, gender identity, affectional preference, disability, age, marital status, familial status, status with regard to public assistance, military or veteran status, or any other legally-protected status.

Dorsey participates in E-Verify.

About Dorsey

Clients have relied on the international law firm of Dorsey & Whitney LLP since 1912 as a trusted legal advisor and valued business partner. With locations across the United States as well as Canada, Europe and Asia, Dorsey provides an integrated, dedicated approach to its clients' legal and business needs. Dorsey's diverse client base includes more than one-third of Fortune 100 companies.

Our lawyers apply superb legal knowledge and skills with practical wisdom and a deep understanding of business and industry. We serve clients in nearly all industries, but focus on six key industries in which we have excellent depth and a history of achieving client success:

- Banking and Financial Institutions
- Development and Infrastructure
- Energy & Natural Resources
- Food, Beverage & Agribusiness
- Healthcare
- Technology

Dorsey's distinguished alumni include U.S. Supreme Court Justice Harry Blackmun, noted law professor and scholar William Prosser and former U.S. Vice President Walter Mondale. Recognized for our dedication to community, Dorsey has met the ABA Law Firm Pro Bono Challenge every year since the Challenge began in 1993 by devoting more than 3% of billable hours to pro bono work.

One of our greatest strengths is a friendly, cooperative culture that values and appreciates each individual. Dorsey has received external recognition for our welcoming workplace, including:

- Mansfield Certification Plus (Diversity Lab)
- Best Law Firms for Women (National Association of Female Executives and Flex-Time Lawyers)
- 100% rating on the Corporate Equality Index (Human Rights Campaign)
- Gold Standard Certification (Women in Law Empowerment Forum)
- Adoption Advocate (Dave Thomas Foundation for Adoption)

How to Apply

Dorsey accepts online applications at <http://www.dorsey.com/careers/attorneys>. We do not accept application materials by mail or email except as a reasonable accommodation for qualified disabled applicants. Individuals who are unable to use our online process due to a disability should call 612-492-5186.

Desired Class Level(s): Graduate/Alumni

Posting Date: December 7, 2021

Expiration Date: January 13, 2022

Contact: HR, Lawyer Recruiting Assistant Josephine DeAngelo
HR, Lawyer Recruiting Assistant
50 S 6th St Minneapolis, Minnesota 55402 United States

Resume Receipt: Other (see below)

How To Apply: <http://www.dorsey.com/attorneyjobs>

Visual ID: 7316

Temp (6-months) Full-time Case Brief Writer - Always Remote

Quimbee

Job Type: Full-time

Job Location(s): United States

Job Description:

Quimbee has a massive library of content designed to help law students and attorneys succeed, every step of the way. Not only do we help law students succeed in law school and on the bar exam, but Quimbee is also equally committed to building a premier collection of courses designed to satisfy attorneys' MCLE requirements. Quimbee can be accessed on desktop, tablet, and mobile devices. We are now seeking case brief writers to help us on our journey.

This position is 100% remote. All you need is an internet connection and a quiet place to work.

Overview

We are looking for exceptional legal writers who want to help Quimbee grow its database of case summaries. Our brilliant writers create content that educate and train future lawyers. In this capacity, you will serve as, in effect, a legal educator. This is a position of great trust and responsibility.

How it works

We'll mail you a law school casebook. You'll brief some (maybe all) of the cases in it. We'll give you writing guidelines that you must follow. That's about it.

Who we're looking for:

You're a really smart lawyer. This means you have a JD from a reputable law school. (If you're a law student, sorry, you'll need to wait a little longer to apply.) You graduated toward the top of your class. You're the kind of person your fellow law students would hire to represent them.

You're an incredible legal writer. Ideally, you served on a law journal (law review would be even better). If you got something published, then that's extra points. You're a stickler for grammar. Your friends make fun of you, but you wear it as a badge of honor. You understand that less is more, details matter, and small words are better than big words.

Qualifications

- * JD required.
- * Excellent legal writing skills.

Benefits

- * 100% remote. That's one of the biggies. No more commute!
- * The option to participate in our group health-insurance coverage.
- * 401k matching up to 4% (100% matching up to 3% and 50% between 3% and 5%) after 90 days
- * Unlimited paid time off (after 90 days). Our philosophy is that if you feel you need time off (for example, because of overwork, sickness, personal matters, etc.), we're not going to question that. We just ask that you don't abuse it and that you give us at least two weeks notice if you plan to be away.

Desired Class Level(s): Graduate/Alumni

Posting Date: December 7, 2021

Expiration Date: January 12, 2022

Contact: Mr. Matthew Sellers
CEO
964 Bridlepath Lane Charlotte, North Carolina 28211 United States

Resume Receipt: Other (see below)

How To Apply: Candidates must apply via the link below:
<https://apply.workable.com/quimbee/j/C58B325E46/>

Visual ID: 8436

Associate Attorney

alliantgroup

Job Type: Full-time**Job Location(s):** Houston, Texas United States**Job Description:**

About the job Brief Description alliantgroup's Tax Controversy Services team has defended clients in more than 500 state and federal audits and in tax-related litigation, often sustaining a large percentage of the claims. We serve clients in numerous industries including manufacturing, aerospace, architecture/engineering, electrical contracting, software, life sciences, chemical, brewing, apparel, and agriculture. As an Associate Attorney, you will defend small and mid-size companies against the IRS and taxing authorities. This is a great opportunity to utilize your litigation background in a client focused environment as well as gain a specific, highly valued skill set. Responsibilities Evaluate evidence, develop realistic evaluations of cases and position our clients to prevail Develop, evaluate and implement defense strategies and represent clients in all IRS and state taxing audits and examinations Gather, review and analyze all required documentation and prepare primary responses to IRS requests Draft and prepare information for presentation to the IRS and State Taxing Authorities Serve as the main point of contact between clients and taxing authority and provide exceptional client service Requirements 2+ years litigation experience including 1st chair trial experience and/or significant deposition experience required. Outstanding verbal and written communication skills required Collaborative, self-motivated, competitive, and highly professional 15%-25% travel required Do Work That Matters. alliantgroup. Estimated pay range This range is based on salaries reported by 8 LinkedIn members for Associate Attorney jobs at alliantgroup in Houston, Texas. Actual pay may be different. Provide feedback Base pay range \$74,000/yr - \$129,000/yr Additional compensation types Sign-on bonus, Bonus Click here to unlock more salary insightsUnlock more salary insights About the company alliantgroup company logo alliantgroup 37,390 followers Follow Management Consulting 1,001-5,000 employees 1,151 on LinkedIn alliantgroup, LP is the leading international tax specialty services provider, working with CPA firms and their clients to ensure companies receive the full benefit of federal and state tax incentives to create jobs and spurring innovation.

Desired Class Level(s): Graduate/Alumni**Posting Date:** December 6, 2021**Expiration Date:** January 12, 2022**Contact:** Director Talent Acquisition Kandace Spivey
Director Talent Acquisition
3009 Post Oak Boulevard Houston, Texas 77056 United States**Resume Receipt:** Other (see below)**Default email address for resumes:** kandace.spivey@alliantgroup.com**How To Apply:** https://alliantgroup.wd1.myworkdayjobs.com/alliantgroup/job/Houston/Associate-Attorney_JR100020**Visual ID:** 8434

Public Finance Tax Associate or Of Counsel - Nationwide

Ballard Spahr LLP (Philadelphia, PA)

Job Type: Full-time

Job Location(s):

Delaware United States
Philadelphia, Pennsylvania United States
Las Vegas, Nevada United States
New York, New York United States
Phoenix, Arizona United States
New Jersey United States
Washington, District of Columbia United States
Salt Lake City, Utah United States
Atlanta, Georgia United States
Denver, Colorado United States
Baltimore, Maryland United States
Los Angeles, California United States
Sioux Falls, South Dakota United States
United States
Boulder, Colorado United States
Minneapolis, Minnesota United States

Job Description:

Our Public Finance Practice Group is seeking an associate or of counsel with at least 2 years of experience in federal tax or public finance to join any of our 15 offices nationwide. Our public finance tax attorneys advise on all aspects related to tax-exempt bonds. Exposure to federal tax issues related to tax exempt organizations and an LL.M. in taxation are a plus. We are looking for someone with strong analytical skills who can effectively communicate complicated tax requirements to borrowers, issuers, bankers and underwriters. Superior academic credentials are required and full-time law firm experience is preferred. Active bar in the location for which you wish to be considered is preferred.

Ballard Spahr LLP is a more than 600 lawyer firm with 15 offices across the U.S. and is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Ballard Spahr offers an excellent benefits package which includes medical, prescription drug, dental and vision coverage; life insurance, short and long-term disability; 401(k) retirement savings plan with a firm contribution and match; and a generous paid time off program. Additional benefits provided are health care and dependent care flexible spending accounts, and a health savings account; firm subsidized emergency child and elder care services; family and medical leave; employee assistance program; and a pre-tax transportation program. The base salary range for this position is from \$112,500 - \$300,000+ depending upon experience and location.

The health, safety and well-being of our Ballard community is a top priority. Therefore, all lawyers and staff are required to be fully vaccinated as a condition of employment. We believe this is the most prudent position to take in order to meet our obligation to provide as safe of a workplace as possible. The firm will provide exemptions and accommodations for medical and religious reasons consistent with applicable law.

Physical Requirements:

- Ability to sit for long periods of time. Ability to communicate verbally and in writing. Push, pull and lift up to 40 pounds. Intermittent standing, walking, bending and stooping. Typing ability for the use of a personal computer.
- The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

This Job Description describes the general content and requirements for the position. It is not an exhaustive statement of the essential functions,

responsibilities, or requirements of the job; they may change from time to time and are dictated by the needs of the firm and the managers to whom the employee will report. Employment is at will. Ballard Spahr may change the functions and responsibilities of the position at any time, and it may reassign the employee to another department in its sole discretion.

Desired Class Level(s): Graduate/Alumni

Posting Date: December 6, 2021

Expiration Date: January 12, 2022

Contact: Kathryn J. Ball
Manager of Attorney Growth and Integration
1735 Market Street Philadelphia, Pennsylvania 19103 United States

Resume Receipt: Other (see below)

How To Apply: <https://selfapply.ballardspahr.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=1&FilterJobCategoryID=4&FilterJobID=597>

Additional Documents: Unofficial Transcript

Visual ID: 7922

Assistant Attorney General / Criminal Appeals

The Office of the West Virginia Attorney General (Charleston, WV)

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Charleston, West Virginia (United States)

Description:

Assistant Attorney General / Criminal Appeals: The Office of the West Virginia Attorney General is currently seeking an attorney for its Appellate Division. Responsibilities will include briefing and arguing appeals before the West Virginia Supreme Court of Appeals, the U.S. Court of Appeals for the Fourth Circuit, and other courts in a variety of matters including, but not limited to, direct criminal appeals. Experience with a judicial clerkship and/or two years of appellate practice are preferred.

To apply, please submit a brief cover letter, resumé, salary requirements, and a writing sample to jobs@wvago.gov with "Appellate" in the subject line.

Desired Class Level: Graduate/Alumni

Posting Date: December 3, 2021

Expiration Date: January 31, 2022

Contact: Ms. Cara B. Lightner
Director of Human Resources
State Capitol, Building 1, Room E-26 Charleston, West Virginia 25305 United States

Resume Receipt: Other (see below)

How to Apply: jobs@wvago.gov

Additional Documents: Cover Letter, Writing Sample

Requested Document Notes: To apply, please submit a brief cover letter, resumé, salary requirements, and a writing sample to jobs@wvago.gov with "Appellate" in the subject line.

ID: 8412

ASSISTANT PROSECUTING ATTORNEY

Ohio County Prosecuting Attorney's Office (Wheeling, WV)

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Wheeling, West Virginia (United States)

Description:

Do you have passion to provide a meaningful contribution to your community with the goal of protecting children in Ohio County? If so, the Ohio County Prosecuting Attorney's Office has the right job opportunity for you.

We are looking for an enthusiastic Assistant Prosecuting Attorney who will represent the West Virginia Department of Health and Human Resources (WVDHHR) in filing and managing the child abuse and neglect cases filed in Ohio County.

JOB TITLE:

ASSISTANT PROSECUTING ATTORNEY

- Assistant Ohio County Prosecuting Attorney to represent the West Virginia Department of Health and Human Resources in child abuse and neglect matters

- This position would report to the Ohio County Prosecuting Attorney.

JOB OVERVIEW:

This position would represent the West Virginia Department of Health and Human Resources (WVDHHR) Division of Child Protective Services (CPS) in Ohio County in child abuse and neglect matters.

BENEFITS:

- Retirement
- Health Insurance
- Dental and Vision Insurance
- Paid Vacation
- Paid Sick Days
- Ability to apply for student loan forgiveness once you meet the criteria
- This position offers a unique opportunity to gain valuable courtroom experience and

contribute to the protection of children in Ohio County

- Ohio County is an Equal Opportunity Employer
- Ohio County advises job applicants that it does not discriminate on the basis of disabled status

- Ohio County is a smoke-free and drug-free workplace

QUALIFICATIONS:

- Law Degree from an accredited law school.
- Licensed to practice law in the state of West Virginia.
- Admission to and maintenance of licensure by the West Virginia State Bar within six months of hire date;

- Must possess excellent research and writing skills, as well as be able to speak clearly and argue in court;

- Prior experience and knowledge of the statutes, rules and caselaw addressing child abuse and neglect cases in West Virginia, jurisdiction, child custody, and related permanency issues is a

plus but not required. Training will be provided, as well as opportunities to participate in

continuing education. If this knowledge is not already possessed, applicant should be self-motivated and capable of learning such law and issues quickly.

- Proficient in the use of computers and basic computer programs such as Word, Outlook, Excel, etc.

- Must possess qualities of fairness, a strong work ethic, and have the highest integrity;

- Must be dedicated and reliable.

RESPONSIBILITIES AND DUTIES:

- Provide legal advice and recommendations to the county's WVDHHR and its CPS case workers, supervisors and management employees in cases that involve the removal of children from their homes and/or protective supervision of children who are at risk of or have been abused

and/or neglected. This would include providing legal advice after hours for emergency situations and when it is needed to prepare for an upcoming matter, as well as addressing both simple and complex cases.

- Responsible for legally representing the WVDHHR in child abuse and neglect cases in Ohio County, including preparing and amending petitions, motions, witness and exhibit lists, briefs, proposed findings of fact and conclusions of law, discovery requests and responses, and orders. This requires factual assessment of cases, identifying parties and issues, legal research, reviewing documents, gathering evidence, conduct direct and cross-examination of witnesses, make oral arguments and present evidence and testimony for preliminary, adjudicatory, dispositional and permanent placement hearings, and update the court during status hearings.
- Effectively argue and advocate the WVDHHR's position and plans for the children and families it is involved with, primarily in the Ohio County Circuit Court in the First Judicial Circuit, but this could include other counties, if appointed as a Special Prosecutor.
- Handle a substantial amount of court appearances, trial preparation, multi-disciplinary treatment meetings, communications with CPS workers and other involved persons and attorneys;
- Performs all other duties assigned, delegated or required of an Assistant Prosecuting Attorney as well as those prescribed by law.
- Attend staff meetings, multi-disciplinary treatment meetings, and any required continuing education as directed;

SKILLS:

- Ability to gather and analyze data as it relates to the management of abuse and neglect caseloads; to present statement of facts and law; to present arguments clearly and logically;
- Ability to implement best practice with the end goal resulting in the best interest of the children, providing safety, permanency and well-being of the children and their families;
- Ability to effectively interact and communicate with a broad population of individuals with varying levels of education, diverse socioeconomics and cultural backgrounds, including the ability to communicate effectively in writing as appropriate for the needs of the audience;
- Ability to maintain working relationships with pro se litigants, public defenders, assigned counsel, guardian ad litem, case workers, court appointed special advocates, law enforcement, family members, court staff, support staff, and other members of the prosecutor's office;
- Understand and be able to communicate the relevant law and legal issues applicable to a case.
- Ability to maintain confidentiality as required by law in child abuse and neglect cases in West Virginia.
- Ability to conduct business in accordance with federal statutes and guidelines, the West Virginia Code, the West Virginia Rules of Procedure for Child Neglect and Abuse.
- Ability to work under pressure of deadlines and handle a high volume of cases;
- Ability to multi-task and manage time effectively for a large caseload;

Desired Class Level: Graduate/Alumni

Posting Date: December 3, 2021

Expiration Date: January 3, 2022

Contact: Scott R. Smith
Ohio County Prosecuting Attorney
1500 Chapline Street Ste 216 Wheeling, West Virginia 26003 United States

Resume Receipt: E-mail

Default email for resumes.: dvance@wvocpa.org

Requested Document Notes: Applications can be mailed to: The Ohio County Prosecutor's Office, 1500 Chapline Street, Room 216, Wheeling, WV 26003. Telephone (304) 234-3631; Fax (304) 234-3870; and email dvance@wvocpa.org.

ID: 8410

Staff Attorney - Land Use and Sustainable Development

West Virginia University

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Morgantown, West Virginia (United States)

Description:

Staff Attorney - Land Use and Sustainable Development Law Clinic 18332
Description
West Virginia University Research Corporation Land Use and Sustainable Development Law Clinic ("Land Use Law Clinic") housed in the West Virginia University College of Law is currently accepting applications for a Staff Attorney.

About the Opportunity

This position is for a real estate specialist within the Land Use and Sustainable Development Law Clinic ("Land Use Law Clinic") housed in the West Virginia University College of Law. Please note this position is a West Virginia University Research Corporation hire and not a West Virginia University hire. This position is responsible for assisting the Managing Attorney and others with transactional real estate work, including title examination and a full suite of transactional instrument drafting on behalf of non-profit organizations, government clients and others. This position will be working independently and in team situations to fulfill client needs and job functions. Those teams could include students enrolled in the Land Use Law Clinic.

Provides program, as well as direct internal and external client support services. Responds to inquiries and independently resolves matters of low to moderate complexity. Responsibilities require some judgment, resourcefulness, and originality, but diverse guides and precedents are usually available to apply or adapt to the circumstances. Work effort has significant impact on personnel, budget and operations, producing major organizational, legal and financial results and/or liability.

Supervisory/Lead Role

Position reports to the Managing Attorney and the Director. It will be expected to work with other members of the Land Use Law Clinic, including other attorneys, land use planners, students and AmeriCorps VISTA volunteers. Supervision of others is not required; however, sharing of knowledge with others and team participation is expected in the role.

Work Environment

This position is expected to work in an office setting at the West Virginia University College of Law. There may be limited opportunity to telecommute as the work permits. There will be occasional travel which could involve varying weather conditions. The position is responsible to know and comply with all safety and health policies and procedures of the West Virginia University Research Corporation and the West Virginia University College of Law.

At WVU Research Corporation, we strongly believe in work-life balance and keeping time for things we love outside our work. WVU Research Corporation offers a comprehensive benefits package with a variety of options to suit your needs.:
13 paid holidays (staff holiday calendar)

Paid Time off (PTO)

403(b) retirement savings with a fully vested 3% employee contribution match, (Employees have the option of contributing an additional 1-3% of their earnings to the plan, which is also matched by the WVURC)

A range of health insurance and other benefits

Dependent Education Scholarship

WVU Perks

What you'll do:

Responsibilities are functional in nature and performed under general supervision.

Specific tasks include but are not limited to:

Drafting and substantive revision of transactional real estate instruments, including but not limited to option agreements, purchase contracts, deeds, closing statements, right of way agreements, etc.;

Preparing Certified Title Opinions;

Performing full title abstracting services throughout West Virginia, including but not limited to establishing a chain of title; identifying and understanding various liens and encumbrances; interpreting plats, maps and other legal descriptions of real property and understanding real estate assessments and tax liens;

Advising clients on issues identified through abstracting and consult clients as to

potential curative measures;
Presiding over real estate closings, likely 1-5 per year;
Possessing advanced computer skills with the ability to use Microsoft Word, Excel, and other common Microsoft business applications;
Performing all work with a strong attention to detail;
Summarizing legal or insurance documents;
Ensuring that the title to a property in question has no restrictions that may prevent or hinder its sale or use;
Contributing to the preparation of periodic reports describing the Clinic's activities including the number of clients served and type of work performed;
Reviewing substantive and administrative work of staff and students including editing, proofreading, and revision;
Representing the Land Use Law Clinic and by extension the West Virginia University College of Law with skill and professionalism in all client based and public interactions;
Working from time-to-time on other matters pertaining to Land Use Law Clinic work that is not specific to real estate law.

Qualifications

J.D. from an ABA-accredited law school.
At least three (3) years of title abstracting experience.
At least two (2) years of transactional real estate experience.
Exceptional organizational and time management skills.
Skill in organizing resources and establishing priorities.
Excellent attention to detail.
Strong ability to multi-task multiple projects at the same time.
Knowledge of West Virginia real property law.
Strong written and verbal communication skills.
Proficiency in Microsoft Office Suite (particularly Microsoft Word and Excel).
Ability to draft required substantive and administrative documentation related to Land Use Law Clinic work.
Ability to effectively present information and respond to questions from groups, clients, customers, and the general public.
Group facilitation, mediation and conflict resolution skills.
Ability to collaborate effectively with a multidisciplinary team of co-investigators from diverse disciplines, orientations, and organizations.
Demonstrated ability to work in a team environment and provide effective communication with the team.
Demonstrated ability in problem solving, especially in high stress situations.
Demonstrated ability to maintain confidentiality.
Demonstrated ability to maintain proper attendance and appropriate punctuality standards in a flexible work environment and dependable work ethic.

Requirements Resume

Member in good standing of the West Virginia State Bar
Valid driver's license issued within the United States
Activities are predominantly non-manual though some manual work may be included. The incumbent: must be able to operate standard office equipment including a computer, copy machine, printers, telephones, faxes, and others; must be able to lift up to 30lbs.; may occasionally require reaching to high or low places for lifting of files and other office items and equipment; and must independently travel for work assignments

About Research Corporation West Virginia University Research Corporation is proud to be an Equal Opportunity employer. West Virginia University Research Corporation values diversity among its employees and invites applications from all qualified applicants regardless of race, ethnicity, color, religion, gender identity, sexual orientation, age, nationality, genetics, disability, or Veteran status.

Job Posting
: Nov 30, 2021
Posting Classification: Research Corporation
Exemption Status: Exempt
Benefits Eligible: Yes
Schedule
: Full-time

Desired Class Level: Graduate/Alumni

Posting Date: December 3, 2021

Expiration Date: January 31, 2022

Contact: Human Resources
Human Resources
1 Law Center Drive Morgantown, West Virginia 26505 United States

Resume Receipt: E-mail

Default email for resumes.: wvuhire@mail.wvu.edu

ID: 8414

Immigration Associate Position

Blessinger Legal PLLC

Job Type: Full-time

Job Location(s): Falls Church, Virginia United States

Job Description: Blessinger Legal PLLC is hiring for two Associate Attorneys (one for the Removal team and one for the Affirmative team) and may have room for a law clerk (recent law school graduate).

About the Firm:

Come join a passionate team that brings positive change to the immigrant community!

Just last week we won asylum in immigration court, won Cancellation of Removal for Non-Permanent Residents in immigration court, received six U visa approvals, and had two clients released from immigration custody. Come join us to be part of these monumental moments in our clients' lives.

We are a high volume and innovative immigration firm located in Falls Church, Virginia. Our office consists of attorneys, legal assistants, support staff, and interpreters.

We are currently looking for two attorneys to help our firm change the lives of people in the immigrant community. We strive to recognize and reward those who are driven and deliver results. There is an opportunity for growth and advancement within the firm.

Job Description:

Removal Team

You will be responsible for representing individuals in Immigration Court. Depending on your bar admission, you may represent clients before the domestic relations court in Virginia, Maryland, or the District of Columbia for custody and special immigrant juvenile findings. With regard to removal work, we have a practice that focuses on fear-based relief (asylum, withholding of removal, Convention Against Torture), Cancellation of Removal for Certain Non-Permanent Residents, Cancellation of Removal for Permanent Residents, Adjustment of Status, NACARA, Requests for Prosecutorial Discretion.

Affirmative Team

You will meet regularly with clients for consultations and affidavits. You will also prepare clients for interviews before U.S. Citizenship and Immigration Services, the U.S. Department of State, and the Asylum Office. You will primarily working on Family-based Petitions, Naturalization, Adjustment of Status, Asylum cases, affirmative NACARA applications, Waivers of Inadmissibility, VAWA, T-visas, I-360 (VAWA and SIJS), Employment Authorization Document, and Non-Immigrant and Immigrant Visa applications, among others.

Both Teams

Both teams will be drafting briefs or arguments and researching innovative, legal ways to help our clients. We always welcome our attorneys to think outside the box for possible solutions to our clients' immigration problems.

COVID-19 considerations:

We provide masks, air purifiers, hand sanitizer, and cleaning solution. We also have a cleaning service that comes daily to wipe down shared surfaces, including door knobs. We have also stopped in-person office meetings. However, we still need to attend hearings and interviews in person.

Requirements:

- Juris Doctor from an accredited university
- Valid Driver's License
- Immigration or Criminal Law: 1 year minimum
- Previous court litigation experience, a plus

Training Provided:

We offer a training schedule for new employees, which is comprised of pre-recorded and live training sessions on various topics, including each type of application and office procedures. Supervisors are also available to answer questions as they arise.

Preference (Not Requirements):

- Licensed to Practice Law in Virginia or Maryland
- Bilingual proficiency in the English and Spanish Languages
- Blessinger Legal offers weekly individualized Spanish lessons for all employees who are not fluent in the Spanish language

Qualifications:

- Strong analytical and legal research writing skills
- Strong organizational and communication skills
- Ability and interest in taking on complex and difficult immigration cases
- Ability to manage multiple projects and prioritize work accordingly
- Highly resourceful and flexible in a fast-paced, energetic, collaborative work environment

How to Apply:

Please send a full application with a cover letter and your resume to careers@blessingerlegal.com. Full applications will be reviewed on a rolling basis. Do not call regarding to this post.

Trial Skills, Immigration Experience, Spanish fluency

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| Desired Class Level(s): Graduate/Alumni |
| Posting Date: December 1, 2021 |
| Expiration Date: January 7, 2022 |
| Contact: Eileen P. Blessinger 7389 Lee Highway Falls Church, Virginia 22042 United States |
| Resume Receipt: Email Resume, Online |
| Default email address for resumes: eileen@blessingerlegal.com |
| Additional Documents: Cover Letter |
| Visual ID: 8394 |

Assistant United States Attorney

U.S. Attorney's Office-Northern District of WV (West Virginia)

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): , Nationwide (United States)

Description:

Assistant United States Attorney
NOVEMBER 3, 2021 BY
Full Time

Martinsburg, WV

Posted 4 weeks ago

WebsiteUnited States Attorney's Office- West Virginia Northern

About the Office:

The United States Attorney's Office (USAO) for the Northern District of West Virginia (NDWV) prosecutes federal offenses, defends the United States Government's interest and affirmatively pursues claims on behalf of the government in civil cases. The USAO-NDWV currently has 55 employees and contractors, and includes offices located in Wheeling, Clarksburg, Elkins, and Martinsburg, West Virginia.

Additional information about the district can be found on our website at <http://www.justice.gov/usao/wvn>.

Our office places a high value on diversity of experiences and perspectives and encourages applications from all qualified individuals from all ethnic and racial backgrounds, veterans, LGBT individuals, and persons with disabilities.

Job Description:

United States Attorney William J. Ihlenfeld, II is seeking to hire an experienced, highly qualified litigator to handle a wide variety of complex cases, including fraud, white-collar offenses, financial crimes, and public corruption. The incumbent will have the opportunity to be part of a dedicated team helping to enforce federal laws.

All initial attorney appointments to the Department of Justice are made on a 14 month (temporary) basis pending favorable adjudication of a background investigation. Temporary appointments may be extended or made permanent without further competition.

Residency: Assistant United States Attorneys generally must reside in the district to which he or she is appointed or within 25 miles thereof. See 28 U.S.C. Section 545 for district-specific information.

Due to COVID-19, if selected, you may be expected to telework for an undefined period under the Department's evacuation authority, even if your home is located outside the local commuting area. Employees in this status may be notified of a requirement to report in person to the component workplace with an advance notice of not less than 30 days. Prior to a requirement to report to the workplace, employees may be eligible to request to continue to telework one or more days a pay period depending upon the terms of the component's telework policy.

Qualifications:

Required Qualifications: Applicants must have a J.D. degree, be an active member of the bar (any U.S. jurisdiction), and have at least three (3) years post-J.D. legal or other relevant experience. However, the incumbent must become a member of the West Virginia bar within one year of entering on duty.

The applicant must possess superior oral and written communication skills as well as strong interpersonal skills, exhibit good judgment, and have demonstrated capacity to function with minimal guidance in a highly demanding environment.

The applicant will be expected to do his/her own legal research and writing and shall be substantially self-sufficient in preparing day-to-day correspondence and pleadings. Applicants must possess computer literacy skills to include experience with automated research, electronic court filing, electronic e-mail and word processing systems.

Preferred Qualifications: Preferred qualifications include at least five (5) years of legal experience with complex investigations and/or prosecutions, including jury trial experience. Experience working collaboratively with a wide variety of attorneys and non-attorney professionals is strongly preferred.

United States citizenship is required.

Security: Initial appointment is conditioned upon a satisfactory pre-employment adjudication. This includes fingerprints, credit and tax checks, and drug testing. In addition, continued employment is subject to a favorable adjudication of a background investigation.

Benefits: The Department of Justice offers a comprehensive benefits package that includes, in part, paid vacation; sick leave; holidays; life insurance; health benefits;

and pm anticipation in the Federal Employees Retirement System.

Salary:

AUSA pay is administratively determined based on the years of professional attorney experience. The range of base pay is \$55,756 to \$145,836 (\$64,649 to \$169,097, including locality pay of 15.95%).

Travel:

Travel will be required for training and local travel for hearings and trials.

Application Process:

Applicants interested should e-mail a resume and cover letter (pdf file preferred) to USAWVN.HR@usdoj.gov.

Resumes should include complete dates (beginning month and year and ending month and year) for all periods of employment. Please ensure that your resume notes month/year of bar membership information.

The point of contact for questions about this announcement is First Assistant United States Attorney Randolph J. Bernard, 304-234-0100.

Note: The Northern District of West Virginia cannot be responsible for lost/misrouted/delayed email transmissions.

Applicants should familiarize themselves and comply with the relevant rules of professional conduct regarding any possible conflicts of interest in connection with their applications. In particular, please notify this Office if you currently represent clients or adjudicate matters in which this Office is involved and/or you have a family member who is representing clients or adjudicating matters in which this Office is involved so that we can evaluate any potential conflict of interest or disqualification issue that may need to be addressed under those circumstances.

Application Deadline:

Wednesday, November 17, 2021

Relocation Expenses:

Relocation expenses will NOT be authorized.

Number of Positions:

One (1)

Updated November 3, 2021

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Department Policies

COVID-19 Vaccination Requirement: As required by Executive Order 14043, Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021, or before appointment or onboarding with the agency, if after November 22. The agency will provide additional information regarding what information or documentation will be needed and how you can request of the agency a legally required exception from this requirement.

Equal Employment Opportunity: The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of race, color, religion, national origin, sex – including gender identity, sexual orientation, or pregnancy status – or because of age (over 40), physical or mental disability, protected genetic information, parental status, marital status, political affiliation, or any other non-merit based factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. For more information, please review our full EEO Statement.

Reasonable Accommodations: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Outreach and Recruitment for Qualified Applicants with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements.

Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with disabilities are encouraged to contact one of the Department's Disability Points of Contact (DPOC) to express an interest in being considered for a position. See list of DPOCs.

Suitability and Citizenship: It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also

contingent upon the completion and satisfactory adjudication of a background investigation. Congress generally prohibits agencies from employing non-citizens within the United States, except for a few narrow exceptions as set forth in the annual Appropriations Act (see, <https://www.usajobs.gov/Help/working-in-government/non-citizens/>). Pursuant to DOJ component policies, only U.S. citizens are eligible for employment with the Executive Office for Immigration Review, U.S. Trustee's Offices, and the Federal Bureau of Investigation. Unless otherwise indicated in a particular job advertisement, qualifying non-U.S. citizens meeting immigration and appropriations law criteria may apply for employment with other DOJ organizations. However, please be advised that the appointment of non-U.S. citizens is extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis. All DOJ employees are subject to a residency requirement. Candidates must have lived in the United States for at least three of the past five years. The three-year period is cumulative, not necessarily consecutive. Federal or military employees, or dependents of federal or military employees serving overseas, are excepted from this requirement. This is a Department security requirement which is waived only for extreme circumstances and handled on a case-by-case basis.

Veterans: There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, www.opm.gov/forms/pdf_fill/SF15.pdf for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s)). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that his or her retirement was due to a permanent service-connected disability or that he/she was transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

* * *

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. The Department of Justice cannot control further dissemination and/or posting of information contained in this vacancy announcement. Such posting and/or dissemination is not an endorsement by the Department of the organization or group disseminating and/or posting the information.

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| Desired Class Level: Graduate/Alumni |
| Posting Date: December 1, 2021 |
| Expiration Date: December 31, 2021 |
| Contact: Randolph J. Bernard Attorney 1125 Chapline Street, Suite 3000 Wheeling, West Virginia 26003 United States |
| Resume Receipt: Other (see below) |
| How to Apply: USA Applicants interested should e-mail a resume and cover letter (pdf file preferred) to USAWVN.HR@usdoj.gov |
| Additional Documents: Cover Letter |
| ID: 8397 |

Associate Attorney - Remote

Silver Miller

Job Type: Full-time

Job Location(s): United States

Job Description: Silver Miller -- the leading cryptocurrency investor law firm in the country -- is looking for a hard-working, creative-thinking, and detail-oriented California licensed Associate Attorney (1-3 years of relevant practice) to assist in prosecuting financial fraud/commercial litigation cases, including cases in the emerging world of cryptocurrency litigation. Salary and benefits commensurate with experience. Compensation package includes incentives for bringing in new cases to the firm. Hire will be trained by Senior Attorney in all aspects of handling cases from intake through trial. Remote working opportunity. CALIFORNIA LICENSE REQUIRED.

Strong research and writing skills. Federal court experience is a plus.

Desired Class Level(s): Graduate/Alumni

Posting Date: December 1, 2021

Expiration Date: January 7, 2022

Contact: David Silver
11780 West Sample Road Coral Springs, Florida 33065 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: DSilver@SilverMillerLaw.com

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 8395

Attorney

Willman & Silvaggio, LLP (Pittsburgh PA)

Position Type: Full-time

Geographic Preference: Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

Job Location(s): Pittsburgh, Pennsylvania (United States)

Description:

Willman & Silvaggio, LLP, a mid-sized law firm with an excellent reputation as a leader in insurance defense litigation and general liability matters located in the Pittsburgh area, is seeking an Associate Attorney with admittance to Pennsylvania; admittance to West Virginia a plus. Willman & Silvaggio offers a competitive salary and benefits package, including health/vision/dental insurance, life insurance, long term disability insurance, 401K Plan and paid vacation. All newly hired employees are asked to be fully vaccinated against COVID-19 prior to their start date. Please forward resume to Carla Kissner, Firm Administrator at ckissner@willmanlaw.com.

To apply for this job email your details to ckissner@willmanlaw.com

Desired Class Level: Graduate/Alumni

Posting Date: December 1, 2021

Expiration Date: January 1, 2022

Contact: Ms. Carla D. Kissner
Firm Administrator
5500 Corporate Dr. Suite 150 Pittsburgh, Pennsylvania 15237 United States
<http://willmanlaw.com>

Resume Receipt: E-mail

Default email for resumes.: ckissner@willmanlaw.com

ID: 8393

Attorney Editor - Jury Verdicts

Thomson Reuters

Job Type: Full-time

Job Location(s): Eagan, Minnesota United States

Job Description:

In the Attorney Editor role, you will leverage your legal analytical and writing skills to summarize judicial documents pertaining to jury verdicts and settlements for use in Westlaw and print products. Jury Verdict and Settlement Summaries is a key content set heavily used in litigation. Jury Verdict Editors are tasked with ensuring that published information contains and delivers premium legal content.

Jury Verdicts Editorial: Attorney Editors read, analyze, and interpret a variety of trial court documents to create premium and targeted summaries which allow our customers to make informed decisions regarding trial strategies and settlement discussions. Strong analytical and writing skills, as well as the ability to work independently, are necessary to maintain our world-class content.

We are currently hiring an Attorney Editor in our Eagan, MN (MSP) strategic office location. This position allows for a hybrid working arrangement.

About the Role

In this opportunity as Attorney Editor, you will:

- Provide legal interpretation (analysis, writing, and research) to develop content used online and in print primarily through the creation of jury verdict and settlement summaries.
- Adhere to editorial publishing schedules and quality standards, as well as verify your own work and that of other staff as required for accuracy and completeness to ensure that the information is properly presented and organized.
- Maintain and develop legal knowledge and skills training as needed to complete your work and to stay current on legal trends and developments that are related to your editorial responsibilities.
- Attend and participate in meetings and take part in the employee evaluation process
- Develop knowledge of Thomson Reuters Legal publications and products related to your responsibilities, and those of competitors
- Demonstrate competence on company-specific systems, including customized editorial systems, necessary to perform your job functions.

About You

You're a fit for the role of Attorney Editor if you:

- J.D. degree from an American Bar Association accredited law school
- Self-starter with aptitude for legal research and writing.
- Analytical thinker who uses logic and collaborates to solve difficult problems.
- Decisive with a focus on making quality decisions quickly.
- Ability to interpret, analyze, organize, and communicate complex legal material.
- Proficient with Microsoft 365 suite of apps.
- Ability to prioritize tasks and projects and pursue them with energy and drive.
- Great teammate who will work successfully in a shared environment.
- Strong communicator who can speak and write clearly and effectively with all contacts.

As a global business we rely on diversity of culture and thought to deliver on our goals. To ensure we can do that, we seek talented, qualified employees in our operations around the world regardless of race, color, sex/gender, including pregnancy, gender identity and expression, national origin, religion, sexual orientation, disability, age, marital status, citizen status, veteran status, or any other protected classification under country or local law. We are proud to be an Equal Employment Opportunity Employer providing a drug-free workplace.

As you seek internal career opportunities, we encourage all employees to voluntarily update their diversity information. It should only take a few minutes. Doing so helps us understand the makeup of our global talent, drive meaningful change for inclusion within our organization, and drive progress across the markets we serve.

Please click [here](#) to access the personal information task in Workday. For US Candidates, to learn more about voluntary self-identification of disability including why you are asked to provide the information, how to know if you have a disability, and the new disability status categories, please refer to this document.

By clicking on "Apply", the process for submitting an application will begin. If you have any questions prior to clicking "Apply", please contact the recruiter.

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| Desired Class Level(s): | Graduate/Alumni |
| Posting Date: | December 1, 2021 |
| Expiration Date: | January 7, 2022 |
| Contact: | Christopher Baussan 333 Bay Street Toronto, Ontario M5H 4G3 Canada |
| Resume Receipt: | Other (see below) |
| Default email address for resumes: | christopher.baussan@thomsonreuters.com |
| How To Apply: | https://thomsonreuters.wd5.myworkdayjobs.com/External_Career_Site/job/USA-Eagan-610-Opperman-Dr/Attorney-Editor---Jury-Verdicts_JREQ151153 |
| Visual ID: | 8402 |

Community Clinic Attorney

Mid-Minnesota Legal Aid (Minneapolis, MN)

Job Type: Full-time

Job Location(s): Minneapolis, Minnesota United States

Job Description: Mid-Minnesota Legal Aid (Legal Aid) is seeking a full-time attorney for its Minneapolis office to staff a community legal clinic focused on the needs of recent immigrants, primarily from East Africa. The clinic is located at the Brian Coyle Community Center in South Minneapolis. The Brian Coyle Center is among the city's busiest social service centers with a continuum of social service programs designed around the neighborhood's rapidly changing immigrant communities. Services include a food bank and youth programs. Most clients seeking legal help at this clinic site have immigration, family, or benefits cases.

As an equal opportunity employer, Legal Aid is committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. We welcome information about how your experience can contribute to serving our diverse client communities. Applicants are encouraged to share in their cover letter how they can further our goal of equal justice for all. We are committed to a discrimination- and harassment-free workplace.

RESPONSIBILITIES:

- Apply the principles of Legal Aid's Racial Justice Values Statement in all interactions.
- Develop, strengthen, and maintain relationships with the client community and partners at the Brian Coyle Center
- Screen clients for a wide range of legal needs and, in consultation with the supervising attorney, determine whether the clients should be served through advice, brief service, or full representation provided by Legal Aid and its pro bono partners
- Provide representation in some cases and assist with the placement of others
- Develop and provide a range of culturally appropriate community legal education
- Follow emerging issues in the client community that lend themselves to complex litigation or public policy advocacy

QUALIFICATIONS:

- Must be licensed to practice law in the State of Minnesota or eligible for admission by reciprocity
- Demonstrated interest in and commitment to the needs of low-income/vulnerable clients
- Creativity and the desire to work semi-independently
- Ability to collaborate with MMLA team members
- Excellent analytical and written and verbal communication skills
- Proficiency using Microsoft Office is required
- 2-3 years of immigration law experience preferred
- Legal training, knowledge of community resources, and experience with case management software preferred
- Diverse economic, social, and cultural experiences preferred
- Language proficiency, particularly in Amharic, Oromo, or Somali preferred

SALARY: \$53,500 to \$60,500 per year, depending on experience, plus benefits. Benefits include family medical and dental insurance, life insurance, vacation, and sick leave.

APPLICATIONS: Submit resume, cover letter, and three job-related references online at <https://mylegalaid.org/employment> by December 22nd, 2021, or until position is filled.

If you require a reasonable accommodation for completing this application,

interviewing, or otherwise participating in our employee selection process, please contact Jolene Chestnut at jchestnut@mylegalaid.org.

Please direct all other inquiries to hire@mylegalaid.org.

Mid-Minnesota Legal Aid is an Equal Opportunity/Affirmative Action employer.

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| Desired Class Level(s): Graduate/Alumni |
| Posting Date: December 1, 2021 |
| Expiration Date: January 7, 2022 |
| Contact: Legal Secretary Cathy Sobotka 430 North 1st Avenue Minneapolis, Minnesota 55401 United States |
| Resume Receipt: Other (see below) |
| How To Apply: https://mylegalaid.org/employment |
| Additional Documents: Cover Letter, Other Documents |
| Additional Documents Notes: Please submit three job-related references with your application. |
| Visual ID: 8396 |

Highway Attorney III Employment

West Virginia Division of Transportation, Division of Highways, Legal Division (Charleston, WV)

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Charleston, West Virginia (United States)

Description:

Performs more complex and advanced level legal duties assigned by the Legal Division Director and Attorney Supervisor, including but not limited to work in the area of employment and administrative law: Represents the agency in trials and hearings before various judicial and administrative forums for grievances, unemployment compensation cases, workers compensation cases, Human Rights cases, and EEO cases; conducts depositions; prepares legal documents such as pleadings, briefs, opinions and contracts; and performs similar or related work as required. Provides opinions for disciplinary actions. May also respond to Freedom of Information requests, document requests disciplinary legal opinion requests, road abandonment issues, outdoor advertising and salvage yard issues and cases, and special projects. Other duties as assigned. Must possess excellent written and oral communication skills and be able to work with and maintain confidential information. The successful applicant must be discreet and tactful in safeguarding sensitive information and be able to work with and maintain confidential information. The successful candidate must have a valid driver's license and a willingness to travel statewide.

Please see attachment regarding how to apply and application tips.

To apply for this job email your details to Julia.A.VandeLinde@wv.gov

Desired Class Level: Graduate/Alumni

Posting Date: December 1, 2021

Expiration Date: January 1, 2022

Contact: Ms. Julia A. Vande Linde

Administrative Services Assistant III

Julia A. Vande Linde, Administrative Services Assistant III WV Division of Highways
Legal Division 1900 Kanawha Blvd., East Bldg. 5, Room 517-A Charleston, West
Virginia 25305 United States

Resume Receipt: E-mail

Default email for resumes.: julia.a.vandelinde@wv.gov

ID: 8392

Highway Attorney III Employment

West Virginia Division of Transportation, Division of Highways, Legal Division (Charleston, WV)

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Charleston, West Virginia (United States)

Description:

Performs more complex and advanced level legal duties assigned by the Legal Division Director and Attorney Supervisor, including but not limited to work in the area of employment and administrative law: Represents the agency in trials and hearings before various judicial and administrative forums for grievances, unemployment compensation cases, workers compensation cases, Human Rights cases, and EEO cases; conducts depositions; prepares legal documents such as pleadings, briefs, opinions and contracts; and performs similar or related work as required. Provides opinions for disciplinary actions. May also respond to Freedom of Information requests, document requests disciplinary legal opinion requests, road abandonment issues, outdoor advertising and salvage yard issues and cases, and special projects. Other duties as assigned.

Desired Class Level: Graduate/Alumni

Posting Date: December 1, 2021

Expiration Date: December 31, 2021

Contact: Leslie Adkins

Recruiter/Talent Acquisition

Leslie Adkins WV Department of Transportation Division of Highways 1900 Kanawha Blvd., East Bldg. 5, Room 317 Charleston, West Virginia 25305-0430 United States

Resume Receipt: Other (see below)

How to Apply: To apply for this job email your details to DOHCareers@wv.gov

ID: 8399

Intellectual Property Patent Prosecution Associate

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

Job Location(s): Charlotte, North Carolina United States

Job Description: Moore & Van Allen, PLLC has an immediate need in its Charlotte office for an Intellectual Property associate.

The background of our patent team spans a variety of engineering and applied sciences disciplines as well as significant applied technical experience. Many of our attorneys have substantial industry experience. Our patent team provides comprehensive patent services, including U.S. and foreign patent prosecution, infringement and patent validity opinions, licensing, due diligence, litigation, maintenance, patent portfolio development and management, and work on patent-related commercial matters.

Moore & Van Allen, PLLC has an immediate need in its Charlotte office for an Intellectual Property associate with IP focused patent prosecution experience in chemistry, biochemistry, and biosensors. Qualified individuals will preferably have a post-grad degree in Chemistry or Biochemistry and 3+ years of patent prosecution experience and are registered and are registered to practice before the USPTO. Particular interest in candidates with experience in the fields of continuous monitoring devices, analyte sensing chemistry, electrochemical or amperometric signaling, RNA/DNA/Aptamer signal transducers, polymer coatings, membranes and mediators. Excellent academic performance and strong interpersonal skills required.

Desired Class Level(s): Graduate/Alumni

Posting Date: December 1, 2021

Expiration Date: January 7, 2022

Contact: Mollie Clark
New Associate Recruiting Manager
100 N Tryon St Charlotte, North Carolina 28202 United States

Resume Receipt: Other (see below)

Default email address for resumes: charlotterecruiting@mvalaw.com

How To Apply: <https://lawcruit.micronapps.com/sup/JobPostingDetails.aspx?lawfirm=MW4ybw%3d%3d&JobId=MW1nMW9g&at=OF9DRw%3d%3d&jobpostpreview=true>

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 8389

Tax Research Analyst - Temporary Position

H&R Block

Position Type: Full-time**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Job Location(s):** , Nationwide (United States)**Description:**

The Tax Institute is a research organization that works as part of H&R Block, the world's largest tax preparation company. We are looking for curious individuals who enjoy tax and want to put their research and writing skills to work. You will assist H&R Block Tax Professionals by providing written advice on tax law and regulations, explaining calculations, and tax compliance issues on a wide variety of tax problems. Top candidates should have excellent written communication skills, experience in tax preparation or tax research, familiarity with online tax research tools, and the ability to work independently. Accepted candidates located outside of the Kansas City metropolitan area will work remotely.

Seasonal Position: January – April 2022

- Performs independent research, and analysis of federal, state, local, and international tax issues and forms.
- Resolves questions from customers, tax professionals, and internal associates.
- Puts into practice sound research methods, as well as measurable productivity and work-product standards.
- Provides tax-related guidance within the department as well as to other H&R Block departments.
- Participates in the day-to-day activities of various tax research projects under direction to implement sound tax research processes and identify/resolve tax-related issues.
- Work Environment: Standard Office Environment and/or Remote

Completed Bachelor's degree in a related field or the equivalent through a combination of education and related work experience.

Preferred:

- Basic operational knowledge of tax law and regulations sufficient to understand and explain elements of personal, corporate, partnership, fiduciary, estate, gift, and international taxation.
- Writing skills to explain complex tax information in a clear manner and in plain language to clients with a variety of experience and education. Intermediate (practical application):
- Knowledge of tax research principles, procedures and techniques.
- Proficiency with at least one online tax research tool.
- Demonstrated ability to effectively research complex tax issues and effectively communicate findings.
- Ability to interpret, analyze and correctly formulate solutions to complex tax situations.
- Demonstrated critical, conceptual, intellectual, and problem-solving skills. Novice (limited experience):
- Ability to interact effectively with all levels within the company.
- Ability to handle multiple tasks and projects simultaneously.

Would be even better if you had: JD, CPA, or relevant Graduate degree Candidates, or related tax/research experience

To apply for this job please visit jobs.brassring.com.

Desired Class Level: Graduate/Alumni**Posting Date:** December 1, 2021**Expiration Date:** January 1, 2022**Contact:** Glenn B. Brown
1301 Main Street 1 H&R Block Way Kansas City, Missouri 64105 United States**Resume Receipt:** Other (see below)**How to Apply:** <https://wvbar.org/job/hr-block-19-tax-research-analyst/>**ID:** 8391

Trust Administrator

SECURITY NATIONAL TRUST COMPANY (Huntington, WV)

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Huntington, West Virginia (United States)

Description:

Trust Administrator
OCTOBER 7, 2021 BY
Full Time
Huntington
Posted 2 months ago
WebsiteSecurity National Trust Company

Federally chartered trust bank
Job Description – Trust Administrator (Officer, Assistant, Middle or Senior Level)

SECURITY NATIONAL TRUST COMPANY is a Federally charter bank that performs only fiduciary services such as trust administration, executorship services, Individual Retirement Accounts (IRAs) and serving as investment management agent. We have an immediate opening for a Trust Administrator. This position will be located in Huntington WV.

Work responsibilities for this position include the following:

- Fiduciary decision-making – ability to read, comprehend and execute the terms of any trust, investment management agency, or Individual Retirement Account (IRA) for which SECURITY NATIONAL TRUST CO. serves as trustee, guardian or agent. Administers more complex fiduciary accounts and ensures compliance with all legal and fiduciary regulations, policies and procedures. Administers assigned accounts in accordance with documents, state law, policy and procedure.
- Client Servicing & Focus – Meets regularly with clients and beneficiaries both on and off bank premises. Develops presentations and reports that inform the client and beneficiaries on the management of the account. Manages a diverse book of business with varying account types. Delivers the full breadth of the fiduciary platform in order to grow the fiduciary business and assure the highest level of client experience. Knowledgeable of the values and practices that align customer needs and satisfaction as primary considerations in all business decisions and able to leverage that information in creating customized customer solutions.
- Risk Management & Compliance — Handles risk management and the resolution of legal and compliance-related issues for assigned accounts. Communicates with clients, solves problems and escalates anticipated or known client issues/concerns. Working knowledge of Officer of the Comptroller of the Currency (OCC) Regulation 9 and its application. Complies with all bank policies and procedures. Prepares and responds to regulatory reporting and the bank's own Trust Investment Review Committee.
- Business Development – Grows Assets Under Management (AUM) through client satisfaction and the addition of new assets for investment to existing accounts. Prospects for new clients by asking for referrals from existing clients. Cultivates a network of other professionals and Centers of Influence who will refer new clients .

Competencies required for this role include the following:

Account Management – Ability to manage a book of accounts and to provide services and support to key clients.

Effective Communications – Ability to effectively communicate – both spoken and written — key concepts and investment ideas in a manner that allows for client comprehension.

Problem Solving – Knowledge of approaches and techniques for recognizing, anticipating, and resolving organizational, operational or process problems; ability to apply this knowledge in diverse circumstances.

Sales – Applies knowledge of fiduciary products and services to meet customer needs and enable them to achieve their financial goals. Identifies prospecting approaches to identify potential customers and create opportunities to sell fiduciary solutions and ideas to customers.

Work Experience

Roles at this level typically require four or more years of trust & fiduciary service type experience. Desirable certifications include CTFA or CFP designations.

Experience at the Officer, Assistant VP, Vice President, and Senior VP levels will be considered.

Education

A Bachelor's degree is required, with a major in a relevant subject such as finance, accounting, economics, or business. Masters degree / JD is preferred

Disability Accommodations Statement:

The SECURITY NATIONAL TRUST CO. workplace is inclusive and supportive of individual needs. If you have a physical or other impairment that might require an accommodation, including technical assistance with the submission process, please contact Michael Coombe at mcoombe@snt-pa.com, or via telephone at (717) 399-1801.

Equal Employment Opportunity (EEO):

SECURITY NATIONAL TRUST CO. provides equal employment opportunity to qualified persons regardless of race, color, sex, religion, national origin, age, sexual orientation, gender identity, disability, veteran status, or other categories protected by law.

Contact

Please send your resume and cover letter via e-mail to Melony S. Fitzwater, Executive Vice President and Fiduciary Market Director at mfitzwater@snt-wv.com, or to our office via delivery service at 907 3rd Avenue, Suite 220, Huntington, WV 25701.

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| Desired Class Level: Graduate/Alumni |
| Posting Date: December 1, 2021 |
| Expiration Date: December 31, 2021 |
| Contact: Melony S. Fitzwater Executive Vice President 907 3rd Avenue, Suite 220 Huntington, West Virginia 25701 United States |
| Resume Receipt: E-mail |
| Default email for resumes.: mfitzwater@snt-wv.com |
| Additional Documents: Cover Letter |
| ID: 8400 |

VOCA Staff Attorney

Appalachian Research & Defense Fund of Kentucky (AppalReD)

Position Type: Full-time**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Job Location(s):** Somerset, Kentucky (United States)**Description:**

AppalReD Legal Aid is recruiting for a VOCA staff attorney in its Somerset office located at 108 College Street, Somerset, KY. This well-established civil legal services program is in its 50th year of serving low-income and other vulnerable clients in a 37-county area, which includes the Appalachian Mountains of eastern Kentucky and rolling hills of south-central Kentucky. AppalReD Legal Aid operates a network of five field offices with a staff of 25 attorneys, 3 paralegals, and supporting personnel. Each branch office has excellent facilities and the necessary equipment to permit the staff to function as a first-class law firm.

AppalReD Legal Aid receives grant funding from the Kentucky Justice & Public Safety Cabinet under the federal Victims of Crime Act (VOCA) to provide legal services to victims of crime including victims of domestic violence, dating violence, sexual assault, stalking, fraud, and elder abuse. This full-time VOCA staff attorney position will address victims' legal needs in the areas of family law, housing, consumer, and public benefits.

Applicants should have a strong interest in serving the legal needs of low-income people and crime victims, a special desire to work in a rural area, and a particular interest in the problems of Appalachia. Admission to practice law in Kentucky or eligibility for limited admission under Kentucky Supreme Court Rule 2.112 if admitted in another state is preferred. Salary ranges from \$41,108 to \$61,535 depending on experience with generous benefits and leave time.

Interested applicants should apply to Robert C. Johns, Executive Director, AppalReD Legal Aid, 120 N. Front Avenue, Prestonsburg, KY 41653 or via email at robertj@ardfky.org. Applicants should send a resume under a cover letter indicating the specific nature of their interest in the position. Applicants should also enclose a writing sample and list of references. Selected applicants will be asked to visit the Somerset office. For further information and questions, interested applicants may email or call Robert C. Johns at (606) 889-1984.

Submission Deadline: Friday, December 31, 2021

An Equal Opportunity Employer

Desired Class Level: Graduate/Alumni**Posting Date:** December 1, 2021**Expiration Date:** December 31, 2021

Contact: Mr. Robert Johns
Executive Director
120 North Front Avenue Prestonsburg, Kentucky 41653 United States

Resume Receipt: E-mail**Default email for resumes.:** robertj@ardfky.org**Additional Documents:** Cover Letter, Writing Sample, Other Documents

Requested Document Notes: Applicants should send a resume under a cover letter indicating the specific nature of their interest in the position. Applicants should also enclose a writing sample and list of references. Selected applicants will be asked to visit the Somerset office. For further information and questions, interested applicants may email or call Robert C. Johns at (606) 889-1984.

ID: 8390

Assistant Public Defender

Public Defender Corporation for the 4th Judicial Circuit (Parkersburg, WV)

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Parkersburg, West Virginia (United States)

Description:

Assistant Public Defender

4th Judicial Circuit Public Defender Corporation (Parkersburg, WV)

The Public Defender Corporation for the 4th Judicial Circuit seeks applications for the full-time position of Assistant Public Defender. The available position will work primarily out of Parkersburg, WV and will be responsible for felony, misdemeanor, juvenile, abuse and neglect cases. Applicant must be licensed to practice law in the state of West Virginia. The preferred applicant should have no less than three years of courtroom experience and the following skills: excellent communication skills, skills of persuasion and negotiation, strong time management and organizational skills.

Please submit resume and cover letter to Angela Brunicardi Doss, 320 Juliana Street, Suite 101, Parkersburg, WV 26101 or via email to abdoss@wvpsc4.com. The position is available until filled.

The 4th Circuit Public Defender Corporation is an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information, political views or activity, or other applicable legally protected characteristics.

Desired Class Level: Graduate/Alumni

Posting Date: November 30, 2021

Expiration Date: December 30, 2021

Contact: Angela Brunicardi-Doss
320 Juliana Street, Suite 101 Parkersburg, West Virginia 26101 United States

Resume Receipt: E-mail

Default email for resumes.: abdoss@wvpsc4.com

Additional Documents: Cover Letter

ID: 8387

Abstractor 2

Steptoe & Johnson, PLLC (Bridgeport, Charleston, Huntington, and Morgantown, and Wheeling WV.

Position Type: Full-time

Geographic Preference: Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

Job Location(s): , Nationwide (United States)

Description:

POSITION SUMMARY:

Will render title opinions and may run title searches as assigned by the Abstractor Manager, Team Leader, or Project Attorneys.

WORKING RELATIONSHIPS:

REPORTS TO: Team Leader, Abstractor Manager and Practice Group Leader.

SUPERVISES: No supervisory responsibilities

PRIMARY DUTIES AND RESPONSIBILITIES:

Run deed searches utilizing various county software and websites as well as public records and be able to make a determination on how/if these documents affect the title.

Calculate ownership interests for surface and mineral estate and working/royalty interests for leasehold estates.

Must be able to use platting software and poses the ability to analyze, interoperate, and compare maps.

Proficient in Microsoft Office Suite and willing to learn other computer applications. Communicate with other abstractors to obtain supplemental documents or information to ensure each title abstract is accurate and complete.

Maintain appropriate communication with project attorneys, practice group management, and all other necessary firm departments.

Must adhere to the current Steptoe & Johnson, PLLC title abstracting standards as well as any client specific title standards.

May interpret and/or draft title opinions by reviewing relevant instruments related to surface, mineral and leasehold ownership of real estate situate in multiple states.

Set forth title deficiencies and the requirement to cure the same.

Assist with projects outside the title abstracting process, as needed, which may involve document review, legal research, and frequent travel.

Join trade organizations, per request or recommendation, to increase knowledge of the energy industry and to strengthen ties to members of the energy community.

Must adhere to the highest standards of confidentiality set forth by the firm.

Must be able to work individually and as part of a team.

Must be responsible for all administrative matters in a timely and up to date daily fashion (time keeping, expenses, and etc.).

Perform other related duties as required or assigned.

Must be able to work with minimal supervision.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

EDUCATION: JD Degree required and License to practice preferred.

WORK EXPERIENCE: Previous abstracting experience preferred.

PREFERRED:

Knowledgeable and understanding of the title abstracting process and title opinions.

Must pose the ability to be detail oriented.

Interpersonal skills necessary to maintain effective relationships with abstractors and supervisors alike.

Excellent oral and written communication skills to communicate with a diverse group of attorneys, staff and clients. Provides information with ordinary courtesy and tact while safeguarding confidentiality.

Must be able to organize and prioritize multiple tasks.

Must be able to perform the duties of the position with time constraints and interruptions.

WORKING CONDITIONS:

PHYSICAL EFFORT: Sitting, standing, lifting not to exceed 40 pounds.

WORK ENVIRONMENT: Office/courthouse environment. Position requires travel including overnight. Must possess valid driver's license. Must carry the appropriate allocated car insurance. Must be able to travel overnight. On an occasion must be able to work more than 40 hours per week.

JOB STATUS: This is a Short-Term, non-exempt position.

The above primary job duties and responsibilities describes the level and nature of work performed by the employee(s) assigned to this job. The description should not be construed as an exhaustive listing of all job duties and responsibilities performed by this job.

<https://recruiting.stepto-johnson.com:81/application/login/login.aspx?ReturnUrl=%2f>

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| Desired Class Level: Graduate/Alumni |
| Posting Date: November 29, 2021 |
| Expiration Date: December 31, 2021 |
| Contact: Jennifer Trippett Manager, Recruiting and Professional Development United Center, 1085 Van Voorhis Rd., Suite 400 Morgantown, West Virginia 26507 United States |
| Resume Receipt: E-mail |
| Default email for resumes.: jennifer.trippett@stepto-johnson.com |
| ID: 8385 |

Attorney

Texas Bankers Association (Austin, TX)

Job Type: Full-time**Job Location(s):** United States**Job Description:**

We have an exciting opportunity for an attorney to be a Bank Legal / Regulatory / Compliance Specialist to ensure bank compliance with federal and state laws and regulations. The Bank Legal /Regulatory / Compliance Specialist must possess knowledge of banking laws and regulations as they apply to financial institutions. This opportunity is in Austin, Texas for a well funded and financially stable organization. To perform this job successfully, an individual must have knowledge of bank laws and regulations. It would be a strong preference that the individual have bank work experience.

ESSENTIAL RESPONSIBILITIES

- Regularly advise clients on laws, regulations, and regulatory expectations from the CFPB, OCC, FRB, FDIC, state regulators and other regulatory bodies.
- Draft summaries of new proposed and final rules, and significant pieces of regulatory guidance.
- Perform reviews of advertising or marketing campaigns, policies, procedures, disclosure, notices, and a variety of other compliance-related documentation to ensure compliance with relevant requirements and best practices.
- Create and revise tools to add to our library of resources, including checklists, matrices, cheat sheets, forms, calculators, and more.
- Design and deliver training webinars, in addition to other diverse education opportunities throughout the year.

ESSENTIAL QUALIFICATIONS & CHARACTERISTICS · Bachelor's and Juris Doctor degrees are required; · Bar passage in any state is preferred; · 1-3 years of legal, banking, and/or compliance experience preferred; · Experience working for a FDIC-insured financial institution and/or for a federal or state financial institution regulator is preferred; · A regulatory compliance certification, such as the Certified Regulatory Compliance Manager (CRCM), Certified Anti-Money Laundering Specialist (CAMS), Certified Community Bank Compliance Officer (CCBCO), etc. is preferred; · Working knowledge of banking compliance laws and regulations is preferred (these include but are not limited to ECOA, Fair Lending, TILA, RESPA, UDAAP/UDAP, BSA/AML/OFAC, FCRA, CRA, and HMDA, among others); · Strong research, customer service, analytical, project and change management, and organizational skills are required; · Excellent oral, written, and interpersonal communications skills are required;

Desired Class Level(s): Graduate/Alumni**Posting Date:** November 29, 2021**Expiration Date:** January 4, 2022**Contact:** Scott Daugherty
203 West 10th Street Austin, Texas 78701 United States**Resume Receipt:** Email Resume, Online**Default email address for resumes:** scott@bankersalliance.org**Visual ID:** 8379

Director of Career Development

University of Charleston (Charleston, WV)

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Charleston, West Virginia (United States)

Description:

Type: Full-Time
Posted: 11/22/2021
Application Due: Open Until Filled
Category: Career Development and Services

The University of Charleston invites applications from student-focused educational leaders to serve as Director of the Center for Career Development (CCD). The Director serves as the bridge between the classroom and the workplace by offering professional development programming for students while maintaining relationships with local, state, and national employers across a wide variety of industries.

Internships and experiential learning programs are managed by the CCD and the Director will be expected to work with academic programs and off-campus employers to generate meaningful experiences for students. The NACE Career Competencies guide the overall programming of the CCD, and the Director is responsible for collecting data on a regular basis to assess the career readiness and career success of students and graduates. Knowledge of employment laws and regulations, particularly those that relate to unpaid internships and Curricular Practical Training (CPT), is essential. Preference will be given to candidates with an interest in teaching one course per semester in the University's First-Year Experience program.

This is a 12-month administrative appointment reporting directly to the Provost. The preferred start date for the successful candidate is January 2022.

Primary Responsibilities:

Manage the Handshake career service management database
Organize career fairs, grad school fairs, workshops, networking events, and the annual etiquette dinner
Perform one-on-one career coaching and provide resume and cover letter reviews
Assist students with the graduate school search and application process
Manage the Quinncia software system for resume reviews and mock interviews
Utilize the SkillSurvey platform to administer the NACE Career Readiness surveys for student interns
Collect First Destination data for each graduating class
Visit classes to promote the CCD and conduct career readiness workshops
Develop relationships with local, state, and national employers to generate internships and job opportunities for students
Participate in local and regional networking events and economic development conferences
Arrange campus visits for employers and assist faculty members with identifying guest speakers
Work closely with the First Year Experience (FYE) program to integrate career development training into the curriculum
Maintain social media pages to promote the events and services of the CCD
Train and manage a team of interns and/or graduate assistants to help with Handshake, social media, event management, and other CCD tasks
Maintain an advisory board comprised of employer partners, local leaders, alumni, and faculty
Coordinate the study abroad program with the international student office
Provide data and recommendations to the Provost's Office regarding employment trends and future academic programs
Manage the departmental budget and engage in sponsorship development

Education and Experience:

Bachelor's degree, preferably in business administration, marketing, leadership, human resources, counseling, or related field required, Master's degree preferred
Three to five years of experience in higher education, training and development, human resources, or related field; preference will be given to those with previous college career services experience
Excellent verbal and written communication skills
Strong track record of collaboration and problem solving
Experience with diversity, equity, and inclusion initiatives preferred

Interested candidates are asked to submit a letter addressing qualifications for the position, a current resume and contact information for three professional references to provostoffice@ucwv.edu.

The University of Charleston is an Equal Opportunity Employer
The University of Charleston does not discriminate against any person because of any protected class or characteristic including, but not limited to, a person's race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status in administration of its educational policies, scholarship and loan programs, admissions, employment, athletics, and other school administered programs in accordance with the laws of the United States and the state of West Virginia.

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| Desired Class Level: | Graduate/Alumni |
| Posting Date: | November 29, 2021 |
| Expiration Date: | December 29, 2021 |
| Contact: | Unknown 2300 MacCorkle Ave SE Charleston, West Virginia 25304 United States |
| Resume Receipt: | E-mail |
| Default email for resumes.: | provostoffice@ucwv.edu |
| Additional Documents: | Cover Letter, Other Documents |
| Requested Document Notes: | Interested candidates are asked to submit a letter addressing qualifications for the position, a current resume and contact information for three professional references to provostoffice@ucwv.edu. |
| ID: | 8383 |

Affordable Housing/Community Development Associate

Ballard Spahr LLP (Philadelphia, PA)

Job Type: Full-time

Job Location(s):

Philadelphia, Pennsylvania United States
Washington, District of Columbia United States
Baltimore, Maryland United States
Denver, Colorado United States
Boulder, Colorado United States
New Jersey United States

Job Description:

We are seeking to hire an associate for our nationally recognized Affordable Housing and Community Development practice with a preference for the associate to work in our Washington, D.C., Baltimore, Philadelphia, New Jersey, Denver or Boulder offices; candidates interested in another Ballard Spahr office or in a remote working arrangement will also be considered. Qualified candidates should have 1-2 years of legal experience in multifamily government-assisted and/or low-income housing tax credit affordable real estate finance transactions. Experience with one or more of the following is helpful: HUD programs including the Rental Assistance Demonstration program, Section 8, public housing; LIHTC; Other related tax credits (historic, new markets). Experience with multiple areas in the foregoing sentence and with HUD-insured or GSE lending products is a plus. This is an excellent opportunity for a motivated entrepreneurial candidate to thrive in a collegial environment at a firm with a national profile and emphasis on mentoring, community engagement and professional development. Active bar in the location for which you wish to be considered is preferred.

Ballard Spahr's Affordable Housing and Community Development practice has served more than 75 public housing authorities and numerous nonprofit and for-profit developers, government agencies, lenders, and community development entities the past two decades. We provide regulatory advice, help our clients complete their transactions, advise on corporate governance and board issues, and supply a full complement of construction, development, and operations services.

Ballard Spahr LLP is a more than 600 lawyer firm with 15 offices across the U.S. and is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Ballard Spahr offers an excellent benefits package which includes medical, prescription drug, dental and vision coverage; life insurance, short and long-term disability; 401(k) retirement savings plan with a firm contribution and match; and a generous paid time off program. Additional benefits provided are health care and dependent care flexible spending accounts, and a health savings account; firm subsidized emergency child and elder care services; family and medical leave; employee assistance program; and a pre-tax transportation program. The base salary range for this position is from \$180,000 - \$220,000 depending upon experience and location.

The health, safety and well-being of our Ballard community is a top priority. Therefore, all lawyers and staff are required to be fully vaccinated as a condition of employment. We believe this is the most prudent position to take in order to meet our obligation to provide as safe a workplace as possible. The firm will provide exemptions and accommodations for medical and religious reasons consistent with applicable law.

Physical Requirements:

- Ability to sit for long periods of time. Ability to communicate verbally and in writing. Push, pull and lift up to 40 pounds. Intermittent standing, walking, bending and stooping. Typing ability for the use of a personal computer.
- The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

This Job Description describes the general content and requirements for the position. It is not an exhaustive statement of the essential functions, responsibilities, or requirements of the job; they may change from time to time and are dictated by the needs of the firm and the managers to whom the employee will report. Employment is at will. Ballard Spahr may change the functions and responsibilities of the position at any time, and it may reassign

the employee to another department in its sole discretion.

Desired Class Level(s): Graduate/Alumni

Posting Date: November 26, 2021

Expiration Date: January 2, 2022

Contact: Kathryn J. Ball
Manager of Attorney Growth and Integration
1735 Market Street Philadelphia, Pennsylvania 19103 United States

Resume Receipt: Other (see below)

How To Apply: <https://selfapply.ballardspahr.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=1&FilterJobCategoryID=4&FilterJobID=614>

Additional Documents: Unofficial Transcript

Visual ID: 8039

Quality Control Attorney

alliantgroup

Job Type: Full-time**Job Location(s):** Houston, Texas United States**Job Description:**

alliantgroup, LP is currently experiencing explosive growth! As a national consulting firm focused on being the voice to the middle market, our mission is simple: Strengthening American businesses. How do we do this? We hire the brightest talent with the most diverse backgrounds who are passionate about making a difference.

As a Quality Control Attorney, you have the opportunity to use your legal knowledge in a non-traditional way! You will work with other highly motivated individuals in a team environment that varies on a daily basis, including routine interactions with technical professionals such as engineers, scientists, accountants, MBAs, and PhDs. You will also have the opportunity to travel across the United States visiting and educating

clients about the R&D Tax Credit. There is no extensive knowledge of tax required – we have a thorough training program!

Responsibilities:

- Identify, analyze, and quantify research and development tax credit benefits for American businesses
- Draft phased reports and legal memoranda highlighting each client's unique activities while utilizing your legal prowess
- Collaborate with other members of the consulting team while serving as the legal expert
- Lead and develop a customized study process tailored to each client's needs
- Ability to own and actively manage your docket across a variety of industries including but not limited to software, apparel, construction, engineering, and food and beverage.
- Become and act as a Subject Matter Expert on tax specialty issues
- Ability to travel throughout the United States to interact with clients
- Directly impact and interact with clients, including high level executives, by serving as
- their legal consultant
- Opportunity to invest in yourself, others, and the firm.
- Immediately impact an ever evolving firm where new ideas are encouraged, hard work is valued, and there are no limits on what you can accomplish!

Requirements:

- Required: JD or equivalent, and active license to practice law in any state
- Professional experience preferred
- Excellent written and verbal communication skills
- Strong analytical and organizational skills
- High sense of urgency with the ability to meet deadlines
- Proficiency with Microsoft Office Suite of products is required
- Available to travel 20-30% within the US
- Ability to analyze legal documents

Desired Class Level(s): Graduate/Alumni**Posting Date:** November 24, 2021**Expiration Date:** December 31, 2021

Contact: Director Talent Acquisition Kandace Spivey
 Director Talent Acquisition
 3009 Post Oak Boulevard Houston, Texas 77056 United States

Resume Receipt: Email Resume, Online**Default email address for resumes:** kandace.spivey@alliantgroup.com**Visual ID:** 7715

Communications Coordinator

Kansas Bar Association (Topeka, Kansas)

Position Type: Full-time

Geographic Preference: Upper Midwest (KS, NE, ND, SD)

Job Location(s): Topeka, Kansas (United States)

Description:

Communications Coordinator

The Kansas Bar Association seeks an innovative, creative, and strategic thinker to serve in the Communications Coordinator role. The ideal candidate will be a team-player and independent problem-solver who is comfortable with learning new technologies and working with volunteer committees. They will be versatile and enjoy developing new methods for achieving marketing and communication goals in a member-focused organization. They will be comfortable using data to inform communication strategies. Two years of communications or marketing experience required.

Reports to: Associate Executive Director

Position Duties:

1) Develop and oversee communications strategy for the Kansas Bar Association in alignment with association objectives. Communication methods will include print, email, social media, and other digital tools. (60%)

- Develop and propose KBA communications strategies to the Executive Director.
- Coordinate with Directors of KBA Departments on departmental-specific marketing and communications efforts.
- Work closely with Website & Design Manager to execute digital communication strategies.
- Lead marketing efforts for KBA products and services.
- Monitor analytics and create reports detailing the successes and failures of communications campaigns and strategies. Adjust communications efforts in response to this information.
- Perform outreach to relevant stakeholders and build strategic partnerships to grow brand notoriety.
- Prepare a variety of written content to support communications and marketing efforts, including newsletters, website copy, brochures, and press releases.

2) Coordinate publication of The Journal of the Kansas Bar Association (35%)

The Journal of the Kansas Bar Association is a subscription-based bi-monthly print and digital publication highlighting relevant legal and professional topics for the benefit of members of the Kansas Bar Association.

- Act as staff liaison to The Journal of the Kansas Bar Association Board of Editors and serve as The Journal's content coordinator with the primary responsibility of producing six double-issues each year.
- Propose feature content of interest and seek out expert article authors in conjunction with Board of Editors. Work with KBA/KBF staff to capture timely and important information appropriate for publication.
- Work with professional publication and production staff to ensure the publication is high-quality and reflective of the KBA's brand.
- Oversee advertising content in The Journal, working with contracted vendors, as necessary.

3) Other Duties as Assigned to Benefit the Success of the Kansas Bar Association & Kansas Bar Foundation (5%)

Required Qualifications:

- Bachelor's degree in communications, marketing, public relations, journalism, or related field.
- 2+ years' experience in a full-time professional communications or marketing role.

- Exceptional writing, editing and interpersonal communication skills.
- An analytical mind and ability to strategize and think critically.
- Ability to work both independently and as part of a team.
- Knowledge of email marketing and social media software such as Constant Contact or a similar program.
- Superior time management and organizational skills and ability to meet deadlines.
- Experience utilizing data to inform communication strategies and techniques.
- Excellent attention to detail.
- Microsoft Office Suite & basic Adobe program knowledge will be needed.

Preferred Qualifications:

- Experience in publication and/or graphic design, specifically Adobe InDesign and Creative Suite software.
- Experience working with or for a nonprofit organization or membership association.
- Experience working with governing boards.
- Basic knowledge of the legal system and judiciary and familiarity with legal terms and style.

Classification: Full-Time, Exempt

Salary range: Starting at \$42,000; commensurate with qualifications and experience.

Schedule: Monday-Friday; 8:00 – 4:30 pm (37.5 hours/week) performed in Topeka office with opportunity for some remote work available. Occasional work outside regular office hours for events as needed. Ability to work remotely when conditions necessitate is required.

Employer-paid health, dental, and vision insurance. Paid holidays, vacation, and sick leave. Generous retirement package contributions.

Application materials:

Please submit a resume, cover letter detailing how qualifications are met, and 3 professional references. Incomplete applications may not be considered. Send application materials via email to jobs@ksbar.org.

Position remains open until filled.

| |
|--|
| Desired Class Level: 1L, 2L, 3L, Graduate/Alumni |
| Posting Date: November 23, 2021 |
| Expiration Date: December 23, 2021 |
| Contact: Amanda R. Wright 1200 SW Harrison St Topeka, Kansas 66612 United States |
| Resume Receipt: E-mail |
| Default email for resumes.: jobs@ksbar.org |
| Additional Documents: Cover Letter, Other Documents |
| Requested Document Notes: Please submit a resume, cover letter detailing how qualifications are met, and 3 professional references. Incomplete applications may not be considered. Send application materials via email to jobs@ksbar.org . |
| ID: 8369 |

Outreach & Programming Coordinator

Kansas Bar Association (Topeka, Kansas)

Position Type: Full-time

Geographic Preference: Upper Midwest (KS, NE, ND, SD)

Job Location(s): Topeka, Kansas (United States)

Description:

Outreach & Programming Coordinator

The Kansas Bar Association seeks an innovative and outgoing programming professional to serve in the Outreach & Programming Coordinator role. The ideal candidate will be an independent problem-solver, versatile team-player, and have excellent interpersonal skills. They will be comfortable with learning new technologies and enjoy working with a small team and building relationships in a member-focused organization. At least one year of professional experience with event planning, program coordination, or marketing required.

Reports to: Director of Continuing Legal Education

Position Duties:

Continuing Legal Education Coordination (50%)

- o Work with select KBA sections and committees to plan and coordinate CLE seminars and conferences (examples: Bankruptcy Law Conference, Intellectual Property Summit)
- o Assist with planning, logistic arrangements, scheduling, and moderating of CLE programs, both in-person and online.
- o Work with venues and vendors in planning in-person conferences across the state.
- o Assist in marketing and promoting registration for CLE programs. Create e-marketing, mailings, and social media posts.
- o Support members in registering for CLE programs
- o Coordinate with CLE Team to meet departmental needs, including reporting of attendance, tracking evaluations, and more.

Special Event Planning and Programs (25%)

- o Coordinate planning efforts, in collaboration with the Executive Director, for KBA and KBF events, such as the KBA Annual Meetings, Regional Meetings, Recognition Dinners, and other outreach events.
- § This includes researching and booking venues, working with committees and staff on scheduling dates, creating event registration and promotional materials, coordinating with other vendors, and working with other KBA staff on programming for events.

Develop and Maintain Partnerships and Sponsorships (20%)

- o Establish and maintain database of potential sponsors for KBA events and initiatives, including CLE sponsors
- o Communicate with potential sponsors to increase overall sponsorship levels and maintain relationships with sponsors
- o Coordinate outreach and develop relationships on behalf of the KBA and KBF with important partners, including, but not limited to, local bar associations, other professional organizations, law firms, law schools, and government organizations

Other Duties as assigned (5%)

Required Qualifications:

- Demonstrated ability to communicate effectively and confidently, both orally and in writing
- Excellent organizational skills and attention to detail
- Excellent interpersonal skills as evidenced by application materials
- At least one year of professional experience with event planning, marketing, or fundraising
- Ability to balance and prioritize multiple projects with competing deadlines in a team environment

- Experience with technology/software: Microsoft Office Suite, Adobe Acrobat/PDF Software, and Zoom or other video meeting/webinar software
- Ability to work independently to meet deadlines under pressure

Preferred Qualifications:

- 4-year degree in communications, marketing, public relations, public administration, or related field
- Experience working for a membership association, non-profit organization, or in the legal field
- Experience with Adobe InDesign
- Marketing, Social Media & Graphic Design Experience

Classification: Full-Time, Exempt

Salary Range: Starting at \$40,000; commensurate with qualifications and experience

Travel: Some travel and overnight stays in Kansas may be required (Less than 10%)

Schedule: Monday-Friday; 8:00 – 4:30 pm (37.5 hours/week) performed in Topeka office with opportunity for some remote work available. Occasional work outside regular office hours for events as needed. Ability to work remotely when conditions necessitate is required.

Employer-paid health, dental, and vision insurance. Paid holidays, vacation, and sick leave. Generous retirement package contributions.

Application materials:

Please submit a resume, cover letter detailing how qualifications are met, and 3 professional references. Incomplete applications may not be considered. Send application materials via email to jobs@ksbar.org.

Position remains open until filled.

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|--|
| Desired Class Level: 1L, 2L, 3L, Graduate/Alumni |
| Posting Date: November 23, 2021 |
| Expiration Date: December 23, 2021 |
| Contact: Amanda R. Wright 1200 SW Harrison St Topeka, Kansas 66612 United States |
| Resume Receipt: E-mail |
| Default email for resumes.: jobs@ksbar.org |
| Additional Documents: Cover Letter, Other Documents |
| Requested Document Notes: Please submit a resume, cover letter detailing how qualifications are met, and 3 professional references. Incomplete applications may not be considered. Send application materials via email to jobs@ksbar.org . |
| ID: 8368 |

Reference Attorney

Thomson Reuters

Job Type: Full-time

Job Location(s):

Eagan, Minnesota United States

Ann Arbor, Michigan United States

Carrollton, Texas United States

Job Description:

Are you interested in being a go-to legal research expert trusted by professionals around the world?

Reference Attorneys play an important role in the global support of Thomson Reuters' products, with a primary focus on Westlaw, the world's leading provider of information to the legal community. If you excel at legal research, digging for answers, finding creative solutions to difficult issues and partnering with professionals, you may have what it takes to succeed as a Reference Attorney.

Every day brings a new challenge as Reference Attorneys research relevant and cutting-edge issues. We are expert legal researchers and use our knowledge of and experience with the law to help our customers find the answers they need. Reference Attorneys take pride in their research and problem-solving abilities and work hard to educate our customers on how to get the most out of Thomson Reuters' products.

Reference Attorneys work in a fast-paced, high-volume environment that continuously evolves to meet the demands of our customers while maintaining an industry-leading level of service. Our customers include top law firms, government agencies, and global corporations. We also partner closely with our sales and account management, editorial, and product development teams to connect our customers' needs with our business objectives.

Reference Attorney shifts offer flexibility that makes it easy to strike a work/life balance. Because we work with customers in real-time, Reference Attorneys never have to take work home. All Reference Attorneys are based at the Thomson Reuters Minnesota office in the Twin Cities metro area. The location offers an excellent quality of life, access to great education, and a vibrant arts scene.

About the Role

In this opportunity as a Reference Attorney, you will:

- Partner with customers in real-time, discuss their legal research projects, and craft research solutions tailored to their needs
- Educate customers on research strategy, content offerings, and product functionality
- Communicate clearly and effectively with end users, colleagues, and management to quickly resolve issues and ensure customer satisfaction

About You

You're a fit for the role of Reference Attorney if you:

- J.D. from U.S. accredited law school and bar admission from any state
- Excellent communication and customer service skills
- Computer and online systems proficiency with ability to multitask while supporting customers via phone, live chat, and email
- Open to feedback and working closely with management and training staff for continuous growth and development

Desired Skills/Experiences

- 1 – 2 years of prior legal experience preferred but not required
- Prior customer service experience is helpful, but the key to success is the ability to:
 - Take ownership of difficult issues with confidence and definitive solutions
 - Proactively take initiative to seek creative solutions while balancing business interests
- Be expressive, genuine, and friendly while working in a customer-facing role

What's in it For You

At Thomson Reuters, our people are our greatest assets. Here are some of the benefits we offer for your personal and professional growth:

- **Compensation:** Base salary, plus yearly bonus dependent upon your

performance

- **Learning & Development:** On-the-job coaching & learning, leadership capability development, Harvard Management courses, key talent programs, tuition reimbursement
- **Benefits:** Flexibility, Comprehensive health coverage with benefits that are effective day one
- **Perks:** Social events & activities, generous vacation package plus 2 paid volunteer workdays a year

The Reference Attorney position is a great entry point to Thomson Reuters and offers long-term career options. Reference Attorney managers actively support their team members' career aspirations within in the department and throughout the company. Reference Attorneys have successfully made career transitions to multiple areas within Thomson Reuters, including Sales & Account Management, Training & Education Development, Legal Product & Editorial, Marketing, and Findlaw. Successful completion of initial training and demonstrated competence of reference attorney expectations is required for movement within department. Thomson Reuters requires one-year service commitment before being eligible to post to other departments.

Desired Class Level(s): Graduate/Alumni

Posting Date: November 22, 2021

Expiration Date: December 27, 2021

Contact: Talent Acquisition Partner Brittney Short
Talent Acquisition Partner
333 Bay Street Toronto, Ontario M5H 4G3 Canada

Resume Receipt: Other (see below)

How To Apply: <https://jobs.thomsonreuters.com/job/14067694/reference-attorney-eagan-mn/>

Visual ID: 8358

Transactional Attorney

Lawrence Law (Baltimore MD)

Position Type: Full-time

Geographic Preference: Mid-Atlantic (DE, MD, DC, VA)

Job Location(s): Baltimore, Maryland (United States)

Description:

Transactional Attorney
Lawrence Law Baltimore, MD, USA
Compensation
\$120,000 to \$175,000 Annually (plus commission)
Benefits Offered
401K, Dental, Medical, Vision
Employment Type
Full-Time
Why Work Here?
"Rapidly expanding law firm with excellent clients, and opportunity for your career advancement"
Director, Of Counsel or Income Partner Level Attorney

Job Title: Counsel or Partner. Negotiable.

Reports to: Partners

Compensation: Competitive Base salary based on experience; merit-based bonus structure based on production and origination. Negotiable.

Location: The Warehouse at Camden Yards

FLSA: Salary-Exempt

Position Type: Full-time Permanent Position

This is an exciting time to join Lawrence Law, which is rapidly expanding, and is located in The Warehouse at Camden Yards. The firm seeks a lateral attorney to anchor its corporate transactional practice in Baltimore. The attorney will manage client matters related to commercial transactions, and handle general corporate matters presenting issues of contract, securities, and employment law. The attorney will have the opportunity to directly advise the firm's business and businessperson clients on complex legal matters.

Portable Business:

We are particularly interested in hearing from ambitious, entrepreneurial and experienced attorneys with substantial portable client relationships in sophisticated practice areas including but not limited to:

Mergers and Acquisitions;
Securities Transactions;
Commercial Lending;
Employee Benefits and Executive Compensation.

Requirements:

- Portable client relationships;
- Must be actively licensed in Maryland, and preferably in District of Columbia;
- Strong research, writing, and communication skills; and
- A minimum 7 years of experience handling transactional matters.

Essential Duties and Responsibilities:

Interviewing prospective clients;
Drafting corporate transactional documents;
Negotiating deals;

Cultivating relationships with the firm's existing and future clients;
Managing workload of paralegals;
Meeting firm's established billable hour requirements;
Supervising associates assisting with transactional matters;
Reporting to senior attorneys; and
Growing the firm's transactional practice
Skills, Knowledge, & Abilities:

Excellent verbal and written communication skills;
Negotiation and presentation skills;
Ability to exercise independent judgment and work with confidential and sensitive information;
Ability to handle work assignments consisting of major legal tasks for which considerable legal judgment, experience, and independent reasoning are required; and
Knowledge of Microsoft Office Suite and other business-related software.

Equal Opportunity/Affirmative Action Employer

It is Lawrence Law's policy to provide equal employment opportunity to all its employees and applicants for employment regardless of their race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, genetic information, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, or any other category protected by law.

About Lawrence Law:
PRACTICE AREAS

CONSTRUCTION

Lawrence Law offers a wide range of construction services. We serve all industry participants, including owners, prime contractors, subcontractors, architects and manufacturers. As construction lawyers, we advise clients during contract review and negotiation, on-site contract issues, and cash flow concerns.

MECHANICS LIENS

Mechanics liens have deadlines, among other strict requirements, and the courts are unforgiving. Whether you're a property owner or a subcontractor, that information is relevant to your rights. Although you cannot lien government buildings, every public project includes bonds. Lawrence Law has years of experience and success with surety litigation.

BUSINESS AGREEMENTS

Lawrence Law represents clients in formation of various business entities such as corporations, limited liability companies (LLCs), and limited liability partnerships (LLPs). There are many important issues to consider at the inception of your business in order to avoid risks in the future. Kate will help you prepare for various business contingencies through the use of shareholder agreements, operating agreements, and partnership agreements.

COMMERCIAL LITIGATION

Litigation arises, like it or not, and sometimes its necessary. After every effort to avoid lawsuits, Kate can represent your business and your interests during mediation, arbitration, and litigation throughout Maryland. Settlement is a business decision. You require legal advice to understand the weight of your arguments. Lawrence Law can help you evaluate the likely outcome of your legal position so that you can measure the risks involved during the adversarial process.

CONTRACT REVIEW & NEGOTIATION

Often times you're signing the other party's contract. Whether it's a real estate lease or a Department of Defense contract, you must know the terms of your agreement. You always have negotiating power. Lawrence Law has experience with all AIA contracts, as well as custom-made contracting arrangements.

EMPLOYMENT

Employment issues are oftentimes unavoidable, a cost of doing business. Maryland law provides triple the amount of damages to many successful lawsuits by employees. From hiring to firing, you can protect your business interests in advance of litigation through employee handbooks and contracts. Once litigation ensues, Lawrence Law can provide years of experience and technical expertise to your employment dispute.
Report Job

Company website: <http://www.lawrencelawmd.com/>

Company address: The Warehouse at Camden Yards, 323 W. Camden Street, Suite 700, Baltimore, Maryland 21201

Posted date: 18 days ago

View all Jobs at Lawrence Law

| |
|--|
| Desired Class Level: Graduate/Alumni |
| Posting Date: November 22, 2021 |
| Expiration Date: December 31, 2021 |
| Contact: Human Resources The Warehouse at Camden Yards, 323 W. Camden Street, Suite 700 Baltimore, Maryland 21201 United States |
| Resume Receipt: Other (see below) |
| How to Apply: Company website: http://www.lawrencelawmd.com/ |
| ID: 8362 |

Vice President for Human & Legal Affairs/General Counsel Typ

Fairmont State University (Fairmont, WV)

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Fairmont, West Virginia (United States)

Description:

Requisition Number: 20220071

Institution: Fairmont State University

Classification Title: Non-Classified

Working Title: Vice President for Human & Legal Affairs/General Counsel

Type of Position: Staff

Anticipated Hire Date: January 2022

Job Posting Date: 11-19-2021

Job Close Date: 12-16-2021

Benefits Eligible? Yes

Employment Location: Main Campus, Fairmont

Position Will Report To: President / Fairmont State University

The Vice President for Human and Legal Affairs and General Counsel of Fairmont State University leads that Compliance and Human Resources Departments at Fairmont State University. In the role of General Counsel, the candidate will provide legal advice and consultation to the Board of Governors, University President, and the Administration and University academic and non-academic offices. Reporting directly to the President, the VP for HLA and General Counsel is a member of the executive staff and President's Executive Leadership Team. The General Counsel reviews and recommends institutional policies and procedures, reviews or prepares contracts and other legal documents, and provides legal opinions to University committees and councils as directed by the University President.

Also responsible for the Human Resources Department, the Vice President for Human and Legal Affairs & General Counsel will work with the Director of Human Resources to establish policies and procedures for the implementation of all human resource functions. The Vice President will provide vision and leadership to the Human Resources department that is strategic, proactive, operationally efficient, effective and impactful; Lead a collaborative team that can respond to the dynamic demands of a growing institution.

The VP HLA and General Counsel supervises and directs the University's compliance department including Title VII, Title IX, Clery Act, and Accessibility Services as well as the Human Resources department including Talent Management, Employee Relations and Benefits.

Duties/Responsibilities:

- Identify legal issues and provide full range of legal advice to the President;
- Respond to inquiries from administrators, faculty, and staff, as well as from university, school, department, and student committees and organizations on matters relevant to the University;
- Review and draft contracts and other legal documents, as well as prepare formal legal opinions and memos;
- Lead the review, formation and implementation of institutional policies and procedures, guidelines and other documents;
- Review and advise on legislation, policies rules and regulations;
- Coordinate and direct the handling of legal issues and concerns for the institution;
- Work in conjunction with the WV State Attorney General, the WV Higher Education Policy Commission and external counsel to address litigation and other external legal matters;
- Serve as the West Virginia Open Records Request officer;
- Administer trademark licensing and enforcement;
- Perform other duties and responsibilities as necessary and as assigned by the University President and/or the Board of Governors.
- Develop a Human Resource-driven workforce plan that addresses the opportunities and challenges of the University's current and future workforce requirements and defines consistent data-driven hiring metrics;
- Establish Human Resources strategies that enhance the ability to develop and

retain a highly motivated, diverse, and effective workforce that supports the goals and direction of the University.

Minimum Qualifications:

At least ten years of legal experience in delivering legal services to or within a complex organizational structure is required. A practitioner in general practice, employment or administrative law experience is required.

Must be able to effectively represent Fairmont State University, its administration, staff and employees in accordance with the West Virginia Rules of Professional Conduct.

- Demonstrated high standards of integrity and ethics.
- Proven analytical abilities to guide data-driven decision-making.
- Strong soft skills and the demonstrated ability to relate effectively and productively to all constituencies of the University.
- Ability to create and promote University policies
- Outstanding oral and written communication skills.
- Highly developed organizational skills with proven ability to multi-task.
- Demonstrated understanding of and commitment to the University's mission and strategic plan.
- Ability to deal effectively with and flourish in an environment characterized by multiple complex factors, competing priorities, ambiguous situations, and resource challenges.
- Proven skill in supervising and evaluating assigned staff and in building a highly effective and productive working team.
- Proven research and analytical skills and competencies.
- Ability to apply University policies and procedures as appropriate.
- Knowledge of and ability to utilize administrative applications of information technology effectively.
- Proficiency in the use of personal computers and associated software.
- Demonstrated commitment to manage policy change(s) involving faculty and staff in positive and inclusive ways.

Serves at the will and pleasure of the President; performs other appropriate duties as assigned and as necessary; adheres to and complies with all relevant federal, state and local laws; if assigned a State purchasing card, abides by all purchasing rules and provisions and reports/balances account as required or directed; adheres to all institutional policies and guidelines, including the provisions of the employee's relevant employee handbook; adheres to and complies with relevant provisions of the WV State Ethics Act; adheres to all safety rules and provisions; reports any personal accidents/injuries or accidents/injuries of assigned staff to HR by end of work day or work shift; acknowledges responsibility as a mandatory reporter and reports all incidents under Title IX and Title VII of the United States Code to the proper Fairmont State University personnel, and completes all required performance evaluations timely, completely and accurately.

Min Req Education: A Juris Doctorate degree from an American Bar Association (ABA) accredited law school is required.

Licensed to practice law in the State of West Virginia and a member in good standing in the West Virginia State Bar.

Preferred Qualifications:

Working knowledge of West Virginia higher education rules, policies, code and systems is preferred.

Experience in a higher education institution as Counsel.

Knowledge of employment law.

Notes to Applicants:

All applicants **MUST** complete an online application; paper applications cannot be accepted.

For a more detailed job description, refer to the listed requisition number and apply online at: www.fairmontstatejobs.com

Desired Class Level: Graduate/Alumni

Posting Date: November 22, 2021

Expiration Date: December 16, 2021

Contact: Human Resources
1201 Locust Ave Fairmont

Resume Receipt: E-mail

Default email for resumes.: hr@fairmont.edu

ID: 8364

Law Clerk

Indiana County Court of Common Pleas, Pennsylvania

Position Type: Full-time

Geographic Preference: Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)

Job Location(s): Indiana, Pennsylvania (United States)

Description:
JOB POSTING

Indiana County Court of Common Pleas
40th Judicial District
Indiana, PA

Job Title: Judicial Law Clerk position open for
The Honorable Gina R. Force

Salary: \$42,981 plus benefits

Term of Appointment: 1 year beginning January 2022

Requirements: Must be a law school graduate by position start date

Responsibilities: Assisting the Court including legal research,
completing legal writing projects, and observing court proceedings

Please include: Cover letter, resume, and two (2) letters of
recommendation. A writing sample is required at the time of the interview.

Deadline to submit: December 10, 2021

Submit to: Christy Donofrio, Esq.
District Court Administrator
Indiana County Courthouse
825 Philadelphia Street, 2nd Floor
Indiana, PA 15701

cdonofrio@indianacountypa.gov

Desired Class Level: Graduate/Alumni

Posting Date: November 18, 2021

Expiration Date: December 31, 2021

Contact: Christy Donofrio, Esq.
825 Philadelphia Street, 2nd Floor Indiana, Pennsylvania 15701 United States

Resume Receipt: E-mail

Default email for resumes.: cdonofrio@indianacountypa.gov

Additional Documents: Cover Letter, Writing Sample

Requested Document Notes: Cover letter, resume, and two (2) letters of recommendation. A writing sample is required at the time of the interview

ID: 8354

New Mexico Trial Lawyer

Zinda Law Group, PLLC

Job Type: Full-time

Job Location(s): New Mexico United States

Job Description:

Zinda Law Group is a rapidly growing, elite personal injury law firm based in Texas with offices and cases across the nation. We handle complex cases and maintain a small docket, enabling us to best serve our clients. Our trial attorneys pride themselves on their skills, compassion, and commitment to helping those in need. At Zinda Law Group, we do things differently. We are innovative, use cutting edge technology, and have a start-up mentality. Our firm is a member of the Inc. 5000 and was named one of the top Firms in the Austin area for 2020 by Austin Monthly Magazine.

We are looking for an ambitious and passionate Lead Trial Lawyer to join our growing team in New Mexico. As a Lead Trial Lawyer, you will work alongside a dynamic and experienced team of Attorneys across the nation in Texas, Colorado, New Mexico, and Florida. A typical day for a Litigation Attorney at Zinda Law Group involves client communication, taking and defending depositions, research and drafting, leading mediations, developing case strategies, and/or arguing in court. Our Trial Lawyers handle cases from intake through settlement or jury verdict.

Our core principles are:

1. Excellence Always;
2. Only the Best;
3. Failure is Not an Option;
4. We All Take Out the Trash;
5. Run the Firm Like a Business.

Qualifications and Experience:

- 3+ years of experience practicing personal injury or civil litigation;
- Licensed and in good standing with the New Mexico State Bar;
- Spanish bilingual a plus;
- Experience drafting and responding to motions;
- Substantial knowledge of Rules of Civil Procedure and Rules of Evidence.

Compensation and Benefits:

- \$125,000 - \$250,000 base salary;
- Uncapped quarterly bonuses;
- Contingency fee referral bonus opportunities;
- Medical, vision, and dental insurance;
- Paid time off and paid holidays;
- IRA Plan with company contribution match;
- Paid parental leave;
- Flexibility to work remotely;
- Opportunities to grow as a professional and advance in the company.
- Ongoing training and mentoring from our outstanding team.

Zinda Law Group is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or other protected status as required by applicable law.

Zinda Law Group is still operational during COVID-19. While this crisis poses unique challenges, thanks to an incredible team of dedicated attorneys, paralegals, and staff we have been able to continue running our office virtually. We have full remote-work capabilities and technology that allows our team to continue assisting our clients. The health and safety of our team is our number one priority, and we are committed to complying with all local, state, and national orders and guidelines regarding COVID-19.

Desired Class Level(s): Graduate/Alumni

Posting Date: November 18, 2021

Expiration Date: December 25, 2021

Contact: Christie Feyen
8834 North Capital of Texas Highway Austin, Texas 78759 United States

Resume Receipt: Other (see below)

How To Apply: <https://zdfirm.bamboohr.com/jobs/view.php?id=433>

Visual ID: 7559

HACU National Internship Program

Hispanic Association of Colleges and Universities National Internship Program

Position Type: Internship

Geographic Preference: Mid-Atlantic (DE, MD, DC, VA)

Job Location(s): , Nationwide (United States)

Description:

Paid Internships for all Majors
Work in Washington, D.C. or other locations nationwide

Whether you're seeking an internship with the federal government or in the corporate sector, the Hispanic Association of Colleges and Universities can provide you the opportunity to graduate with career experience.

Since 1992, the HACU National Internship Program (HNIP) has partnered with organizations seeking to diversify their workforce.

Application Deadlines

Spring 2022 Internship dates:
January 10 – April 23
Application deadline: October 29, 2021

Summer 2022 Internship dates: June 6 – August 12 (regular dates) June 20 – August 26 (quarter dates) * Early deadline: October 29, 2021**

Eligibility

- Be enrolled in a degree-seeking program at an accredited institution in the U.S. or Puerto Rico.
- Recent graduates are eligible for a limited number of internships.
- Spring graduates are eligible for summer sessions.
- Have completed freshman year.
- Be an undergraduate or graduate student.
- Have a minimum 3.0 GPA on a 4.0 scale (preferred).
- Be authorized or eligible to work by law in the U.S.
- Majority of federal agencies require interns to be U.S. citizens for security clearance purposes.

Travel and Housing*

- Round-trip airfare for the internship is arranged and paid by HACU.
 - Federal interns can choose to arrange their own housing or can request HACU-arranged housing.
- Federal interns in HACU-arranged housing pay through payroll deductions and corporate interns pay via electronic funds transfer.
*COVID-19 may affect these offerings

Federal Interns Undergraduate \$15.50/hour Graduate \$17.25/hour

- Applications are accepted year-round for spring, summer and fall session internships.
- Veteran students and students with disabilities are strongly encouraged to apply.

Corporate Interns

Corporate interns will be paid, at minimum, salaries similar to federal interns based on 40 hours per week.

- Resumes are accepted year-round, primarily for summer internships. Most interviews take place between August through April. Email resume to CHNIP@hacu.net or apply online.
- Full-time/permanent positions also available for college seniors and recent graduates.

Regular deadline: February 25, 2022

Quarter deadline: February 25, 2022

* To accommodate students who attend institutions that operate on a quarter calendar, a later start date is offered in the summer session only.

* * For consideration of U.S. Intelligence Community internships and corporate internships.

Fall 2022 Internship dates:

September 6 – December 16
Application deadline: June 3, 2022

Information about the HACU Scholarship Program, Scholarships for HACU iAdelante! Leadership Institute (formerly known as the HACU Student Track) and other student programs is available at www.hacu.net.

For more information or to apply online visit www.hacu.net/hnip

Jacqueline Tamez
FORMER Corporate Intern
"HACU helped me learn more about the real estate industry and network with companies that eventually offered me internships providing great opportunities. After meeting Future Housing Leaders representatives from Fannie Mae, I interned for an investment firm in Chicago and now am working for Freddie Mac."

H I S P A N I C A S S O C I A T I O N O F C O
L L E G E S & U N I V E R S I T I E S

HACU National Internship Program
2020-21 Federal Sponsors

Federal Deposit Insurance Corporation Federal Reserve Board
Library of Congress
National Credit Union Administration National Science Foundation
Pension Benefit Guaranty Corporation
U.S. Agency for International Development
U.S. Department of Agriculture
Agricultural Research Service
Animal and Plant Health Inspection Service Food and Nutrition Service
Forest Service
Natural Resources Conservation Service
Office of the Assistant Secretary for Civil Rights
U.S. Department of Commerce
U.S. Census Bureau
U.S. Department of Health and Human Services
Centers for Disease Control Food and Drug Administration National Institutes of Health CC National
Institutes of Health OD
Substance Abuse & Mental Health Services Administration
U.S. Department of the Treasury
Departmental Offices
Office of the Comptroller of the Currency
U.S. Fish & Wildlife Service
U.S. Securities and Exchange Commission

2020-21 Corporate Partners
2U
Corteva Agrisciences Deloitte
Future Housing Leaders Google
JLL
Molson Coors NetApp Oracle PetsMart
United Talent Agency XPO Logistics

Iván E. Ortiz-Cruz
National Credit Union Administration –
Alexandria, Virginia, Office of Minority and Women Inclusion
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HACU believes that equal opportunity for all employees is important for the continuing success of our organization. In accordance with state and federal law, HACU will not discriminate against employees or applicants for employment because of race, disability, color, creed, religion, sex, gender, age, national origin, ancestry, citizenship, veteran status, or non-job related factors in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements. EOE

All students need to do is go to www.hacu.net/hnip to submit their application. These positions are currently virtual.

HISPANIC ASSOCIATION OF COLLEGES & UNIVERSITIES

| |
|--|
| Desired Class Level: Graduate/Alumni, Class Level |
| Posting Date: November 17, 2021 |
| Expiration Date: June 3, 2022 |
| Contact: Hiram Cortez |
| Resume Receipt: E-mail |
| Default email for resumes.: hnip@hacu.net |
| Requested Document Notes: All students need to do is go to www.hacu.net/hnip to submit their application. These positions are currently virtual. |
| ID: 8351 |

Deputy Clerk of Court for the Intermediate Court of Appeals

The Supreme Court of Appeals of West Virginia

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Charleston, West Virginia (United States)

Description:

INTERMEDIATE COURT OF APPEALS
EMPLOYMENT OPPORTUNITY

Application deadline of December 17, 2021 (Posted 11/15/2021)

The Supreme Court of Appeals of West Virginia seeks to fill a unique position: Deputy Clerk of Court for the Intermediate Court of Appeals of West Virginia. The person in this position will report directly to the Clerk of Court of the Supreme Court of Appeals of West Virginia and will be an integral part of the Intermediate Court of Appeals.

Deputy Clerk

Position Purpose: This Deputy Clerk will assist the Clerk of Court with Intermediate Court operations. The successful candidate must possess an exacting attention to detail, be an effective communicator, at all levels, and possess an ability to simultaneously manage and complete multiple tasks with minimal supervision. The successful candidate must also be adept in producing a variety of documents for print and Web publication and have a working familiarity and basic understanding of databases and statistical reporting.

Minimum Qualifications: Essentials for the successful candidate are:

- A Juris Doctorate from an accredited law school.
- Must be in good standing with the West Virginia State Bar (or the equivalent in another state) for a minimum of four years.

Primary Duties and Responsibilities include:

- Assist the Clerk of the Court with Intermediate Court operations, including case management, opinions and order processing, and the effective use of information technology.
- Assist with supervision of employees with the Office of the Clerk of Court.
- Provide guidance and direction to the public and members of the Bar.
- Render legal analysis with regard to drafting court rules.
- Other duties assigned by the Clerk of Court.

Criminal Background Check: Successful candidates must submit to criminal background check.

Compensation and Benefits include:

- Competitive salary based on experience and qualifications,
- Medical Insurance,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical)
- Life insurance,
- Defined benefit pension plan,
- Section 457 deferred compensation plan,
- 13 paid holidays, and
- Annual sick leave.

West Virginia Courts

West Virginia has a Unified Court System, under which all state courts, including Intermediate Court of Appeals, Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia's Courts can be found on our website at www.courtswv.gov.

Equal Employment Opportunity

It is the policy of the West Virginia judiciary to provide equal employment opportunity for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. An employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

Application Process

Preference will be given to applicants that submit their application materials by December 17, 2021, including a completed West Virginia Judiciary Application for Employment (available on the Court's website at www.courtswv.gov), a cover letter of interest, resume detailing appropriate education and experience, a recent sample of documents or presentations you have authored, and at least three (3) professional references. The Court will not consider incomplete applications so be sure to check the website for application instructions and details. Please direct the completed application and related documentation to:

Ms. Edythe Nash Gaiser, Clerk of the Clerk
 Capitol Complex
 1900 Kanawha Boulevard, East
 Building One, Room E-317
 Charleston, WV 25305

Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.

| | |
|----------------------------------|---|
| Desired Class Level: | Graduate/Alumni |
| Posting Date: | November 16, 2021 |
| Expiration Date: | December 17, 2021 |
| Contact: | Sarah Loftus Law Clerk Program Coordinator Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States |
| Resume Receipt: | Other (see below) |
| How to Apply: | Ms. Edythe Nash Gaiser, Clerk of the Clerk Capitol Complex 1900 Kanawha Boulevard, East Building One, Room E-317 Charleston, WV 25305 |
| Additional Documents: | Cover Letter, Writing Sample, Other Documents |
| Requested Document Notes: | Preference will be given to applicants that submit their application materials by December 17, 2021, including a completed West Virginia Judiciary Application for Employment (available on the Court's website at www.courtswv.gov), a cover letter of interest, resume detailing appropriate education and experience, a recent sample of documents or presentations you have authored, and at least three (3) professional references. The Court will not consider incomplete applications so be sure to check the website for application instructions and details. Please direct the completed application and related documentation to: Ms. Edythe Nash Gaiser, Clerk of the Clerk Capitol Complex 1900 Kanawha Boulevard, East Building One, Room E-317 Charleston, WV 25305 |
| ID: | 8346 |

Director, Roetzel Consulting Solutions

Roetzel Consulting Solutions (Columbus, OH)

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Columbus, Ohio (United States)

Description:

Director, Roetzel Consulting Solutions

Columbus, OH

Roetzel Consulting Solutions, the government relations arm of Roetzel & Andress LPA, seeks an effective, team-oriented strategist for a Director position. The successful candidate will join with Roetzel's Columbus team to provide lobbying and government relations, as well as strategic consulting, to a diverse clientele. The chosen candidate will enjoy being a part of a team working to improve government services and citizen engagement.

Roetzel's bipartisan public law lobbying team provides counsel to a broad range of clients and represents their interests before the legislative and executive branches of state government. Our team has represented entities in the following areas, among others: K-12 education, higher education, construction, healthcare, energy/utilities, and manufacturing. The team also provides state government relations services to a variety of municipalities.

The ideal candidate will be a high-energy professional with 3-7 years of related professional experience and a passion for the positive influence government can have on society. Our ideal candidate thrives in a client-facing capacity, enjoys taking initiative and thinking creatively, and has previously achieved success collaborating with a team of peer professionals.

Candidates with both public and private sector experience will be considered. Experience working on behalf of or alongside non-profit organizations, preparing or evaluating grants, and demonstrating strong writing skills will be given special weight and consideration. Candidates should highlight experience with long-term project management in application materials and provide an indication of subject-matter interests.

The Roetzel team is willing to consider candidates with an existing lobbying client base. Salary will be commensurate with overall professional experience, and a competitive benefits package is available. Roetzel & Andress is an equal opportunity employer committed to diversity, equity and inclusion.

The position reports to Lewis W. Adkins Jr., Shareholder, Practice Group Manager, Public Law, Regulatory & Finance and President, Roetzel Consulting Solutions.

General Duties:

- Identify, evaluate and analyze the impact of state legislative and regulatory issues impacting Roetzel clients;
- Create and maintain relationships with statewide office holders, legislators and relevant members of legislative/administrative staff to advance client goals;
- Create and execute strategic legislative goals on behalf of several clients simultaneously;
- Monitor legislative, regulatory, and media developments relevant to client goals;
- Develop and manage relationships with partner organizations that represent key stakeholders, including business leaders and policymakers, throughout Ohio;
- Draft and submit legislative testimony regarding key legislation in alignment with client goals and in coordination with key stakeholders;
- Represent clients at legislative and agency meetings in an in-session and post-session capacity;
- Draft letters to the editor, op-eds, and other expository pieces in to support of strategic goals;

- Collaborate with team members in the production and dissemination of all external-facing resources and materials, including legislative fact sheets, social media posts, public client alerts etc. as well as confidential legislative updates;
- Support clients in developing presentation materials as-needed for events, meetings, etc.;
- Perform policy research and effectively integrate/communicate findings internally and externally;
- Identify opportunities for clients to apply for public and private grant funding and develop, review, and submit grant materials;
- Develop relationships with potential clients and participate in business development activities;
- Other duties as assigned.

Job Qualifications:

- Thoughtful, proactive and resourceful problem solver comfortable with self-directed work;
- Solid understanding of Ohio's policymaking process, both legislative and administrative required; experience in advocacy and/or strategic communications a plus;
- Degree in Political Science, Government, Public Relations, Communications or similar; equivalent work experience will be considered;
- 3-7 years of professional experience, preferably with exposure to a variety of Ohio's community and political landscapes;
- High level of proficiency with Microsoft office products (to include Excel Outlook, PowerPoint, Word), as well as digital tools (specifically Zoom) required. High-level proficiency in the management of large amounts of data a plus;
- High proficiency in oral and written communication;
- Demonstrated successful practice of interpersonal relationship skills;
- Strong work ethic with a can-do attitude.
- Possession of a valid driver's license. Willing to travel within the state as needed.
- Comfort with a flexible work schedule (to include frequent evening events).

How to Apply:

Applicants should submit their resume, cover letter and a list of three professional references to Jennifer Varhola at jvarhola@ralaw.com. Letters of recommendation may be submitted but are not required.

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|---|
| Desired Class Level: Graduate/Alumni |
| Posting Date: November 16, 2021 |
| Expiration Date: December 16, 2021 |
| Contact: Jennifer Varhola Columbus |
| Resume Receipt: E-mail |
| Default email for resumes.: jvarhola@ralaw.com |
| Additional Documents: Cover Letter, Other Documents |
| Requested Document Notes: Applicants should submit their resume, cover letter and a list of three professional references to Jennifer Varhola at jvarhola@ralaw.com . Letters of recommendation may be submitted but are not required. |
| ID: 8343 |

Program Associate, Democracy Program

Brennan Center for Justice at NYU School of Law (New York, NY)

Job Type: Full-time

Job Location(s): New York, New York United States

Job Description:

The Brennan Center for Justice at NYU School of Law is a nonpartisan law and policy institute that seeks to improve the systems of democracy and justice in the United States. We work to hold our political institutions and laws accountable to the twin American ideals of democracy and equal justice for all. Among our core priorities, we fight to protect voting rights, end mass incarceration, strengthen checks and balances, and preserve constitutional protection in the fight against terrorism. Part think tank, part advocacy group, part cutting-edge communications hub, we start with rigorous research. We craft innovative policies. And we fight for them — in Congress and the states, the courts, and in the court of public opinion.

The Brennan Center's Election Reform Program works to improve the administration of our elections so that they are free, fair, and accessible for all voters; reduce the undue influence of private wealth, and amplify the voices of everyday people, in politics; and combat election disinformation that often disproportionately harms voters of color and other political minorities, among other goals. This work aims to bring the ideal of representative self-government closer to reality by eliminating barriers to full and equal political participation, countering racial and other discrimination in our electoral and political systems, and striving to ensure that public policy and institutions represent and reflect the diverse voices and interests that make for a rich democracy.

Reporting to the Director and Deputy Directors of the Election Reform Program, the Program Associate will be responsible for performing administrative, research, and operational duties that are central to the program's ability to achieve key goals.

Note: Please review and follow application instructions at the end of the posting.

Responsibilities:

- Provide broad logistical support and assist in managing the day-to-day operations of the program.
- Support smooth and timely execution of deliverables by planning, tracking, prioritizing, and providing progress reports on tasks and projects.
- Provide paralegal and administrative support for litigation, publications, and other projects.
- Organize internal and external meetings, including calendaring, distributing reference materials, timekeeping, note-taking, and following up with next steps.
- Manage scheduling, expense reports and invoices, travel arrangements, and team events and logistics with accuracy and timeliness.
- Collect and synthesize information to draft memos, talking points and presentations, board reports, correspondence, and other communications.
- Communicate with external constituents, including allies, government officials, donors, and journalists.
- Help to coordinate inter-department initiatives with the Communications and Development teams, in addition to other programs within the organization.
- Research and summarize legal, academic, and news sources; fact-checking; writing and proofreading to support preparation of articles, speeches, reports, and organizational materials, with opportunities for named authorship.
- Engage in special projects and other duties as assigned.
- Work collaboratively, respectfully, and productively with colleagues at all levels of the organization.

Experience and qualifications:

- A bachelor's degree and at least one year of work experience are required.
- Exceptional attention to detail, accuracy, timeliness, and organization
- Drive and ability to take initiative, anticipate needs and solve problems, and complete tasks and projects with a high degree of focus and independence
- Strong ability to manage time and successfully multi-task in a deadline-driven environment
- Excellent writing, fact-checking, and proofreading skills
- Strong ability to conduct and accurately summarize legal, academic, and news-based research
- Experience and interest in politics, government, research, nonprofit administration, or a related field.
- Enthusiasm to learn and support the work of the Election Reform Program
- Exceptional professionalism, integrity, discretion, and tact

- Strong interpersonal skills and the desire and ability to build positive working relationships with colleagues within and external to the organization.
- Proficiency in MS Office including Word, Excel, and PowerPoint

The Brennan Center is committed to advancing Diversity, Equity, and Inclusion in the workplace. We continuously work with our staff to find new ways to increase diversity and to build and cultivate an inclusive and equitable work environment, where everyone can be their true self and feel a strong sense of belonging. As such, we seek to hire employees who have a commitment to and/or experience with diversity, equity, and inclusion. In addition, we expect employees to participate/contribute with DEI initiatives or activities with recruitment, retention, and workplace culture.

Deadline

Applications will be reviewed on a rolling basis. We encourage interested applicants to apply early, as the position will be filled once a qualified candidate is found.

Application Instructions

To apply, visit <https://brennancenter.applytojob.com/apply/pm597Hk1Jf/Program-Associate-Democracy-Program>. Please upload as one document (where it says "attach resume") the following application materials: resume, cover letter, writing sample (up to 10 pages), and contact information for three references. Please include all work experience on your resume, even if it isn't relevant to this position (i.e., cashier, host, etc.). If applicable, include internet hyperlinks to authored writing samples. Also, identify where you saw this ad.

Please, no phone calls or faxes; it is strongly preferred that you apply on our website. If you have difficulty with the online system, you may send your application by e-mail to: brennancenterjobs@nyu.edu with "Program Associate, Democracy Program" in the subject line, after registering in the online system.

Note: The Brennan Center is committed to public health and to the safety and wellbeing of our colleagues and visitors. As such, we have adopted a policy requiring all employees working in the New York and Washington, DC offices to be vaccinated against COVID-19 or to meet the legal guidelines for an exemption.

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| Desired Class Level(s): Graduate/Alumni |
| Posting Date: November 16, 2021 |
| Expiration Date: December 22, 2021 |
| Contact: Kimberly Thomas Director of HR and Office Administration 161 Avenue of the Americas, 12th Floor New York, New York 10013 United States |
| Resume Receipt: Other (see below) |
| How To Apply: https://brennancenter.applytojob.com/apply/pm597Hk1Jf/Program-Associate-Democracy-Program |
| Visual ID: 8342 |

Corporate Counsel

Resurgent Capital Services

Job Type: Full-time

Job Location(s): Greenville, South Carolina United States

Job Description: We're hiring! Our team is looking for a new or recently graduated attorney who is interested in learning about corporate legal work in the financial services industry to work in our Greenville, SC office!

Duties will vary, but may include:

- Perform legal research on identified issues, provide analysis, and advise business on findings
- Review, edit and draft contract documents as assigned
- Advise business units on legal matters
- Act as liaison, counsel and general resource to the various business units as assigned as well as providing specific expertise regarding debt collection, consumer and business bankruptcy law.
- Assist in management of litigation and pre-litigation matters, including but not limited to settlement negotiation, employment and coordination of outside counsel, analysis and coordination of all indemnification issues.
- Assist with defense/resolution strategy; review and modify outside counsel pleadings
- Develop, review and revise pleadings, motions, memos, and discovery
- Analyze, review, and modify business policy and procedures as assigned to ensure compliance with FDCPA, FCRA, and all applicable Federal and State statutes, regulations, and case law precedent.
- Direct and manage mediation and arbitration proceedings.
- Analyze litigation trends, case development and applicable legislative and regulatory developments
- Support witness requests
- May include other specific assignments related to servicing the legal needs of the organization and/or the management and oversight needs for the Legal Department.

Who you are:

- An integrative thinker who is able to recognize connections between various matters and reach an efficient and wholistic solution
- A problem solver/critical thinker- able to operate effectively within areas of expertise to identify problems and solutions
- Intellectually curious- enthusiastic to learn new processes and willing to self-educate on new processes when necessary
- A champion for change- demonstrating the ability to promote and implement high impact change
- A multi-tasker and project manager- able to set priorities and manage competing priorities effectively in a fast-paced environment

Required qualifications:

- 0-3 years of experience as an attorney
- Excellent communication skills, particularly with senior business management
- Demonstrated problem-solving and integrative thinking skills
- Ability to work with and manage a diverse group of employees and outside professionals
- Excellent legal research and writing skills

Preferred qualifications:

- Coursework or work experience in creditor rights, consumer law, bankruptcy, litigation defense, administrative law, loan servicing or financial services law

Educational Requirements:

- JD from accredited law school
- Membership in a state bar

What we offer:

- A competitive salary with annual bonus and an excellent benefits program.
- No need to track billable hours!
- A solid work-life balance, 10 paid holidays, robust benefits program, casual dress working environment in a great city.
- Ability to work with phenomenal talent and friendly team of professionals.
- A career path to grow.

- Opportunities to give back to the community by participating in civic and charity events with colleagues.

Desired Class Level(s): Graduate/Alumni

Posting Date: November 15, 2021

Expiration Date: December 18, 2021

Contact: Director, Human Resources Brittney C. Lunsford
Director, Human Resources
55 Beattie Pl Greenville, South Carolina 29601 United States

Resume Receipt: Other (see below)

How To Apply: https://resurgent.wd1.myworkdayjobs.com/en-US/Resurgent/job/SC-Greenville/Corporate-Counsel_R0000464

Visual ID: 8339

Remote Legal Editor and Instructor

AmeriBar (Tallahassee, FL)

Position Type: Part-time

Practice Area(s): All Practice Areas

Job Location(s): , Nationwide (United States)

Description:

Are you looking for an alternative to traditional law practice? We have a part-time to full-time position available for an attorney with exceptional communication and legal research/writing skills. Our organization is located in Tallahassee, but the position is remote. Excellent proofreading and editing skills are required; prior editing experience is preferred (professional or academic).

Desired Class Level: Graduate/Alumni

Posting Date: November 15, 2021

Expiration Date: February 28, 2022

Contact: Mr. Alex Nakis
Executive Director
1242 Timberlane Road Tallahassee, Florida 32312 United States
<https://ameribar.com>

Resume Receipt: E-mail

Default email for resumes.: jobs@ameribar.com

ID: 8340

Associate Attorney, Sustainable Food and Farming

Earthjustice

Job Type: Full-time

Job Location(s):

New York, New York United States

Washington, District of Columbia United States

Job Description:

Earthjustice's Sustainable Food and Farming Program seeks an Associate Attorney to assist with legal advocacy and litigation. This position will begin in January 2022 and located in New York, NY, or Washington, DC.

Earthjustice is the premier nonprofit environmental law organization. We take on the biggest, most precedent-setting cases across the country. We wield the power of law and the strength of partnership to protect people's health; to preserve magnificent places and wildlife; to advance clean energy; and to combat climate change. We partner with thousands of groups to engage on the critical environmental issues of our time and bring about positive change. We are here because the earth *needs a good lawyer*.

Founded in 1971, Earthjustice has a distinguished track record of achieving significant, lasting environmental protections. We achieve this by hiring people who share a passion for justice and a healthy environment. Our headquarters is in San Francisco with offices in Anchorage, Juneau, Los Angeles, Tallahassee, Miami, Honolulu, New York, Philadelphia, Denver, Chicago, Seattle, Bozeman, and Washington, DC.

The Sustainable Food and Farming Program, within the Healthy Communities Department, engages in litigation and advocacy to improve our nation's food system, from crop selection and farming practices to food processing and sustainability. Working in partnership with communities, advocacy groups, scientists, and others, we fight for safe and healthy food, climate-friendly farming, reduced reliance on dangerous pesticides and chemical fertilizers, and animal farms—not animal factories. We take on cases with regional and national scope.

The Associate Attorney position is a three-year position with the opportunity for extension. Many Associates have gone on to other positions within Earthjustice and with other public interest organizations. The Associate Attorney program is designed to help attorneys who are in the early stages of their careers to develop into thoughtful, professional, and effective advocates skilled in the various phases of public interest litigation. As Associate Attorneys gain experience, they gradually take on more independent responsibility for their cases, but Associates work throughout their tenure under the supervision of a Senior Attorney or the Managing Attorney.

Due to Covid-19, Earthjustice staff are currently working remotely from approved locations through January 18, 2022.

Responsibilities

Associate attorneys perform a range of litigation and advocacy-related tasks that can include:

- Work closely with Earthjustice attorneys, scientists, and professional staff to build cases and support policies that serve a diverse set of clients.
- Participate in the full range of tasks involved in administrative advocacy and complex litigation, including factual investigation, legal research, memo writing, briefing, and oral advocacy.
- Interact with clients and work with experts to develop a clear understanding of the facts involved in each case and, ultimately, to support our litigation goals.
- Represent Earthjustice on telephone calls and at meetings with clients, partners, co-counsel, and experts.
- Develop skills required to serve as spokesperson with print and other media.
- Assist with hiring and supervision of student law clerks.

Qualifications

- Law school graduate admitted to, or qualified and willing to apply for admission to, the New York Bar for the New York role or Washington, DC Bar for the Washington, DC role.
- 0-5 years of post-Law School legal experience.
- Ability and desire to contribute to the creation of a diverse, equitable, and inclusive work culture that encourages and celebrates differences.
- Demonstrated awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- Excellent legal research, writing, analytical, and communication skills.
- Strong work ethic, good judgment, initiative, and creativity.

- Ability to work independently and as a collegial team member.
- Commitment to public interest work and a passion for the role of Earthjustice and its mission.
- Contributes to the creation of a diverse, equitable, and inclusive work culture that encourages and celebrates differences.

We offer a mission- and employee-focused work environment and a competitive compensation package, including excellent benefits. Earthjustice is an equal opportunity employer and highly values diversity.

Compensation is based on experience and location.

Salary range in New York, NY: \$87,400-\$109,900

Salary range in Washington, DC: \$83,000-\$104,400

To Apply

Interested applicants should submit via Jobvite:

- Resume
- One-page cover letter that addresses at least the following subjects: (1) your legal skills; (2) your interest in Earthjustice's mission and any particular legal, environmental, or social justice issues; and (3) aspects of your background that show competence to work with diverse clients and colleagues.
- Writing sample, preferably a legal brief or memorandum that is either unedited or lightly edited by someone other than you. Please include a cover sheet explaining the extent of editing by someone else.
- Unofficial Law school transcript; and
- List of three professional or academic references.

Click here to apply: <https://app.jobvite.com/j?cj=oqavhfw6&s=symplicity>

For this position, we are looking to hire a candidate that is available to start in January 2022. Applications will be reviewed on a rolling basis from November 5, 2021 until the position is filled.

Earthjustice brings our associate attorneys on board on a quarterly schedule, during the months of January, April, June and September.

Please reach out to jobs@earthjustice.org if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies.

Earthjustice is driven by a passion for justice, partnership and excellence. Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are given equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information or any other factor that is not related to the position.

For positions located within the City and County of San Francisco: Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

For positions located within the City of Los Angeles: We will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.

Desired Class Level(s): Graduate/Alumni

Posting Date: November 11, 2021

Expiration Date: December 17, 2021

Contact: Earthjustice California Regional Office
Los Angeles, California United States

Resume Receipt: Other (see below)

How To Apply: <https://app.jobvite.com/j?cj=oqavhfw6&s=symplicity>

Visual ID: 8333

Associate Attorney, Toxic Exposure & Health Program

Earthjustice

Job Type: Full-time

Job Location(s): New York, New York United States

Job Description:

Earthjustice seeks an Associate Attorney to join the Toxic Exposure & Health Program. This position will begin in January 2022 and located in New York, NY.

Earthjustice is the premier nonprofit environmental law organization. We take on the biggest, most precedent-setting cases across the country. We wield the power of law and the strength of partnership to protect people's health; to preserve magnificent places and wildlife; to advance clean energy; and to combat climate change. We partner with thousands of groups to engage on the critical environmental issues of our time and bring about positive change. We are here because the earth needs a good lawyer.

Founded in 1971, Earthjustice has a distinguished track record of achieving significant, lasting environmental protections. We achieve this by hiring people who share a passion for justice and a healthy environment. Our headquarters is in San Francisco with offices in Anchorage, Juneau, Los Angeles, Tallahassee, Miami, Honolulu, New York, Philadelphia, Denver, Chicago, Seattle, Bozeman, and Washington, DC.

The Associate Attorney position is a three-year position with the opportunity for extension. Many Associates have gone on to other positions within Earthjustice and with other public interest organizations. The Associate Attorney program is designed to help attorneys who are in the early stages of their careers to develop into thoughtful, professional, and effective advocates skilled in the various phases of public interest litigation. As Associate Attorneys gain experience, they gradually take on more independent responsibility for their cases, but Associates work throughout their tenure under the supervision of a Senior Attorney or the Managing Attorney.

The work of the Toxic Exposure & Health Program is at the heart of Earthjustice's mission to defend the right of all people to live, work, and raise children in a healthy environment. The attorney selected for this position will work closely with other professionals (attorneys, scientists, policy analysts, communications experts) seeking to protect families, communities, and populations—especially those most exposed or susceptible to harm—from toxic chemicals in the workplace, in consumer products, in the built environment, and in the outside environment. The attorney also will partner with Earthjustice staff who focus on securing clean air, clean water, and sustainable food and agriculture.

Exposure to toxic chemicals is linked to chronic diseases and health conditions, many of which are on the rise as toxic exposures have increased. The goal of the Toxic Exposure & Health Program is to use litigation and other legal advocacy to ensure that all people have safe workplaces and neighborhoods, access to safe drinking water and food, and live in homes that are free of hazardous chemicals. In recent years, attorneys doing this work have won a groundbreaking lawsuit requiring EPA to improve its lead hazard standards, successfully petitioned the Consumer Product Safety Commission to ban a toxic class of flame retardants in consumer products, prevailed in a challenge to rules that would have allowed EPA to ignore the risks posed by legacy uses of toxic substances, such as lead in drinking water pipes, when it conducts chemical risk evaluations, and sued the United States Department of Defense for incinerating toxic PFAS chemicals without environmental review.

Our goal is to produce the highest quality legal work in a diverse, inclusive, supportive, and collegial environment.

Due to Covid-19, Earthjustice staff are currently working remotely from approved locations through January 18, 2022.

Responsibilities

Associate attorneys perform a range of litigation and advocacy-related tasks that can include:

- Work closely with Earthjustice attorneys, scientists, and professional staff to build cases and support policies that serve a diverse set of clients.
- Participate in the full range of tasks involved in administrative advocacy and complex litigation, including factual investigation, legal research, memo writing, briefing, and oral advocacy.
- Develop and engage in legal advocacy, including draft and review legislation; draft rulemaking petitions, comments to agencies, letters, fact sheets and other materials; and participate in coalition meetings and events.
- Interact with clients and work with experts to develop a clear understanding of

- the facts involved in each case and, ultimately, to support our litigation goals.
- Represent Earthjustice on telephone calls and at meetings with clients, partners, co-counsel, and experts.
- Handle other legal work to further the goals of the Toxic Exposure & Health program
- Develop skills required to serve as spokesperson with print and other media.
- Assist with hiring and supervision of student law clerks.

Qualifications

- Law school graduate and admitted to, or qualified and willing to apply for admission to, the New York State Bar.
- 0-5 years of litigation experience.
- Science background preferred.
- Excellent legal research, writing, analytical, and communication skills.
- Strong work ethic, good judgment, initiative, and creativity.
- Demonstrated awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- Ability and desire to contribute to the creation of a diverse, equitable, and inclusive work culture that encourages and celebrates differences.
- Commitment to public interest work and a passion for the role of Earthjustice and its mission.

We offer a mission- and employee-focused work environment and a competitive compensation package, including excellent benefits. Earthjustice is an equal opportunity employer and highly values diversity.

Compensation is based on experience and location.

Salary range in New York, NY: \$87,400-\$109,900

To Apply

Interested applicants should submit via Jobvite:

- Resume
- One- or two-page cover letter that addresses (1) why you are drawn to working to reduce exposures to toxic chemicals; and (2) why you want to partner with and represent people or communities from backgrounds that differ from your own or with those who have been disproportionately affected by environmental harms.
- Writing sample, preferably a legal brief or memorandum that primarily reflects your work. Please include a cover sheet explaining the extent of editing by someone else.
- Unofficial Law school transcript; and
- List of three professional or academic references.

Click here to apply: <https://app.jobvite.com/j?cj=o8XwhfwC&s=symplicity>

For this position, we are looking to hire a candidate that is available to start in January 2022. Applications will be reviewed on a rolling basis until the position is filled.

Earthjustice brings our associate attorneys on board on a quarterly schedule, during the months of January, April, June and September.

Please reach out to jobs@earthjustice.org if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies.

Earthjustice is driven by a passion for justice, partnership and excellence. Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are given equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information or any other factor that is not related to the position.

For positions located within the City and County of San Francisco: Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

For positions located within the City of Los Angeles: We will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.

Desired Class Level(s): Graduate/Alumni

Posting Date: November 11, 2021

Expiration Date: December 17, 2021

Contact: Earthjustice California Regional Office
Los Angeles, California United States

Resume Receipt: Other (see below)

How To Apply: <https://app.jobvite.com/j?cj=o8XwhfwC&s=symplicity>

Visual ID: 8332

Compliance Attorney Editor

Thomson Reuters

Job Type: Full-time

Job Location(s):

Eagan, Minnesota United States

Rochester, Minnesota United States

Saint Paul, Minnesota United States

Duluth, Minnesota United States

Minneapolis, Minnesota United States

Job Description:

We have an exciting opportunity to build your career at Thomson Reuters as a Compliance Editor/Compliance Attorney Editor. This is a unique opportunity to apply your regulatory and compliance skills and knowledge for a compliance market in the financial services and banking industries.

Thomson Reuters is a global leader in providing essential information to the world's businesses and professionals in Law, Tax and Corporates. With our deep expertise and understanding of these professions, we offer our customers a broad range of innovative products and services. The relevant, insightful information and intuitive supporting systems we provide enable our customers to be successful. Thomson Reuters has operations in 93 countries around the globe.

About the Role

In this opportunity as Attorney Editor, you will:

- **Analyze new and updated legislation and regulations** aimed at the financial services and banking compliance industries.
- **Simplify, distill, and summarize regulatory documents** for the benefit of our customers (typically from non-legal backgrounds) working in compliance across our large corporate clients
- **Gain technical experience** of our content and publishing tools

About You

You're a fit for the role of Attorney Editor if you have:

- JD from accredited law school and bar approved OR
- Four-year college degree with relevant business experience in the compliance industry (e.g., healthcare, insurance, banking)
- Maintains professional designations with required CE continuing education
- Strong legal & regulatory research, writing and analytical skills
- Ability to take complex regulatory material and make this understandable for people who are not lawyers
- Exceptional attention to detail
- Ability to prioritize tasks / projects
- Works collaboratively across teams to meet publishing deadlines and content metrics
- Ability to communicate appropriately and effectively internally and with customers

Desirable Skills and Experience

- Experience (work experience, internships, etc) gained within a regulatory or compliance profession, or compliance environment would be highly advantageous
- Applicable Certification(s)

What's in it For You?

At Thomson Reuters, our people are our greatest assets. Here are some of the benefits we offer for your personal and professional growth:

- **Our Culture:** You will have the opportunity to work for a company that has a market dominant position and is passionate about giving back to the community
- **Learning & Development:** You will be joining a team that has the commitment of the company to prioritize growth and has made investments to expand our capabilities. This includes paid CLE time for Attorney Editors
- **Benefits:** Extraordinary benefits package including health benefits, savings/investment plans, paid time off, and bar dues reimbursement
- **Social Impact:** Global volunteer network, organized virtual volunteer events,

2 paid volunteer workdays a year, company matching for personal charitable giving and fundraising

Desired Class Level(s): Graduate/Alumni

Posting Date: November 11, 2021

Expiration Date: December 18, 2021

Contact: Christopher Baussan
333 Bay Street Toronto, Ontario M5H 4G3 Canada

Resume Receipt: Other (see below)

How To Apply: https://thomsonreuters.wd5.myworkdayjobs.com/External_Career_Site/job/USA-Eagan-610-Opperman-Dr/Compliance-Attorney-Editor_JREQ149570

Additional Documents: Writing Sample

Visual ID: 8335

Remote Associate Attorney

The Bopp Law Firm, P.C.

Job Type: Full-time

Job Location(s): Terre Haute, Indiana United States

Job Description: The Bopp Law Firm, P.C. is seeking a remote associate for its Terre Haute office. The Firm has a national litigation and appellate practice specializing in campaign finance and election law and regularly appears in the U.S. Supreme Court where it has won 9 of 14 cases. The Firm is led by James Bopp, Jr., who is one of the country's leading conservative attorneys and currently serves as General Counsel for the National Right to Life Committee. He has been named as one of the 100 Most Influential Lawyers in America by the National Law Journal. Ideal candidates will have strong legal research and writing skills, demonstrated leadership ability, and a strong academic record. Please send resume and cover letter to jgallant@bopplaw.com.

Desired Class Level(s): Graduate/Alumni

Posting Date: November 11, 2021

Expiration Date: December 17, 2021

Contact: Managing Attorney Jeff Gallant
The National Building 1 S. 6th St. Terre Haute, Indiana 47807 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: jgallant@bopplaw.com

Additional Documents: Cover Letter

Visual ID: 8328

Estate Planning Attorney

Sinclair Prosser Gasior

Job Type: Full-time

Job Location(s): Annapolis, Maryland United States

Job Description: Sinclair Prosser Gasior is an established Anne Arundel County based law firm with offices in Annapolis, Millersville, Bowie and Waldorf. We are seeking an experienced attorney for a full time Estate Planning Attorney position. The law firm's mission is to help preserve wealth through sound estate planning advice with emphasis on avoiding probate and minimizing taxes and nursing home expenses.

Ideal candidate would be attorney with 2-5 years of experience in Estate Planning and Elder Law or someone with a concentration in estate planning and/or Tax LLM while in law school. Less experience will be considered for the right candidate. Extensive training and mentorship is a key component of the law firm culture.

Job Requirements

- Must be able to effectively present public and private seminars/webinars, attend initial client consultations, draft and proof documents, generate new business, and cultivate professional relationships with referral sources.
- Must be a self-starter who is warm and friendly.
- Must have excellent verbal and written communication and counseling skills.
- Knowledge of Medicaid rules a plus.
- Admission to Maryland Bar required, District of Columbia recommended.

Sinclair Prosser Gasior offers a competitive benefits package and an opportunity for flexible work life balance. If you believe you would be a good match for our team, please send your cover letter, resume and salary requirements.

Desired Class Level(s): Graduate/Alumni

Posting Date: November 10, 2021

Expiration Date: December 17, 2021

Contact: Office Manager Liane Meacham
Office Manager
900 Bestgate Road Annapolis, Maryland 21401 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: jon@spgasior.com

Additional Documents: Cover Letter

Visual ID: 8330

Per Diem Committee Attorneys

West Virginia House of Delegates

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Charleston, West Virginia (United States)

Description:

The West Virginia Legislature is seeking per diem committee attorneys for the upcoming 2022 legislative session. Per Diem Committee Attorneys are responsible for providing legal assistance and counsel to Committee Chairs and members for the duration of the 2022 Legislative Session, which runs from January 12 to March 12. Responsibilities include drafting legislation, amendments, bill abstracts, presenting bills to the Committee, answering questions from the Committee regarding legislation and otherwise providing legal assistance to the Chair and Committee. Positions require a full-time commitment for the entire sixty-day session, plus additional training sessions prior to session.

Weekend and evening work required as necessary.

Applicants must be an active member of WV State Bar with prior subject matter experience preferred depending on committee assignment. Prior experience with legislative process preferred. Compensation is based on a per day rate, which is dependent upon experience and qualifications. Send resumes to daniel.greear@wvhouse.gov .

If you applied before November 9 please consider reapplying due to an error in the software that has now been addressed.

Desired Class Level: Graduate/Alumni

Posting Date: November 8, 2021

Expiration Date: December 31, 2021

Contact: Daniel Greear
Counsel to the Speaker

Resume Receipt: E-mail

Default email for resumes.: daniel.greear@wvhouse.gov

ID: 8323

Associate Attorney

David Shaffer Law PLLC (Washington DC)

Position Type: Full-time

Geographic Preference: Mid-Atlantic (DE, MD, DC, VA)

Job Location(s): Washington, District of Columbia (United States)

Description:

David Shaffer Law, PLLC, is seeking an associate with 2+ years of litigation experience to join a small, growing civil rights firm in Washington, DC that specializes in class actions, employment discrimination, disability rights, advocacy on behalf of persons with disabilities and cases that serve the public interest. This is an opportunity to get in on the ground floor of a growing firm that receives national attention for its discrimination class actions, cases involving sexual harassment and assault and represents companies providing accessibility for people with disabilities. We offer a collegial, informal, and flexible working environment with the opportunity to work mostly remotely in a team-oriented approach.

We are seeking a motivated individual who can work independently on smaller cases and be part of a team on some of the cases with national impact. We are seeking individuals with the ability to interact successfully with members of the team and clients with disabilities. Applicants should have an excellent academic record and have strong writing and litigation skills. D.C. Bar required, and Maryland or Virginia a plus. Salary negotiable based upon experience. Position will remain open until filled.

Please send resume, cover letter and salary requirements to:
Jobs@DavidShafferLaw.com

Desired Class Level: Graduate/Alumni

Posting Date: November 8, 2021

Expiration Date: December 31, 2021

Contact: David Shaffer

Attorney

1629 K Street NW, Suite #300 Washington, District of Columbia 20006 United States

Resume Receipt: E-mail

Default email for resumes.: Jobs@DavidShafferLaw.com

Additional Documents: Cover Letter

ID: 8324

Attorney

Fayette County Public Defender (Fayetteville, WV)

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Fayetteville, West Virginia (United States)

Description:

FAYETTE COUNTY PUBLIC DEFENDER
Twelfth Judicial Circuit

Nancy S. Fraley, Esq M Chief Public Defender
E. Scott Stanton, Esq M Public Defender

102 Fayette Avenue
Fayetteville, West Virginia 25840 (304) 574-2583
fax: (304) 574-2674

James A Adkins, Esq M Public Defender Kate Arritt, Esq.M Public Defender

November 8, 2021

Attorney. Admission to the WV State Bar is required.
Great opportunity to gain trial comt experience. Job involves representation of
indigent clients in
criminal and abuse and neglect proceedings. Guidance from experienced trial
attorneys provided.

Please send resume' and cover letter to: Nancy Fraley, 102 Fayette Avenue,
Fayetteville, WV 25840
or nfraley@faycountypd.com

Desired Class Level: Graduate/Alumni

Posting Date: November 8, 2021

Expiration Date: December 31, 2021

Contact: Nancy Fraley
Chief Public Defender
102 Fayette Avenue Fayetteville, West Virginia 25840 United States

Resume Receipt: E-mail

Default email for resumes.: nfraley@faycountypd.com

Additional Documents: Cover Letter

ID: 8322

Law Clerk

Judiciary of Guam (Hagatna, Guam)

Position Type: Full-time

Practice Area(s): All Practice Areas

Job Location(s): , Nationwide (Micronesia)

Description:

The Superior Court of Guam welcomes applicants with demonstrated excellence in research and writing and outstanding academic records to fill vacancies for a Law Clerk position for immediate hire.

Duties: A law clerk at the Superior Court of Guam examines the relevant legal issues arising from cases brought before his or her Judge. Daily duties involve researching and writing, preparing bench memoranda, trial preparation, drafting decisions and orders, proofreading and editing orders, as well as verifying citations and authorities for form and substantive accuracy.

Salary and Benefits: The law clerk position is a full-time (40 hours per week) position. The term of the position may vary from one (1) year or two (2) years, to be renewed at the discretion of the assigned Judge. Although a law school graduate may begin employment as a law clerk and receive salary commensurate to his or her education, upon licensure as an attorney, the salary is governed by statute.

Benefits include accrual of sick and vacation leave. In addition, law clerks may participate in several benefit programs offered to judiciary employees, such as health, dental and life insurance coverage, retirement benefits, and judiciary supplemental benefit programs.

Guam is a beautiful tropical island strategically located in the heart of the Pacific. Law clerks will have numerous opportunities to travel throughout Asia and the Pacific, and enjoy the island's beautiful beaches, superb scuba diving, and hospitable culture.

Qualifications: Minimum qualifications include a J.D. degree from an ABA-approved law school or a student completing his or her third year of law school. Excellent writing and analytical skills are essential. Applicants should be proficient in the citation forms found in the 21st Edition of the Blue Book: A Uniform System of Citation (2020).

Application Procedure:

To apply for a Law Clerk position, the following materials must be submitted:

1. A current resume;
2. A cover letter, indicating the applicant's interest in the position;
3. Current transcript;
4. One writing sample, no longer than ten (10) pages.

Please email the application to:

Daniel Mensching, Staff Attorney

Judiciary of Guam

Email: dmensching@guamcourts.org

The Superior Court of Guam is an equal opportunity employer. No applicant will be refused employment because of race, color, ethnic background, religion, creed, sex, sexual orientation, marital status, age, or any other similar consideration. Requests for accommodations should be made to the Staff Attorney at (671) 475-3186 or dmensching@guamcourts.org

Desired Class Level: Graduate/Alumni

Posting Date: November 4, 2021

Expiration Date: February 8, 2022

Salary Range: 50,000 - 59,999

Contact: Daniel Mensching
Staff Attorney
120 West O'Brien Drive Hagatna 96910 Guam

Resume Receipt: E-mail

Default email for resumes.: dmensching@guamcourts.org

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 8309

Part Time Of Counsel Attorney

Lemon Law Group Partners (Charleston, WV)

Position Type: Part-time

Practice Area(s): Litigation

Job Location(s): Charleston, West Virginia (United States)

Description:

We are a plaintiff's law firm handling consumer litigation cases involving Lemon Law, Magnuson Moss, and Breach of Warranty claims. We are looking for a part time Of Counsel Attorney to handle our West Virginia claims.

The attorney will be involved in both pre-litigation as well as litigation claims.

This is a great opportunity for an attorney looking to supplement their current practice with a new stream of revenue. We will train and excellent pay.

All applicants must be currently licensed to practice law in West Virginia.

Desired Class Level: Graduate/Alumni

Posting Date: November 4, 2021

Expiration Date: June 4, 2022

Contact: Liam Jones

3323 NE 163rd Street, Suite 504 North Miami Beach

<https://lemonlawgrouppartners.com/>

Resume Receipt: E-mail

Default email for resumes.: ljones@lemonlawgrouppartners.com

ID: 8311

Real Estate Finance Associate - Sioux Falls

Ballard Spahr LLP (Philadelphia, PA)

Job Type: Full-time

Job Location(s): Sioux Falls, South Dakota United States

Job Description: We are seeking an associate with 2 or more years of experience to join our national real estate finance team. Qualified candidates will be excellent communicators and self-starters with very strong academic credentials. Transactional/corporate experience is preferred. Candidates will work with partners across the country, including New York, Los Angeles and Washington D.C.

Ballard Spahr's real estate finance practice is national in scope handling the most sophisticated matters, including bridge loans, construction loans, term loans, bond facilities, bridge-to-agency loans, and senior/subordinate loans, involving all asset classes, with loans ranging into the hundreds of millions of dollars.

Ballard Spahr LLP is a more than 600 lawyer firm with 15 offices across the U.S. and is committed to ensuring diversity in its workplace. Candidates from diverse backgrounds are strongly encouraged to apply.

Desired Class Level(s): Graduate/Alumni

Posting Date: November 4, 2021

Expiration Date: December 11, 2021

Contact: Kathryn J. Ball
Manager of Attorney Growth and Integration
1735 Market Street Philadelphia, Pennsylvania 19103 United States

Resume Receipt: Other (see below)

How To Apply: <https://selfapply.ballardspahr.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=1&FilterJobCategoryID=4&FilterJobID=571>

Visual ID: 7645

Remote Associate Attorney

The Bopp Law Firm, P.C.

Job Type: Full-time

Job Location(s): Terre Haute, Indiana United States

Job Description: The Bopp Law Firm, P.C. is seeking a remote associate for its Terre Haute office. The Firm has a national litigation and appellate practice specializing in campaign finance and election law and regularly appears in the U.S. Supreme Court where it has won 9 of 14 cases. The Firm is led by James Bopp, Jr., who is one of the country's leading conservative attorneys and currently serves as General Counsel for the National Right to Life Committee. He has been named as one of the 100 Most Influential Lawyers in America by the National Law Journal. Ideal candidates will have strong legal research and writing skills, demonstrated leadership ability, and a strong academic record. Please send resume and cover letter to jgallant@bopplaw.com.

Desired Class Level(s): Graduate/Alumni

Posting Date: November 3, 2021

Expiration Date: December 9, 2021

Contact: Managing Attorney Jeff Gallant
The National Building 1 S. 6th St. Terre Haute, Indiana 47807 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: jgallant@bopplaw.com

Additional Documents: Cover Letter

Visual ID: 8296

Debt Finance Associate

McGuireWoods LLP (Pittsburgh, PA)

Position Type: Full-time

Practice Area(s): All Practice Areas

Job Location(s): Los Angeles, California (United States)
Tysons Corner, Virginia (United States)
Pittsburgh, Pennsylvania (United States)
Jacksonville, Florida (United States)
Charlottesville, Virginia (United States)
Charlotte, North Carolina (United States)
Chicago, Illinois (United States)
Houston, Texas (United States)
Raleigh, North Carolina (United States)
Dallas, Texas (United States)
Richmond, Virginia (United States)
Austin, Texas (United States)
San Francisco, California (United States)
Atlanta, Georgia (United States)
Washington, District of Columbia (United States)
Baltimore, Maryland (United States)
New York, New York (United States)
Norfolk, Virginia (United States)

Description:

McGuireWoods seeks an Associate for the Debt Finance Department.

McGuireWoods has one of the largest finance practices in the United States and is recognized as a preeminent firm in debt finance and general corporate lending.

McGuireWoods consistently ranks among the top 10 U.S. law firms by deal count and dollar volume for representing lenders in debt financings in reputable, benchmarking league tables published by Refinitiv. In 2020, for the 10th consecutive year, the firm ranked among the top 5 in the world by deal count and proceeds for advising lenders in syndicated loans, and through the first half of 2021, ranked No. 3 in deal count and No. 4 in proceeds. In addition, McGuireWoods earned top five rankings for representing lead banks and borrowers in leveraged loans in league tables published by the market intelligence service Debtwire and was named a 2020 "Banking Practice Group of the Year" for advising national banks in multibillion-dollar financings and deals by Law360. These rankings and recognitions demonstrate our commitment to client service and quality counsel, no matter the size or nature of the financing transaction.

The firm represents each of the top 10 U.S. banks ranked by assets and has handled domestic and cross-border commitments exceeding \$100 billion in each of the past eight years. We regularly serve as lead counsel to major global financial institutions, lead arrangers, administrative agents, and other borrowers and issuers across the spectrum of credit profiles, including investment grade, leveraged, middle market and troubled credit profiles, and in a full range of structures. We are equally prepared to help regional banks, funds and other lending clients handle middle market, mission-critical deals efficiently and cost-effectively.

Qualified candidates will have 2-6 years of experience. Preferred candidates will have senior secured, mezzanine, second lien and/or syndicated finance experience as well as solid law firm work experience.

Disclaimer: Search firms with a current preferred agreement in place with McGuireWoods LLP may submit resumes directly to the Recruiting Manager. All other unsolicited submissions by search firms will be deemed not accepted.

California residents have special rights with respect to personal information. If you are a California resident applying for a position at McGuireWoods, our statement describes your rights and personal information the firm collects.

Desired Class Level: Graduate/Alumni

Posting Date: October 7, 2021

Expiration Date: December 31, 2021

Contact: Ms. Kendall Rush
Attorney Recruiting Coordinator
<https://www.mcguirewoods.com/>

Resume Receipt: Other (see below)

How to Apply: https://mcguire.careers.micronapps.com/job_post.aspx

ID: 8195

Staff Attorney

American Civil Liberties Union - ACLU - of West Virginia (Charleston, WV)

Position Type: Full-time**Practice Area(s):** Civil Rights**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Job Location(s):** Charleston, West Virginia (United States)
, West Virginia (United States)
Morgantown, West Virginia (United States)**Description:**

The American Civil Liberties Union of West Virginia (ACLU-WV) seeks a dynamic Staff Attorney to work under and closely with our legal director to successfully navigate the diverse and challenging legal activities of the organization. The ACLU of West Virginia is a non-partisan, non-profit public interest organization dedicated to protecting and expanding civil liberties for all people in West Virginia. A major focus of our work is to extend the promise of the Bill of Rights to those groups who have traditionally been denied its protections. We accomplish our goals through litigation, advocacy, public education, and grassroots organizing. Given the policies currently being pursued on the state and local levels, we believe that our mission is as relevant and important today as it has ever been.

The Staff Attorney can anticipate working on issues such as freedom of speech, expression and association, religious liberty, privacy, racial justice, reproductive freedom, LGBTQ rights, criminal legal reform and drug policy reform, and protection from government abuses. The job duties will also include non-litigation advocacy involving community outreach, coalition building, writing and publishing reports, planning and participating in public meetings, legislative research and advocacy, and media interviews. The Staff Attorney reports to the Legal Director.

Our office is located in the heart of Wild, Wonderful West Virginia in the East End of Charleston, just steps away from the state's Capitol building. Charleston offers a pleasant and cosmopolitan lifestyle in a smaller, affordable metropolitan area with active civic organizations, exciting arts and performance venues, institutions of higher education, and excellent medical facilities. West Virginia's beautiful state parks, wildlife, and trails for hiking and biking are within easy reach.

To learn more about the work of the ACLU-WV and the ACLU nationwide, please visit www.acluww.org and www.aclu.org.

POSITION OVERVIEW:

The Staff Attorney will help us expand the ACLU-WV legal program and increase the affiliate's visibility across West Virginia. The Staff Attorney, in coordination with the Legal Director and Executive Director, will be responsible for executing the overall legal strategy to advance the ACLU-WV mission. This includes developing and litigating high-impact, complex federal and state cases. The Staff Attorney will work closely with peers in the organization, foster relationships among the legal community, advocate for change in the civil liberties landscape, and engage supporters in achieving our mission. The position requires a willingness to work beyond the normal work day, including evening and weekend meetings and events. Our office is based in Charleston, but this position could be remote in other locations in West Virginia depending on experience.

RESPONSIBILITIES:

- Help develop and execute integrated strategies using litigation, public education, and legislative and policy advocacy to further the organization's priority issues;
- Research civil liberties issues, and prepare legal memoranda and demand letters;

- Conduct complex federal and state court civil liberties litigation, including all aspects of discovery, motion practice, briefs, trials, appellate work, and amicus briefs;
- Secure the services and expand the pool of cooperating attorneys;
- Monitor litigation handled by cooperating attorneys and provide back-up assistance as needed;
- Participate directly in litigation in selected cases, either as co-counsel with cooperating attorneys or, when necessary, as lead counsel;
- Analyze and draft legislation;
- Prepare and/or provide testimony at legislative hearings;
- Update Know Your Rights Seminars and present as needed;
- Recruit and supervise legal interns;
- Prepare necessary dockets and reports for the Legal Director, Executive Director and Board;
- Develop and maintain relationships with the legal staff at the national ACLU, its projects, and other affiliates;
- Participate in national ACLU legal conferences and maintain the requisite CLE requirements (at the ACLU-WV Foundation's expense).

AT THE DISCRETION OF THE LEGAL DIRECTOR:

- Engage in public speaking and articulate ACLU-WV views to the public and the media on a broad range of issues;
- Write press releases, op-ed pieces, and newsletter articles;
- Travel to attend local, statewide or national meetings;
- Assist in fund-raising efforts by participating in meetings with donors, speaking at donor events, and otherwise working with development staff to ensure consistent funding of our work.

QUALIFICATIONS:

- J.D. and admission to the West Virginia Bar (or admission within one year of hire);
- A deep and demonstrated commitment to civil liberties and civil rights, and strong support for the goals of the ACLU;
- Ability to develop and implement non-litigation strategy;
- Ability to analyze and articulate legal concepts and other complex issues and communicate them to a variety of audiences;
- Excellent research, writing and analytical skills;
- Skills as an articulate public advocate;
- Excellent organizational skills;
- Flexibility for travel;
- Personal enthusiasm, optimism, and a sense of humor;
- Strong interpersonal skills, including the ability to work collaboratively with other lawyers, staff members, and within diverse community organizations and coalitions.

SALARY & BENEFITS:

ACLU-WV has a unionized workforce; this is a bargaining unit position. Salary is commensurate with experience and within the parameters of the ACLU-WV

compensation scale (\$65,000-\$85,000). Excellent benefits offered, including generous health insurance plan, life and long-term disability insurance, 401(k), generous sick, vacation, holiday leave and parking.

APPLICATION PROCEDURE:

Submit a letter of interest, resume, legal writing sample, law school transcript (if in practice less than 5 years), and a list of three professional references including contact information, to mail@acluwv.org with a subject line of "Attorney Position."

DEADLINE:

Applications will be reviewed as they are received and will continue until the position is filled. Applicants are encouraged to apply early.

The ACLU of West Virginia is an Equal Opportunity/Affirmative Action employer and encourages women, people of color, people with disabilities and LGBTQ people to apply. We value a diverse workforce and an inclusive culture. The ACLU of West Virginia strongly encourages applications from all qualified individuals without regard to race, color, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, history in the criminal legal system, and veteran status.

| |
|---|
| Desired Class Level: Graduate/Alumni |
| Posting Date: October 6, 2021 |
| Expiration Date: January 1, 2022 |
| Salary Range: 60,000 - 69,999 |
| Contact: Mr. Zaki Michaels Operations Manager 1614 Kanawha Blvd. E. Charleston, West Virginia 25311 United States http://acluwv.org |
| Resume Receipt: E-mail |
| Default email for resumes.: mail@acluwv.org |
| Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample |
| Requested Document Notes: APPLICATION PROCEDURE: Submit a letter of interest, resume, legal writing sample, law school transcript (if in practice less than 5 years), and a list of three professional references including contact information, to mail@acluwv.org with a subject line of "Attorney Position." |
| ID: 8170 |

Real Estate Associate Attorney

The Law Firm of Palmer & Titus (Parkersburg, WV)

Job Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s):

Parkersburg, West Virginia United States

Job Description:

Palmer & Titus is a small three lawyer family-oriented law firm which is actively seeking a partner-track associate to join the Real Estate practice in our office. This position offers excellent potential for the right candidate to take a leading role in the firm's real estate practice. Palmer & Titus is a general practice law firm but has a significant client base in the area of real estate, which real estate practice covers over one-fourth of the West Virginia counties. The main office is located in Parkersburg and a satellite office is located in Spencer, WV. Our real estate practice completes title work and facilitates loan and cash real estate closings for both residential and commercial transactions while working closely with Lenders, Realtors, Buyers, Sellers and Borrowers.

We are seeking candidates with two or more years of experience in broad based real estate matters, ideally in residential and commercial real estate transactions. Less experience will be considered for the right candidate.

In this role you will conduct real estate closing transactions and will work with our staff in the drafting and preparation of the various documents required for closings, including, but not limited to, deeds, contracts, powers of attorney, memorandums of trust, and escrow agreements. The candidate will also be reviewing title and survey issues.

The candidate would also have the flexibility to practice other types of law such as estate planning and probate law through our firm.

The successful candidate must be personable, confident, self-motivated, and with exceptional attention to detail. They must also be outgoing and excel at both written and verbal communication, as well as having strong time management and organizational skills.

The candidate must have the ability to think independently to appropriately resolve title issues that may arise.

Requirements:

Must have a JD degree from an ABA-approved law school, be licensed to practice law in the State of West Virginia and be in good standing with the West Virginia State Bar.

Salary: Commensurate with experience

Apply with resume, unofficial transcript and cover letter to:

David G. Palmer

law@palmerandtitus.com

Desired Class Level(s): Graduate/Alumni

Posting Date: October 4, 2021

Expiration Date: December 31, 2021

Contact: Mr. David G. Palmer
1034 Garfield Avenue Parkersburg, West Virginia 26101 United States
<https://www.palmerandtitus.com/>

Resume Receipt: Email Resume, Online

Default email address for resumes: law@palmerandtitus.com

Additional Documents: Unofficial Transcript

Visual ID: 8150

Staff Attorney

OSLSA Ohio State Legal Services Association (Columbus, OH)

Position Type: Full-time

Practice Area(s): Civil Rights, Housing, Litigation

Job Location(s): New Philadelphia, Ohio (United States)
Steubenville, Ohio (United States)
Chillicothe, Ohio (United States)

Description:

Southeastern Ohio Legal Services (SEOLS) is part of the Ohio State Legal Services Association (OSLSA), a three-part legal aid program headquartered in Columbus. OSLSA's mission is to provide civil legal aid and advocacy to combat unfairness and injustice and to help people rise out of poverty.

SEOLS is actively seeking dedicated, professional Staff Attorneys to provide comprehensive legal services for civil issues in pursuit of SEOLS mission and priorities. Staff Attorneys balance systemic advocacy with practical day-to-day legal representation.

In this role, you will be responsible for providing legal counsel and advice as well as direct representation in the areas of housing, public benefits, tax, domestic, consumer, education, employment and re-entry and collaborating with partner organizations in providing legal assistance to our communities through special projects and grants.

-->Are You Someone Who:

Is dedicated to improving the lives of low-income individuals in our communities?
Enjoys helping clients triumph over adversity?
Is motivated, professional and thrives within a collaborative, team-driven environment?
Believes successful resolution can be reached beyond traditional litigation?
Is interested in developing a wide range of legal skills and experiences?

-->You Will:

Handle all functions related to legal advocacy ranging from intake to the representation of clients before local, state, appellate and federal courts, and all relevant agencies
Maintain a caseload that includes both direct service and impact work
Participate in one of our substantive teams focused on learning one area of the law more in depth and on addressing systemic issues
Participate in outreach activities, clinics and other community events
Collaborate with other legal services attorneys on statewide advocacy
Promote community relations and build community relationships by engaging with the public and partner service providers
Have the opportunity to participate in excellent on-going professional development including CLE-approved trainings on substantive poverty law and advocacy skills among others
Be a part of a community of collaborative and mission driven professionals

-->You Have:

Strong legal advocacy skills
Strong analytical and problem-solving skills
Ability to manage multiple priorities in a dynamic environment
High ability to exercise sound judgement and discretion
High ability to facilitate collaboration as well as build and sustain productive relationships with diverse individuals, groups and organizations
Excellent communication skills, both orally and written, with diverse audiences
A commitment to diversity and inclusion both internally and externally
Strong work ethic
Proficiency in Microsoft applications, knowledge of current technologies and commitment to remain up to date with industry best practices
English language proficiency is essential and Spanish/English bilingual skills are a plus. Additional languages – even better
Juris Doctor from an accredited law school and admitted to the Bar of the State of Ohio (or if not currently admitted, expected to obtain admission within 12 months from date of hire) preferred
Prior Legal Aid or related work experience a plus, but not required

-->Other Details:

It is the policy of OSLSA not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, disability, age, ancestry, and military status or any other characteristic protected by law.
These positions report to the Managing Attorney in the respective office and

opportunities are available based in Chillicothe, New Philadelphia and Steubenville, Ohio. These roles require some travel throughout the service area. Salary begins at \$53,000 DOE. OSLSA offers an excellent comprehensive benefits package, LRAP of up to \$6,000, and ongoing training and development opportunities.

Desired Class Level: Graduate/Alumni

Posting Date: September 27, 2021

Expiration Date: December 31, 2021

Contact: Sara Frank
HR Director
1108 City Park Ave Columbus, Ohio 43206 United States
<https://www.oslsa.org/>

Resume Receipt: Other (see below)

How to Apply: -->To Apply:

Apply directly at: <https://recruiting.paylocity.com/recruiting/jobs/Details/742679/Ohio-State-Legal-Services-Association/Staff-Attorney>

Submit resume, writing sample, references and letter of interest.

In your letter, please address the following in order for your application to be considered: OSLSA's clientele is diverse, and all of our clients are low income. To ensure that our program is best serving our communities, OSLSA strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued.

How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

To promote social justice and best serve our clients, OSLSA is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups including BIPOC and LGBTQ individuals to apply. Bilingual/bicultural candidates are strongly encouraged to apply.

Additional Documents: Cover Letter, Writing Sample, Other Documents

ID: 8125

Charleston, WV - Labor & Employment Associate

Littler Mendelson P.C. (Nationwide)

Position Type: Full-time**Practice Area(s):** Employment, Labor, Litigation**Job Location(s):** Charleston, West Virginia (United States)**Description:**

Littler Mendelson P.C. is seeking an attorney with a minimum of 1-3 years of labor and employment law experience to join the Charleston, WV office. The candidate should possess excellent academic credentials and their experience should include significant litigation experience. The candidate must be licensed to practice law in West Virginia.

We offer a generous benefits package to all full-time employees. Benefits include comprehensive health, dental and vision plan for you and your dependents or domestic partners. In addition, we provide a superior 401(k) plan, ample time off programs, generous paid parental leave, life insurance, disability insurance, a wellness program, flexible spending accounts, pretax commuter programs and an employee referral bonus program. For more information visit: www.littler.com.

Littler is the largest global employment and labor law practice in the world exclusively devoted to representing management. With more than 1,600 attorneys in 100 offices worldwide, Littler serves as the single source solution provider to the global employer community. Consistently recognized in the industry as a leading and innovative law practice, Littler has been litigating, mediating and negotiating some of the most influential employment law cases and labor contracts on record for 75 years. For more information visit: www.littler.com. Littler Mendelson is proud to be an affirmative action/equal opportunity employer.

Littler's unparalleled commitment to labor and employment law helps clients navigate a complex business world with nuanced legal issues—building better solutions for clients' toughest challenges. With deep experience and resources that are local, everywhere, Littler is fully focused on its clients. With a diverse team of the brightest minds, Littler fosters a culture that celebrates original thinking. And with powerful proprietary technology, Littler disrupts the status quo—delivering bold, groundbreaking innovation that prepares employers not just for what's happening today, but for what's likely to happen tomorrow. For more information, visit www.littler.com.

Desired Class Level: Graduate/Alumni**Posting Date:** September 21, 2021**Expiration Date:** December 21, 2021**Contact:** Matt Merrigan

Assistant – Attorney Recruiting & Development
2301 McGee Street, 8th Floor Kansas City, Missouri 64108 United States
<http://www.littler.com>

Resume Receipt: Other (see below)**How to Apply:** <https://www.littler.com/careers>**Additional Documents:** Unofficial Transcript, Writing Sample**ID:** 8099

Managing Attorney – Health & Public Benefits

OSLSA Ohio State Legal Services Association (Columbus, OH)

Position Type: Full-time

Practice Area(s): Health, Litigation, PUBLIC AFFAIRS/SERVICES/ADMIN, LAW

Job Location(s): Columbus, Ohio (United States)

Description:

Legal Aid Society of Columbus (LASC) is part of a three-part legal aid program headquartered in Columbus, Ohio State Legal Services Association (OSLSA). OSLSA's mission is to provide civil legal aid and advocacy to combat unfairness and injustice and to help people rise out of poverty.

LASC is actively seeking a dedicated, professional Managing Attorney to provide leadership and support to the Health and Public Benefits Practice Group work as well as ensure the team is providing comprehensive legal services for civil issues in pursuit of the organization's mission and priorities. Managing Attorneys balance systemic advocacy with practical day-to-day legal representation and staff support.

In collaboration with the Advocacy Directors, you will be responsible for providing leadership to attorneys and paralegals, identifying and engaging in impact representation (including litigation and other advocacy), litigation planning, strategy, community education, assisting in identifying and pursuing funding, and collaborating with the leadership team to balance both the needs of individual clients and the need for broader systemic change for the future.

Are You Someone That:

- Is dedicated to improving the lives of low-income individuals in our communities?
- Enjoys helping clients triumph over adversity?
- Is motivated, professional and thrives within a collaborative, team-driven environment?
- Believes successful resolution can be reached beyond traditional litigation?
- Is interested in developing a wide range of legal skills and experiences?
- Promotes a culture of high performance and continuous improvement that values learning and quality?
- Has expertise in a wide range of Health and Public Benefits litigation and experiences?
- Is able to effectively balance being responsive to emerging issues raised by attorneys and driving to meet organizational priorities?

You Will:

- Manage and support Health and Public Benefits practice group including attorneys with a wide range of skills and experiences
- Lead and support all functions related to legal advocacy ranging from intake to the representation of clients before local, state, appellate and federal courts, and all relevant agencies
- Develop, implement and participate in active strategic involvement in the local community including legal education, outreach activities, clinics and other community events to positively impact client communities
- Collaborate with other legal services attorneys on statewide advocacy
- Promote community relations and build community relationships by engaging with the public and partner service providers
- Develop and maintain local bar/bench relationships, relationships with local legislators and other community leaders
- Remain current on emerging legal topics and identify relevant trends related to Health and Public Benefits
- Be a part of a community of collaborative and mission driven professionals
- Facilitate professional development of attorneys across practice groups
- Co-counsel, when appropriate as well as determine other methods of effectively supporting attorneys' success in and out of the courtroom
- Collaborate with across departments to assist with applications and reports and for funding sources and government agencies

You Have:

- Demonstrated progressive experience practicing law in a variety of substantive areas and specific expertise in the area of Health & Public Benefits
- Excellent legal and communications skills with a proven record of performance and achievement
- High ability to manage multiple priorities in a dynamic environment

- High ability to exercise sound judgement and discretion
- Ability to facilitate collaboration as well as build and sustain productive relationships with diverse individuals, groups and organizations
- Demonstrated ability to successfully lead, manage and develop a diverse team of professionals
- Excellent communication skills, both orally and written, with diverse audiences
- A commitment to diversity and inclusion both internally and externally
- Strong work ethic with an ability to connect big picture ideas to day-to-day work
- Ability to prioritize workload to manage time and tasks and delegate responsibilities in an effective and efficient manner
- Proficiency in Microsoft applications, knowledge of current technologies and commitment to remain up to date with industry best practices
- English language proficiency is essential and Spanish/English bilingual skills are a plus. Additional languages – even better
- Juris Doctor from an accredited law school and admitted to the Bar of the State of Ohio (or if not currently admitted, eligible to waive in) required
- Prior Legal Aid or related work experience a plus, but not required

Other Details:

It is the policy of OSLSA not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, disability, age, ancestry, and military status or any other characteristic protected by law.

The position reports to the Executive Director, is based in Columbus, Ohio and requires regular travel throughout the service area.

Salary is dependent upon level of experience. OSLSA offers an excellent comprehensive benefits package and ongoing training and development opportunities.

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|------------------------------------|---|
| Desired Class Level: | Graduate/Alumni |
| Posting Date: | September 20, 2021 |
| Expiration Date: | December 31, 2021 |
| Contact: | Sara Frank HR Director 1108 City Park Ave Columbus, Ohio 43206 United States https://www.oslsa.org/ |
| Resume Receipt: | E-mail |
| Default email for resumes.: | employment@oslsa.org |
| Additional Documents: | Cover Letter, Writing Sample, Other Documents |
| Requested Document Notes: | Submit resume, writing sample, references and letter of interest to employment@oslsa.org with Managing Attorney – Health & Public Benefits in the subject line. |

In your cover letter, please address the following in order for your application to be considered: OSLSA’s clientele is diverse and all of our clients are low income. To ensure that our agency is best serving our communities, OSLSA strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued.

How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

To promote social justice and best serve our clients, OSLSA is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups including BIPOC and LGBTQ individuals to apply. Bilingual/bicultural candidates are strongly encouraged to apply.

ID: 8068

Associate Attorney

Law Office of Heather Dern Myers PLLC (Martinsburg, WV)

Position Type: Full-time

Practice Area(s): Estate Planning & Probate

Geographic Preference: Mid-Atlantic (DE, MD, DC, VA)

Job Location(s): Martinsburg, West Virginia (United States)

Description:

Attorney with experience in estate planning to join a firm whose sole practice is in the areas of estate planning, elder law, estate administration and associated areas. Potential to become owner of firm within the next 5 years.

Desired Class Level: Graduate/Alumni

Posting Date: September 14, 2021

Expiration Date: December 31, 2021

Salary Range: 60,000 - 69,999

Contact: Heather Dern Myers

President

298 Rock Cliff Dr Martinsburg, West Virginia 25401 United States

<http://www.heatherdernmyers.com>

Resume Receipt: E-mail

Default email for resumes.: heather@heatherdernmyers.com

ID: 8054

Staff Attorney - Housing

OSLSA Ohio State Legal Services Association (Columbus, OH)

Position Type: Full-time**Practice Area(s):** Civil Rights, Housing, PUBLIC AFFAIRS/SERVICES/ADMIN, PRE-LAW, LAW**Job Location(s):** Columbus, Ohio (United States)**Description:**

Legal Aid Society of Columbus (LASC) is part of the Ohio State Legal Services Association (OSLSA), a three-part legal aid program headquartered in Columbus. OSLSA's mission is to provide civil legal aid and advocacy to combat unfairness and injustice and to help people rise out of poverty.

LASC is actively seeking a dedicated, professional Staff Attorney in our Housing Law Practice Group to provide comprehensive legal services for civil issues in pursuit of LASC's mission and priorities. Staff Attorneys balance systemic advocacy with practical day-to-day legal representation. While the position will start with the housing team, it is a general staff attorney position that may be shifted to other areas as the needs of the organization and community change.

In this role, you will be responsible for providing legal counsel and advice as well as direct representation initially in the area of housing law and collaborating with partner organizations in providing legal assistance to our communities through special projects and grants.

Are You Someone That:

- Is dedicated to improving the lives of low-income individuals in our communities?
- Has a demonstrated commitment to making a difference in the lives of indigent people and their communities?
- Enjoys helping clients triumph over adversity?
- Is motivated, professional and thrives within a collaborative, team-driven environment?
- Believes successful resolution can be reached beyond traditional litigation?
- Is interested in developing a wide range of legal skills and experiences?

You Will:

- Handle all functions related to legal advocacy ranging from intake to the representation of clients before local, state, appellate and federal courts, and all relevant agencies
- Maintain a caseload that includes both direct service and impact work
- Participate in one of our substantive teams focused on learning one area of the law more in depth and on addressing systemic issues
- Participate in outreach activities, clinics and other community events
- Collaborate with other legal services attorneys on statewide advocacy
- Promote community relations and build community relationships by engaging with the public and partner service providers
- Have the opportunity to participate in excellent on-going professional development including CLE-approved trainings on substantive poverty law and advocacy skills among others
- Be a part of a community of collaborative and mission driven professionals

You have:

- Strong legal advocacy skills
- Strong analytical, problem-solving, planning and organizational skills
- Demonstrated experience in legal services or advocacy in the area of social justice
- Demonstrated project development and management skills
- Ability to manage multiple priorities in a dynamic environment
- High ability to exercise sound judgement and discretion
- High ability to facilitate collaboration as well as build and sustain productive relationships with diverse individuals, groups and organizations
- Excellent communication skills, both orally and written, with diverse audiences
- A commitment to diversity and inclusion both internally and externally
- Strong work ethic
- Proficiency in Microsoft applications, knowledge of current technologies and commitment to remain up to date with industry best practices
- English language proficiency is essential and Spanish/English bilingual skills are a plus. Additional languages – even better
- Juris Doctor from an accredited law school and admitted to the Bar of the

State of Ohio (or if not currently admitted, expected to obtain admission within 12 months from date of hire) preferred

- Prior Legal Aid or related work experience a plus, but not required

Other Details:

It is the policy of OSLSA not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, disability, age, ancestry, and military status or any other characteristic protected by law. LASC is an equal opportunity employer.

The position reports to the Managing Attorney and is based in Columbus, Ohio. The role requires some travel throughout the service area.

Salary begins at \$53,000 DOE. OSLSA offers an excellent comprehensive benefits package, LRAP of up to \$6,000 and ongoing training and development opportunities.

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|---|
| Desired Class Level: Graduate/Alumni |
| Posting Date: September 14, 2021 |
| Expiration Date: December 31, 2021 |
| Salary Range: 50,000 - 59,999 |
| Contact: Sara Frank HR Director 1108 City Park Ave Columbus, Ohio 43206 United States https://www.oslsa.org/ |
| Resume Receipt: Accumulate Online |
| Additional Documents: Cover Letter, Writing Sample, Other Documents |
| Requested Document Notes: To Apply: |

Submit resume, writing sample, references and letter of interest to employment@oslsa.org with Staff Attorney - Housing in the subject line.

In your cover letter, please address the following in order for your application to be considered: OSLSA's clientele is diverse and all of our clients are low income. To ensure that our agency is best serving our communities, OSLSA strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued.

How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

To promote social justice and best serve our clients, OSLSA is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups including BIPOC and LGBTQ individuals to apply. Bilingual/bicultural candidates are strongly encouraged to apply.

ID: 8049

Staff Attorney - SEOLS

OSLSA Ohio State Legal Services Association (Columbus, OH)

Position Type: Full-time**Practice Area(s):** Civil Rights, Housing, PUBLIC AFFAIRS/SERVICES/ADMIN, PRE-LAW, LAW**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Job Location(s):** New Philadelphia, Ohio (United States)
Steubenville, Ohio (United States)**Description:**

Southeastern Ohio Legal Services (SEOLS) is part of the Ohio State Legal Services Association (OSLSA), a three-part legal aid program headquartered in Columbus. OSLSA's mission is to provide civil legal aid and advocacy to combat unfairness and injustice and to help people rise out of poverty.

SEOLS is actively seeking dedicated, professional Staff Attorneys to provide comprehensive legal services for civil issues in pursuit of SEOLS mission and priorities. Staff Attorneys balance systemic advocacy with practical day-to-day legal representation.

In this role, you will be responsible for providing legal counsel and advice as well as direct representation in the areas of housing, public benefits, tax, domestic, consumer, education, employment and re-entry and collaborating with partner organizations in providing legal assistance to our communities through special projects and grants.

Are You Someone Who:

- Is dedicated to improving the lives of low-income individuals in our communities?
- Enjoys helping clients triumph over adversity?
- Is motivated, professional and thrives within a collaborative, team-driven environment?
- Believes successful resolution can be reached beyond traditional litigation?
- Is interested in developing a wide range of legal skills and experiences?

You Will:

- Handle all functions related to legal advocacy ranging from intake to the representation of clients before local, state, appellate and federal courts, and all relevant agencies
- Maintain a caseload that includes both direct service and impact work
- Participate in one of our substantive teams focused on learning one area of the law more in depth and on addressing systemic issues
- Participate in outreach activities, clinics and other community events
- Collaborate with other legal services attorneys on statewide advocacy
- Promote community relations and build community relationships by engaging with the public and partner service providers
- Have the opportunity to participate in excellent on-going professional development including CLE-approved trainings on substantive poverty law and advocacy skills among others
- Be a part of a community of collaborative and mission driven professionals

You Have:

- Strong legal advocacy skills
- Strong analytical and problem-solving skills
- Ability to manage multiple priorities in a dynamic environment
- High ability to exercise sound judgement and discretion
- High ability to facilitate collaboration as well as build and sustain productive relationships with diverse individuals, groups and organizations
- Excellent communication skills, both orally and written, with diverse audiences
- A commitment to diversity and inclusion both internally and externally
- Strong work ethic
- Proficiency in Microsoft applications, knowledge of current technologies and commitment to remain up to date with industry best practices
- English language proficiency is essential and Spanish/English bilingual

- skills are a plus. Additional languages – even better
- Juris Doctor from an accredited law school and admitted to the Bar of the State of Ohio (or if not currently admitted, expected to obtain admission within 12 months from date of hire) preferred
 - Prior Legal Aid or related work experience a plus, but not required

Other Details:

It is the policy of OSLSA not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, disability, age, ancestry, and military status or any other characteristic protected by law.

These positions report to the Managing Attorney in the respective office and opportunities are available based in New Philadelphia and Steubenville, Ohio. These roles require some travel throughout the service area.

Salary begins at \$53,000 DOE. OSLSA offers an excellent comprehensive benefits package, LRAP of up to \$6,000, and ongoing training and development opportunities.

| | |
|----------------------------------|---|
| Desired Class Level: | Graduate/Alumni |
| Posting Date: | September 14, 2021 |
| Expiration Date: | December 31, 2021 |
| Salary Range: | 50,000 - 59,999 |
| Contact: | Sara Frank HR Director 1108 City Park Ave Columbus, Ohio 43206 United States https://www.oslsa.org/ |
| Resume Receipt: | Accumulate Online |
| Additional Documents: | Cover Letter, Writing Sample, Other Documents |
| Requested Document Notes: | To Apply: |

Submit resume, writing sample, references and letter of interest to employment@oslsa.org with Staff Attorney in the subject line.

In your cover letter, please address the following in order for your application to be considered: OSLSA's clientele is diverse, and all of our clients are low income. To ensure that our program is best serving our communities, OSLSA strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued.

How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

To promote social justice and best serve our clients, OSLSA is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups including BIPOC and LGBTQ individuals to apply. Bilingual/bicultural candidates are strongly encouraged to apply.

ID: 8051

Litigation Associate

Lamp Bartram Levy Trautwein Perry & Powell, PLLC (Huntington, West Virginia)

Position Type: Full-time

Practice Area(s): Litigation

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Huntington, West Virginia (United States)

Description:

Huntington, WV law firm has immediate opening for a litigation associate. Experience of 1 - 3 years is preferred. Qualified candidates can expect to be involved in all facets of a litigation practice primarily focusing on defense of personal injury cases and insurance related matters. Candidates should have strong research, writing, and analytical skills. Please send cover letter, resume, and transcript to dmyers@720legal.com or mail to PO Box 2488, Huntington, W V 25725-2488.

Desired Class Level: Graduate/Alumni

Posting Date: 2021

Expiration Date: December 31, 2021

Contact: Donna G. Myers
Office Manager
PO Box 2488 HUNTINGTON, West Virginia 25725-2488 United States
<http://www.720legal.com>

Resume Receipt: E-mail

Default email for resumes.: dmyers@720legal.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 7801

Patent Attorney

Brooks, Cameron & Huebsch, PLLC (Minneapolis, MN)

Position Type: Full-time

Practice Area(s): Intellectual Property

Job Location(s): Minneapolis, Minnesota (United States)

Description:

Brooks, Cameron & Huebsch, PLLC is seeking associates to join its patent prosecution team. Candidates must have a bachelor's degree or higher in a scientific or engineering field. Candidates must be eligible to sit for the United States Patent and Trademark Office (USPTO) Patent Bar exam and must have (or expect) a JD from an accredited institution. Candidates already admitted to practice before the USPTO are preferred. Ideal candidates will be self-driven with a high learning agility and a willingness to learn new technologies, excellent writing skills, strong oral and written communication skills, and effective time management skills.

Desired Class Level: Graduate/Alumni

Posting Date: January 12, 2021

Expiration Date: January 11, 2022

Contact: Mr. Zachary James Schenfisch
Partner, Patent Attorney
1201 Marquette Avenue South Suite 400 Minneapolis, Minnesota 55403 United States
<http://www.bipl.net>

Resume Receipt: E-mail, Accumulate Online

Default email for resumes.: schenfisch@bipl.net

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 6949

Consumer Advocate and Compliance Specialist

The Office of the West Virginia Attorney General (Charleston, WV)

Position Type: Full-time

Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Charleston, West Virginia (United States)

Description:

Consumer Advocate and Compliance Specialist: The Attorney General seeks a Consumer Advocate and Compliance Specialist to act as a public liaison for the following counties in West Virginia: Kanawha, Putnam, Cabell, and Wayne. The advocate will serve as a representative of the office at public events, provide consumer education, assist in the complaint and mediation process in the Consumer Protection Division and act as a point of first contact between the Consumer Protection Division and consumers. Ideal candidates will be excellent communicators with a history of working with the public and maintaining community relationships. Successful candidates must be able to speak in a public setting, be able to work independently and in a fast-paced environment while staying organized and meeting deadlines. Candidates will be expected to work long hours and seek to enhance the reputation of the Attorney General's Office and the Consumer Protection Division within the State of West Virginia.

Please send your resume and preferred salary range to jobs@wvago.gov with "Consumer Advocate" in the subject line.

Desired Class Level: Graduate/Alumni

Posting Date: December 3, 2021

Expiration Date: January 31, 2022

Contact: Ms. Cara B. Lightner
Director of Human Resources
State Capitol, Building 1, Room E-26 Charleston, West Virginia 25305 United States

Resume Receipt: Other (see below)

How to Apply: jobs@wvago.gov

Requested Document Notes: Please send your resume and preferred salary range to jobs@wvago.gov with "Consumer Advocate" in the subject line.

ID: 8413

IP TM/Copyright Associate - Philadelphia, D.C., Minneapolis

Ballard Spahr LLP (Philadelphia, PA)

Job Type: Full-time

Job Location(s):

Philadelphia, Pennsylvania United States

Minneapolis, Minnesota United States

Washington, District of Columbia United States

Job Description:

Ballard Spahr's national IP practice seeks an associate with three to five years of experience in trademark and copyright counseling, prosecution, and litigation (including litigation before the Trademark Trial and Appeal Board), domain name disputes (both in court and ICANN proceedings), licensing, global brand enforcement, and false advertising. Ideal candidates will have top academic credentials and superb oral and written communication skills. The associate will be resident in our offices in Philadelphia, D.C., or Minneapolis.

Ballard Spahr LLP is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

The health, safety and well-being of our Ballard community is a top priority. Therefore, all lawyers and staff are required to be fully vaccinated as a condition of employment. We believe this is the most prudent position to take in order to meet our obligation to provide as safe of a workplace as possible. The firm will provide exemptions and accommodations for medical and religious reasons consistent with applicable law.

Physical Requirements:

- Ability to sit for long periods of time. Ability to communicate verbally and in writing. Push, pull and lift up to 40 pounds. Intermittent standing, walking, bending and stooping. Typing ability for the use of a personal computer.
- The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.
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This Job Description describes the general content and requirements for the position. It is not an exhaustive statement of the essential functions, responsibilities, or requirements of the job; they may change from time to time and are dictated by the needs of the firm and the managers to whom the employee will report. Employment is at will. Ballard Spahr may change the functions and responsibilities of the position at any time, and it may reassign the employee to another department in its sole discretion.

Desired Class Level(s): Graduate/Alumni

Posting Date: December 1, 2021

Expiration Date: January 7, 2022

Contact: Kathryn J. Ball
Manager of Attorney Growth and Integration
1735 Market Street Philadelphia, Pennsylvania 19103 United States

Resume Receipt: Other (see below)

How To Apply: <https://selfapply.ballardspahr.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=1&FilterJobCategoryID=4&FilterJobID=576>

Visual ID: 7886

Discovery Attorney

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time**Job Location(s):** Charlotte, North Carolina United States**Job Description:**

Moore & Van Allen PLLC, a large southeastern law firm with a national practice, is seeking a E-Discovery lead review attorney.

Moore & Van Allen's Discovery Team delivers high quality and timely discovery services to our clients in a wide variety of matters including civil and criminal litigation and government and internal investigations. We have a group of attorneys, technologists, and paralegals dedicated exclusively to discovery. Our Discovery group has years of experience on a variety of matters from the complex, global investigations to more straightforward, but challenging state court litigation. Our approach is to partner our technological capabilities with our legal experience to design an efficient and effective discovery strategy for all matters. In addition to handling complex disputes, we also serve in an advisory capacity on all aspects of discovery from preservation and collection to review and production.

This position requires an attorney with a JD and knowledge and experience with discovery in civil litigation and/or complex investigations. Applicants must have knowledge of civil litigation procedures generally and strong familiarity with e-discovery and the technology involved in e-discovery, include Relativity. Qualified candidates should have a minimum of 2 years of experience working on document reviews in a team leadership role. In addition, candidates should have substantial experience in performing QC review, drafting privilege logs, and reporting document review metrics.

Desired Class Level(s): Graduate/Alumni**Posting Date:** November 29, 2021**Expiration Date:** January 5, 2022**Contact:** Mollie Clark
New Associate Recruiting Manager
100 N Tryon St Charlotte, North Carolina 28202 United States**Resume Receipt:** Other (see below)**Default email address for resumes:** charlotterecruiting@mvalaw.com**How To Apply:** <https://bit.ly/3gVP2t4>**Additional Documents:** Cover Letter, Unofficial Transcript**Visual ID:** 8384

Associate Attorney West Virginia

The Nestor Law Office: William T. Nestor, PLLC (Elkins, WV)

Job Type: Full-time

Job Location(s): Elkins, West Virginia United States

Job Description:
Small town WV law firm is looking for an associate attorney to help expand services provided. Law firm was established in 2005 and currently has (2) lawyers, (2) support staff - one of which is a certified paralegal. The ideal candidate will desire to engage in the practice of family law, wills and real estate services, and criminal litigation. The Nestor Law Office is presently a personal injury, criminal defense, and bankruptcy law firm.

Salary is fixed and is also tied to income the associate attorney produces. First year expectations should be 55k - 75K per year.

We do not require a transcript.

West Virginia bar admission or ability to become licensed to practice law in West Virginia in the near future is required.

Desired Class Level(s): Graduate/Alumni

Posting Date: December 8, 2021

Expiration Date: March 1, 2022

Contact: Mgr. William T. Nestor
Mgr.
1062 Harrison Avenue Elkins, West Virginia 26241 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: tynestor@yahoo.com

Visual ID: 4721

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he Leadership Conference on Civil and Human Rights, a 501(c)(4) organization, is the premier coalition of more than 220 organizations which promotes and protects civil and human rights in America. The Leadership Conference has coordinated national lobbying efforts on behalf of every major civil rights law since 1957. To learn more about careers with The Leadership Conference, please visit <https://civilrights.org/about/careers/>