

WVU LAW Alumni Jobs Newsletter - June 2021



Outreach Director ReImagine Appalachia

Note: This position is part time remote, with the option to scale up to full time. The Outreach Director is responsible for assisting with the development and implementation of a dynamic, multi-state outreach strategy in consultation with the ReImagine Appalachia co-directors, planning committee, campaign manager and campaign coordinator. Implementation responsibilities will include planning and hosting activities designed to increase political will for the uptake of the ReImagine Appalachia federal policy framework (reimagineappalachia.org). The goals of this position are to increase the capacity and build stronger alliances to ensure that the Appalachian region benefits from federal climate change and economic stimulus legislation. The person filling this position will help mobilize public, stakeholder, and policymaker support for the ReImagine Appalachia framework. The work includes supporting the development of, and implementing, an outreach strategy to educate, learn from and engage union and racial justice leaders, elected officials, their staff and other decisionmakers who have the power to influence. Essential job responsibilities include: Assisting with campaign planning and implementing outreach strategy of that plan.

Planning and hosting socially distanced events and actions with stakeholders, community members, policymakers, and the press.

Coordinating outreach to partner organizations, policymakers and other key stakeholders.

Job tasks include: Work with advocates, partners, and allies to further develop and execute an outreach strategy that builds a base of support for ReImagine Appalachia and generates political will

Work with members to significantly expand the number and diversity of member organizations and supporters; through communication and training, webinars, and other events designed to engage organizations and supporters in public policy advocacy.

Engage interested stakeholders in campaign activities

Help organize and host community engagement forums (e.g., digital town halls), educational seminars, and presentations.

Track and report on federal and state legislative action pertaining to the ReImagine Appalachia policy priorities.

Other related duties as need and assigned by the planning committee

The ideal candidate is someone deeply invested in the region and who has a knowledge of the political landscape, labor and Black community networks in the Ohio River Valley; regional cultural competency; a background in community and/or political organizing; and experience in educating and convening community leaders and grass tops stakeholders, and then leading them to action. Additional qualifications include:

Demonstrable experience building diverse and effective alliances and collaborations

Excellent organizational skills and proven ability to work collaboratively

Excellent communication (written and oral) skills

Proficiency with MS Word, Excel, PowerPoint, and online networking and collaborative tools.

This remote-based contract position will begin at 20 hours per week. The position may be expanded to more hours and responsibilities, depending on availability of funds and campaign needs. COMPENSATION

Competitive; depends on experience and qualifications. **HOW TO APPLY** Please send a cover letter, resume, writing sample, and references with subject line "Application" to Dana@ReImagineAppalachia.org DEADLINE This position will be filled as quickly as possible. Applications will be accepted until the position is filled.

ASSISTANT APPELLATE COURT ATTORNEY

State of New York Unified Court System (Albany, New York)

Position Type: Full-time**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Description:**

UCS-23

PLEASE POST

ANNOUNCEMENT NO. 53103

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT STATE OF NEW YORK
UNIFIED COURT SYSTEM

The Appellate Division of the Supreme Court, Third Judicial Department, is seeking applications for a ONE-YEAR CLERKSHIP in the Court's Law Research Department, commencing in August 2021. The positions filled will be in either of the following titles and the titles utilized will depend, in part, on the qualifications of the applicants selected. Applicants should specify the position title or titles for which they wish to be considered.

POSITION TITLE: ASSISTANT APPELLATE COURT ATTORNEY
JG: 23

BASE SALARY: \$74,478

QUALIFICATIONS: Graduation from an accredited law school with an exceptional record of academic achievement such as being a member of the law review, graduating in the top 10% of the class or graduating cum laude or magna cum laude, and admission to the New York State Bar within 18 months of appointment.

DISTINGUISHING Assistant Appellate Court Attorneys receive on-the-job instructions in researching and analyzing legal issues FEATURES and questions for the court and in performing other related duties.

Assistant Appellate Court Attorneys serve OF WORK: in a confidential capacity and work under direct supervision in units located in the Appellate Divisions and the Appellate Terms of the Supreme Court.

POSITION TITLE: APPELLATE COURT ATTORNEY
JG: 26

BASE SALARY: \$87,520

QUALIFICATIONS: Admission to the New York State Bar.

DISTINGUISHING Appellate Court Attorneys research and analyze legal issues and questions for the court and perform other FEATURES related duties. They serve in a confidential capacity and work under supervision in units located in the Appellate OF WORK: Divisions and the Appellate Terms of the Supreme Court.

LOCATION: APPELLATE DIVISION, THIRD DEPARTMENT
Albany, New York

CLASSIFICATION: Non-Competitive/Confidential - TEMPORARY APPOINTMENT

ASSIGNMENT: The individuals hired for these positions will research and analyze legal questions and issues, prepare preliminary reports and confidential memoranda, check for accuracy of citations, and perform other related duties as directed by the Chief Appellate Court Attorney.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Special arrangements for the disabled may be made by contacting this office at (518) 471-4801 prior to the interview. Position(s) available at the present time: 3 .

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to apply online at <http://www.nycourts.gov/ad3/EmploymentOpportunities.html>. Alternatively, interested persons may submit a resume, cover letter, law school transcript and legal writing sample and UCS-5 Application for Employment Form (obtainable from any administrative office in a court building or on the web) to:

Robert D. Mayberger Clerk of the Court
Appellate Division, Third Judicial Department
P. O. Box 7288, Capitol Station Albany, New York 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: June 4, 2021 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 7, 2021

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.

Desired Class Level: Graduate/Alumni

Posting Date: June 4, 2021

Expiration Date: July 7, 2021

Contact: Mr. Robert D. Mayberger

Clerk of the Court

Robert D. Mayberger Clerk of the Court Appellate Division, Third Dept. P.O.
Box 7288, Capitol Station Albany, New York 12224 United States

Resume Receipt: Other (see below)

How to Apply: <http://www.nycourts.gov/ad3/EmploymentOpportunities.html>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 7623

Labor & Employment Associate

Dorsey & Whitney

Job Type: Full-time

Job Location(s):

Seattle, Washington United States

Job Description:

Dorsey & Whitney is a trusted legal advisor and valued business partner with 19 locations across the United States, Canada, Europe and Asia. We are a premier legal counselor to companies worldwide in a wide range of industries, including food, beverage & agribusiness; technology; banking & financial institutions; development & infrastructure; energy & natural resources and healthcare.

We are seeking an experienced Labor & Employment Associate for our Seattle office. To view the full job posting details, please [click here](#).

Examples Of What You'll Be Working On

- Provide increasingly complex employment law advice and counsel based on experience.
- Manage single-plaintiff cases and play a substantial role in managing complex litigation including class actions
- Recommend and collaborate with partners on case strategy and tactics
- Substantial brief writing
- Interview witnesses and prepare fact presentations for litigated matters
- Draft discovery requests and responses to discovery requests
- Take and defend depositions
- Substantial trial work, as required
- Proactively maintain workload and caseload; anticipate next steps and implement follow-up procedures.
- Maintain electronic and paper files.
- Manage case dockets, dates and deadlines for client projects and legal filings.
- Assist with special projects and cooperate as a team member with co-workers.
- Have fun working with great people for amazing clients!

Qualified Candidates Will Have

- J.D. degree from an ABA-accredited law school.
- Four to six years of labor and employment attorney experience.
- License to practice in Washington (including Federal courts), and California (at least state courts).
- Excellent verbal and written communication skills. Highly responsive and proactive.
- Excellent customer service skills.
- Ability to work as a team member and communicate effectively with all levels of personnel. Everyone is a customer.
- A commitment to diversity and personal practice development.
- Ability to think creatively and approach projects and tasks from a continuous-improvement perspective.
- Strong knowledge of main Microsoft Office products, in particular Word, PowerPoint and Outlook. Knowledge of Excel is a plus.
- Strong attention to detail, proofreading and organizational 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 workplace. It contributes to the success of our people and our clients and enriches our experience. We encourage individuals with diverse backgrounds and experiences to apply.

Dorsey & Whitney LLP is an EEO/AAP/Disabled Vets Employer. All qualified applicants 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 regarding public assistance, military or veteran status, or any other legally protected status.

How To Apply

You can apply online at www.dorsey.com/careers/attorneys. We have a simple online application form. We do not accept application materials by mail or email except as a reasonable accommodation for qualified disabled applicants. Individuals unable to use our online process due to a disability should call (612) 492-5119.

Desired Class Level(s): Graduate/Alumni

Posting Date: June 4, 2021

Expiration Date: July 11, 2021

Contact: Ava Byrne

50 South 6th Street Minneapolis, Minnesota 55402 United States

Resume Receipt: Other (see below)

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

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 7624

Associate Attorney
alliantgroup**Job Type:** Full-time**Job Location(s):**

Houston, Texas United States

Job 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

Desired Class Level(s): Graduate/Alumni**Posting Date:** June 3, 2021**Expiration Date:** July 10, 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:** 7617

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: June 3, 2021

Expiration Date: July 10, 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: 7618

Associate (Entry Level) – Business

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

Steptoe & Johnson PLLC is actively searching for a 2021 entry-level business associate in Charleston, WV. Qualified candidates should have experience commensurate with time in practice, strong writing and analytical skills, and excellent academic credentials. We offer a competitive starting salary, a WV bar exam stipend and a comprehensive benefits package, along with opportunity for advancement.

Steptoe & Johnson PLLC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Desired Class Level: Graduate/Alumni

Posting Date: June 2, 2021

Expiration Date: July 14, 2021

Contact: Mary Jane Ashley

Coordinator, Recruiting & Professional Development
United Center, 1085 Van Voorhis Rd., Suite 400 Morgantown, West Virginia 26507 United States

Resume Receipt: E-mail

Default email for resumes.: maryjane.ashley@steptoe-johnson.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 7615

Family Court Law Clerk for Term 2022-2023

Family Court (Wilmington, DE)

Job Type: Full-time

Job Location(s):

Georgetown, Delaware United States

Dover, Delaware United States

Wilmington, Delaware United States

Job Description:**LAW CLERK OPPORTUNITIES IN DELAWARE'S UNIFIED FAMILY COURT**

The Judges of the Family Court of the State of Delaware invite highly motivated and qualified law students or recent law school graduates to apply for the judicial law clerk positions available in our Court.

Term: This particular Family Law Clerk position will serve a term beginning from September 1, 2022 through to August 31, 2023.

The Family Court has extensive jurisdiction over all areas of Family and Juvenile Law. Family Court Law Clerks serve Judges who preside over juvenile delinquency, child dependency, neglect and abuse, adult misdemeanor crimes against juveniles, child and spousal support, paternity, custody and visitation, adoptions, terminations of parental rights, divorces and annulments, property divisions, specific enforcement of separation agreements, guardianship, minor name changes, imperiling the family relationship, orders of protection from abuse and intra-family misdemeanor crimes. Family Court also has misdemeanor jurisdiction over offenses committed between former spouses, persons cohabitating together holding themselves out as a couple, and persons living separate and apart with a child in common. Family Court Judges also review and rule on all Commissioner's Orders that have been appealed.

The Family Court bench is comprised of seventeen judges. The Chief Judge has statewide administrative responsibilities and has offices in all three counties. Ten Judges are assigned to New Castle County, three Judges are assigned to Kent County and three Judges are assigned to Sussex County.

Delaware is one of the few states to have unified Family Court. Since the Court's comprehensive jurisdiction covers all areas of Family and Juvenile Law, Law Clerks have the opportunity to observe attorneys and staff from many agencies involved with Family Court's unique caseload, including the Department of Services for Children, Youth and Families, the Department of Justice, Office of Defense Services, and Office of the Child Advocate. We are proud of our Court and the outstanding new attorneys who begin their legal careers as our judicial law clerks.

TERM: September 1, 2022 to August 31, 2023**SALARY:** Currently \$51,726.00**LOCATIONS:** New Castle County (Chief Judge + 10 Judges), Kent County (3 Judges), and Sussex County (3 Judges).

Please specify which location(s) you are interested in seeking employment.

BENEFITS: State of Delaware benefits package

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited law school.
2. Excellent research and writing skills.
3. Outstanding analytical and problem solving skills.

"Clerking at the Unified Family Court in Delaware was an invaluable experience, I was able to observe a variety of cases, with lawyers and varying skill levels; this combined with intense research, writing and legal reasoning allowed me to gain experience that would otherwise take years to accumulate. But the absolute best part was the ability to learn from two of the greatest legal minds I have ever known. They both took their mentoring role seriously; teaching, guiding and supporting me every step of the way – a relationship that has and will span long after my clerkship has ended." – Christina Sorenson, Former Law Clerk

"Accepting a judicial clerkship position in the Family Court was the best decision I could have made exiting law school. While law school taught me to think like a lawyer, my judicial clerkship was the training ground on which I learned to practice family law. The relationships I made as a clerk have been instrumental in my life and career as a practicing Delaware family law attorney." – Julie Yeager, Former Law Clerk

Interested applicants should send a resume, unofficial law school transcript, writing sample, and a list of references with phone numbers electronically to fc_apps@delaware.gov.

Application deadline is 4:00 p.m. Friday, September 10, 2021.

THE FAMILY COURT IS AN EQUAL OPPORTUNITY EMPLOYER. THIS IS A CRIMINAL JUSTICE AGENCY AND THE HIRING PROCESS WILL INCLUDE A REVIEW OF THE APPLICANT'S CRIMINAL HISTORY RECORD.

Graduation from an accredited law school. Excellent research and writing skills. Outstanding analytical and problem solving skills.

Desired Class Level(s):	3L, Graduate/Alumni
Posting Date:	June 1, 2021
Expiration Date:	July 4, 2021
Contact:	Ms. Lois Smith New Castle County Courthouse 500 North King Street Suite 3500 Wilmington, Delaware 198013736 United States
Resume Receipt:	Other (see below)
How To Apply:	Interested applicants should send a resume, unofficial law school transcript, writing sample, and a list of references with phone numbers electronically to fc_apps@delaware.gov . Application deadline is 4:00 p.m. Friday, September 10, 2021.
Additional Documents:	Unofficial Transcript, Writing Sample, Other Documents
Additional Documents Notes:	References with phone numbers
Visual ID:	7599

Litigation Attorney
Smith Gildea & Schmidt**Job Type:** Full-time**Job Location(s):**

Towson, Maryland United States

Job Description:

Smith, Gildea & Schmidt is expanding its busy federal class action litigation practice and is searching for a litigation attorney with strong writing and analytical skills to anchor its motion practice group. The position is ideal for a mid-career attorney looking for interesting and challenging work married with work-life balance and the congenial atmosphere of a mid-size firm. Experience in federal courts is preferred, as is experience with dispositive motion practice and discovery under the federal rules. Email a cover letter with salary requirements, resume and writing sample of no more than 10 pages.

Desired Class Level(s): Graduate/Alumni**Posting Date:** June 1, 2021**Expiration Date:** June 27, 2021**Contact:** Debbie Gaskins

600 Washington Ave Towson, Maryland 21204 United States

Resume Receipt: Email Resume, Online**Default email address for resumes:** dgaskins@sgs-law.com**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**Visual ID:** 7605

Tax - Senior Associate or Junior Partner

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, is seeking a senior associate or junior partner for its Tax practice in our Charlotte office. Qualified candidates will have at least four years of federal income tax experience with diverse, sophisticated transactional matters, review and negotiation of related transactional documents and structuring business transactions in a tax-efficient manner. Candidates should have prior experience handling corporate tax matters such as formation, acquisition, disposition, and reorganization of business entities and should be very familiar with partnership and LLC structures and agreements. An LLM in Taxation is preferred and international inbound/outbound tax experience is a plus. Competitive compensation package includes full benefits.

Desired Class Level(s): Graduate/Alumni**Posting Date:** June 1, 2021**Expiration Date:** July 8, 2021**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:** <http://www.mvalaw.com/f-20.html>**Additional Documents:** Cover Letter, Unofficial Transcript**Visual ID:** 7607

Associate Attorney - anonymous listing.

(Morgantown, WV)

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:**

Morgantown, WV:

Small, well-established plaintiffs' firm with a primary focus on personal injury, medical malpractice, and commercial litigation, also some divorce and criminal law. Seeking associate with 1-3 years of experience, and most importantly, with **excellent** research and writing skills.

Excellent benefit package including competitive salary, health insurance, and 401k.

Desired Class Level: Graduate/Alumni**Posting Date:** May 30, 2021**Expiration Date:** June 14, 2021

Resume Receipt: Anonymous listing - Apply Directly on WVU Law's Symplicity or or email application materials to Rosalind.lister@mail.wvu.edu subject heading: "Plaintiff Position"

Additional Documents: Unofficial Transcript, Writing Sample**ID:** 7604

Criminal Defense Attorney - Alamogordo, NM

New Mexico Law Offices of the Public Defender

Job Type: Full-time

Job Location(s):Alamogordo, New Mexico United States

Job Description:**Essential Functions**

To provide professional legal services for the Law Offices of the Public Defender in representing juvenile and adult indigent clients in areas of litigation, appeal, counsel, research and analysis. Criminal Defense Attorney PD2, PD3 or PD4:

Incumbent will be considered for a Public Defender 2, 3, or 4 classification. Classification will be determined at the time of hire based on applicant's job related qualifications and agency critical need.

Public Defender 2 (PD2):

- Attorneys at this level will handle a variety of misdemeanors and may assist in juvenile cases and youthful offender cases.
- May assist higher level attorneys with complex cases.
- Work is performed under the direction, guidance and supervision from more experienced colleagues and supervisor/manager.
- Will conduct plea bargaining when appropriate with District Attorneys and other parties to establish agreements to resolve cases.
- Will attend seminars, training classes and review current professional literature to maintain and develop professional skills and knowledge.
- Drafts/reviews, proposes and prepares reports and legal documents.

Public Defender 3 (PD3)

- Attorneys at this level should be able to represent clients in all misdemeanors or juvenile cases and low to medium level felonies with limited supervision.
- Provides guidance and mentoring to lower levels attorneys and law clerks.
- Works under the direction and guidance provided by higher level Attorneys and/or Managing Attorney.
- Will conduct plea bargaining when appropriate with District Attorneys and other parties to establish agreements to resolve cases.
- Will attend seminars, training classes and review current professional literature to maintain and develop professional skills and knowledge.
- Drafts/reviews, proposes and prepares reports and legal documents.

Public Defender 4 (PD4)

- Positions at this level handle felony cases such as burglaries, drug crimes, property crimes and probation violations with limited supervision.
- May handle more complex level felonies with some guidance/direction from a higher level attorney/managing attorney.

- Has acquired sufficient knowledge and/or experience to handle an appellate caseload.
- Has knowledge and experience to prepare appellate briefs and argue cases before the Court of Appeals and Supreme Court with some direction from higher level Attorneys.
- Provides guidance and advice to lower level attorneys.
- Works independently and is able to recognize and resolve complex issues related to the caseload.
- Will attend seminars, training classes and review current professional literature to maintain and develop professional skills and knowledge.
- Drafts/reviews, proposes and prepares reports and legal documents.
- Performs related and other duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Note: An employee with this classification may be required to perform at a PD4, PD3, PD2 level or duties of a lower classification without additional compensation. Employee will be required to show competence in all levels PD2 through PD4.

PD2: Current license as an attorney issued by the New Mexico Supreme Court or eligible for limited license issued by New Mexico Supreme Court.
 PD3: Current licensure as an attorney issued by the New Mexico Supreme Court or eligible for limited license issued by New Mexico Supreme Court and one (1) year of experience as a practicing attorney.
 PD4: Current license as an attorney issued by the New Mexico Supreme Court or eligible for limited license issued by New Mexico Supreme Court and four (4) years of experience as a practicing attorney.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 30, 2021

Expiration Date: July 4, 2021

Contact: Elizabeth Holmes
 505 Marquette Ave. NW Albuquerque, New Mexico 87102 United States

Resume Receipt: Other (see below)

How To Apply: <http://www.lopdnm.us/Jobs/>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

Visual ID: 7602

Public Defender 2 - Ruidoso, NM

New Mexico Law Offices of the Public Defender

Job Type: Full-time**Job Location(s):**

Ruidoso, New Mexico United States

Job Description:

To provide professional legal services for the Law Offices of the Public Defender in representing juvenile and adult indigent clients in areas of litigation, appeal, counsel, research and analysis.

Essential Functions

Public Defender (PA2)

- Attorneys at this level may handle a variety of cases, including misdemeanor, juvenile, youthful offender or appellate cases.
- May assist higher level Attorneys with complex cases.
- Advise and counsel clients regarding case strategy and possible outcomes.
- Work is performed under the direction, guidance and supervision from more experienced colleagues and supervisor/manager.
- Will conduct plea bargaining, when appropriate, with District Attorneys and other parties to establish agreements to resolve cases.
- Will attend seminars, training classes and review current professional literature to maintain and develop professional skills and knowledge.
- Drafts/reviews, proposes and prepares reports and legal documents.
- Performs related and other duties as assigned.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Desired Class Level(s): Graduate/Alumni**Posting Date:** May 30, 2021**Expiration Date:** July 6, 2021**Contact:** Elizabeth Holmes

505 Marquette Ave. NW Albuquerque, New Mexico 87102 United States

Resume Receipt: Other (see below)**How To Apply:** <http://www.lopdnm.us/Jobs/>**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**Visual ID:** 7075

Attorney-Adviser (General) GS-11/15

Department of Energy (Washington, DC)

Job Type: Full-time**Job Location(s):**

Washington, District of Columbia United States

Job Description:

Are you passionate about working for a cutting-edge Federal agency to develop and advocate for legislation or legal matters related to energy efficiency and renewable energy?

The Department of Energy, Office of the Assistant General Counsel for Legislation, Regulation, and Energy Efficiency is seeking an Attorney-Adviser (General) who possesses knowledge of emerging energy principles and concepts, the legislative process, and organizational awareness and alignment to join their team.

The ideal candidate will provide legal analysis, advice and assistance on matters and problems that arise in the development of highly visible legislative and regulatory proposals, develop, draft, review, participate in negotiations, and provide comment on legal documents primarily concerned with DOE's responsibilities to submit and evaluate legislative and regulatory proposals that affect DOE operations.

To learn more about this opportunity click here:

<https://www.usajobs.gov/GetJob/ViewDetails/602241900>

Desired Class Level(s): Graduate/Alumni**Posting Date:** May 27, 2021**Expiration Date:** July 3, 2021

Contact: Morgan McKnight
1000 Independence Ave., SW Washington, District of Columbia 20585
United States

Resume Receipt: Other (see below)**How To Apply:** <https://www.usajobs.gov/GetJob/ViewDetails/602241900>**Visual ID:** 7595

Criminal Justice Program Fellow

Animal Legal Defense Fund (California)

Position Type: Fellowship

Description:

Criminal Justice Program Fellow
Animal Legal Defense Fund

Position Objectives:

Criminal Justice Program Fellowships further the mission of the Animal Legal Defense Fund (ALDF) to protect the lives and advance the interests of animals through the legal system, by engaging in research and legal writing aimed at improving the systemic handling of crimes against animals, and providing members of the criminal justice system with essential legal support on criminal cases with animal victims. Criminal Justice Program Fellows are responsible for the day-to-day management of assigned cases and projects, including ensuring the completion of all necessary research and filings. Criminal Justice Fellows are exposed to a wide range of legal issues where the fields of animal law and criminal law intersect, and thus expand the breadth and depth of the knowledge and experience they are able to bring to bear on behalf of animals.

Essential Responsibilities:

Assist prosecutors and courtroom animal advocates on animal cruelty cases at the trial level through strategies for animal cruelty-specific issues, as well as factual and legal analysis of animal cruelty statutes, rules of criminal procedure, and other related laws; draft memoranda, pleadings, motions, and other documents as needed for trial preparation.

Assist law enforcement, animal control officers, and veterinarians with animal cruelty investigations, including reviewing affidavits, warrants, expert witness testimony, and veterinary reports

Identify and analyze the viability of potential animal cruelty charges in cases where criminal charges have not been filed, and draft correspondence to relevant law enforcement and prosecutors outlining the viability of a criminal cruelty case where appropriate

Communicate efficiently with complainants and advocates by phone and e-mail; gather relevant facts (through eyewitness accounts, media reports, and other sources as needed) for potential criminal cruelty cases; and identify, after thorough legal analysis, those cases warranting further investigation

Assist with drafting, editing, and submission of amicus curiae briefs on behalf of ALDF

Assist with the review, development, and advancement of new legislation relating to animal crimes in all 50 states and at the federal level, including support work for Rankings Report project

Coordinate and collaborate with Litigation Program staff on cases that have, or could have, both civil and criminal components; coordinate with Legislative Affairs Program on legislative matters with a criminal component

Work with Communications and other departments to answer questions on criminal legal issues and procedures

Prepare and deliver presentations for professional conferences, fundraising events, etc. as needed

Provide in-house expertise for staff on questions concerning Criminal Justice Program cases, animal cruelty cases in general and criminal procedures and legal strategy

Other criminal justice projects (e.g. intersection of animal law and criminal justice reform; effective sentencing models; emergent animal law/criminal law issues; etc.) as requested by Criminal Justice Program Managing Attorney.

Qualifications:

Understand and be committed to the mission of the Animal Legal Defense Fund;
Juris Doctor, excellent performance in law school, and admission (either anticipated or already granted) to practice law in at least one state;
Excellent organizational and prioritization skills and ability to meet deadlines;
Excellent written and verbal communication skills;
Excellent legal research and writing skills;
Excellent interpersonal skills and ability to communicate effectively with colleagues, organizational members and supporters, members of the public, and others;
Computer literacy;
Excellent interpersonal skills and ability to communicate effectively with colleagues, organizational members and supporters, members of the public, and others;
Positive attitude, ability to work cooperatively with others, and ability to function well in a team-oriented work environment.
Compensation & Benefits:
Competitive compensation package with comprehensive benefits

Comprehensive health care plan(s);
Flexible spending account (FSA);
Dental benefits;
Vision benefits;
Life insurance;
Generous Paid Time Off;
11 paid holidays;
401k retirement plan after one year of employment, with employer match up to 5% of annual salary;
**This position is a member of a union bargaining unit

EOE Disclaimer:

The Animal Legal Defense Fund (ALDF) is committed to providing an employment environment which is welcoming of persons from diverse backgrounds and free from unlawful discrimination and harassment, and in which all legal rights of our employees are recognized and protected. ALDF conducts all internal and external operations, programs, and employment-related decision making (including hiring decisions) without regard to actual or perceived race, ancestry, color, religion, national origin, citizenship, immigration status, sex or gender (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender identity or expression, political affiliation, disability or medical condition (including physical, intellectual, or psychiatric), sexual orientation, marital status, military or veteran status, genetic information, age, or other protected category, and in compliance with all applicable federal, state, and local anti-discrimination and anti-harassment laws.

How to Apply:

Please no phone calls or emails. To apply, please follow the below link (resume and cover letter are required) – please do not provide transcripts or recommendation letters, as they will not be considered.

Contact: mcastro@aldf.org

<https://secure.saashr.com/ta/i.ALDF.careers?TrackId=%5BMyTrackingId%5D&ApplyToJob=369262276>

Desired Class Level: Graduate/Alumni

Posting Date: May 28, 2021

Expiration Date: August 31, 2021

Contact: Alyssa Sander525 East Cotati Avenue Cotati, California 94931 United States

Resume Receipt: E-mail

Default email for resumes.: asander@aldf.org

ID: 7601

Community Engagement Coordinator

Mountain State Justice (West Virginia)

Position Type: Full-time**Job Location(s):** Charleston, West Virginia (United States)
Morgantown, West Virginia (United States)**Description:****Community Engagement Coordinator**

Mountain State Justice is a non-profit legal services organization committed to redressing systemic, social, political, and economic imbalances of power for marginalized West Virginians, through legal advocacy and community empowerment.

Mountain State Justice is hiring a Community Engagement Coordinator (CEC) to engage in collaborative and creative strategies to further MSJ's mission. The CEC will manage and operationalize a statewide community engagement program at MSJ to (1) link low-income or marginalized individuals receiving legal services to wrap around services, resources, and support; (2) engage in community organizing and mobilization, working from and expanding the list of individuals receiving services from Mountain State Justice, to educate West Virginians about the actions that their elected officials are taking and engage them in the legislative process; and (3) engage in community organizing to support MSJ litigation. The CEC will supervise social work students in furtherance of this work. The CEC will work collaboratively with grassroots & grass tops stakeholders, including collaboration with a paid lobbyist(s) during legislative session, collaboration with plaintiffs' firms to engage and support the clients of those firms as well, and engagement with other local, regional, and statewide groups in West Virginia to ensure amplification of existing campaigns to address imbalances of power in West Virginia.

Qualifications include:

- Commitment to MSJ's mission and values.
 - Ability to connect with people from all backgrounds and to work as a member of a team.
 - Ability to understand and engage with policy issues.
 - Leadership skills, initiative, and creativity.
 - Experience in needs assessment, case management, and resource brokering.
 - MSW degree with two years of experience strongly preferred.
 - Personal experience with systemic oppression is a plus. BIPOC; LGBTQIA+; people who have experienced the immigration system, criminal legal system, or poverty; and people with disabilities are strongly encouraged to apply.
 - The successful candidate may be located at either our Charleston or Morgantown, WV, offices, but must have a willingness to travel to communities throughout West Virginia to meet with stakeholders.
- Salary range: \$35,000-\$55,000 annual salary, based on qualifications & experience, plus generous benefits package. To apply, submit a resume, cover letter, and three references to rachel@msjlaw.org with the subject line "CEC Application."

Desired Class Level: Graduate/Alumni**Posting Date:** May 27, 2021**Expiration Date:** June 21, 2021**Contact:** Jennifer S. Wagner
Executive Director**Resume Receipt:** Other (see below)**How to Apply:** Send via email listed in description with subject heading "CEC Application."

Additional Documents: Cover Letter, Other Documents

Requested Document Notes: List of 3 References

ID: 7596

Labor Organization Attorney
Anonymous Listing (Charleston, WV)**Position Type:** Full-time**Job Location(s):** Charleston, West Virginia (United States)**Description:****Job posting attorney: Labor organization in need of attorney. Must have active West Virginia state bar license.**

Requirements: Ideal candidate would have experience in litigating education law disputes against County Boards of Education in West Virginia Public Employee Grievance Board administrative agency. However, candidates with experience in West Virginia Supreme Court appellate work, general brief writing, general motion drafting, and building a record on trial court level will be considered. Work in administrative appeals a plus. Administrative agency law a plus. Experience in handling Special Writs is a plus. General employment/labor law a plus. Must be highly organized and willing to travel throughout state for work. Must be a team player.

Benefits: Salary negotiable and commensurate with experience. Health insurance. Company vehicle. Company phone. Company laptop.

This is an anonymous listing.

Desired Class Level: Graduate/Alumni**Posting Date:** May 27, 2021**Expiration Date:** June 14, 2021

Apply directly on WVU Law's Symplicity or send application to rosalind.lister@mail.wvu.edu subject heading "Labor Attorney" Deadline June 14

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample**ID:** 7597

Law Clerk (Judiciary of the U.S. Virgin Islands)

Judiciary of the U.S. Virgin Islands

Job Type: Full-time**Job Location(s):**

U.S. Virgin Islands

U.S. Virgin Islands

Job Description:**Nature of Work**

This is professional legal work performed for a judge at the Superior Court of the U.S. Virgin Islands. Work involves the performance of professional legal research and other related administrative work in the preparation of memoranda, opinions, or orders for a judge concerning the cases before him/her. Work is performed under general supervision of a judge and is reviewed through conferences and submitted work.

Essential Functions: *(This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.)*

- Reviews, studies, searches, and annotates laws, court decisions, documents, opinions, briefs, and related legal authorities; researches the law for oral motions made during trials.
- Prepares briefs, legal memoranda, statement of issues involved, opinions and judgment for review by the judge, including appropriate suggestions or recommendations to the judge; prepares jury instructions.
- Compiles references on laws and decisions necessary for legal determinations.
- Confers with judge concerning legal questions, construction of documents and granting of orders.
- Attends court sessions to hear oral arguments and record necessary case information; maintain notes attendant to court proceedings.
- May mediate small claims cases as assigned by a judge.
- Other duties as assigned or required.

Knowledge, Abilities and Skills

- Knowledge of general U.S. law, territorial code, established precedent, and sources of legal reference.
- Knowledge of U.S. court practices and procedures.
- Knowledge of U.S. legal terminology and concepts.
- Ability to communicate clearly and concisely, both orally and in writing, with a diverse group of people.
- Ability to research complex legal problems or questions and apply legal principles.
- Ability to represent the court in a respectful manner.
- Ability to establish and maintain effective working relationship with others.
- Skill in the operation of a personal computer with word processing and legal research software.

Working Conditions

This job operates in a professional office environment and a courtroom. The noise level in the work environment is usually moderate. Handles multiple inquiries. Includes travel.

Physical Demands

Work is essentially sedentary with occasional walking, standing, bending, and transferring items. Positions may require periods of extended sitting or computer use.

Qualifications

Graduation from an ABA accredited law school.

Licensure and Certification:

To apply, submit a cover letter, resume including GPA , law school and undergraduate transcripts, and one writing sample to:

Judicial Branch Administrative Office

Human Resources Division

P.O. Box 70

St. Thomas, U.S. Virgin Islands 00804

Tel: (340) 774-6680 or (340) 778-9750

E-mail: jobs@vicourts.org

****E-mail submissions must be in PDF format.**

Submissions that do not include the requested documents will not be considered. The judiciary will only contact applicants selected for interviews. Any applicant who needs a reasonable accommodation shall advise the judiciary's ADA Coordinators.

Desired Class Level(s):	Graduate/Alumni
Posting Date:	May 27, 2021
Expiration Date:	July 3, 2021
Contact:	Koya Ottley 8174 Subbase St. Thomas, 802 U.S. Virgin Islands
Resume Receipt:	Email Resume, Online
Default email address for resumes:	jobs@vicourts.org
Additional Documents:	Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
Additional Documents Notes:	An Employment application found here, https://www.vicourts.org/common/pages/DisplayFile.aspx?itemId=15739246 is required to be submitted in one PDF document.
Visual ID:	7594

Seattle IP Litigation Associate (#621)

Dorsey & Whitney

Job Type: Full-time

Job Location(s):Seattle, Washington United States

Job Description:

Dorsey & Whitney LLP is seeking an IP litigation associate with one to three years of experience to join the IP Litigation group in our Seattle office. This associate will have the opportunity to work on a variety of IP Litigation matters, including patent, trademark, copyright, and trade secret litigations in venues across the United States, as well as non-litigation IP counseling matters. This associate will have the opportunity to work in all phases of litigation, from pleading through trial and appeal, for individual and entity clients in a variety of industries. The position will involve the following types of tasks:

- client counseling regarding IP matters
- research and analysis
- discovery
- brief writing
- oral advocacy
- trial preparation

The following qualifications are required:

- A JD degree from an ABA-accredited law school
- One to three years of IP litigation attorney experience in a law firm setting and/or IP focus in law school
- Strong communication and writing skills
- Top academic credentials
- Washington State bar admission

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/attorneyjobs>. 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 612-492-5149.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 26, 2021

Expiration Date: July 2, 2021

Contact: Ava Byrne
50 South 6th Street Minneapolis, Minnesota 55402 United States

Resume Receipt: Other (see below)

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

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 7460

Temporary Bilingual Attorney, NWIRP Tacoma & South Unit

Northwest Immigrant Rights Project

Job Type: Full-time

Job Location(s):

Tacoma, Washington United States

Job Description:

TEMPORARY STAFF ATTORNEY POSITION (06/2021-12/2021)

TACOMA AND SOUTH UNIT (TSU)

FULL TIME, EXEMPT

Tacoma, WA

<https://nwirp.org/join/jobs-internships/>

COVER LETTER AND RESUME REQUIRED

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a temporary bilingual attorney to provide direct representation to children and adults facing removal (deportation) proceedings or submitting applications before the U.S. Citizenship and Immigration Services. This role is currently mostly remote due to COVID, but will resume to work out of our Tacoma office once operations return to in office.

The attorney will provide legal assistance to community members through: (1) direct representation (2) individual consultations; and (3) community education. The attorney will focus on providing representation on cases in removal proceedings before the immigration court and also on cases involving SIJS, U visa petitions, VAWA self-petitions, asylum and other forms of immigration relief. The attorney may also be assigned work relating to other immigration matters.

COMPENSATION AND BENEFITS:

NWIRP is proud to be a unionized employer and though this full-time position is not covered by NWIRP's Collective Bargaining Agreement, we do extend the following employee benefit provisions:

Annual salary is \$67,883 for a licensed attorney with no experience and is higher for attorneys with specific types of experience. For example, for someone with 10 years of non-profit immigration attorney experience the annual salary would be \$89,460; 20 years = \$105,084. NWIRP also is proud to offer a generous benefits package, including:

- 100% of premiums for excellent health, vision and dental plans;
- 3% employer retirement contributions;
- Disability/life/AD&D coverage;
- Annual leave of 16 paid vacation days, 13 paid holidays, 12 paid health-related days;
- 12 weeks of employer paid parenthood leave after 6 months of employment;
- 4 weeks of paid sabbatical after 5 years of employment
- Compensatory time
- Ability to float 5 holidays

COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION:

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of

the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants (including people who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process.

RESPONSIBILITIES:

- Provide direct representation in cases in removal proceedings;
- Provide direct representation to persons submitting affirmative applications with USCIS and the Department of State;
- Conduct presentations, workshops, legal clinics and individual consultations;
- Provide direct representation and other forms of legal assistance to individuals in other types of immigration matters;
- Perform administrative tasks related to grant reporting and other requirements;
- Participate in NWIRP's outreach, community education and development efforts;
- Perform other tasks as required and directed by supervisory staff.

Physical demands: While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; utilize a phone, computer, keyboard, pen and paper.

Emotional demands: While performing the duties of this job, the employee is regularly required to discuss topics including, but not limited, to discrimination, domestic abuse and violence.

SKILLS AND QUALIFICATIONS:

- Law degree.
- Admission to the bar of any state in the U.S.
- Demonstrated commitment to immigrant rights and willingness to support NWIRP's mission, vision and values.
- Excellent written, oral communication skills and presentation skills.
- Commitment to working in a diverse working environment;
- Fluency in English and a second language (preferably Spanish but will consider applicants who speak another language);
- At least one year with prior experience representing individuals before USCIS preferred;
- At least one year with prior experience representing persons in removal proceedings preferred;
- Strong organizational skills and ability to work independently.
-

REPORTS TO

Interim Supervising Attorney, Tacoma

TO APPLY:

You will need to upload a single file document including your Cover letter and Resume via our careers

page: [https://secure3.entertimeonline.com/ta/90199.careers?](https://secure3.entertimeonline.com/ta/90199.careers?CareersSearch)

CareersSearch . For your cover letter, please describe: **how your lived or work experience make you a good fit for this role. Full consideration will be given to those who apply by June 11th.**

ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:

Founded in 1984, NWIRP is a nationally recognized legal services organization on the front lines of defending and advancing the rights of immigrants. Each year, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 160 countries and speak over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP has a staff of 120 and an annual budget of over \$13 million. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 26, 2021

Expiration Date: July 2, 2021

Contact: Human Resources

615 2nd Avenue Seattle, Washington 98104 United States

Resume Receipt: Other (see below)

How To Apply: <https://secure3.entertimeonline.com/ta/90199.careers?CareersSearch>

Additional Documents: Cover Letter, Other Documents

Visual ID: 7593

Commercial Finance Associate - Philadelphia

Ballard Spahr LLP (Philadelphia, PA)

Job Type: Full-time**Job Location(s):**

Philadelphia, Pennsylvania United States

Job Description:

We are seeking an associate with 3-5 years of experience to join our industry-leading finance practice in Philadelphia. We represent a wide variety of institutional clients nationwide, including commercial banks, commercial finance companies, direct purchasers and private equity firms, investors and developers, and major non-profits.

Qualified candidates should have a strong transactional background with experience working on a variety of complex finance transactions including syndicated and portfolio transactions. Understanding and working knowledge of Article 9 of the UCC and bankruptcy code is together with all phases of commercial finance transactions is required. Experience with workouts/restructuring, and/or M&A and private equity transactions is a plus. Candidates should have excellent academic credentials and strong writing and analytical skills. This is an excellent opportunity for professional growth in a collegial environment of a national law firm. Active bar license in PA 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.

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:** May 26, 2021**Expiration Date:** July 2, 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=549

Additional Documents: Unofficial Transcript

Visual ID: 7448

Attorney

Conti Law (Moon Township, PA)

Position Type: Full-time**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Job Location(s):** Moon Township, Pennsylvania (United States)**Description:**

Full-Time in Office

Location: Moon Township

Salary: \$50,000 per year plus commission

PA Bar

E-mail resumes to: Melissa@contilawpgh.com

Conti Law seeks an attorney with 2-5 years of estate planning, special needs planning, estate and trust administration, and litigation experience. The candidate will be responsible for performing substantive legal support work for supervising attorney. This includes, but is not limited to, drafting estate planning documents, initiating calls with Courts, Financial Institutions and Personal Representatives as necessary to obtain information or provide updates. Must have PA Bar Certification, be proficient in Microsoft Office and knowledge of Lackner. Willing to occasionally travel to downtown Pittsburgh and surrounding counties to assist with the probate process.

Candidate must be organized, efficient, detail-oriented, with the ability to work and think independently.

Desired Class Level: Graduate/Alumni**Posting Date:** May 25, 2021**Expiration Date:** July 30, 2021**Contact:** Melissa Garzony

PMP, PHR

986 Brodhead Road Moon Township, Pennsylvania 15108 United States

Resume Receipt: E-mail**Default email for resumes.:** Melissa@contilawpgh.com**ID:** 7590

Attorney Editor

Thomson Reuters

Job Type: Full-time

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

Job Location(s):

Eagan, Minnesota United States

Saint Paul, Minnesota United States

Minneapolis, Minnesota United States

Job Description:

In this role you will provide legal interpretation in the form of research, analysis, and writing to support the development and maintenance of Thomson Reuters Legal information in all media. Members of this team are also tasked with ensuring that published legal information contains and delivers premium legal content.

About the Role:

In this opportunity as Attorney Editor you will:

- **Legal Research, Analysis and Writing:** Our Attorney Editors create and classify legal information in the form of headnotes, highlights, and other features and enhancements. You will also identify key legal issues in editorial materials while demonstrating competence in Westlaw navigation and on-line research tools.
- **Editorial Responsibility:** Members of this team adhere to editorial publishing schedules and quality standards. They also verify their own work and that of other staff as required for accuracy and completeness, and ensure that the information is properly presented and organized. In this role you will be required to maintain and develop legal knowledge and skills training as needed to complete your work and in order to stay current on legal trends and developments that are related to your editorial responsibilities.
- **Individual and Leadership Development:** As a part of a larger team, you will attend and participate in meetings and take part in the employee evaluation process (both wider feedback and self-evaluation). To be most effective at your job, you will develop knowledge of Thomson Reuters Legal publications and products related to your responsibilities, and those of competitors.
- **Members of our team** prioritize their own work and understand the roles and responsibilities of each collaborator/team member and how each role impacts production. You will also be required to demonstrate competence on company specific systems necessary to perform your job functions.

We have one team hiring Attorney Editors at our Minneapolis/St Paul campus (Eagan, MN) at this time:

- **Cases Editorial:** As a member of the Cases Editorial team, you will read and analyze court decisions and create and classify short summaries of each point of law in the decision for Westlaw and print. Strong analytical and writing skills, productivity, and quality are necessary to maintain our world class judicial content.

About You:

Youâ€™re a fit for the role of Attorney Editor if you have/are:

- 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.
- Comfortable with personal computers and familiar with word processing and online applications
- Can 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, both in and outside Thomson Reuters.

We are hiring for these positions in our **Minneapolis/St. Paul (Eagan), MN** office only.

Whatâ€™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
- **Compensation:** Base salary and a variable compensation that is directly related to your success

Do you want to be part of a team helping re-invent the way knowledge professionals work? How about a team that works every day to create a more transparent, just and inclusive future? At Thomson Reuters, weâ€™ve been doing just that for almost 160 years. Our industry-leading products and services include highly specialized information-enabled software and tools for legal, tax, accounting and compliance professionals combined with the worldâ€™s most global news services â€“ Reuters. We help these professionals do their jobs better, creating more time for them to focus on the things that matter most: advising, advocating, negotiating, governing and informing.

We are powered by the talents of 25,000 employees across more than 75 countries, where everyone has a chance to contribute and grow professionally in flexible work environments that celebrate diversity and inclusion. At a time when objectivity, accuracy, fairness and transparency are under attack, we consider it our duty to pursue them. Sound exciting? Join us and help shape the industries that move society forward.

Accessibility

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 all 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 applicable law. Thomson Reuters is proud to be an Equal Employment Opportunity/Affirmative Action Employer providing a drug-free workplace.

We also make reasonable accommodations for qualified individuals with disabilities and for sincerely held religious beliefs in accordance with applicable law.

More information about Thomson Reuters can be found on thomsonreuters.com.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 25, 2021

Expiration Date: July 1, 2021

Contact: Account Executive DeNai Donaville
Account Executive
2395 Midway Road Carrollton, Texas 75006 United States

Resume Receipt: Other (see below)

How To Apply: https://thomsonreuters.wd5.myworkdayjobs.com/External_Career_Site/job/USA-Eagan-610-Opperman-Dr/Attorney-Editor_JREQ140820

Visual ID: 7589

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. This position is not available to be performed in Colorado.

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 1,500 attorneys in over 75 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.

Desired Class Level: Graduate/Alumni**Posting Date:** May 20, 2021**Expiration Date:** August 20, 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:** 7577

Legal Assistant

Casey & Chapman (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:**

Hiring Legal Assistant

Casey & Chapman, PLLC, is currently accepting resumes for the full-time position of legal assistant. Preferred start date is June 10, 2021, but is flexible. The position requires a college degree; experience in the legal field and/or with medical records is preferred. Must have great attention to detail; excellent grammar and presentation; the ability to be a team player, to multi-task, and to handle a fast-paced litigation office.

Resumes and cover letters should be sent to Sandra M. Chapman, Casey & Chapman, PLLC, 1140 Chapline Street, Wheeling, WV 26003.

Desired Class Level: Graduate/Alumni**Posting Date:** May 20, 2021**Expiration Date:** June 7, 2021**Contact:** Ms. Sandra M. Chapman
1140 Chapline Street Wheeling, West Virginia 26003 United States**Resume Receipt:** Other (see below)**How to Apply:** Resumes and cover letters should be sent to Sandra M. Chapman, Casey & Chapman, PLLC, 1140 Chapline Street, Wheeling, WV 26003.**Additional Documents:** Cover Letter**ID:** 7581

Litigation Associate

KPM Law

Job Type: Full-time

Job Location(s):

Fairfax, Virginia United States

Norfolk, Virginia United States

Chesterfield, Virginia United States

Job Description:

KPM LAW is a mid-sized civil litigation firm with offices in Richmond, Fairfax, Norfolk, and Roanoke. KPM has immediate openings in its Norfolk, Fairfax and Richmond offices for litigation associates to join its civil defense practice.

KPM has created an atmosphere where the practice of law is challenging and professional, but also rewarding and innovative. The attorneys at KPM work in a collegial environment to ensure a successful partnership with both co-workers and clients. KPM handles a wide range of legal issues, including premises liability, employment, and automobile cases, as well as fraud, coverage, and construction defect matters. KPM also has a robust workers' compensation department.

The successful candidate must possess an ability to think critically, communicate effectively, and collaborate with others. This position is ideal for someone who wants to work directly with clients and manage their own cases. It will allow the applicant to enhance their skills in all aspects of the litigation process, from generating defense strategies and leading the discovery process to trying cases.

KPM is an equal opportunity employer. KPM is committed to creating a diverse and inclusive workforce. We believe that our team must reflect the diversity of our clients and our community. 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, or veteran status.

Applicants must have a Virginia State Bar membership. KPM offers compensation commensurate with experience as well as a competitive benefits package. Please submit a cover letter (or email), resume with references, and a writing sample to jobs@kpmlaw.com.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 20, 2021

Expiration Date: June 19, 2021

Contact: Cindy O'Brien

901 Moorefield Park Drive Richmond, Virginia 23236 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: jobs@kpmlaw.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

Visual ID: 7535

Entry-Level Trial Attorney - Litigation (Including Remote)

Pierce Bainbridge

Job Type: Full-time**Job Location(s):**

Milwaukee, Wisconsin United States

Spokane, Washington United States

Thousand Oaks, California United States

Job Description:**Overview****Thousand Oaks Advocacy Group**

Recently licensed attorneys, licensed in California, Washington, and Wisconsin, who want to immediately start litigating and trying high-value, high-stakes business and class action cases at the highest level. All litigation practice areas including advocacy. A tremendous degree of responsibility immediately.

Direct mentoring and supervision by a former Jones Day partner and one of the nation's most successful class action and business trial attorneys. Headquarters in Thousand Oaks, CA, but all attorneys can be remote.

Initiative, teamwork, aggressiveness, self-starting, extreme ownership.

How to Apply

Please email your resume to Kelly@americanmerchantcapitalfund.com

Desired Class Level(s): Graduate/Alumni**Posting Date:** May 24, 2021**Expiration Date:** June 30, 2021

Contact: Global Managing Partner John Pierce
Global Managing Partner
355 South Grand Avenue Los Angeles, California 90071 United States

Resume Receipt: Other (see below)**How To Apply:** Please email your resume to Kelly@americanmerchantcapitalfund.com**Visual ID:** 7584

Associate 0-2 years experience

Law Offices of Adam J. Roth

Job Type: Full-time**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Job Location(s):**

New York, New York United States

Job Description:

Boutique personal injury, civil rights and estate litigation firm seeks a junior associate with 0 - 2 years experience. No experience is necessary to apply for the position, but admission to the New York state bar is strongly preferred. Spanish speaking is a major plus. The position is expected to start in September 2021.

The position will involve (1) managing a case load of state court personal injury cases (2) legal research and writing for both state and federal cases (3) second chairing trials and depositions (4) opportunities to take depositions and occasionally, first chair state court trials.

The ideal candidate will be a hard worker who is capable of working independently and collaborating with other attorneys. The firm prides itself on putting out a high quality work product but does not itself too seriously and is focused on maintaining work life balance for its team.

After a three month probationary period, the firm offers fully subsidized health insurance, four weeks paid vacation annually and a 401(k) with a guaranteed employer contribution.

Compensation is to be discussed but involves a base salary and a generous incentive package that includes bonuses for (1) settling cases (2) successful trial results and most importantly (3) generating business.

Strong Work Ethic and Ability to Multi-task

Desired Class Level(s): Graduate/Alumni**Posting Date:** May 21, 2021**Expiration Date:** June 20, 2021**Contact:** Adam Roth

112 Madison Avenue 6th Floor New York, New York 10016 United States

Resume Receipt: Online**Additional Documents:** Cover Letter, Writing Sample**Visual ID:** 7569

Litigation Associate (Oakland, CA)

Bailey & Glasser (Charleston, WV)

Position Type: Full-time**Geographic Preference:** West (CA, NV, UT, CO, MT, WY)**Description:**

Litigation Associate (Oakland, CA)

Bailey Glasser LLP, a national law firm engaged in cutting-edge, impact litigation, seeks an experienced Litigation Associate to work in its new office in downtown Oakland. The ideal candidate will have at least four years of complex civil litigation experience in individual and class action cases in federal and state courts, preferably on the plaintiffs' side. Top-notch writing, strong legal analysis, and diversity are priorities.

This is an opportunity to thrive in a growing firm with a very collegial environment. The firm works on some of the most exciting and high-profile cases in the country.

The Associate will work primarily with two attorneys in Oakland whose main focus is on automotive product liability, consumer protection, access to justice, and civil rights cases, including Title IX gender equity cases. She or he will play an important role in launching and helping to build the new office.

Requirements:

Superb writing, analytical, research, and technical skills

Minimum four years' litigation experience, including discovery, motions practice, and a strong grasp of civil procedure

Self-motivation, creativity, efficiency, and a warm, can-do personality

Strong organizational skills

Good sense of humor and ability to get along well with others

Healthy sense of outrage and desire to change the world for the better

Salary commensurate with experience. Bailey Glasser LLP is an equal opportunity employer that offers an attractive benefits package, including excellent health insurance. Diversity valued. We are committed to recruiting and retaining outstanding lawyers from a variety of backgrounds. Applications invited regardless of race, gender, national origin, sexual orientation, age, or disability.

If interested, please send a cover letter and resume to recruitment@baileyglasser.com with "Oakland Litigation Associate" in the email subject line.

Desired Class Level: Graduate/Alumni**Posting Date:** May 21, 2021**Expiration Date:** July 30, 2021**Contact:** Mr. Ben Bailey
Recruiter**Resume Receipt:** Other (see below)**How to Apply:** If interested, please send a cover letter and resume to recruitment@baileyglasser.com with "Oakland Litigation Associate" in the email subject line.**Additional Documents:** Cover Letter**ID:** 7582

Career Associate, Global Employment/Equity Comp/Immigration

Orrick, Herrington & Sutcliffe LLP (Wheeling, WV)

Position Type: Full-time

Practice Area(s): Employment

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

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

Description:

Orrick Herrington & Sutcliffe LLP is seeking a Global Employment, Equity Compensation and Immigration Career Associate with 0 – 5 years of experience to join our Litigation Business Unit in our Wheeling WV office.

The selected candidate will provide support to the Global Employment, Compensation and Immigration team within the Employment Law Group. Under the direct supervision of senior attorneys in the group, the career associate will assist with research, client deliverables, project management of local counsel and business development. This position will require providing high levels of legal skill and attention to detail as well as the ability to effectively communicate. This position will require extensive contact with Global Employment, Equity Compensation and Immigration attorneys in other offices.

Duties will include but are not limited to preparing multi-country analyses, drafting employment and compensation related documents and agreements, project managing global teams, conducting multijurisdictional research with global teams, and assisting with the preparation and delivery of analysis and research to clients in writing and in client meetings. The person would likely also work on employment agreements, handbooks, bonus and commission plans, and equity compensation plans and diligence projects concerning employment and compensation aspects of global M&A transactions. The client focus would be primarily on the fast growth technology company space.

For the sixth year in a row, Orrick is one of Fortune's 100 Best Companies to Work For, the annual list that recognizes companies with extraordinary workplace cultures.

We bring distinctive quality, diverse teams, and innovation to everything we do. At our core, we value collegiality among our lawyers and strive to make our practices both professionally and personally rewarding. You will connect with peers and mentors and integrate into our client teams. Our top-notch training and mentoring programs, academies, shadowing opportunities and more are what set us apart. If you are passionate about innovative work in a dynamic environment, you are who we are looking for

Job Requirements:

- JD from accredited law school.
- Licensure from at least one (1) jurisdiction.
 - Wheeling office applicants must be admitted to the West Virginia State Bar, be eligible to join the West Virginia State Bar via reciprocity or by transferring a UBE score, or be willing to take the West Virginia State Bar Exam.
- Excellent academic credentials
- Superior legal research, writing, and interpersonal communication skills.
- Ability to independently manage a diverse workload in a fast-paced environment.
- Experience working in or with countries outside of the U.S. and/or native speaking fluency in a language other than English is a significant plus

If you have any questions, please reach out to Hillary Coughlin, Recruiting Manager, at hcoughlin@orrick.com.

We are an Equal Opportunity Employer.

Desired Class Level: Graduate/Alumni

Posting Date: May 18, 2021

Expiration Date: June 30, 2021

Contact: Karen L. Sincavich
HR Generalist
2121 Main Street Wheeling, West Virginia 26003 United States
<http://www.orrick.com>

Resume Receipt: Other (see below)

How to Apply: To submit your resume and cover letter for this position, please visit our Career Associate listings at <https://www.orrick.com/en/Careers/Lawyer-Job-Opportunities>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 7562

Career Associate, Employment Law

Orrick, Herrington & Sutcliffe LLP (Wheeling, WV)

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

Orrick is looking for a Career Associate to join our Employment Law Practice Group in our Wheeling office. The Employment Law Career Associate provides litigation and business development support to attorneys in the Employment Law Practice Group. Under the direct supervision of Responsible Attorneys, this attorney works to support the needs of the Employment Law Practice on the full range of employment litigation including multi-plaintiff, individual, and class action discrimination and wage and hour suits, government enforcement actions, internal investigations, client counseling, as well as business development activities. Orrick is seeking an experienced candidate who can exercise discretion and take initiative in a fast-paced environment.

For the sixth year in a row, Orrick is one of Fortune's 100 Best Companies to Work For, the annual list that recognizes companies with extraordinary workplace cultures.

We bring distinctive quality, diverse teams, and innovation to everything we do. At our core, we value collegiality among our lawyers and strive to make our practices both professionally and personally rewarding. We'll help you to connect with peers and mentors to ensure you are integrated into our client teams. Our top-notch training and mentoring programs, retreats and academies, shadowing opportunities and more are what set us apart. If you are passionate about innovation work in a dynamic environment, you're just who we're looking for.

Job Requirements:

This position requires employment legal experience, exceptional writing skills, attention to detail and the ability to effectively communicate.

Candidates must have experience in some or all of the following areas of litigation:

- employment discrimination
- whistleblowing
- post-employment restrictions
- wage and hour

Key skills and experience include:

- researching a range of employment issues
- drafting position statements, briefs, motions, and discovery documents
- handling discovery tasks, including e-discovery
- assisting with preparation of witnesses for depositions
- assisting with preparation for arbitrations and trials

Qualifications include: 3-10 years of experience in Employment Law; JD from accredited law school, and licensure from at least one (1) jurisdiction. Excellent academic credentials required. The position also requires excellent legal research, writing, and interpersonal communication skills.

Wheeling office applicants must be admitted to the West Virginia State Bar, be eligible to join the West Virginia State Bar via reciprocity or by transferring a UBE score, or be willing to take the West Virginia State Bar Exam.

To submit your resume and cover letter for this position, please visit our Career Associate listings at <https://www.orrick.com/Careers>.

If you have any questions, please reach out to Hillary Coughlin, Recruiting Manager, at hcoughlin@orrick.com.

We are an Equal Opportunity Employer.

Desired Class Level:	Graduate/Alumni
Posting Date:	May 18, 2021
Expiration Date:	June 30, 2021
Contact:	Karen L. Sincavich HR Generalist 2121 Main Street Wheeling, West Virginia 26003 United States http://www.orrick.com
Resume Receipt:	Other (see below)
How to Apply:	To submit your resume and cover letter for this position, please visit our Career Associate listings at https://www.orrick.com/en/Careers/Lawyer-Job-Opportunities
Additional Documents:	Cover Letter, Unofficial Transcript, Writing Sample
ID:	7565

Career Associate, M&A and Private Equity

Orrick, Herrington & Sutcliffe LLP (Wheeling, WV)

Position Type: Full-time**Practice Area(s):** Corporate**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

Job Location(s): Austin, Texas (United States)
 Houston, Texas (United States)
 Seattle, Washington (United States)
 Sacramento, California (United States)
 Menlo Park, California (United States)
 Boston, Massachusetts (United States)
 Portland, Oregon (United States)
 New York, New York (United States)
 Irvine, California (United States)
 Los Angeles, California (United States)
 Washington, District of Columbia (United States)
 Wheeling, West Virginia (United States)
 San Francisco, California (United States)
 Santa Monica, California (United States)

Description:

Orrick has an opportunity for an attorney with 4+ years' experience to join our M&A and Private Equity team as a career associate. Successful candidates can be based in any of our U.S. offices locations. The ideal candidate has substantial experience in mergers and acquisitions. Experience in the areas of public offerings, private equity or public company representation is also beneficial. We seek associates who enjoy working closely with clients in an exciting, fast-paced environment.

For the sixth year in a row, Orrick is one of Fortune's 100 Best Companies to Work For, the annual list that recognizes companies with extraordinary workplace cultures.

We bring distinctive quality, diverse teams, and innovation to everything we do. At our core, we value collegiality among our lawyers and strive to make our practices both professionally and personally rewarding. You will connect with peers and mentors and integrate into our client teams. Our top-notch training and mentoring programs, academies, shadowing opportunities and more are what set us apart. If you are passionate about innovative work in a dynamic environment, you are who we are looking for.

Job Requirements:

- 4+ years of experience.
- JD from accredited law school.
- Licensure from at least one (1) jurisdiction
- Excellent academic credentials
- Highly motivated
- Superior communication skills
- Membership to the State Bar of the desired office location is required.
 - Wheeling office applicants must be admitted to the West Virginia State Bar, be eligible to join the West Virginia State Bar via reciprocity or by transferring a UBE score, or be willing to take the West Virginia State Bar Exam.

If you have any questions, please reach out to Karen Sincavich, FW HR Generalist, at ksincavich@orrick.com.

We are an Equal Opportunity Employer.

Consistent with the SF Fair Chance Ordinance, an arrest and conviction record will not automatically disqualify a qualified applicant from

consideration for employment. For attorney positions, a 'qualified applicant' is an individual who is a member of the State Bar of California, admitted in good standing, and is eligible to practice[1]; or whose admission to the State Bar of California and eligibility to practice remains subject only to successful completion of the California Bar Examination.

Qualified applicants with criminal histories will be considered for the position in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

Desired Class Level:	Graduate/Alumni
Posting Date:	May 18, 2021
Expiration Date:	June 30, 2021
Contact:	Karen L. Sincavich HR Generalist 2121 Main Street Wheeling, West Virginia 26003 United States http://www.orrick.com
Resume Receipt:	Other (see below)
How to Apply:	To apply, please visit our Career Associate listings under the Lawyer Job Opportunities at https://www.orrick.com/en/Careers/Lawyer-Job-Opportunities
Additional Documents:	Cover Letter, Unofficial Transcript, Writing Sample
ID:	7566

Career Associate, Restructuring

Orrick, Herrington & Sutcliffe LLP (Wheeling, WV)

Position Type: Full-time**Practice Area(s):** ANY AREA NOT LISTED - OTHER**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Job Location(s):** Wheeling, West Virginia (United States)**Description:**

We are looking for a **career associate** for our dynamic **restructuring practice** group with 2-5 years' experience. Experience in large transactions with a major law firm and strong education profile preferred.

We are especially interested in associates that have both litigation experience and transactional skills. Our associates are expected to have a high level of familiarity with the Bankruptcy Code and Rules, and practical experience drafting pleadings and briefs. Our associates must also have transactional experience and an understanding of accounting and financial issues that affect restructuring transactions.

For the sixth year in a row, Orrick is one of Fortune's 100 Best Companies to Work For, the annual list that recognizes companies with extraordinary workplace cultures. Our lawyers work intimately with over 3,000 technology company clients and over 300 venture capital firms. Over the past 12 months, Orrick has helped raise over \$25.2 billion in venture capital financings globally through over 920 transactions in 45+ countries. We are recognized as leading advisors in the technology space by industry publications such as Law360, Pitchbook, Chambers and Partners and Legal 500.

We bring distinctive quality, diverse teams, and innovation to everything we do. At our core, we value collegiality among our lawyers and strive to make our practices both professionally and personally rewarding. We'll help you to connect with peers and mentors to ensure you are integrated into our client teams. Our top-notch training and mentoring programs, retreats and academies, shadowing opportunities and more are what set us apart. If you are passionate about innovation work in a dynamic environment, you're just who we're looking for.

The candidate must possess strong academic credentials, excellent legal research and superb writing and oral communications skills, strong interpersonal skills and is a team player.

Job Requirements:

- 2-5 years of experience
- JD from accredited law school
- Licensure from at least one (1) jurisdiction
 - Wheeling office applicants must be admitted to the West Virginia State Bar, be eligible to join the West Virginia State Bar via reciprocity or by transferring a UBE score, or be willing to take the West Virginia State Bar Exam.
- Excellent academic credentials.
- Highly motivated.
- Superior communication skills and ability to work with clients.

If you have any questions, please reach out to Liz Forrest, Office & Recruiting Administrator, at eforrest@orrick.com.

We are an Equal Opportunity Employer.

Desired Class Level: Graduate/Alumni**Posting Date:** May 18, 2021**Expiration Date:** June 30, 2021

Contact: Karen L. Sincavich
HR Generalist
2121 Main Street Wheeling, West Virginia 26003 United States
<http://www.orrick.com>

Resume Receipt: Other (see below)

How to Apply: To submit your resume and cover letter for this position, please visit our Career Associate listings at <https://www.orrick.com/en/Careers/Lawyer-Job-Opportunities>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 7561

Career Associate, Structured Finance

Orrick, Herrington & Sutcliffe LLP (Wheeling, WV)

Position Type: Full-time**Practice Area(s):** ANY AREA NOT LISTED - OTHER**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Job Location(s):** Wheeling, West Virginia (United States)**Description:**

Orrick's structured finance team seeks an attorney with 2-5 years of experience in securitization / structured finance to join our team as a career associate. Prior CMBS experience a plus, but not required. Orrick's structured finance group advises on the industry's most innovative transactions and significant regulatory reform measures. Our structured finance group has deep experience in, and is primarily engaged in, all aspects of commercial mortgage securitization transactions, as well as residential mortgage, auto, credit card and esoteric securitizations, CLOs, repackagings, re-securitizations, and other financings. The attorney hired for this position would be primarily engaged with the CMBS team.

For the sixth year in a row, Orrick is one of Fortune's 100 Best Companies to Work For, the annual list that recognizes companies with extraordinary workplace cultures.

We bring distinctive quality, diverse teams, and innovation to everything we do. At our core, we value collegiality among our lawyers and strive to make our practices both professionally and personally rewarding. You will connect with peers and mentors and integrate into our client teams. Our top-notch training and mentoring programs, academies, shadowing opportunities and more are what set us apart. If you are passionate about innovative work in a dynamic environment, you are who we are looking for.

Job Requirements:

- 2-5 years of experience.
- JD from accredited law school.
- Licensure from at least one (1) jurisdiction
 - Wheeling office applicants must be admitted to the West Virginia State Bar, be eligible to join the West Virginia State Bar via reciprocity or by transferring a UBE score, or be willing to take the West Virginia State Bar Exam.
- Excellent academic credentials
- Highly motivated
- Superior communication skills and ability to work with clients

If you have any questions, please reach out to Liz Forrest, Office & Recruiting Administrator, at eforrest@orrick.com.

We are an Equal Opportunity Employer.

Desired Class Level: Graduate/Alumni**Posting Date:** May 18, 2021**Expiration Date:** June 30, 2021

Contact: Karen L. Sincavich
HR Generalist
2121 Main Street Wheeling, West Virginia 26003 United States
<http://www.orrick.com>

Resume Receipt: Other (see below)**How to Apply:** To submit your resume and cover letter for this position, please visit our

Career Associate listings at <https://www.orrick.com/en/Careers/Lawyer-Job-Opportunities>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 7563

Career Associate, Technology Companies Group

Orrick, Herrington & Sutcliffe LLP (Wheeling, WV)

Position Type: Full-time

Practice Area(s): Corporate

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

Job Location(s): Menlo Park, California (United States)
 Portland, Oregon (United States)
 New York, New York (United States)
 Los Angeles, California (United States)
 Irvine, California (United States)
 Houston, Texas (United States)
 Seattle, Washington (United States)
 Washington, District of Columbia (United States)
 Santa Monica, California (United States)
 Austin, Texas (United States)
 Sacramento, California (United States)
 Boston, Massachusetts (United States)
 Wheeling, West Virginia (United States)
 San Francisco, California (United States)

Description:

Orrick has opportunities for attorneys with 2-8 years' experience to join our renowned **Technology Companies Group as career associates**. Ideal candidates have deep experience and passion for helping tech companies at all stages of growth by advising on venture capital financings, corporate formation and structuring issues, protecting intellectual assets, retaining talent, modelling, securing and monetizing data, advising board and founders on business issues and advocating for innovation-friendly public policy. Candidates can be based in any of our U.S. offices or in "hub" cities such as Pittsburgh, Salt Lake City, Denver, Nashville, and Philadelphia.

For the sixth year in a row, Orrick is one of Fortune's 100 Best Companies to Work For, the annual list that recognizes companies with extraordinary workplace cultures. Our lawyers have represented 5 of Forbes Top 10 Digital Companies, 3,000+ venture backed companies, 300+ investors and 37 unicorns. Over the past 12 months, Orrick has helped raise over \$25.2 billion in venture capital financings globally through over 920 transactions in 45+ countries. We are recognized as leading advisors in the technology space by industry publications such as Law360, Pitchbook, Chambers & Partners and Legal 500.

We bring distinctive quality, diverse teams, and innovation to everything we do. At our core, we value collegiality among our lawyers and strive to make our practices both professionally and personally rewarding. We'll help you to connect with peers and mentors to ensure you are integrated into our client teams. Our top-notch training and mentoring programs, retreats and academies, shadowing opportunities and more are what set us apart. If you are passionate about innovation work in a dynamic environment, you're just who we're looking for.

Job Requirements:

The ideal candidate should have experience with private offerings and general venture capital and tech company corporate transactions, public company representation and public offerings, and modelling. Candidates must be highly motivated and possess excellent academic credentials along with superior communication skills.

- 2-8 years of experience
- JD from accredited law school
- Membership to the State Bar of the desired office location is required.

- Wheeling office applicants must be admitted to the West Virginia State Bar, be eligible to join the West Virginia State Bar via reciprocity or by transferring a UBE score, or be willing to take the West Virginia State Bar Exam.
- Excellent legal research, writing, and interpersonal communication skills required.

We are an Equal Opportunity Employer.

Consistent with the SF Fair Chance Ordinance, an arrest and conviction record will not automatically disqualify a qualified applicant from consideration for employment. For attorney positions, a 'qualified applicant' is an individual who is a member of the State Bar of California, admitted in good standing, and is eligible to practice[1]; or whose admission to the State Bar of California and eligibility to practice remains subject only to successful completion of the California Bar Examination.

Qualified applicants with criminal histories will be considered for the position in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

Desired Class Level: Graduate/Alumni

Posting Date: May 18, 2021

Expiration Date: June 30, 2021

Contact: Karen L. Sincavich
HR Generalist
2121 Main Street Wheeling, West Virginia 26003 United States
<http://www.orrick.com>

Resume Receipt: Other (see below)

How to Apply: To submit your resume and cover letter for this position, please visit our Career Associate listings at <https://www.orrick.com/en/Careers/Lawyer-Job-Opportunities>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 7567

MA General Counsel

West Virginia Military Authority (Charleston WV)

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

STATE OF WEST VIRGINIA

WEST VIRGINIA MILITARY AUTHORITY

1703 COONSKIN DRIVE

CHARLESTON, WV 25311-1085

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: ML210501

OPEN DATE: May 4, 2021 CLOSE DATE: Until filled

LOCATION: National Guard HQ, Coonskin Dr, Charleston, WV

JOB TITLE: MA General Counsel

WORKING TITLE: Real Estate Specialist/Attorney

SALARY RANGE: \$82,000 - \$88,776

GENERAL PURPOSE OF POSITION

Under administrative direction, performs highly responsible and difficult professional legal work in the areas of real estate, construction contracts administration and finance for the West Virginia National Guard (WVNG). Serves as primary liaison with WV Attorney General's office and chief legal advisor to the senior leadership of the WVNG. Closely assists the Construction and Facility Management Officer on a wide range of complex legal issues related to facility planning, construction and use, real estate acquisition and disposition, contract management, budget administration and other areas related to the mission of the WVNG. Performs highly complex legal work and document writing. Provides legal advice and consultation on difficult and challenging legal problems. Reviews the form and content of various legal documents related to real property acquisition and disposition, construction contract administration and finance. Performs difficult and complex legal research.

Performs related work as required.

PRINCIPAL ACCOUNTABILITIES:

Handles difficult and novel legal matters related to real estate, facility construction and management, budget, contracts management and MWR issues.

Performs complex and advanced legal research related to real estate acquisition and disposition, facility planning, construction and use, contract management, budget management and related issues.

Drafts and/or reviews real estate contracts, deeds and trust documents, property descriptions, disclosure requirements, lease agreements and related documents.

Interprets case law and precedence to current issues before the agency; advises senior WVNG leadership regarding a wide range of complex legal issues.

HOW TO APPLY: Anyone interested in applying for this position must submit a completed West Virginia Military Authority Employment Application form and resume to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311- 1085 or email to Deborah.s.taylor28.nfg@mail.mil. All Applications must be received by closing date.

MA Applications for employment may be obtained from the West Virginia National Guard Web site at <http://www.wv.ng.mil/HRO/> Investigates property history, zoning laws and related federal and state laws related to military property acquisition and use.

Reviews and/or performs real property appraisals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of common law, statutes, court decisions, state and federal laws in the areas of real estate, property, contracts administration, finance and related areas.

Knowledge of judicial procedures and rules of evidence.

Knowledge of the principles, methods, materials and practices of

legal research.

Knowledge of the West Virginia National Guard organization and missions, policies and procedures.

Ability to interpret, analyze and organize facts and to present such materials in clear and logical form.

Ability to interpret and/or draft legal instruments such real estate contracts, deeds and trust documents, disclosure requirements, contracts, lease agreements, property appraisals and related documents.

Ability to develop and maintain strong client relations.

Ability to provide accurate legal advice to senior management on a wide variety of legal issues. Ability to communicate effectively, orally and in writing.

Ability to conduct real property appraisals.

DUTIES:

Handles difficult and novel legal matters related to real estate, facility construction and management, budget, contracts management and MWR issues.

Performs complex and advanced legal research related to real estate acquisition and disposition, facility planning, construction and use, contract management, budget management and related issues.

Drafts and/or reviews real estate contracts, deeds and trust documents, property descriptions, disclosure requirements, lease agreements and related documents.

Interprets case law and precedence to current issues before the agency; advises senior WVNG leadership regarding a wide range of complex legal issues.

Investigates property history, zoning laws and related federal and state laws related to military property acquisition and use.

Reviews and/or performs real property appraisals.

Negotiates, drafts and reviews complex intergovernmental agreements for cooperation between state and federal military and civilian agencies.

Drafts statutes, regulations and policies related to military activities in support of West Virginia National Guard.

Conducts title search activities and reviews title reports and opinions related to real property to be acquired or disposed of by the State Armory Board.

Negotiates with local counties and municipalities for disposition of excess real property by State Armory Board.

Performs complex and advanced legal research related to taxability and valuation issues applicable to property acquired by Economic Development Authority for Lease to State Armory Board.

Negotiates complex purchase and sale agreements for acquisition of unique real property assets necessary for specialized military training venues.

Provide legal support for Patriot Guardens and related agriculture initiatives.

MINIMUM QUALIFICATIONS

TRAINING: Admission to the practice of law in the State of West Virginia.

EXPERIENCE: Six years of full-time or equivalent part-time paid experience in the practice of law, including specific experience in real estate and construction law. Litigation experience, practical construction experience and/or practical real estate experience (i.e. real estate broker, sales and/or appraisal license) is preferred but not required.

SUBSTITUTION: One year of full-time or equivalent part-time paid experience as an attorney with the agency shall be considered the equivalent of two years of outside experience.

SPECIAL REQUIREMENTS:

1. Position is contingent upon receipt of continued Department of Defense funding.
2. This position falls under the West Virginia Public Employees Retirement System (PERS).

3. The WVMA is an Equal Opportunity Employer; consideration will be given to all qualified applicants without regard to race, color, religion, sex, national origin, politics, age, membership or non-membership in an employee organization.

4. The individual filling this position is an "at will" employee. The Office of the Military Authority and/or the employee has the right to terminate this employment at any time, with or without cause and with or without notice.

5. A pre-employment drug screen is mandatory.

Phillip Cantrell

Director, West Virginia Military Authority

Desired Class Level: Graduate/Alumni

Posting Date: May 18, 2021

Expiration Date: July 30, 2021

Contact: Allison R. Campbell

TSgt Paralegal

1703 Coonskin Drive Charleston, West Virginia 25311 United States

Resume Receipt: E-mail

Default email for resumes.: allison.r.campbell7.mil@mail.mil

Requested Document Notes: HOW TO APPLY: Anyone interested in applying for this position must submit a completed West Virginia Military Authority Employment Application form and resume to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311- 1085 or email to Deborah.s.taylor28.nfg@mail.mil. All Applications must be received by closing date.
MA Applications for employment may be obtained from the West Virginia National Guard Web site at <http://www.wv.ng.mil/HRO/>

ID: 7570

Risk & Compliance Counsel

Orrick, Herrington & Sutcliffe LLP (Wheeling, WV)

Position Type: Full-time

Practice Area(s): All Practice Areas

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

Job Location(s): Houston, Texas (United States)
Wheeling, West Virginia (United States)
Portland, Oregon (United States)
Austin, Texas (United States)
Seattle, Washington (United States)

Description:

Are you a self-starter and want to be an essential member of our dynamic New Business & Conflicts team? This may be the opportunity for you!

Orrick currently has an excellent opening for a **Risk & Compliance Counsel**. This position could be located at our **Global Operations & Innovation Center in Wheeling WV, the Austin, Houston, Seattle, or Portland office**.

What will you do? As a Risk & Compliance Counsel, you will ensure the accurate and timely identification of potential conflicts, compliance and risk management issues associated with firm operations. Specifically handle day to day lateral and new business intake issues related to conflicts clearance, conflicts remedy and firm compliance issues.

- Responsible for conflict research and conflict resolution to ensure potential conflicts are quickly and accurately identified and cleared pursuant to firm policy. Consults with Risk Management and Department Leadership to resolve complex issues that have been escalated for legal conflicts resolution.
- Assist with all conflicts of interest aspects of the lateral hire and new business processes as necessary, including conducting comprehensive conflict of interest checks; analyzing and resolving identified issues; drafting waiver letters and/or Ethical Wall Memos for Risk Management Committee review and approval.
- Responsible for various risk management and firm compliance initiative including; engagement letter management; outside counsel guideline review and management; Office of Foreign Asset Control (OFAC) compliance; Foreign Corrupt Practice Act (FCPA) compliance and oversight, amongst other initiatives to be named and not defined here.
- Develop training and continuing education programs for legal and non-legal staff members on the Firm's risk management and compliance policies and practices.
- Serve as a principle resource to provide guidance to attorneys regarding potential legal conflict of interest issues.
- Assume responsibility for maintaining the highest level of confidentiality of all Firm matters and client information.
- Maintain knowledge of trends and legal developments impacting the conflicts and new business department functions.
- Participates in departmental project teams and task forces designed to streamline workflow and/or resolve issues; assists with various firm and/or departmental projects and initiatives as assigned.
- Assumes additional responsibilities as requested.
- Identifies and supports all training and development needs.

Qualifications:

- JD Degree and admission to practice in good standing in a US jurisdiction required.
- 1-3 years of related experience including extensive knowledge of new client and matter and conflict of interest policies and

procedures.

- Familiarity with rules governing conflicts of interest and the conflict resolution process desirable.
- Strong legal research and analytical skills.
- Ability to effectively establish working relationships with lawyers and staff, and to encourage teamwork and build consensus in order to exceed departmental standards and Firm objectives.
- Ability to maintain open lines of communication within and between departments and lawyers to share knowledge about clients, matters, and conflict of interest issues.
- Ability to manage change within a fast paced, dynamic and progressive organization while maintaining a commitment to the Firm's core values.
- Ability to exercise sound decision making abilities and good judgment.
- Excellent project management, organizational, analytical and problem-solving skills.
- Excellent communication and interpersonal skills; demonstrates a strong customer service orientation towards internal and external clients; proven ability to interact with all levels of management, staff and external entities in a highly effective and professional manner. Proficient personal computer skills and knowledge of firm software including MS Excel and Word and conflicts database.

Who is Orrick? Orrick is a global law firm focused on serving the technology & innovation, energy & infrastructure and finance sectors. Founded more than 150 years ago in San Francisco, Orrick today has offices in 25+ markets worldwide. We are recognized worldwide for delivering the highest-quality legal advice through our diverse teams and for our culture of innovation and collaboration. Financial Times selected Orrick as the Most Digital Firm of 2020, and in the past five years, the Most Innovative Law Firm of the Year three times and runner-up twice. For the sixth year in a row, Fortune named Orrick to its 2021 list of the 100 Best Companies to Work For. Learn more about our awesome employee experience here: Fortune 100 Great Place To Work certified company.

Orrick offers a collaborative work environment, competitive salary, and excellent benefits, from wellness and mindfulness programs to social impact opportunities, professional staff affinity group communities and generous paid time off.

Please visit www.orrick.com for more information about the firm.

No phone calls please.

We are an Equal Opportunity Employer.

Desired Class Level: Graduate/Alumni

Posting Date: May 18, 2021

Expiration Date: June 30, 2021

Contact: Karen L. Sincavich
HR Generalist
2121 Main Street Wheeling, West Virginia 26003 United States
<http://www.orrick.com>

Resume Receipt: Other (see below)

How to Apply: How to Apply: If you are searching for a chance to create an impact, you have a little grit and you love working with a team, we want to talk with you. To submit your resume and cover letter for this position, please visit our Staff and Paralegal Opportunities Listings at <https://www.orrick.com/en/Careers/Paralegals-and-Staff>

Additional Documents: Cover Letter

ID: 7568

Senior Career Associate, Structured Finance

Orrick, Herrington & Sutcliffe LLP (Wheeling, WV)

Position Type: Full-time**Practice Area(s):** ANY AREA NOT LISTED - OTHER**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Job Location(s):** Wheeling, West Virginia (United States)**Description:**

Orrick's structured finance group seeks an attorney with 4-7 years of experience in securitization / structured finance to join our team as a career associate. Prior CMBS experience a plus, but not required. Orrick's U.S. structured finance group advises on the industry's most innovative transactions and significant regulatory reform measures. Our structured finance group has deep experience in, and is primarily engaged in, all aspects of commercial mortgage securitization transactions, as well as residential mortgage, auto, credit card and esoteric securitizations, CLOs, repackagings, re-securitizations, and other financings. The attorney hired for this position would be primarily engaged with the CMBS team.

For the sixth year in a row, Orrick is one of Fortune's 100 Best Companies to Work For, the annual list that recognizes companies with extraordinary workplace cultures.

We bring distinctive quality, diverse teams, and innovation to everything we do. At our core, we value collegiality among our lawyers and strive to make our practices both professionally and personally rewarding. You will connect with peers and mentors and integrate into our client teams. Our top-notch training and mentoring programs, academies, shadowing opportunities and more are what set us apart. If you are passionate about innovative work in a dynamic environment, you are who we are looking for.

Job Requirements:

- 4-7 years of experience.
- JD from accredited law school.
- Licensure from at least one (1) jurisdiction
 - Wheeling office applicants must be admitted to the West Virginia State Bar, be eligible to join the West Virginia State Bar via reciprocity or by transferring a UBE score, or be willing to take the West Virginia State Bar Exam.
- Excellent academic credentials
- Highly motivated
- Superior communication skills and ability to work with clients

If you have any questions, please reach out to Liz Forrest, Office & Recruiting Administrator, at eforrest@orrick.com.

We are an Equal Opportunity Employer.

Desired Class Level: Graduate/Alumni**Posting Date:** May 18, 2021**Expiration Date:** June 30, 2021**Contact:** Karen L. Sincavich

HR Generalist

2121 Main Street Wheeling, West Virginia 26003 United States

<http://www.orrick.com>**Resume Receipt:** Other (see below)

How to Apply: To submit your resume and cover letter for this position, please visit our Career Associate listings at <https://www.orrick.com/en/Careers/Lawyer-Job-Opportunities>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 7564

Arizona Trial Lawyer

Zinda Law Group, PLLC

Job Type: Full-time

Job Location(s):

Arizona United States

Job Description:

Zinda Law Group is a rapidly growing, elite personal injury law firm with offices across the Southwest. We handle complex cases and maintain a small docket, enabling us to best serve our clients. Our 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.

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.

We are looking for an ambitious and passionate Trial Lawyer to join our growing team in Arizona. We are currently interested in hearing from candidates based in either Tucson or Phoenix. As a Trial Lawyer, you will work alongside a dynamic and experienced team of Attorneys 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.

Qualifications and Experience:

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

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: May 17, 2021
Expiration Date: June 23, 2021
Contact: Christie Feyen 8834 North Capital of Texas Highway Austin, Texas 78759 United States
Resume Receipt: Other (see below)
Default email address for resumes: https://zdfirm.bamboohr.com/jobs/view.php?id=428
How To Apply: https://zdfirm.bamboohr.com/jobs/view.php?id=428
Visual ID: 7556

Associate
Babst Calland**Position Type:** Full-time**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Description:**

Babst Calland is seeking a two- to five-year Associate for its nationally-recognized Environmental Section. Comprised of more than 25 attorneys, Babst Calland's Environmental Section is the largest environmental practice in western Pennsylvania. Selected candidate will engage in all aspects of environmental law, including state and federal regulatory compliance, permitting, enforcement actions, and transactional due diligence. Strong academics required. Prior environmental law or technical experience in environmental, chemical or engineering fields preferred. Previous experience at state or federal regulatory agencies (e.g., USEPA, USDOJ) welcomed. Position available in the Pittsburgh, PA or Washington, D.C. offices.

Babst Calland is a highly collaborative firm with a large, established client base. In addition to a competitive salary and bonus plan, benefits include medical, dental, optical and life insurance, 401(k), phone allowance, and generous vacation.

Desired Class Level: Graduate/Alumni**Posting Date:** May 17, 2021**Expiration Date:** June 30, 2021**Contact:** Lisa Bruderly
Attorney
Two Gateway Center 603 Stanwix Street Pittsburgh, Pennsylvania
15222 United States**Resume Receipt:** E-mail**Default email for resumes.:** lbruderly@babstcalland.com**Additional Documents:** Cover Letter**Requested Document Notes:** Please forward cover letter and resume to
lbruderly@babstcalland.com**ID:** 7547

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: May 17, 2021

Expiration Date: June 23, 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

Paralegal

Mountain State Justice (West Virginia)

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

We have two paralegal spots open right now (one in Charleston & one in Morgantown). We're hoping that one will be bilingual. In any event, if there are folks who are thinking about law school or who can't find jobs who would be interested or anyone else who'd be a good fit, please pass this along. Postings are on Indeed, and on our website: <https://mountainstatejustice.org/about/join-our-team/>

Desired Class Level: Graduate/Alumni**Posting Date:** May 17, 2021**Expiration Date:** June 30, 2021**Contact:** Jennifer S. Wagner
Executive Director**Resume Receipt:** E-mail, Other (see below)**Default email for resumes.:** jennifer@msjlaw.org**How to Apply:** <https://mountainstatejustice.org/about/join-our-team/>**ID:** 7548

Trusts & Estates Associates - Greenwich, CT

Cummings & Lockwood LLC (Stamford, CT)

Job Type: Full-time**Job Location(s):**

Stamford, Connecticut United States

Greenwich, Connecticut United States

Job Description:

Greenwich, Connecticut office of Cummings & Lockwood LLC (www.cl-law.com) seeks a Trusts & Estates associate with a minimum of 3 years of estate administration experience and experience drafting complex estate planning documents (Revocable Trusts, ILITs, GRATs, QPRTs, Dynasty Trusts). Candidates must have strong academic credentials and excellent written and oral communication skills. LL.M. in Taxation or Estate Planning and Connecticut bar preferred. Please send cover letter, resume and transcripts to bartinian@cl-law.com.

Please view our website at www.cl-law.com**Desired Class Level(s):** Graduate/Alumni**Posting Date:** May 17, 2021**Expiration Date:** June 23, 2021**Contact:** Bonnie E. Artinian

6 Landmark Square Stamford, Connecticut 06901 United States

Resume Receipt: Other (see below)**Default email address for resumes:** bartinian@cl-law.com**How To Apply:** Please send cover letter, resume and transcripts to bartinian@cl-law.com**Additional Documents:** Cover Letter, Unofficial Transcript**Visual ID:** 7545

Washington Trial Lawyer

Zinda Law Group, PLLC

Job Type: Full-time

Job Location(s):

Washington United States

Job Description:

Are you passionate about the law and want to help people? We want to hear from you!

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 Washington. As a Lead Trial Lawyer, you will work alongside a dynamic and experienced team of Attorneys across the nation in Texas, Colorado, New Mexico, Arizona 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 Washington 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: May 17, 2021

Expiration Date: June 23, 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=431>

Visual ID: 7558

Attorney - Writing Focused

Toriseva Law

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:**

Seeking an attorney focused on legal writing. Great litigators eloquently present courtroom arguments, but most lawsuits settle out of court. The wins come from the written advocacy. We are hiring a lawyer who values the art/science of legal writing. Will be primary/lead writer for litigation team. Email CV (resume) and cover letter, along with a writing sample.

Desired Class Level: Graduate/Alumni**Posting Date:** May 14, 2021**Expiration Date:** August 9, 2021

Contact: Teresa Toriseva
Owner/Attorney
1446 National Road Wheeling

Resume Receipt: E-mail**Default email for resumes.:** justice@torisevalaw.com**Additional Documents:** Cover Letter, Writing Sample**ID:** 7543

Paralegal - Charleston

Mountain State Justice (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:**

Mountain State Justice, a non-profit, public interest legal services office, is seeking a full-time paralegal to work in our Charleston, WV, office. Ability to speak a second language fluently is highly preferred; the right bilingual candidate can be trained on-the-job.

Experience in immigration, bankruptcy and/or civil litigation is a significant plus. Other qualifications include attention to detail; ability to multi-task; excellent typing and proof-reading skills; ability to draft legal documents; knowledge of state and federal court procedures, including use of CM/ECF; comfort with technology, including case management software, Adobe Pro, and Microsoft Office; organizational skills; dependability and strong work ethic; ability to work as part of a team; and commitment to working with low income & under-served clients. Paralegal experience and/or significant paralegal training, knowledge of West Virginia social service system, and/or experience working with low income or high needs clients are a significant plus.

Mountain State Justice encourages applications from Black, Indigenous and other people of color, LGBTQIA+ individuals, people with disabilities, people who have experienced the immigration system or criminal legal system, and other candidates who expand the diversity of our staff.

Salary is commensurate with experience and includes an excellent benefits package.

To apply, please send a resume, cover letter explaining your interest, and three references to [rachel\(at\)msjlaw.org](mailto:rachel(at)msjlaw.org) with the subject "Paralegal Application." Applications will be reviewed on a rolling basis, with the job to be filled as soon as possible.

Desired Class Level: Graduate/Alumni**Posting Date:** May 14, 2021**Expiration Date:** July 21, 2021**Contact:** Jennifer S. Wagner
Executive Director**Resume Receipt:** E-mail**Default email for resumes.:** rachel@msjlaw.org**ID:** 7541

Paralegal - Morgantown

Mountain State Justice (West Virginia)

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:**

Mountain State Justice, a non-profit, public interest legal services office, is seeking a full-time paralegal to work in our Morgantown, WV, office. Ability to speak a second language fluently is highly preferred; the right bilingual candidate can be trained on-the-job.

Experience in immigration, bankruptcy and/or civil litigation is a significant plus. Other qualifications include attention to detail; ability to multi-task; excellent typing and proof-reading skills; ability to draft legal documents; knowledge of state and federal court procedures, including use of CM/ECF; comfort with technology, including case management software, Adobe Pro, and Microsoft Office; organizational skills; dependability and strong work ethic; ability to work as part of a team; and commitment to working with low income & under-served clients. Paralegal experience and/or significant paralegal training, knowledge of West Virginia social service system, and/or experience working with low income or high needs clients are a significant plus.

Mountain State Justice encourages applications from Black, Indigenous and other people of color, LGBTQIA+ individuals, people with disabilities, people who have experienced the immigration system or criminal legal system, and other candidates who expand the diversity of our staff.

Salary is commensurate with experience and includes an excellent benefits package.

To apply, please send a resume, cover letter explaining your interest, and three references to [rachel\(at\)msjlaw.org](mailto:rachel(at)msjlaw.org) with the subject "Paralegal Application." Applications will be reviewed on a rolling basis, with the job to be filled as soon as possible.

Desired Class Level: Graduate/Alumni**Posting Date:** May 14, 2021**Expiration Date:** July 14, 2021**Contact:** Jennifer S. Wagner
Executive Director**Resume Receipt:** E-mail**Default email for resumes.:** rachel@msjlaw.org**Additional Documents:** Cover Letter**ID:** 7540

Attorney IV willl Consider Senior Fair Employment & Counsel

Department of Fair Employment and Housing

Job Type: Full-time**Job Location(s):**

United States

Job Description:

Under the direction of the Chief Counsel or Assistant Chief Counsel, the Attorney IV will perform the most sensitive and complex legal work including assignments involving cases of the highest degree of difficulty in accordance to the Fair Employment and Housing Act, Ralph Civil Rights Act, Unruh Civil Rights Act and the Disabled Persons Act. Prosecutes individual, class, group and systemic civil rights cases. Supports the Legal Division by handling litigation assignments of the highest difficulty and complexity. The incumbent is a lead in general and complex litigation, representing the Department in trial courts and other forums. Develops and implements litigation and alternative dispute resolution strategies. Conducts and defends depositions. Conducts and oversees research and writing for bringing and defending motions including, motions for summary judgment, discovery motions, expert motions, motions in limine, etc. Conducts analyses and research of statutory and case law and drafts legal opinions. Conducts legal writing and research. Assists in developing Legal Division strategies and proposals to identify cases for class and group actions under the Department's statutory authority, analyze statutory and regulatory authority, and acts as a lead in the identification, design and conduct of investigations. Works cooperatively with a variety of individuals and organizations and maintains the confidence and respect of others; works effectively and efficiently under pressure. Designs and leads outreach campaigns to civil rights stakeholders. Defends the Department and litigates cases before the State Personnel Board, other administrative tribunals, and civil court relating to personnel actions. Provides legal training and outreach, and responds to difficult legal correspondence. Prepares for and presents training on civil rights law to the Legal and Enforcement Divisions' staff, as well as to stakeholders and the public

Experience leading complex civil rights litigation in employment, housing, public accommodations, hate violence, and/or human trafficking. • Excellent investigative skills, analytical skills, writing ability, and organizational skills. • Experience working with experts and analyzing large document productions and datasets. • Outstanding oral communication skills, including oral argument expertise before courts. • Strong initiative and work ethic. • Ability and desire to learn new areas of the law and procedure. • Ability to multi-task and meet deadlines. • Ability to communicate with different types of people in different roles. • Openness to take direction and accept feedback from supervisors and managers. • Ability to work with people, including opposing counsel, in a professional and civil manner.

Desired Class Level(s): Graduate/Alumni**Posting Date:** May 13, 2021**Expiration Date:** June 17, 2021**Contact:** Cristina S Granado

2218 Kausen Drive, Suite 100 ELK GROVE, California 95624 United States

Resume Receipt: Other (see below)**How To Apply:** <https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=250108>**Visual ID:** 7531

Freelance Case Brief Writer (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 / freelancers 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

The Quimbee Freelancer Program is for exceptional legal writers who want to help Quimbee grow its database of case summaries. Admission to the program is extremely competitive.

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.

* JD required. * Excellent legal writing skills.

Desired Class Level(s): Graduate/Alumni**Posting Date:** May 13, 2021**Expiration Date:** June 17, 2021**Contact:** Mr. Matthew Sellers
CEO

964 Bridlepath Lane Charlotte, North Carolina 28211 United States

Resume Receipt: Other (see below)**How To Apply:** <https://apply.workable.com/quimbee/j/F7F800119E/>**Visual ID:** 7529

Governance Services Analyst

Computershare (Wheeling, WV)

Position Type: Full-time**Practice Area(s):** All Practice Areas**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Description:****A ROLE YOU WILL LOVE**

Today's General Counsel, Corporate Secretaries, and legal departments are under mounting pressure to deal with increasing corporate compliance, governance, and reporting requirements, and as a result they are looking for partners who can provide a full suite of governance and company secretarial services. In response to this trend and feedback from our clients, we are growing our team of corporate governance professionals who will provide Computershare clients with a broad range of governance advisory and managed services to expand on and complement our existing Computershare Governance Services (CGS) technology solutions.

Primary Accountabilities

Reporting to the Manager – Governance Services, this new and exciting role will be responsible for leading global managed service engagements for multinational clients.

Project managing implementation of legal entity compliance, governance and restructuring activities around the world. Acting as the main point of contact for a portfolio of multinational clients and maintaining valued working relationships with key client contacts.

Support business development activities and the on-boarding of new clients.

Working closely with colleagues and third-party service providers across the Governance Services global network, ensuring operating protocols are adhered to and client service standards are consistently maintained.

Managing client engagement scope, fee and billing arrangements, service levels and quality of deliverables.

Support business management and operational matters, including resourcing, global network development, finance and risk management.

Contribute to a variety of global projects, campaigns and initiatives as and when required.

Keep abreast of both internal and external influences to help shape continuous growth and development of the global Governance Services business and service offering.

Develop own professional competencies and skills through proactive personal development.

WHAT WE NEED FROM YOU**Functional knowledge**

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

Business Experience

Minimum of 2 years' relevant global legal entity management knowledge and experience gained within either professional services or industry.

Previous client service and account management experience.

Effective networking and communication skills, and the ability to influence and build effective relationships at all levels with clients and colleagues.

Organized with expert project management knowledge and experience.

Problem Solving

The role requires attention to detail and some evaluative judgment based on best practice and previous experience. The role holder is expected to respond to and resolve problems by identifying and selecting solutions through the application of acquired technical experience, which will be guided by clear policy and procedure. Effective business, financial and risk management skills and the ability to think/act strategically and commercially while protecting the reputation of the company are critical.

Impact

The role will have a direct impact on the delivery of our agreed service levels with our customers. The quality of service provided will reflect on the effectiveness of the role holder, team and department.

Interpersonal Skills

The role will require developed communication skills to be able to provide clear verbal and/or written communications in response to client queries. Queries received will range from basic to intricate in complexity. The role holder may also require tact and diplomacy when dealing with challenging clients, complaints or sensitive issues. Where supporting continuous improvement or project related activity the role holder will need to clearly and effectively communicate across teams within same department.

KEY QUALIFICATIONS

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

Education and Experience

Essential

4-year BS/BA degree or equivalent experience required

Preferred

Paralegal certificate from an ABA approved paralegal program or JD degree preferred

Travel

It is expected that this position may include travel up to 15% of the time. This is subject to change based on many factors, including business needs.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the environment is minimal

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, reach with hands and arms, and use hands to finger, handle, or feel. The employee may occasionally have reason to lift up to 10 pounds. The vision requirements include close and distant vision.

REWARDS AS UNIQUE AS YOU

A choice medical insurance plans designed to meet your needs

Dental & Vision insurance

Life & Disability insurance

Flexible spending and health savings accounts

Employee Stock Purchase Plan

Paid time off - You'll accrue 3 weeks your first year!

Nine Holidays

\$1,000 Employee Referral Program

Wellness programs

Matching 401(k)

Tuition Reimbursement

Banking and investments plans

Rewards and recognition programs

Employee discounts for wellness, auto & homeowners insurance, wireless service and more...

To learn more, visit us at www.computershare.com/mycareer.

Your career is waiting.

Computershare is an Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, age, disability, protected veteran status, or other characteristics protected by applicable law.

Desired Class Level:	Graduate/Alumni
Posting Date:	May 13, 2021
Expiration Date:	June 12, 2021
Contact:	Christine L Tisone Talent Acquisition Partner United States
Resume Receipt:	Accumulate Online
Requested Document Notes:	https://cpu.taleo.net/careersection/ex/jobdetail.ftl?job=2100019Q&tz=GMT-06%3A00&tzname=America%2FDenver
ID:	7536

Circuit Judge Law Clerk

Monongalia County -17th Judicial Circuit Court (Morgantown)

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:**

Judge Susan B. Tucker (17th Judicial Circuit, Monongalia County) is now accepting applications for the position of Circuit Judge Law Clerk. If interested, please submit your cover letter, resume, writing sample, and transcript to Judicial Law Clerk, Esha Sharma via e-mail at esha.sharma@courtswwv.gov. Equal opportunity employer.

Full address:

Monongalia County Justice Center

75 High Street, Suite 31

Morgantown, WV 26505

COMPLETE LISTING:

The Administrative Office of
The Supreme Court of Appeals of West Virginia
Position Announcement
SEVENTEENTH JUDICIAL CIRCUIT MONONGALIA COUNTY
EMPLOYMENT OPPORTUNITY
Morgantown, West Virginia

Position open until filled (Posted 5-12-2021)

The Position

The Administrative Office of the Supreme Court of Appeals of West Virginia ("AO") is now accepting resumes for the position of Circuit Judge Law Clerk for the Honorable Judge Susan B. Tucker. This position works under the direct supervision of Judge Susan B. Tucker in the Seventeenth Judicial Circuit, Monongalia County, WV. This is a salaried position. The position is described as follows:

CIRCUIT JUDGE LAW CLERK

Pay Scale: The annual salary for those who are not members of the West Virginia State Bar is \$50,946.00, plus benefits, and the annual salary for those who are members of the West Virginia State Bar is \$59,538.00, plus benefits. Documentation from the West Virginia State Bar, i.e., Bar Dues Statement, will be required to receive the higher salary.

Position Purpose: The Circuit Court Law Clerk will be responsible for providing legal support to Judge Susan B. Tucker. The position is a unique opportunity to learn court operations from the inside out, and gain invaluable "real life" practical experience while working in a challenging, high volume, highly-variable and fast-paced environment. Minimum Qualifications: A successful candidate must possess excellent legal research and writing skills. The candidate must also possess the ability to communicate clearly and concisely. Ability to exercise good judgment and maintain tact, composure, and confidentiality. The candidate must possess strong organizational skills and attention to detail.

All circuit judge law clerks must be current members or become members of the West Virginia State Bar and/or sit for the Uniform Bar Examination (UBE) each time it is offered. The failure to pass the Uniform Bar Examination within two (2) attempts will result in a loss of employment. West Virginia Bar Examination/Uniform Bar Examination failures predating judicial employment count toward the two (2) attempts. Any person who has failed the West Virginia Bar Examination the UBE, or any bar examination, two (2) or more times

is ineligible for these positions. Once a person passes the Uniform Bar Examination, the issue of bar examination failures is moot.

Additionally, the minimum law school g.p.a. for these positions is 2.2.

Duties and Responsibilities:

Each law clerk might have a broad spectrum of duties to perform, as every judge has specific legal and administrative support that they require of their law clerk. Duties and responsibilities may include, but are not limited to:

- Perform legal research,
- Prepare confidential legal memoranda,
- Attend court hearings,
- Draft orders and opinions,
- Advise and assist judge with legal issues,
- Conduct discovery conferences,

Page 2 of 2

- Respond to attorneys and self-represented litigants, and
- Monitor the court's docket.

Criminal Background Check:

All successful candidates must submit to a 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, 12 paid holidays, and
- Annual and sick leave.

The Administrative Office of the Courts

The AO, located in Charleston, West Virginia, provides administrative direction and support to all elements of the state judiciary.

West Virginia Courts

West Virginia has a Unified Court System, under which all state courts, including Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. 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 Opportunity in Employment

It is the policy of the West Virginia judiciary to provide equal opportunity in employment 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. As 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

To apply for this position, please direct the following application materials to the Law Clerk Program Coordinator at sarah.loftus@courtswv.gov.

- Cover Letter,
- Resume,
- Law School Transcript,
- Writing Sample,
- References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website), and
- Signed, Notarized Release for Criminal/Background Check (available

on Court website).

All of the requested documents and information must be received before a final employment decision will be made.

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

Desired Class Level: Graduate/Alumni
Posting Date: May 11, 2021
Expiration Date: June 30, 2021
Contact: Esha Sharma Judicial Law Clerk 75 High Street, Suite 31 Morgantown, West Virginia 26505 United States
Resume Receipt: E-mail
Default email for resumes.: esha.sharma@courtswwv.gov
Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample
ID: 7527

Staff Attorney

Disability Rights of WV (Charleston, WV)

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

Disability Rights of West Virginia (DRWV), the federally mandated Protection and Advocacy system for people with disabilities in West Virginia, is seeking a staff attorney to handle a variety of matters concerning disability law in our Charleston office. Candidate must have excellent written and oral communication skills; preferred knowledge and experience with Medicaid, Medicaid Waiver, Elder Law, Olmstead Matters, and Abuse & Neglect litigation; the Americans With Disabilities Act; Section 504 of the Rehabilitation Act; other state and federal regulations concerning disability rights, including national protection standards, affecting persons with disabilities; knowledge of the rights of persons with disabilities; experience in public speaking; knowledge of community-based residential programs; and ability to work well with others. DRWV is looking for a self-starter who is comfortable working independently and also in small groups. We absolutely need someone who has compassion for our constituents. New attorneys are encouraged to apply. To apply, send letter of interest and resume to rcook@drofwv.org

Desired Class Level: Graduate/Alumni**Posting Date:** May 11, 2021**Expiration Date:** June 30, 2021**Contact:** Mr. Russell Cook

Legal Director

1207 Quarrier Street, 4th Floor Charleston, West Virginia 25301
United States**Resume Receipt:** E-mail**Default email for resumes.:** rcook@drofwv.org**Additional Documents:** Cover Letter**ID:** 7528

Assistant Attorney General

Office of the West Virginia Attorney General

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

West Virginia State Attorney General's Office

Assistant Attorney General

Martinsburg, WV

Candidates must have the following experience:

- Advise the client on litigation strategies
- Assist with policy development and implementation
- Engage with other state and federal agencies on the client's behalf
- Advise the client on day-to-day operations
- Analyze cases for appeal
- File and respond to appeals
- Develop and implement targeted training for the client's managers and employees, on issues related to conducting investigations, drafting reports, and preparing cases for litigation

Strong written and oral advocacy abilities are required. The candidate must be comfortable practicing independently with limited clerical support. The position is in Martinsburg, West Virginia with a significant amount of travel in the Eastern panhandle and North Central West Virginia is required.

Candidates must also have an active WV license or be eligible for admission.

Please send your resume, a writing sample and preferred salary range to jobs@wvago.gov with DHHR Attorney in the subject line.

Desired Class Level: Graduate/Alumni**Posting Date:** May 10, 2021**Expiration Date:** June 30, 2021**Contact:** Mr. J. Zak Ritchie

Assistant Attorney General

State Capitol Complex Building 1, Room E-26 Charleston, West Virginia 25305 United States

<http://www.wvago.gov/>**Resume Receipt:** E-mail**Default email for resumes.:** jobs@evago.gov**ID:** 7522

Assistant Prosecuting Attorney

Jackson County Prosecutor's Office (Jackson County, Ohio)

Position Type: Full-time**Practice Area(s):** Crminal - Prosecution**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Description:**

The Jackson County Prosecuting Attorney is seeking candidates for the position of Assistant Prosecuting Attorney. Competitive salary and great benefits available. The successful candidate may have responsibilities regarding criminal, civil, appellate, and/or juvenile cases. To apply, please e-mail your cover letter and resume to careers@jacksonprosecutor.com

Desired Class Level: Graduate/Alumni**Posting Date:** May 10, 2021**Expiration Date:** June 15, 2021**Contact:** Justin Lovett

Prosecuting Attorney

295 Broadway Street - Suite 100 Jackson, Ohio 45640 United States

Resume Receipt: E-mail**Default email for resumes.:** careers@jacksonprosecutor.com**ID:** 7520

Attorney

WV Public Defender Corporation (Pocahontas and Greenbrier Counties)

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

The 11th Judicial Circuit Public Defender Corporation has an opening for an attorney in the Marlinton, Pocahontas County, West Virginia office. The salary is approximately \$52,000 based on qualifications and experience. Benefits include PEIA health insurance and PERS retirement. Applicant must be admitted to practice law in the State of West Virginia or be eligible for admission by reciprocity to WV. Applicant must be willing to serve the Marlinton, WV area. Applications will be received until the position is filled. For more information please call (304) 645-5588. You can email resumes to jedwards (at) wvdpd11.us

Job Type: Full-time

Pay: \$52,000.00 per year

Desired Class Level: Graduate/Alumni**Posting Date:** May 10, 2021**Expiration Date:** June 30, 2021

Contact: Mr. Joshua L. Edwards
Chief Public Defender
207 N. Court Street Lewisburg, West Virginia 24901 United States

Resume Receipt: E-mail**Default email for resumes.:** jedwards@wvdpd11.org**ID:** 7523

Corporate Staff Attorney

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time**Job Location(s):**

Charlotte, North Carolina United States

Job Description:

Moore & Van Allen, a large southeastern law firm with a national practice, has an opportunity for a staff attorney with corporate/business experience to assist with document preparation for asset and equity transactions. Seeking at least two to four years of experience drafting transaction documents, including acquisition documents, stock and asset purchase agreements, due diligence materials and related ancillary agreements. Candidates should also have excellent practice experience and excellent written and verbal communication ability.

Desired Class Level(s): Graduate/Alumni**Posting Date:** May 10, 2021**Expiration Date:** June 16, 2021**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:** <http://www.mvalaw.com/f-20.html>**Additional Documents:** Cover Letter, Unofficial Transcript**Visual ID:** 7518

Assistant Chief Counsel

Department of Fair Employment and Housing

Job Type: Full-time**Job Location(s):**

Sacramento, California United States

Berkeley, California United States

Fremont, California United States

Los Angeles, California United States

Job Description:

Under the general direction of the Chief Counsel, the Assistant Chief Counsel supervises the work of attorneys and carries a caseload of the most sensitive and complex legal work including assignments involving cases of the highest degree of difficulty. Duties of the Assistant Chief Counsel include, but are not limited to:

Description of Essential Functions: 30% Assist the Chief Counsel in planning, organizing, supervising, and directing the work of attorneys and other members of the Legal Division. Review and edit the written work product of Department attorneys. Evaluate the performance of staff and take or recommend appropriate action. Interview and select or actively participate in the interview and selection process for staff. Assist the Chief Counsel in setting and administering budget and management priorities and processes. 25% Develop strategy and tactics in mediation, litigation, and legal research related to the enforcement of the Fair Employment and Housing Act and related laws, as well as in defending the Department in litigation or threatened litigation relating to personnel issues and other matters that arise. Assist the Chief Counsel in responding to requests and other administrative matters from the Business, Consumer Services, and Housing Agency, DFEH Executive Staff, the United States Equal Employment Opportunity Commission and the United States Department of Housing and Urban Development. Provide training and outreach. 25% Handle the most difficult and complex cases, including mediation and litigation assignments. Represent the department in mediation in the state and federal trial court. Responsible for case analysis, case valuation, preparation of conciliatory and adversarial briefs, conducting and defending civil discovery, and proactive law and motion practice. Conduct legal and fact analyses and research of statutory and case law, prepare legal memoranda, draft opinions, and prepare drafts of difficult legal correspondence. 20% Participate in case grading with investigators, helping to identify issues and analyze cases. Maintain liaison with, and take direction from, the Chief Counsel in order to assure that the Department's mission to protect the public from discrimination is properly handled through the legal system; defend the Department and litigate cases in the State Personnel Board hearings and court trials relating to personnel actions.

- Exceptional leadership skills
- Knowledge of and experience with civil rights laws
- Knowledge of and experience with the development and implementation of policies and procedures
- Ability to manage conflict and sensitive issues
- Ability to use sound judgment
- Ability to work with people, including opposing counsel, in a professional and civil manner.
- Commitment to public sector service.
- Travel is required to conduct state business.
- Ability to speak a second language (bilingual) or American Sign Language preferred

Desired Class Level(s): Graduate/Alumni
Posting Date: May 6, 2021
Expiration Date: June 11, 2021
Contact: Cristina S Granado 2218 Kausen Drive, Suite 100 ELK GROVE, California 95624 United States
Resume Receipt: Other (see below)
Default email address for resumes: https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=246834
How To Apply: https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=246834
Visual ID: 7503

Fair Employment and Housing Consultant III

Department of Fair Employment and Housing

Job Type: Full-time

Job Location(s):

United States

Job Description:

Under the general direction of an Assistant Chief Counsel, the DFEH Consultant III Specialist will investigate complaints of unlawful discrimination, harassment and retaliation, and related civil rights violations. The incumbent may also work under the direction of a Sr. FEH Counsel (III, IV or V) who may be acting as lead on a matter. The cases the incumbent will investigate will typically involve group and class matters involving systemic discrimination and high impact individual cases identified by the Legal Division. Duties of the DFEH Consultant III Specialist, but are not limited to, the following:

Description of Essential Functions: 35% Investigate individual, class, group and Director's complaints involving violations of California and federal civil rights violations under the Fair Employment Act, Civil Code, Title VII, and related laws enforced by the DFEH. Draft and serve written discovery (e.g., interrogatories, requests to produce, subpoenas). Conduct interviews of complainants/real parties in interest, respondents/defendants and third-party and expert witnesses is furtherance of both investigation and litigation matters. Assist attorneys in drafting witness declarations and affidavits based on investigative interviews and findings. 25% Analyze witness statements, responses to written discovery requests and independently obtained evidence, including statistical data. Prepare confidential reports detailing the investigative findings. Meet with Assistant Chief Counsels and case leads to develop and implement investigative and litigation strategies. 20% Organize and maintain testimonial and physical evidence and electronically stored information gathered in the investigations and civil enforcement actions. Manage and provide specific evidence to attorneys, as needed during the course of an investigation or civil enforcement action. Marginal Functions: 10% Prepares and updates reports and logs of Legal Division activities; conducts special projects for the Chief Counsel, Director, and Chief Deputy Director, and other members of the executive staff; and other duties as required. 5% Prepares for and presents training on civil rights law to the Legal and Enforcement Divisions' staff, as well as to stakeholders and the public. 5% Other duties as required.

- Ability to work cooperatively with a variety of individuals and organizations and maintain the confidence and respect of others.
- Ability to work effectively and efficiently under time and external pressure.
- Ability to aggregate and analyze complex data (e.g., hiring or compensation data).
- Experience in handling complex civil rights litigation in employment, housing, public accommodations, hate violence, and human trafficking.
- Excellent analytical skills, writing ability, and organizational skills.
- Experience conducting statistical analysis and identifying anomalous data that may indicate unlawful discrimination.
- Ability and desire to learn new areas of the investigative techniques and law and procedure
- Ability to multi-task and meet deadlines.
- Ability to communicate with different types of people in different roles.
- Ability to communicate in a language in addition to English.
- Outstanding oral communication skills.
- Demonstrated openness to take direction and accept feedback from supervisors and managers
- Demonstrated ability to work with people, including respondent representatives, health care providers and counsel for the complainant(s)/real party(ies) or respondent(s)/defendant(s) or third parties in a professional and civil manner.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 6, 2021

Expiration Date: June 11, 2021

Contact: Cristina S Granado2218 Kausen Drive, Suite 100 ELK GROVE, California 95624 United States

Resume Receipt: Other (see below)

How To Apply: Please click on link below to view/apply for the position.[https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?
JobControlId=248820](https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=248820)

Additional Documents: Writing Sample

Visual ID: 7502

Remote Document Review Attorney

Special Counsel

Job Type: Full-time

Job Location(s):

United States

Job Description:

Special Counsel is staffing an upcoming Document review project that is expected to start May 17th. Please see details below for more information regarding this assignment.

Details and Requirements:

- Expected Start: within the next 1-2 weeks
- Approximate Duration: 2 months
- Bar Requirement: must be active in any US state
- Hour Requirement: min. 40 hours a week
- Pay Rate: \$22/hour paid weekly
- Location: Work from home/remote

Requirements:

- Must be licensed and in good standing in one US state
- Must pass project specific assessment to qualify

If you'd like to be considered for this upcoming Document Review Attorney position please submit your resume today

We also have opportunities for JDs as well and those pending bar results!

Looking for a career path in e-discovery? Special Counsel has you covered!

- 95% of our Project Managers started as a Document Reviewer with us
- Our VP of Delivery started as a Document Review with us less than 10 years ago;
- Through D4, we have endless opportunities on the discovery and hosting side of e-discovery;
- We are the legal branch of Adecco, and we have a presence all around the world.

Available benefits: Competitive hourly rate; direct deposit; optional medical, dental, and vision coverage; flexible hours; business casual dress; professional work environment.

Referral Bonus: Receive a referral bonus for referring someone to Special Counsel who is placed on a temporary position!

Equal Opportunity Employer Minorities/Women/Veterans/Disabled

To read our Candidate Privacy Information Statement, which explains how we will use your information, please click [here](#).

The Company will consider qualified applicants with arrest and conviction records

Desired Class Level(s): Graduate/Alumni

Posting Date: May 6, 2021

Expiration Date: June 11, 2021

Contact: Molly Young

200 S. Michigan Ave. Chicago, Illinois 60601 United States

Resume Receipt: Other (see below)

How To Apply: <https://www.specialcounsel.com/legal-jobs/document-review-attorneys->

Fitzpatrick Lentz & Bubba - Allentown, PA

We are seeking experienced, quality, committed Corporate and Real Estate Attorneys for full-time, salaried positions with benefits, flexibility, and potential for growth.

Corporate/Transactional Attorney:

The ideal candidate will have experience in corporate and transactional law and a strong desire to be a part of a prestigious team with an award-winning M&A practice.

Responsibilities include representing business entities of all types, handling varied transactions for buyers, sellers, investors, and business owners in transactional law, including mergers & acquisitions due diligence and compliance, contract drafting and negotiation, entity formation and restructuring, financing transactions, performing legal research and overall legal support to the Firm's Corporate Business & Banking group.

Real Estate/Land Use Attorney:

The ideal candidate will have real estate experience and a strong desire to be a part of the region's preeminent commercial and residential real estate and land use team.

Responsibilities include representing owners and developers in land use and zoning matters, eminent domain, real estate acquisitions and sales, leasing, and tax assessment matters.

Requirements for all positions:

- Active member of the PA bar in good standing; NJ bar preferred
- 0-6 years of experience - recent grads welcome
- Strong academic credentials and/or relevant work experience
- Excellent interpersonal and written and oral communication skills, professional client interaction skills
- Ability to take ownership of projects and work independently without direct supervision
- Strong attention to detail and analytical and organizational skills

ABOUT FLB

We have been consistently named a Top Workplace over the last decade, due to our commitment to professional development and our collegial work environment. We offer a competitive compensation and benefits package, including health, dental, vision, life insurance, 401(k) and other supplemental benefits.

Located in the heart of the revitalized Downtown Allentown, we are centrally located within the Lehigh Valley. The Lehigh Valley offers an affordable place to live with an incredible quality of life, award-winning healthcare systems, world-class educational institutions, and top places (like ours) to work.

Fitzpatrick Lentz & Bubba, P.C. is an Equal Opportunity Employer (U.S.). You will receive consideration for employment without regard to race, color, religion, national origin, age, gender, marital status, pregnancy, sexual orientation, gender identity and expression, disability, or veteran status.

APPLY AT: <https://www.flblaw.com/current-jobs/corporate-and-real-estate-associate-attorney-positions/>

Bilingual Staff Attorney- Tacoma

Northwest Immigrant Rights Project

Job Type: Full-time**Job Location(s):**

Tacoma, Washington United States

Job Description:**BILINGUAL STAFF ATTORNEY POSITION****TACOMA, WA****FULL-TIME, EXEMPT****<https://nwirp.org/join/jobs-internships/>****RESUME AND COVER LETTER ARE REQUIRED****SUMMARY:**

Northwest Immigrant Rights Project (NWIRP) seeks a bilingual attorney to provide direct representation, community outreach and education to adults facing removal (deportation) proceedings and people detained by ICE. This role is currently mostly remote due to COVID-19, but will resume to work out of NWIRP's Tacoma office once operations return to in office.

The attorney will provide legal representation to individuals in removal proceedings held at the Northwest Detention Center, a regional immigration center where community members are detained by ICE. The attorney will provide direct representation to detained persons in removal proceedings, including representation at the Tacoma or Seattle Immigration Courts, the Board of Immigration Appeals and the Ninth Circuit Court of Appeals. The attorney will be managing a high-volume workload with complex legal issues in immigration and criminal law.

Candidate must be able to start the position by August 2021, with a preference for a sooner start.

COMPENSATION AND BENEFITS:

NWIRP is proud to be a unionized employer and this full-time position is covered by NWIRP's Collective Bargaining Agreement.

Annual salary is \$67,883 for a licensed attorney with no experience and is higher for attorneys with specific types of experience. For example, for someone with 10 years of non-profit immigration attorney experience the annual salary would be \$89,460; 20 years = \$105,084. NWIRP also is proud to offer a generous benefits package, including:

- 100% of premiums for excellent health plans (option of two plans with employer funded HRA or HSA);
- Employer paid vision and dental plans;
- Flexible Spending Accounts;
- 3% employer retirement contributions;
- Disability/life/AD&D coverage;
- Annual leave of 16 paid vacation days, with incremental accruals based on seniority, 13 paid holidays, 12 paid health-related days;
- 12 weeks of employer paid parenthood leave after 6 months of employment;
- 4 weeks of paid sabbatical after 5 years of employment;
- Employer paid Employee Assistance Program;
- Compensatory time; and

- Ability to float 5 holidays.

COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION:

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from individuals who identify as Black, Indigenous, People of Color (BIPOC), immigrants (including people who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBTQ+ community, and individuals with diverse cultural backgrounds and language abilities.

NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process. Please reach out to guadalupe@nwirp.org if you need assistance with an accommodation request.

RESPONSIBILITIES:

Provide direct representation to clients in removal proceedings before the Immigration Court, on appeal to the Board of Immigration Appeals or before the federal courts, and before the Department of Homeland Security;

- Provide direct representation to persons submitting affirmative applications with USCIS and the Department of State;
- Conduct intakes, case analysis to determine clients' options for protections/status under the immigration laws;
- Maintain a working knowledge of significant policies, laws, trends and practices in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal justice system;
- Perform administrative tasks related to grant reporting and other requirements;
- Establish, organize, and maintain files;
- Participate in NWIRP's outreach, community education and development efforts;
- Perform other tasks and responsibilities may be assigned by supervisory staff depending upon NWIRP's needs.

Physical demands: While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; utilize a phone, computer, keyboard, pen and paper.

Emotional demands: While performing the duties of this job, the employee is regularly required to discuss topics including, but not limited to, discrimination, domestic abuse, violence, and psychological trauma. This position requires making visits to a detention center environment.

PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES:

- Law degree;
- Admission to the bar of any state in the U.S. (will consider a law graduate planning on taking the Summer 2021 bar examination);
- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP's mission, vision, and values;
- Bilingual in English and another language;
- Demonstrated interest in advocating for incarcerated or detained people;
- Commitment to working in a diverse working environment;
- Excellent written and oral communication skills and ability to organize information in a clear and concise manner, including strong problem solving, research, and analytical skills;
- Strong organizational skills;
- Ability to work independently as well as in a team environment;
- Ability to provide trauma-informed and culturally competent legal representation;
- Ability to take on an existing caseload; and
- Proficiency in use of web-based software and Microsoft Office applications, including Word and Excel, and web peer-to-peer communication platforms.

REPORTS TO:

Supervising Attorney, Tacoma

TO APPLY:

You will need to upload a single file document including your Cover letter and Resume via our careers page: <https://secure3.entertimeonline.com/ta/90199.careers?CareersSearch>. For your cover letter, please describe: 1) how your lived or work experience make you a good fit for this role; and 2) what are some challenges you are aware of that pose barriers to provide legal advocacy to incarcerated or detained people. Full consideration will be given to those who apply by May 20, 2021 but applications will be accepted on a rolling basis until position is filled.

ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:

Founded in 1984, NWIRP is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. Each year, NWIRP provides free direct legal representation and assistance in immigration matters to thousands of people with low or no incomes who come from over 160 countries and speak over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP has a staff of over 115 and an annual budget of over \$13 million. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 4, 2021

Expiration Date: June 10, 2021

Contact: Human Resources
615 2nd Avenue Seattle, Washington 98104 United States

Resume Receipt: Other (see below)

How To Apply: <https://secure3.entertimeonline.com/ta/90199.careers?CareersSearch>

Additional Documents: Cover Letter, Other Documents

Additional Documents Notes: You will need to upload a single file document including your Cover letter and Resume via our careers page: <https://secure3.entertimeonline.com/ta/90199.careers?CareersSearch>. For your cover letter, please describe: 1) how your lived or work experience make you a good fit for this role; and 2) what are some challenges you are aware of that pose barriers to provide legal advocacy to incarcerated or detained people. Full consideration will be given to those who apply by May 20, but applications will be accepted on a rolling basis until position is filled.

Visual ID: 7499

Personal Injury Attorney

Franklin D. Azar & Associates, P.C. (Aurora, CO)

Job Type: Full-time

Job Location(s):

Greeley, Colorado United States

Grand Junction, Colorado United States

Denver, Colorado United States

Colorado Springs, Colorado United States

Pueblo, Colorado United States

Aurora, Colorado United States

Job Description:

Franklin D. Azar & Associates, P.C. is the largest Personal Injury Plaintiffs firm in Colorado and has represented thousands of people entitled to recover damages from injuries in all types of accidents, from dangerous and defective products, and from employers not paying adequate wages. Helmed by Frank Azar, a Colorado native, and with multiple offices in Colorado, the firm takes great pride in the unique attention it gives to the communities surrounding every one of its offices. Whether the client is in Trinidad or Denver, the firm extends vast, creative, and cutting-edge resources in a manner that honors every client. The firm's objective is to help its clients receive complete and timely compensation for their injuries and losses. The firm maintains a powerful team of, in many cases renowned, personal injury lawyers. Many of those in our leadership core hold positions in the Colorado Trial Lawyers Association, the National Institute for Trial Advocacy, ABOTA, and other major trial oriented legal associations. Every attorney in our firm benefits from a collegial environment with open access to some of the most experienced and reputable attorneys in Colorado.

The firm has been advocating for victims of serious injury for over 30 years and is steadfastly committed to holding insurance companies fully accountable. It was recently recognized ***nationally*** as being the second most active Plaintiff's firm in insurance bad faith litigation. Given our level of activity in litigation generally, we maintain a wealth of experience that makes us an ideal landing spot for any attorney that is earnestly motivated to always get better and always help their client.

Many of our attorneys have called Franklin D. Azar & Associates their home from the day they became an attorney. However, we are also home to attorneys that chose to close their own law practices or leave partnership roles in other firms to join our team. We truly encourage all applicants but prefer several years of experience. We will consider any lawyer that possesses the mettle to fight for our clients.

Requirements:

Franklin D. Azar & Associates is seeking experienced Personal Injury Law attorneys to join its large and growing practice. A qualified candidate will:

- Be able to demonstrate strong dedication to personal injury law and a passion for helping people
- Have experience with complex litigation
- Possess strong organizational and writing skills
- Be energetic, hard-working, and a team-player
- Be licensed to practice law in Colorado or eligible to get a license on-motion

2 years of experience preferred but all candidates will be considered.

Benefits and compensation:

Franklin D Azar & Associates offers a comprehensive benefits package and competitive compensation based on results.

*EOE

Desired Class Level(s): Graduate/Alumni
Posting Date: May 4, 2021
Expiration Date: June 9, 2021
Contact: Olga Malcolm
Resume Receipt: Email Resume, Online
Default email address for resumes: malcolmo@fdazar.com
How To Apply: Apply Here: https://jobs.nysba.org/job/personal-injury-attorney/45209839/?utm_campaign=jobseeker-job-alerts&utm_medium=email&utm_source=weekly-alert&utm_term=new-job
Additional Documents: Cover Letter
Visual ID: 7494

Patent Examiners

USPTO

Position Type: Full-time**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)**Description:**

USPTO hiring hundreds of new patent examiners
Qualified engineers, scientists, and graphic artists can apply now.

The United States Patent and Trademark Office (USPTO) is seeking soon-to-be graduates and professionals with backgrounds in graphic design/art, as well as engineers with backgrounds in biomedical, computer, electrical, and mechanical engineering to apply for hundreds of entry-level patent examiner positions in Alexandria, Virginia.

Patent examiners play a critical role in the agency's efforts to foster innovation, competitiveness, and economic growth. USPTO examiners work closely with inventors and entrepreneurs to process their patent applications and determine whether or not a patent can be granted.

Join one of the most highly-skilled workforces in the country, at one of the best places to work in the federal government. Applications are being accepted for design patent examiners until June 24. Applications for all other patent examiner openings will be accepted until July 1. Visit the USAJobs website to apply; there are several potential cut-off dates prior to the deadline, so immediate submissions are highly recommended.

Desired Class Level: Graduate/Alumni**Posting Date:** May 3, 2021**Expiration Date:** July 1, 2021**Contact:** Judith Klein

600 Dulany Street Alexandria, Virginia 22314 United States

Resume Receipt: Other (see below)**How to Apply:** USAJobs website**ID:** 7492

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 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 or New York license preferred.

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

Desired Class Level(s): Graduate/Alumni**Posting Date:** May 1, 2021**Expiration Date:** June 4, 2021**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:** 7485

Associate Regional Director (Philadelphia, PA)

Kaplan, Inc.

Job Type: Full-time**Job Location(s):**

Philadelphia, Pennsylvania United States

Job Description:

Kaplan Bar Review is looking for a high-energy and intrinsically motivated Associate Regional Director to grow and promote our bar prep business. In this role, you will be traveling to various law schools in the area to develop relationships with university leaders as well as current law students. It is an outstanding opportunity for someone who has a real passion for business development and careers in law.

As an Associate Regional Director, not only will you spend days on beautiful law school campuses but you will also get to talk to students about their career goals. Your objective is to put together marketing strategies as well as educate students about Kaplan Bar Review and really talk to them about how we can help their careers. Both marketing and education have evolved tremendously in the last decade so we need someone who is current on modern trends.

Job Responsibilities

Build and nurture relationships with key administrators, faculty, student organizations and advisors to increase Kaplan Bar's visibility and brand recognition on campus.

Conduct informational presentations on law school campuses and in the community.

Represent Kaplan Bar at events, fairs, and forums.

Provide leadership, motivation and direction to student rep teams.

Identify new activities to promote growth in the area, and develop programs to counter competitive activity.

Meet sales growth and lead collections goals

Teaching or proctoring course seminars

Knowledge, Skills, and Abilities:

Leadership and team motivation skills

Excellent interpersonal, communication and presentation skills

Exceptional organizational and planning skills

Problem solving and creative thinking skills

High energy level, confidence and ability to thrive in a fast-paced environment

Requirements:

Juris Doctorate Degree (JD Degree)

You must have passed the Bar Exam and not have any negative action from a state bar to be considered for this position

Location

Remote/Nationwide, USA

Additional Locations

Employee Type

Employee

Job Functional Area

Sales

Business Unit

00076 Kaplan Bar Review

Kaplan is an Equal Opportunity Employer

Desired Class Level(s):	Graduate/Alumni
Posting Date:	May 1, 2021
Expiration Date:	June 4, 2021
Contact:	Nick Shalosky, Esq. Regional Director
Resume Receipt:	Other (see below)
Default email address for resumes:	nicholas.shalosky@kaplan.com
How To Apply:	https://ghc.wd1.myworkdayjobs.com/en-US/Kaplan_Careers/job/RemoteNationwide-USA/Associate-Regional-Director--Philadelphia--PA-_JR210831
Visual ID:	7484

Litigation Assistant/Litigation Practice Administrator

Earthjustice

Job Type: Full-time**Job Location(s):**

San Francisco, California United States

Job Description:

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, supporters, individuals and communities to engage the critical environmental issues of our time, and bring about positive change. We are guided by a passionate, ambitious vision for the future for people and our planet: until justice stands for all, we will never rest. 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 are in San Francisco with offices in Anchorage, Juneau, Los Angeles, Tallahassee, Honolulu, New York, Philadelphia, Chicago, Denver, Seattle, Bozeman, and Washington, DC.

The Fossil Fuels Program is fighting the industry's aggressive plans to lock in new oil and gas infrastructure, such as petrochemical facilities, crude oil and gas export terminals and pipelines. We're using the power of the law to keep this infrastructure — which would dramatically increase fossil fuel consumption and increase damage to our climate — from ever being built while working with communities to advance equity and justice. The Litigation Assistant/Litigation Practice Administrator, based in San Francisco, would support our work across offices in the Gulf South and Ohio River Valley.

This position facilitates the efficient practice of litigation by providing administrative support, as well as general administrative support to attorneys and other staff in the Fossil Fuels Program.

Responsibilities:

Paralegal (70%):

- Prepare documents under attorney supervision for filing in court and before agencies, including:
- Drafting procedural motions, certificates, and disclosure statements;
- Ensuring document compliance with court rules;
- Proofreading, bluebooking, and cite-checking;
- Preparing tables of contents, tables of authorities, exhibits, and exhibit lists; and
- Filing and serving electronically and manually.
- Perform factual and paralegal research and draft memos regarding research.
- Receive, research, and respond to public inquiries requesting legal assistance.
- Maintain litigation calendar, including:
- Monitoring, computing, and scheduling court and agency deadlines based on court orders and Federal Register notices; and
- Organizing meetings and events.
- Maintain digital and physical files, including:
- Case pleadings, general litigation documents, and general correspondence; and

- Case management database (ProLaw).
- Prepare client communications, including retainer agreements, litigation hold letters, and joint defense agreements.
- Become familiar with relevant court and administrative agency rules.
- Monitor Federal Register, Court, and/or other web sites as requested by attorneys.
- Develop visual aids and exhibits using mapping tools and analyze demographic and geographic data to assist attorneys in case development.
- Assist with locating and corresponding with potential witnesses.
- Assist attorneys with recruiting activities, including identifying college contacts and finding relevant recruiting events.
- Coordinate and plan activities for summer law clerks and interns, including brown-bag lunches, outings and networking activities.
- Submit Freedom of Information Act inquiries and review and summarize responsive documents as needed.
- Analyze information from environmental databases on facility compliance and emissions.
- Stay up-to-date on environmental issues and network relevant news to attorneys.

Administrative (30%):

- Work with IT Department to identify and resolve computer and technical problems.
- Order and track supplies.
- Supports the hiring process for job candidates including screening resumes,
- scheduling interviews and onboarding.
- Take notes at staff meetings.
- Schedule meetings for attorneys.
- Maintain subscriptions and order additional publications as needed.
- Accounts payable and client billing, including payment tracking and collections.

General:

- Help foster office morale and positive work environment.
- Other tasks as assigned as needed.

Qualifications:

- Bachelor's degree required.
- A can-do attitude, meticulous attention to detail, and an unrelenting commitment to high performance standards.
- Excellent research, analytical, writing, and computer skills (word processing, databases and spreadsheets, Internet, etc.).
- Excellent command of spelling, punctuation, and grammar.
- The ability to organize, set priorities among multiple assignments, meet deadlines, and function calmly under pressure.
- Strong time management and organizational skills.
- Demonstrate an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- The ability to work effectively as part of a team, including with remote staff, and to maintain confidential information.
- Flexible, punctual, highly reliable, and available for occasional evening and weekend work, as well as overtime on an as-needed basis. Ability to work for extended periods on the computer as needed to meet filing deadlines.
- A team player who will enthusiastically take on tasks that range from intellectually challenging to administrative work. Ability to work independently to identify, analyze, and complete tasks.
- Contribute to the creation of a diverse, equitable, and inclusive work culture that encourages and celebrates differences.

- Ability to travel for trainings, hearings, and staff and client meetings.
- Excellent skills with Adobe Acrobat and Microsoft Office Suite a plus.
- Interest in and knowledge of environmental, social justice, or public interest issues a plus.
- To qualify for Litigation Assistant II, at least three years of paralegal or legal assistant experience in a litigation setting, and research experience.

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.

Salary is based on experience and location.

Salary range in San Francisco, CA: \$63,300 - \$70,300

To Apply:

Interested applicants should submit the following:

- Resume.
- One- or two-page cover letter that addresses: (1) why you are drawn to Earthjustice's mission and whether there are particular legal, environmental, or justice issues that inspire you; and (2) aspects of your background that demonstrate competence to work with a diverse group of clients and colleagues.
- Short writing sample.
- References

Applications will be reviewed on a rolling basis.

Click here to apply: <https://app.jobvite.com/j?cj=oa8mffwD&s=symplicity>

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 provided with 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: April 29, 2021

Expiration Date: June 5, 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=oa8mffwD&s=symplicity>

Visual ID: 7483

Funds Formation Career Associate

Orrick, Herrington & Sutcliffe LLP (Wheeling, WV)

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

Orrick's Legal 500 Ranked Private Investment Funds Group is seeking a **private investment funds attorney** ideally having 3-6 years of experience to join us in our firm's **Wheeling, West Virginia** office as a **career associate** to assist more senior attorneys in Orrick's Private Investment Funds Group located in Orrick's New York office, DC office, West Coast offices (San Francisco, Silicon Valley and Los Angeles) and Wheeling, WV office.

The candidate should have significant experience with the formation of partnerships and corporations, including organizational documents, subscription materials, Reg D and blue sky compliance, and related matters (such as term sheets and offering materials) and experience interfacing with clients and opposing counsel. Ideally a candidate will be familiar with private equity-style funds (whether buyout, venture capital, real estate, mezzanine, infrastructure or other) and the analysis of relevant issues to the formation of such private investment funds (whether from the sponsor or investor perspective), including drafting materials and reviewing/responding to fund documents, side letters and the MFN process.

For the sixth year in a row, Orrick is one of Fortune's 100 Best Companies to Work For, the annual list that recognizes companies with extraordinary workplace cultures.

We bring distinctive quality, diverse teams, and innovation to everything we do. At our core, we value collegiality among our lawyers and strive to make our practices both professionally and personally rewarding. You will connect with peers and mentors and integrate into our client teams. Our top-notch training and mentoring programs, academies, shadowing opportunities and more are what set us apart. If you are passionate about innovative work in a dynamic environment, you are who we are looking for.

Job Requirements:

- 3-6 years of experience.
- JD from accredited law school.
- Licensure from at least one (1) jurisdiction
- Wheeling office applicants must be admitted to the West Virginia State Bar, be eligible to join the West Virginia State Bar via reciprocity or by transferring a UBE score, or be willing to take the West Virginia State Bar Exam.
- Excellent academic credentials
- Excellent legal research, writing, and interpersonal communication skills required

If you have any questions, please reach out to Karen Sincavich, FW HR Generalist, at ksincavich@orrick.com.

We are an Equal Opportunity Employer.

Desired Class Level: Graduate/Alumni**Posting Date:** April 16, 2021

Expiration Date: June 30, 2021

Contact: Karen L. Sincavich
HR Generalist
2121 Main Street Wheeling, West Virginia 26003 United States
<http://www.orrick.com>

Resume Receipt: Other (see below)

How to Apply: To submit your resume and cover letter for this position, please visit our Career Associate listings at <https://www.orrick.com/en/Careers/Lawyer-Job-Opportunities>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 7439

Law Clerk

Somerset County, Pennsylvania

Position Type: Full-time**Practice Area(s):** All Practice Areas**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Job Location(s):** Somerset, Pennsylvania (United States)**Description:**

General duties include but are not limited to providing initial drafts of legal opinions, orders and other legal documents for the judges; reviewing court filings; assisting the judges with legal research; regularly attending court proceedings and providing research for the judges of difficult legal issues as they arise.

Your office is located along side our law library in which you are in charge of managing and assisting attorneys and the general public in finding library resources.

Desired Class Level: Graduate/Alumni**Posting Date:** April 15, 2021**Expiration Date:** July 15, 2021**Salary Range:** 50,000 - 59,999

Contact: Mrs Tammy Escalera
District Court Administrator
111 East Union Street Somerset, Pennsylvania 15501 United States
<http://www.co.somerset.pa.us>

Resume Receipt: E-mail**Default email for resumes.:** escalerat@co.somerset.pa.us**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**ID:** 7431

Litigation Associate – Pittsburgh

Burns White LLC (Pittsburgh)

Position Type: Full-time**Practice Area(s):** Litigation, LAW**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Job Location(s):** Pittsburgh, Pennsylvania (United States)**Description:****About the Job**

Burns White seeks to hire a mid-level Litigation Associate Attorney to join its Railroad Practice Group in Pittsburgh, PA.

Job Requirements

- The ideal candidate will have 3-5 years of litigation experience, including depositions, discovery and case preparation.
- Trial experience as well as experience with transportation matters is a plus.
- Candidate must be licensed to practice in Pennsylvania.
- Excellent oral and written communication skills, strong organizational skills, attention to detail and the ability to multi-task are prerequisites.
- Candidates must be self-starters with the ability to work individually and in teams.

Equipment, Physical/Mental Demands, Working Conditions

Personal computer and other office equipment such as telephone, typewriter, calculator, fax machine, duplicating machine, etc.

Sitting for extended periods, standing, bending, stooping, and reaching. Occasional lifting up to 20 pounds. Manual dexterity sufficient to operate standard office machines. Range of hearing and vision sufficient to operate standard office machines and communicate with clients in person and via telephone.

Able to deal with stress in a fast-paced work environment with multiple priorities. Make decisions and adapt to changing work situations. Grasp and apply new ideas and technologies. Communicate and successfully interact with various personalities at all organizational levels.

Typical office setting, normally Monday through Friday business hours. Occasional overtime as required.

Burns White conducts criminal background screenings for all newly hired employees.

**No search firms
No phone calls, please
EOE**

Interested candidates who meet the job requirements stated above should submit a resume and cover letter to Human Resources by email (jobs@burnswhite.com), fax (412.995.3300), or mail. No search firms. No phone calls, please.

Desired Class Level: Graduate/Alumni**Posting Date:** April 12, 2021**Expiration Date:** June 12, 2021

Contact: Jessica GangjeeBurns White Center 48 26th Street Pittsburgh, Pennsylvania 15222
United States

Resume Receipt: E-mail

Default email for resumes.: jobs@burnswhite.com

Additional Documents: Cover Letter

ID: 7408

Attorney

Lyne Ranson Law Office, PLLC (Charleston)

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:**

Seeking full time attorney in Charleston, WV with an interest in family law. Experience is not necessary and will train an attorney in this field. The firm is looking for an eager, aggressive candidate who wants to move up. Salary is negotiable based on experience

Desired Class Level: Graduate/Alumni**Posting Date:** February 21, 2021**Expiration Date:** July 21, 2021**Contact:** Ms. Lyne Ranson

owner and senior attorney

1528 Kanawha Blvd., East Charleston, West Virginia 25311 United States

<http://lyneranson.net>**Resume Receipt:** E-mail**Default email for resumes.:** lyne@lyneranson.com**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**ID:** 7134

Insurance Defense Associate

McClelland Legal Search

Position Type: Full-time**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Description:**

Position Type: Full-time, permanent position

Employer Name: Disclosed upon receipt of resume

Job Title: Associate

Job Description: Our client is seeking a n attorney with 3+ years of experience defending clients in insurance defense litigation. Candidates on the claimant side experience who would like to switch to defense would also be considered.

Hiring Criteria: 3+ years of insurance defense experience, and admitted in Pennsylvania.

Location: Pittsburgh

Materials requested: Resume

Deadline to apply: No deadline but search is active and interviews ongoing

Compensation Details: Compensation determined by experience.

Desired years of Experience: preferred 3+ years of insurance defense experience

How we would like to receive the materials: Interested candidates should send their information to :
dianne@mcclellandlegalsearch.com

Desired Class Level: Graduate/Alumni**Posting Date:** April 1, 2021**Expiration Date:** June 30, 2021**Contact:** Dianne McClelland**Resume Receipt:** E-mail**Default email for resumes.:** dianne@mcclellandlegalsearch.com**ID:** 7357

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

Free Office Space for New Attorney & Mentor program

Law Office of Kenneth Vercammen Metuchen Public Defender

Position Type: Part-time

Practice Area(s): All Practice Areas

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

Job Location(s): Edison, New Jersey (United States)

Description:

Free Office Space for Transitional or New Attorney and go to Court & Mentor program- Edison, NJ

Kenneth Vercammen's Law Office has a space sharing opportunity for new lawyer or recent Transitional attorney to get experience and go to court and learn NJ Law office procedures and handle some Municipal court cases. This is a mentoring experience where you can learn NJ Law Office Procedure.

Attorney will be provided with use of desk, plus if needed additional private office space in furnished basement to start their practice, rent-free. They can see clients in first floor office rooms. In return they will handle municipal court appearances, Telephone communications with courts, prosecutors, clients, etc, Will signings and other legal work and criminal law website updates in lieu of rent for maximum 5 hours per week.

-Call Courts to follow up on Letter of Representation and scheduling of hearings

- Prepare timesheets on Fatal Accident cases

-Call Police Departments to follow up on discovery

-Call clients and remind them of hearing dates and what to do

- Update Criminal and Civil blogs with recent cases

Go to court and get court experience. Excellent opportunity to jump-start your career. You will get to represent people in Municipal Courts in Middlesex, Union and Monmouth County and meet the top Prosecutors and Judges. Must be admitted in NJ and have a car.

Learn to interview potential Municipal Court/Criminal clients. Also learn to draft Wills and work on Litigation files. Attorney may also help provide legal assistance to members of prepaid legal plans and public defender clients. Follow up contact calls with clients, courts, prosecutors and bar associations.

Excellent mentoring position for the right attorney. Are you hardworking and aggressive? Visit our website: www.njlaws.com to learn about our office. More details at www.njlaws.com/lease.htm

If interested, fax, email or mail a resume and cover letter.

KENNETH VERCAMMEN & ASSOCIATES, PC ATTORNEY AT LAW
2053 Woodbridge Ave. Edison, NJ 08817(Phone) 732-572-0500
(Fax) 732-572-0030 vercammenlaw@njlaws.com

The following is included with office use:

Desk space

Reception room for clients and use as Bona Fide Office

You can copy and use our Complaints, Motions, Form Letters and Pleadings.

Use our marketing books, marketing CDs, Criminal, Municipal Court and Elder law audiotapes and video library now located in basement

Use of our computer forms Motions, Complaints, and Form letters

Ability to use a file cabinet in basement to store your old files

Lighting/ Utilities

Bathroom Supplies

Landscaping / Snow Removal

Valuable advice

Hot water, municipal water/sewer charge paid

Other Duties/ Services to Clients

- Help add our 900+ criminal articles and statutes to our new

criminal articles blog [We will teach you how to add articles to Blogs]
 -Prepare Police Chief letters
 - Whatever else needed to assist clients [ex Motions,]

About Mentor Program Director: Kenneth Vercammen is an Edison, Middlesex County, NJ trial attorney. Mr. Vercammen has published 125 articles in national and New Jersey publications on criminal, traffic, DWI, probate, estate planning, and litigation topics. He has been selected to write the book on Criminal Law for the American Bar Association. He often lectures to trial lawyers of the American Bar Association, New Jersey State Bar Association and Middlesex County Bar Association.

Kenneth Vercammen was the NJ State Bar Municipal Court Attorney of the Year and past president of the Middlesex County Municipal Prosecutor's Association. He is the past chair of the NJ State Bar Association Municipal Court Section and is the Co-Chair of the ABA Criminal Law committee, GP Division.

He is a highly regarded lecturer on litigation issues for the American Bar Association, ICLE, New Jersey State Bar Association and Middlesex County Bar Association. His articles have been published by New Jersey Law Journal, ABA Law Practice Management Magazine, and New Jersey Lawyer. As the Editor in Chief of the New Jersey Municipal Court Law Review. Mr. Vercammen is also a recipient of the NJSBA- YLD Service to the Bar Award.

In his private practice, he has devoted a substantial portion of his professional time to the preparation for trial of litigated matters. He has appeared in Courts throughout New Jersey several times each week on Criminal personal injury matters, Municipal Court trials, and contested Probate hearings. He serves as the Editor of the popular legal websites www.njlaws.com and www.BeNotGuilty.com

He has served as a Special Acting Prosecutor in nine different cities and towns in New Jersey and also successfully handled over One thousand Municipal Court and Superior Court matters in the past 25 years. Kenneth Vercammen was included in the 2013 "Super Lawyers" list published by Thomson Reuters. He was a member of the Law Review and top 10% law school grad.

Desired Class Level:	Graduate/Alumni
Posting Date:	December 24, 2020
Expiration Date:	December 31, 2022
Salary Range:	Not Applicable
Contact:	Kenneth Vercammen Esq. 2053 Woodbridge Ave. Edison, New Jersey 08817 United States http://www.njlaws.com/public-defender-volunteer.html
Resume Receipt:	Other (see below)
How to Apply:	f interested, fax, email or mail a resume and cover letter. KENNETH VERCAMMEN & ASSOCIATES, PC ATTORNEY AT LAW 2053 Woodbridge Ave. Edison, NJ 08817(Phone) 732-572-0500 (Fax) 732-572-0030
Additional Documents:	Cover Letter
Requested Document Notes:	f interested, fax, email or mail a resume and cover letter. KENNETH VERCAMMEN & ASSOCIATES, PC ATTORNEY AT LAW 2053 Woodbridge Ave. Edison, NJ 08817(Phone) 732-572-0500 (Fax) 732-572-0030
ID:	6831

Legal Fellowships

National Women's Law Center (Washington, DC)

Position Type: Fellowship

Description:

Our fellows support the Center's work in one or more of the following program areas: Reproductive Rights and Health, Income Security (including child care), Education and Workplace Justice.

Legal Fellowships

The Center recruits rising third-year law students, judicial clerks, and other recent law school graduates interested in applying for Skadden, Equal Justice Works, ABA Section of Taxation's Christine A. Brunswick Public Service Fellowship, or other law fellowships to begin in the fall of each year. Some specific project ideas are described within the job postings posted below but applicants may draft their own project descriptions for consideration. Responsibilities may include researching and analyzing policy and legal issues; drafting a variety of materials, such as memos, fact sheets, reports, comments on regulations, and legal briefs, and working with national and state-based coalitions.

Qualifications generally include the following (review individual postings listed below for specific requirements): Law degree and experience working in a research, advocacy, or policymaking environment preferred. Must have excellent analytical, oral and written communications and organizational skills, attention to detail, and a commitment to women's issues. Applicants must be eligible to work in the US and have appropriate employment authorization documentation.

Currently, The Center is not recruiting for Legal Fellows.

Research and Policy Fellowships
2021-2022 Research Fellow

Application Instructions

To learn more about fellowship opportunities, please contact HR Manager-Talent, Danielle Abrams Lloyd at dabrams@nwlc.org.

The National Women's Law Center is an Equal Opportunity/Affirmative Action employer and values a diverse workforce. We strongly encourage and seek applications from people with disabilities; people of all gender identities and sexual orientations; people of color; and veterans.

Reasonable accommodations

If you require reasonable accommodations during any part of the hiring process, please email HR Manager-Talent, Danielle Abrams Lloyd at dabrams@nwlc.org.

Benefits

NWLC offers a comprehensive benefit package for eligible employees working 20 hours or more per week. Employees working less than 20 hours are eligible for prorated annual, sick, and holiday leave.

Medical Insurance

NWLC contributes generously to employees' medical premiums each month. Employee medical contributions are paid semi-monthly and are paid on a pre-tax basis.

Dental Insurance

Life and AD&D Insurance (Two times annual salary)

Paid family and medical leave (eligible after one-year of employment)

Long-Term Disability

Flexible spending accounts for medical, dependent care, and transportation

403(b) retirement plan; new employees eligible to contribute upon hire; graduated employer contributions after two years employment; graduated employer contributions first day of the month after three months employment*

Employee Assistance and Grief Counseling Programs

Travel Assistance Plan

Four weeks paid vacation, increasing after five years of employment

Two weeks sick time, increasing, after five years of employment

Twelve or more paid holidays per year

Ad hoc and optional one-day per week telecommuting schedule (for eligible employees)

*employees working fewer than 20 hours are eligible for this benefit

The Center's benefit offerings may change somewhat from time to time. Candidates selected for positions will be provided a summary of benefits in effect at time of application.

Desired Class Level: 3L, LLM, Graduate/Alumni

Posting Date: May 25, 2021

Expiration Date: July 30, 2021

Contact: HR Programs Associate Danielle Abrams
11 Dupont Circle Northwest Washington, District of Columbia 20036
United States

Resume Receipt: E-mail

Default email for resumes.: dabrams@nwlc.org

ID: 7591

ReImagine Appalachia (Johnstown, PA)

Tax, Trust & Estates Associate

Dorsey & Whitney

Job Type: Full-time**Job Location(s):**

Minneapolis, Minnesota United States

Job Description:**Minneapolis – Trusts & Estates Associate (#625)**

Dorsey & Whitney LLP is seeking a Trusts & Estates Associate to join our Minneapolis office. This associate will focus on serving high net-worth individuals and families, closely-held business owners and executives, corporate and individual fiduciaries, charitable organizations in all areas of estate and tax planning, business succession planning, and trust and estate disputes. This associate will take significant responsibility over matters and work directly with estate planning clients.

The following qualifications are required:

- A JD degree from an ABA-accredited law school
- Up to four years of estate planning, probate, and trust administration experience
- Excellent interpersonal skills and an entrepreneurial spirit
- Excellent research and writing skills
- Top academic credentials
- Minnesota bar admission

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/attorneyjobs>. 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 612-492-5149.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 18, 2021

Expiration Date: June 24, 2021

Contact: Ava Byrne
50 South 6th Street Minneapolis, Minnesota 55402 United States

Resume Receipt: Other (see below)

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

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 7573
