



Employment Litigation Associate

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

Job Description: Moore & Van Allen PLLC, a large southeastern law firm with a national practice, is seeking a commercial/employment litigation associate. Candidates should have at least two to four years of litigation practice experience and experience in employment/labor litigation and client counseling (re Title VII, ADA, ADEA, FLSA compliance issues, trade secret/non-compete enforcement, etc.). Candidates should have excellent written and verbal communication skills, strong research proficiency, and excellent academic credentials. Responsibilities may include immediate and significant client interaction. Competitive compensation package includes full benefits.

Desired Class Level(s): Graduate/Alumni

Posting Date: February 13, 2020

Expiration Date: March 21, 2020

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

Resume Receipt: Other (see below)

How To Apply: <http://www.mvalaw.com/f-20.html>

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 5647

Law Clerk

Clarion County Court Administrator's Office (Clarion, PA)

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

THE COURT OF COMMON PLEAS

18th JUDICIAL DISTRICT

The Honorable Sara J. Seidle-Patton, President Judge, is presently seeking resumes for the position of Law Clerk for the Court of Common Pleas of Clarion County, Pennsylvania. The position is for one year beginning August 2020 and ending July 2021. Applicants must be law school graduates or planning graduation in Spring 2020. Interested applicants are to submit their resume, which shall include no less than three references, a writing sample, and a law school transcript to the Honorable Sara J. Seidle-Patton, c/o rkundick@co.clarion.pa.us no later than March 30, 2020. Any documents mailed via U.S. Mail shall be addressed to: Clarion County Court of Common Pleas, 421 Main Street, Suite 34, Clarion, PA 16214. Any documents submitted through email must be in pdf or docx format.

Questions concerning this position may be directed to Rachel Kundick at (814) 226 – 4000 ext. 2103 or via email rkundick@co.clarion.pa.us.

Desired Class Level: 3L, Graduate/Alumni**Posting Date:** February 13, 2020**Expiration Date:** March 30, 2020

Contact: Rachel Kundick
Confidential Secretary
Court of Common Pleas 421 Main Street Suite 34
Clarion, Pennsylvania 16214 United States

Resume Receipt: E-mail**Default email for resumes.:** rkundick@co.clarion.pa.us

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample,
Other Documents

ID: 5648

Vendor Management Contracts Attorney

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): Wheeling, West Virginia (United States)

Description:

Orrick currently has an opening for a **Vendor Management Contracts Attorney** in our **Global Operations & Innovation Center (GOIC)** in **Wheeling, WV**.

Our GOIC in Wheeling, West Virginia, is home to more than 300 members. Established more than a decade ago, it was the first centralized administrative operation in a major law firm. Our GOIC location is within commuting distance of the greater Pittsburgh area and Ohio Valley, including: Pittsburgh, Carnegie, Moon, Robinson, Cranberry, Green Tree, Mt. Lebanon, Bethel Park, Southpointe, Bridgeville, McKees Rocks, Upper St. Clair, McMurray, Canonsburg and Washington; St. Clairsville, New Martinsville, Cambridge and the Weirton-Steubenville metro area.

Your Responsibilities: As a Vendor Management Contracts Attorney, you will support the internal firm-wide procurement and vendor management operations. All "clients" are internal employees from across the firm who will be looking to the attorney for contract guidance and direction.

- Review, negotiation and processing of moderate to complex contracts of various types for (NDA, SaaS and other cloud services, software, evaluation and pilot agreements, marketing, conference, building lease and security, professional services, including Statements of Work and ordering documents, etc.).
- Support the Firm's efforts in revising current and developing contract templates and Firm guidelines.
- Assist in the cataloging contracts and monitoring vendor performance.
- Identify and support training and development needs.
- Work with Firm internal clients in Human Resources, Information Technology, Finance, Data Analytics, Procurement, and Operations Departments.

Qualifications:

- JD Degree and admission to practice in good standing in a US jurisdiction required.
- 4-5 years of related experience including proven proficiency in managing contracts containing terms and conditions related to data privacy, information security, AI and machine learning,

procurement of computer related components and services (cloud, SaaS, software, hardware and maintenance), acquiring professional services, and general IT procurement is a plus.

- Must have a strong foundation in contract management, which includes having the ability to draft contract terms and being fluent in contract negotiation as well as being comfortable conducting negotiations with opposing counsel and other vendor representatives from all management and executive levels.
- Ability to effectively establish and build working relationships with lawyers and staff, and to encourage teamwork, influence others across organization lines, and build consensus in order to exceed departmental standards and Firm objectives.
- Excellent communication and interpersonal skills; demonstrates a strong customer service orientation towards internal clients; proven ability to interact with all levels of management (both externally and internally), staff and external entities in a highly effective and professional manner.
Proficient personal computer skills and knowledge of Firm software
- including MS Word, PowerPoint and Excel and familiarity in working with a contract filing database.
- 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.
- Ideal candidates will have a firm understanding of the relationship between contract management and how this relates to procurement processes and policies, purchase order and invoice processing, and order management.
- Compulsive attention to detail, excellent oral and written communication skills a must.

Who is Orrick? As an employer of choice we will provide our employees with challenging work, training opportunities, team oriented culture, and the opportunity to work with the best talent in the legal profession. For the fourth year in a row, Fortune selected Orrick among the 100 best workplace cultures for the very best talent. Orrick ranks in the top 15 and is the highest-ranked law firm of only four firms on the 2019 list. We provide excellent service to our clients and we hire the brightest and most hardworking individuals at every level. We champion a culture that is committed to excellence, but is also fun, inclusive and real. 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, including lots of extra perks like free biometric screenings, paid time to participate in community service activities and the day off for your birthday.

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

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 www.orrick.com/Careers.

No phone calls please.

We are an Equal Opportunity Employer

Desired Class Level: Graduate/Alumni

Posting Date: February 13, 2020

Expiration Date: April 10, 2020

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 Staff and Paralegal Opportunities Listings at <https://www.orrick.com/Careers>

Additional Documents: Cover Letter

ID: 5649

DEPARTMENT OF LAW—Assistant Corporation Counsel-Supervisor

City of Chicago Department of Law (Chicago, IL)

Position Type: Full-time

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

Description:
JOB ANNOUNCEMENT

The City of Chicago Department of Law is hiring. Please share the following job opportunity with your alumni. Additional information can be found within the actual posting at www.cityofchicago.org/careers. Applications must be submitted in accordance with the posting below. No email applications will be accepted.

The City of Chicago is a diverse organization and welcomes diverse applicants.

DEPARTMENT OF LAW—Assistant Corporation Counsel-Supervisor, Aviation, Environmental, Regulatory and Contracts ("AERC") Division

Number of Vacancies: 1

The City of Chicago Law Department is seeking an attorney for the position of Assistant Corporation Counsel Supervisor in the AERC Division to represent the City in transactional and regulatory matters. The Assistant Corporation Counsel Supervisor will work under the general supervision of the Deputy Corporation Counsel and Chief Assistant Corporation Counsel of the AERC Division, and will handle and supervise transactional and regulatory matters, with a primary focus on representing the Chicago Department of Aviation and the Department of Procurement Services, although s/he may be called upon to do work for other City departments. The Assistant Corporation Counsel Supervisor will analyze proposed transactions for compliance with laws and regulations; conduct legal research; advise City departments on legal compliance; review, draft, and negotiate contracts for the purchase of goods, work and services, leases, concession agreements, agreements with federal agencies and airlines, and other agreements, and review and draft proposed ordinances related to such agreements; review and comment on proposed legislation and rule-makings; and also supervise more junior attorneys on such tasks and monitor outside counsel on certain

matters. This position will not handle litigation but will be expected to handle pre-litigation claim and dispute resolution, and to provide support to litigators in construction and contract litigation.

The following information should not be considered exhaustive. Interested candidates should read the full posting found at www.cityofchicago.org/careers (Job Number: 333061).

Qualifications

Graduation from an American Bar Association accredited law school with a Juris Doctor degree in or before 2014 and admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705).

Knowledge, Skills and Abilities

Ideal candidates will possess the following:

Superior writing, researching and editing skills;
Demonstrated experience and ability to review, draft, and negotiate agreements;
Legal experience analyzing proposed transactions for compliance with the law;
Legal experience researching, analyzing, drafting and/or reviewing legislation, proposed legislation, and rules/regulations;
Legal experience handling pre-litigation claim and dispute resolution and providing litigation support;
Legal experience with the complex statutory and regulatory frameworks for various contracts;
Excellent analytical and communication (oral and writing) skills;
Exceptional client counseling, negotiation, and organizational skills;
Demonstrated academic achievement;
Demonstrated leadership and initiative on assigned tasks;
Demonstrated ability to organize, prioritize, monitor, and control workflow deadlines; and
Ability to work well with others.
Previous experience handling commercial and/or construction transactional matters is preferred, but not required.
Previous supervisory experience is preferred, but not required.

Application Process and Materials

There is a two-step application process for this position. All application materials are due on or before February 28, 2020.

Step One: You must submit an on-line application along with your resume here on this site by February 28, 2020.

Step Two: In addition to the on-line application and regardless of whether such materials were uploaded with your online application, the following materials must be submitted in hard copy to: City of Chicago Department of Law's Legal Recruiter, 30 N. LaSalle Street, Suite 1640, Chicago, IL 60602:

Cover letter that (1) includes the position title and job number as noted on the posting; and (2) specifically identifies how you meet the minimum qualifications and have the knowledge, skills, and abilities listed below;

Resume;

Law school transcript (official or unofficial);

Two writing samples; and

Current printout of your attorney registration status from the Illinois ARDC website at www.iardc.org (or your admitted state bar's equivalent).

Failure to submit all materials will result in your application not being considered for the position.

NOTE REGARDING SUBMISSION OF APPLICATION MATERIALS: The foregoing materials must be submitted in person (interoffice delivery of application materials will not be accepted) or received via U.S. Mail or another similar mailing method (e.g., FedEx, UPS, DHL) at the address noted above on or before February 28, 2020; late submissions shall result in your application not being considered for the position. Should you wish to confirm receipt of your materials, please use a traceable delivery method.

NOTE REGARDING REFERENCES AND ADDITIONAL MATERIALS: Please do not submit references with your hard copy materials. Please do not send to us any materials other than those we have specifically requested above. Submission of references and/or additional materials other than what is specifically requested above shall result in your application not being considered for the position.

Please note the submission deadline for BOTH the online application and the hard copy material is February 28, 2020.

NOTE REGARDING QUESTIONS: If you have any questions regarding how to apply, please contact the Department of Human Resources. Please note that due to the volume of applications we receive, the

Recruiting and Personnel Sections in the Department of Law are not able to take or return emails or phone calls seeking any information pertaining to the position or the process. Only those applicants selected for an interview will be contacted. Thank you for your interest in the City of Chicago Department of Law.

Thank you for your interest in the City of Chicago Department of Law.

William Macy Aguiar
Administrative Deputy
Department of Law
City of Chicago
121 N. LaSalle Street, Room 600
Chicago, Illinois 60602
(312) 744-1558

This e-mail, and any attachments thereto, is intended only for use by the addressee(s) named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this e-mail (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this e-mail, and any attachment thereto, is strictly prohibited. If you have received this e-mail in error, please respond to the individual sending the message, and permanently delete the original and any copy of any e-mail and printout thereof.

Desired Class Level:	Graduate/Alumni
Posting Date:	February 11, 2020
Expiration Date:	February 28, 2020
Contact:	William Aguiar Administrative Deputy 121 N. LaSalle Street, Room 600 Chicago, Illinois 60602 United States
Resume Receipt:	E-mail
Default email for resumes.:	william.aguiar@cityofchicago.org
Additional Documents:	Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
ID:	5645

Trial Attorney, Public Interest Division (#2020-64)

Office of the Attorney General for the District of Columbia
(Washington, D.C.)

Position Type: Full-time

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

Description:

Description

REQUISITION NO.: 2020-64

OPENING DATE: February 7, 2020

CLOSING DATE: February 28, 2020

SALARY RANGE*: \$122,265 – \$138,049

*This salary range is within the Legal Service salary schedule from grade 14 step 2 to grade 14 step 6. Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.

DURATION OF APPOINTMENT: Permanent

AREA OF CONSIDERATION: Open to the Public

COLLECTIVE BARGAINING: This position is in the collective bargaining unit represented by AFGE Local 1403. If you opt to join the union, and consent, a service fee will be paid through direct payroll deduction.

DESCRIPTION OF DUTIES: The Public Interest Division (PID) of the Office of the Attorney General for the District of Columbia (OAG) is seeking an experienced civil rights attorney to help develop a program of civil rights enforcement and handle complex civil rights litigation on behalf of the District. The attorney will work in the Civil Rights Section (CRS) and will collaborate with attorneys across the Agency to develop creative litigation strategies to combat discrimination and civil rights abuses.

The successful candidate will be responsible for helping to develop OAG's civil rights work. The attorney will identify areas of concern to District residents for potential enforcement action, examine legal authorities available to address those concerns, design litigation strategies, and litigate civil rights cases on behalf of the District and its residents. The attorney must work independently to develop and litigate major cases; and will also work collaboratively across sections within OAG to bring multifaceted cases. The attorney will also identify potential gaps in authority and suggest legislative and policy solutions to ensure that OAG can develop a robust civil rights agenda. The successful candidate will also be charged with understanding

best practices in civil rights litigation in other attorney generals' offices around the country and bringing those lessons to bear in developing the District's civil rights work.

QUALIFICATIONS: A minimum of five years of relevant, civil rights experience is required. The candidate should have excellent analytical, writing and litigation skills, including trial experience. The candidate must be able to work independently to develop and then litigate significant cases. The candidate should have experience developing civil rights suits and should have a creative orientation toward the law. Knowledge of the District's laws and of the civil rights concerns facing District residents is a plus.

HOW TO APPLY: Interested candidates must apply online. All applications must include the completed questionnaire, along with a cover letter, resume, list of three references and a writing sample. Candidates will only be able to submit the application once, and will not be able to return to add attachments or make any changes to their application once it has been submitted.

ELIGIBILITY: The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

OTHER INFORMATION: The selected candidate will be subject to a background investigation including reference checks.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

VETERANS' PREFERENCE: Applicants claiming veterans' preference must submit official proof at the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of

1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL

Important: Your COMPLETE application is important to OAG hiring process. Please ensure that you have read through the requisition in its entirety. Any REQUIRED document/s i.e. Resume, Cover Letter, DC2000RP, and/or KSAs as applicable, are included BEFORE you SUBMIT the application. You will NOT be able to re-submit. Thank you.

Desired Class Level:	Graduate/Alumni
Posting Date:	February 11, 2020
Expiration Date:	February 28, 2020
Contact:	Ms. Arlyntha Love Program Support Assistant 441 4th Street N.W. Suite 1100S Washington, District of Columbia 20001 United States
Resume Receipt:	E-mail
Default email for resumes.:	oag.recruitmentattorney@dc.gov
Additional Documents:	Cover Letter, Writing Sample, Other Documents
Requested Document Notes:	HOW TO APPLY: Interested candidates must apply online. All applications must include the completed questionnaire, along with a cover letter, resume, list

of three references and a writing sample.
Candidates will only be able to submit the
application once, and will not be able to return to
add attachments or make any changes to their
application once it has been submitted.

ID: 5643

Criminal Justice Policy Advocate

ACLU

Position Type: Full-time

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

Description:

The American Civil Liberties Union of Pennsylvania (ACLU-PA) seeks an experienced criminal justice policy advocate to advance the ACLU-PA's efforts to dismantle mass incarceration, with a focus on reducing the number of people incarcerated in Western Pennsylvania and eliminating racial disparities in the system. This position is part of the ACLU-PA's Campaign for Smart Justice.

The criminal justice policy advocate will be part of the advocacy and policy department and will work closely with our advocacy, legal, and communications staff to develop and promote policy recommendations and potentially impact litigation to reform criminal justice systems in western Pennsylvania, with an emphasis on Allegheny County. Issues of focus include, but are not limited to, bail reform, ending debtors' prisons (the practice of incarcerating individuals who cannot afford to pay fines and fees), and probation reform.

The ideal candidate will have knowledge of Pennsylvania's criminal justice systems, an understanding of the levers of change within these systems, and experience working with government stakeholders, diverse communities, and data. They will also have experience undertaking and managing projects involving many partners, complex issues, and extensive writing. This candidate must also have a strong commitment to working collaboratively with grassroots partners, directly impacted individuals, and colleagues.

This position will report to the criminal justice policy counsel. This position will be based in Pittsburgh but require travel around Western Pennsylvania on a regular basis. Occasional weekends and evenings required. This is a two-year, full-time position with possible extension based on funding.

JOB RESPONSIBILITIES

Specific responsibilities will include but not be limited to:

In collaboration with colleagues, work to identify and implement strategic criminal legal reform policy goals.

Monitor, research, and analyze opportunities for decarceration at the county level in Western Pennsylvania, with a focus on Allegheny County. Work with a range of stakeholders, including policymakers, agency heads, prosecutors and defense attorneys, local officials, individuals and family members impacted by the criminal justice system, community leaders and members, grassroots groups,

and other advocates to craft policy proposals and create educational and research materials.
Lobby local policymakers, as appropriate.
Conduct court-watching and investigation to gather information regarding problems with the criminal justice system in Western Pennsylvania.
Work with the legal department to develop litigation, where necessary and appropriate, to reduce the prison and jail population and eliminate racial disparities.
Prepare and deliver presentations and testimony to support criminal justice reform advocacy efforts.
Represent ACLU of Pennsylvania in task forces, working groups, and coalitions.
Track and report the status of activities both internally and externally to funders as needed.
Promote educational opportunities to teach judges, primarily magisterial district court judges, of their obligations under the Pennsylvania and United States constitutions, especially as it relates to the obligation not to detain people for failure to pay legal financial obligations unless the failure is willful.
In coordination with the senior field organizer, develop relationships with allies and other organizations to further advocacy goals.

QUALIFICATIONS

We seek applicants who have familiarity with Pennsylvania's criminal justice system and experience working through advocacy, litigation, public policy or legislative processes. People with personal experience being incarcerated or otherwise impacted by the criminal justice system are encouraged to apply.

Broad understanding of the Pennsylvania criminal justice system, including but not limited to areas such as pretrial systems, alternatives to incarceration, sentencing, parole and probation, and consequences of system involvement.

Demonstrated commitment to criminal justice reform, ending mass incarceration, and racial justice.

Experience working effectively and connecting with diverse populations and valuing differences of race, ethnicity, age, sex, gender identity, sexual orientation, religion, ability, and socio-economic circumstances.

Commitment to and experience with working in close partnership with community members, including people directly involved with and affected by the criminal justice system.

Critical thinking skills with an ability to identify, collect, and interpret relevant data for incorporation into educational materials, with an emphasis on fiscal and social impact of policies.

Demonstrated ability to build and maintain key contacts among a diverse range of stakeholders.

Proven record of teamwork and collaborative engagement with colleagues across departments and functions.

Ability to work independently and keep organized in a fast-paced environment, manage several projects simultaneously, and adjust strategy to frequently

changing demands.

Demonstrated ability to synthesize complex information clearly and concisely for various audiences, including the public, the media, and policymakers.

Ability to travel to meetings and events throughout the state.

Preferred Qualifications

Strong written and oral communications skills, with a high level of comfort presenting information.

Experience working or participating in coalitions, including sensitivity to internal political dynamics among partner groups.

J.D. degree strongly preferred.

Applicants with at least three years of relevant experience preferred, but applications with a range of experience will be considered.

COMPENSATION AND BENEFITS

Salary is \$68,025. Excellent benefits include generous vacation and sick leave; individual/family employer-provided health insurance; life insurance and long-term disability; defined contribution plan with employer match; and 10 paid holidays. This position is full-time, salaried, and exempt from overtime under the Fair Labor Standards Act.

APPLICATION PROCEDURE

To apply, send a letter stating why you are interested in the position, a resume, and a relevant writing sample or work product (such as testimony on a public policy issue or a policy paper for broad circulation) of no longer than 10 pages. Please include "criminal justice policy advocate" in the subject line of the email. In your letter, please indicate where you learned of the posting. No calls, please.

DEADLINE

Applications will be accepted until the position is filled, at which time the job announcement will be removed from our website, www.aclupa.org/jobs.

The ACLU-PA is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU-PA encourages applications from all qualified individuals without regard to race, color, religion, gender, gender identity or expression, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or record of arrest or conviction.

The ACLU-PA is a nonprofit, nonpartisan public interest organization, dedicated to defending and enhancing personal freedoms protected by the Constitution and the Bill of Rights through litigation, legislative advocacy, and community education. It is a fast-paced environment that addresses headline-making issues with powerful personal stories and dynamic, precedent-setting solutions. The ACLU-PA

has three offices, ten volunteer chapters, over 40,000 members and donors, more than 35 employees, and a \$5.3 million operating budget.

The ACLU-PA comprises two separate corporate entities, the American Civil Liberties Union (the "Union") of Pennsylvania and the ACLU Foundation (the "Foundation") of Pennsylvania. The Union is a 501(c)(4) nonprofit corporation, and ACLU membership dues fund its lobbying work. Donations to the Union are not tax-deductible. The ACLU Foundation is a 501(c)(3) nonprofit corporation. Foundation funds support litigation and public education efforts. Donations to the Foundation are tax-deductible. The criminal justice policy advocate is an employee of the ACLU Foundation of Pennsylvania.

Both the ACLU of Pennsylvania and the ACLU Foundation of Pennsylvania have the same overall mission, and share office space, employees, and the same board of directors. The two entities are jointly known by the term "ACLU of Pennsylvania."

ACLU-PA's hiring process will comply with Philadelphia's Fair Criminal Records Screening Standards ("Ban the Box") ordinance.

Job Type: Full-time

Salary: \$68,025.00 /year

Work Location:

Multiple locations

Benefits:

Health insurance

Dental insurance

Vision insurance

Retirement plan

Paid time off

Parental leave

Relocation assistance

Professional development assistance

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If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.

Jobs at ACLU of Pennsylvania in Pittsburgh, PA

Desired Class Level: Graduate/Alumni

Posting Date: February 10, 2020

Expiration Date: March 10, 2020

Contact: Human Resources

Resume Receipt: E-mail

Default email for resumes.: recruitment@aclu.org

Owner

Silverman, Tokarsky & Forman (Johnstown, PA)

Position Type: Full-time

Practice Area(s): Insurance Defense, Litigation

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

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

Description:

Busy law firm seeking a full time associate attorney for immediate opening. Firm focuses on family law litigation. Live in a small town and enjoy work/life balance.

Desired Class Level: Graduate/Alumni

Posting Date: February 9, 2020

Expiration Date: December 31, 2020

Salary Range: 50,000 - 59,999

Contact: Randi Silverman
Owner
227 Franklin Street, Suite 410 Johnstown,
Pennsylvania 15901 United States
<http://Stflawoffice.com>

Resume Receipt: E-mail

Default email for resumes.: Rsilverman@stflawoffice.com

Additional Documents: Cover Letter, Writing Sample, Other Documents

Requested Document Notes: Cover letter, resume and writing sample

ID: 5633

Attorney

Willman & Silvaggio, LLP (Pittsburgh PA)

Position Type: Full-time

Practice Area(s): Insurance, Insurance Defense

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

Description:

Willman & Silvaggio, LLP, a mid-sized law firm with an excellent reputation as a leader in insurance defense litigation and general liability matters located in the Pittsburgh area, is seeking an Associate Attorney with admittance to Pennsylvania and West Virginia. We offer a competitive salary and benefits package, including health/vision/dental insurance, life insurance, 401K and paid vacation. Please forward resume, cover letter and optional writing sample to Carla Kissner, Firm Administrator.

Desired Class Level: Graduate/Alumni

Posting Date: February 8, 2020

Expiration Date: February 18, 2020

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

Resume Receipt: E-mail

Default email for resumes.: ckissner@willmanlaw.com

Additional Documents: Cover Letter

ID: 5629

ASSISTANT PUBLIC DEFENDER: DISTRICT XII (ALLEGANY COUNTY)

Office of the Public Defender

Position Type: Full-time

Practice Area(s): Criminal - Defense

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

Job Location(s): Allegany County, Maryland (United States)

Description:

The Maryland Office of the Public Defender (OPD) seeks a zealous and dedicated litigator to serve as an Assistant Public Defender in Allegany County, Maryland. OPD provides superior representation to indigent defendants throughout the State of Maryland. The Agency's vision is for *Justice, Fairness, and Dignity for All*. Employees are committed to the core values of a culture of excellence, client-centered representation, tenacious advocacy, and are united as a team in achieving the Agency's mission.

OVERVIEW OF THE POSITION

An Assistant Public Defender combines their demonstrated dedication to the representation of indigent clients with their strong and zealous litigation skills to provide exceptional representation on behalf of all their clients. The attorney in this position is expected to work independently in managing an active caseload while simultaneously working in a team-oriented environment focused on a client-centered approach to representation. This position will be located at 248 North Mechanic Street Cumberland, Maryland 21502. OPD will consider applicants at all levels of experience.

PRIMARY DUTIES AND RESPONSIBILITIES

- Zealous representation of clients at every stage of the criminal process.
- Ability to competently and resourcefully prepare for and manage an active caseload.
- Actively communicate with clients, team members, and resources for optimal client outcomes.
- Continuously seek professional development through trainings, continuing legal education, and trial skills courses.

TRAINING AND QUALIFICATIONS

- Demonstrated commitment to zealous and comprehensive public defense.
- Criminal trial experience or exposure preferred but we will consider candidates at all experience levels.
- Ability to work in a fast-paced, team-oriented environment.

- Ability to work independently, and effectively manage an active caseload.

- Active membership in good standing in the Maryland Bar or Bar of another. Individuals who are members of the Bar of another State must be admitted to the Maryland Bar within 18 months of start date.

Desired Class Level: Graduate/Alumni

Posting Date: February 6, 2020

Expiration Date: March 1, 2020

Contact: Director Johanna Leshner
Recruitment Director
Recruitment Division William Donald Schaefer Tower
6 Saint Paul Street, Suite 1400 Baltimore, Maryland
21202 United States

Resume Receipt: E-mail

Default email for resumes.: attorneyjobs@opd.state.md.us

Additional Documents: Cover Letter, Other Documents

Requested Document Notes: If you wish to be considered for this position please click here (<https://forms.gle/PYaHy8KNyfebwrYP6>) to fill out the application and please submit the following items in one email to attorneyjobs@opd.state.md.us: (1) current resume, (2) cover letter, and (3) a list of three references. In the subject line of the email please indicate "APD: Western Maryland." Incomplete applications will not be considered.

ID: 5606

Compliance Analyst, Verbatim

Orrick, Herrington & Sutcliffe LLP (Wheeling, WV)

Position Type: Full-time

Practice Area(s): Corporate, International

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

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

Description:

Verbatim is the premier managed service provider of subsidiary compliance solutions to multinational organizations. Verbatim supports the complex compliance needs of the world's largest and most sophisticated multinational corporations. Verbatim is a team of compliance professionals armed with subject matter expertise, global jurisdictional reach, and a robust, customizable technology platform. Verbatim is dedicated to the coordination and execution of substantive and routine corporate governance and compliance matters, focusing on global secretary matters exclusively which frees clients to concentrate internal resources on more strategically significant issues and initiatives.

Verbatim is a wholly-owned subsidiary of **Orrick, Herrington & Sutcliffe LLP**, a leading global law firm. Verbatim does not engage in the practice of law; it acts as compliance coordinator in managing lawyers in more than 150 jurisdictions. Legal advice concerning corporate law compliance is provided by legal advisors retained by Verbatim.

Verbatim currently has an excellent opportunity for a **Compliance Analyst** who will be working in **Orrick's Global Operations & Innovation Center in Wheeling, WV**.

As a Compliance Analyst, you will be responsible handling corporate compliance, subsidiary maintenance, incorporation, dissolution and general corporate housekeeping activities for the global subsidiaries of multinational clients. You will prepare corporate documents and dedicatedly lead the entire matter process (from initiation through completion and publication in a web-based compliance platform), probe for cross-selling opportunities, and develop positive working relationships with clients. This position requires excellent project management skills, the ability to lead local counsel as well as strong knowledge of international corporate requirements and procedures.

Your Responsibilities:

- Provides consultative service as the initial point of contact for client inquiries.
- Dedicatedly leads matters through the entire lifecycle.
- Establish yourself as a subject matter expert and trusted business partner.
- Develops and maintains knowledge of the clients, Verbatim and industry as a whole by attending and fully engaging in formal and informal

- training/mentoring sessions; engaging in self-directed learning
- Controlling counsel fees by managing local counsel to provide services within proposed budget
- Represents Verbatim by developing and maintaining comprehensive knowledge of industry trends and general business and financial acumen through various sources and initiatives.

Your Qualifications:

- 4 – year BS/BA degree or equivalent work experience required, paralegal certificate from an ABA approved paralegal program preferred. JD degree a plus.
- Strong analytical and critical thinking/problem solving skills, attention to detail and accuracy
- Knowledge of corporate law and in-house/law firm experience is needed.
- Excellent communications skills (written, verbal and relationship building).
- Confirmed ability to handle and prioritize complex and concurrent projects adapting to a dynamic and high-energy department with multiple deadlines.
- Experience with legal technology e.g., Blueprint, GEMS, Legal Tracker a plus.
- Proficiency with MS Office Suite (Word, Excel, PowerPoint, & Outlook).
- Commitment to Verbatim's core values and client service standards.

Desired Class Level: Graduate/Alumni

Posting Date: February 6, 2020

Expiration Date: March 5, 2020

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 do I 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 Orrick’s Staff & Paralegal Job Opportunities listed on their careers page at <https://www.orrick.com/en/Careers>.

No phone calls please.

We are an Equal Opportunity Employer.

Additional Documents: Cover Letter

ID: 5604

Assistant Public Defender

Public Defender Corporation for the Tenth Judicial Circuit (Beckley)

Position Type: Full-time

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

Description:

Criminal defense representation, felony and misdemeanor, appeal work before the West Virginia Supreme Court of Appeals, juvenile cases, Writ of Habeas Corpus, Abuse and Neglect cases, Extradition, Parole and Probation violations.

Such position provides invaluable trial and appellate experience with immediate responsibility. The Salary is negotiable depending upon experience; benefits included. We are looking either for an attorney or a law graduate with a Bar License. Resumes must be postmarked no later than March 1, 2020.

Please send resumes, references and telephone numbers immediately.

Thank you for your assistance in this matter

Public Defender Corp

220 N. Kanawha Street

Beckley, WV 25801

Desired Class Level: Graduate/Alumni

Posting Date: February 5, 2020

Expiration Date: March 1, 2020

Contact: Wilbert Payne
Chief Public Defender
220 N. Kanawha Street Beckley, West Virginia 25801
United States

Resume Receipt: E-mail

Default email for resumes.: wpayne@raleighdefender.org

Additional Documents: Other Documents

ID: 5603

Beckley Attorney
Legal Aid of West Virginia

Position Type: Full-time

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

Description:

Beckley Attorney

Legal Aid of West Virginia (LAWV) is seeking a skilled motivated attorney to help us change the lives of vulnerable clients in our Beckley office. This is a grant funded position which ends on September 30, 2022. LAWV offers a great family friendly work environment and excellent benefit package which includes medical, dental and life insurance and paid leave. If you are passionate about serving others and want to do rewarding work, please send cover letter and resume via email to jobs@lawv.net by Wednesday, February 19, 2020. EOE Qualified women, minorities and people with disabilities are encouraged to apply. If you have any questions, please call me at 304-343-3013 x 2140.

Thank you!

Kerry LeMasters

Administrative Director

Legal Aid of West Virginia

Desired Class Level: Graduate/Alumni

Posting Date: February 5, 2020

Expiration Date: February 19, 2020

Contact: Ms. Kerry LeMasters
Administrative Director
Administrative Director Legal Aid 922 Quarrier Street
Charleston, West Virginia 25301 United States

Resume Receipt: E-mail

Default email for resumes.: jobs@lawv.net

Additional Documents: Cover Letter

ID: 5600

Clarksburg Attorney
Legal Aid of West Virginia

Position Type: Full-time

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

Description:

Clarksburg Attorney

Legal Aid of West Virginia (LAWV) is seeking a skilled motivated attorney to help us change the lives of vulnerable clients in our Clarksburg office. This 1-year grant position, ending February 28, 2021, will coordinate, support and manage the provision of free legal help to foster children and families statewide. LAWV offers a great family friendly work environment and excellent benefit package which includes medical, dental and life insurance and paid leave. If you are passionate about serving others and want to do rewarding work, please send cover letter and resume via email to jobs@lawv.net by Wednesday, February 19, 2020. EOE Qualified women, minorities and people with disabilities are encouraged to apply.

If you have any questions, please call me at 304-343-3013 x 2140.

Thank you,

Kerry LeMasters

Administrative Director

Legal Aid of West Virginia

Desired Class Level: Graduate/Alumni

Posting Date: February 5, 2020

Expiration Date: February 28, 2020

Contact: Ms. Kerry LeMasters
Administrative Director
Administrative Director Legal Aid 922 Quarrier Street
Charleston, West Virginia 25301 United States

Resume Receipt: E-mail

Default email for resumes.: jobs@lawv.net

Additional Documents: Cover Letter

ID: 5601

CIRCUIT JUDGE LAW CLERK

The Supreme Court of Appeals of West Virginia

Position Type: Full-time

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

Description:

Page 1 of 2

The Administrative Office of

The Supreme Court of Appeals of West Virginia
Position Announcement

**TWENTY-NINTH JUDICIAL CIRCUIT PUTNAM COUNTY
EMPLOYMENT OPPORTUNITY**

Winfield, West Virginia

Position open until filled (Posted 2-03-2020)

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 Phillip M. Stowers. This position works under the direct supervision of Judge Stowers in the Twenty-Ninth Judicial Circuit, Putnam 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 Stowers. 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 sit for the West Virginia Bar Examination each time it is offered. The failure to pass the West Virginia Bar Examination within two (2) attempts will result in a loss of employment. West Virginia Bar

Examination failures predating judicial employment count toward the two (2) attempts. Any person who has failed the West Virginia Bar Examination, or any bar examination, two (2) or more times is ineligible for these positions. Once a person passes the West Virginia 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,
- Respond to attorneys and self-represented litigants, and
- Monitor the court's docket.

Page 2 of 2

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: February 4, 2020
Expiration Date: April 30, 2020
Contact: Sarah Loftus Law Clerk Program Coordinator Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States
Resume Receipt: E-mail
Default email for resumes.: sarah.loftus@courtswv.gov
Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
ID: 5593

Associate Attorney

Pullin Fowler & Flanagan (Charleston, WV)

Position Type: Full-time

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

Description:

Immediate opening for an associate attorney in Charleston office.

- Much of the work is in the areas of employment and civil rights law
- The firm defends many cities, counties, and other State entities
- Substantial writing skills are required
- Competitive salary and benefits

Email: resume, cover letter, writing sample, and unofficial transcript to: Steve Fowler, Esq
Managing Member,
SMF@pffwv.com

Desired Class Level: Graduate/Alumni

Posting Date: February 3, 2020

Expiration Date: March 31, 2020

Contact: Steve Fowler
JamesMark Building, 901 Quarrier St. Charleston,
West Virginia 25301 United States

Resume Receipt: E-mail

Default email for resumes.: smf@pffwv.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 5590

Corporate/Mergers & Acquisition Associate

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, is seeking a Mergers & Acquisitions Associate with four to six years of high level general corporate experience and with the skills to take a lead role in complicated mergers and acquisitions transactions. Qualified candidates will have experience with drafting and negotiating commercial acquisition documentation including stock and asset purchase agreements, shareholder agreements and joint venture agreements. Qualified candidates will also have experience with managing transaction teams across multiple disciplines and practice groups and with taking transactions from due diligence, negotiation and documentation through closing. Candidates should also have excellent written and verbal communication skills and excellent academic credentials. Equal Opportunity Employer.

Desired Class Level(s): Graduate/Alumni

Posting Date: February 3, 2020

Expiration Date: March 11, 2020

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: 5587

Staff Attorney (Hedge Reviews)

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

Job Description: Moore & Van Allen PLLC, a large southeastern law firm with a national practice, has an immediate need for a staff attorney to work in its finance practice reviewing and summarizing certain provisions of credit documents with respect to the treatment of derivatives products. The preferred candidate will have significant experience in finance and documenting syndicated loans. Qualified candidates must also have strong academic credentials. The position has outstanding pay. Equal Opportunity Employer.

Desired Class Level(s): Graduate/Alumni

Posting Date: February 3, 2020

Expiration Date: March 11, 2020

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: 5588

Air Force JAG Corps April 2020 Direct Appointment Program - U.S. Air Force JAG (World wide)

Position Type: Full-time

Description:

AIR FORCE JAG CORPS
April 2020 Direct Appointment Program
Attention: 3L Law Students & Attorneys
Apply now at: www.airforce.com/JAG
• Select the "Apply Now" button under the
"Becoming a JAG" header
Deadlines:
• March 10, 2020: Complete and submit online
application
• April 1, 2020: Complete interview with Staff Judge
Advocate
Eligibility:
• Law Student: Must have completed 2/3 of credit
hours required for
your Juris Doctor (includes 3Ls and graduates
awaiting licensing)
• Attorney: Must be a licensed attorney in good
standing with the
highest court of any state or federal territory
• Have obtained, or will obtain, a Juris Doctor from
an ABA accredited
law school
• Citizen of the United States of America (birth or
naturalization)
• Must be able to commission as an officer before
the age of 40
Selection Criteria:
• The Air Force JAG Corps selects applicants based
on the "whole
person" concept
• Selection factors include: academic performance;
work experience;
leadership traits; extracurricular activities; personal
integrity;
demonstrated elements of core values; awards and
honors;
adaptability and flexibility; motivation for service;
and military
records (if applicable)
*Your appointment as a judge advocate is
contingent upon providing proof of legal
licensing and completion of the Air Force medical
requirements (after selection)

<https://www.airforce.com/jag> • 1-800-JAG-USAF •
www.facebook.com/USAFJAG

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

Posting Date: January 31, 2020

Expiration Date: March 10, 2020

Contact: Tyler Musselman
Maj, USAF
1500 W. Perimeter Road Suite 2110 Andrews AFB,
Maryland 20762 United States

Resume Receipt: E-mail

Default email for resumes.: tyler.b.musselman.mil@mail.mil

Requested Document Notes: Apply now at: www.airforce.com/JAG

- Select the "Apply Now" button under the "Becoming a JAG" header

Deadlines:

- March 10, 2020: Complete and submit online application
- April 1, 2020: Complete interview with Staff Judge Advocate

ID: 5582

Chief Deputy Clerk

United States Court of Appeals for the Fourth Circuit (Richmond, Virginia)

Position Type: Full-time

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

Description:

U.S. Court of Appeals for the Fourth Circuit

Office of the Clerk

Position Announcement 20-02

Chief Deputy Clerk

POSITION: Chief Deputy Clerk

LOCATION: Fourth Circuit Clerk's Office, Richmond, Virginia

SALARY/CLASSIFICATION LEVEL: \$131,185-\$181,500 (JSP 15-16)

CLOSINGDATE: Apply by February 21, 2020 – open until filled

ABOUT THE COURT

The United States Court of Appeals for the Fourth Circuit is one of twelve regional appellate courts within the federal judicial system. The Court hears appeals from the nine federal district courts in Maryland, Virginia, West Virginia, North Carolina, and South Carolina and from federal administrative agencies. The fifteen active judges and three senior judges of the Court hear and decide about 4,500 cases each year following argument or written submission to three-judge panels. The Court's headquarters are in Richmond, Virginia. For more information, please visit: <http://www.ca4.uscourts.gov>.

POSITION OVERVIEW

The Chief Deputy Clerk serves as the Second-in-Command to the Clerk of Court, with full managerial and supervisory authority for the Clerk's Office. The Chief Deputy Clerk assists the Clerk in providing support to the judges of the Court of Appeals by leading and overseeing the extensive operational and administrative functions of the Clerk's Office. The Chief Deputy reports directly to the Clerk.

Representative duties include:

- Providing leadership, management, and supervision for all functions and operations of the Clerk's Office.
- Establishing and implementing goals, policies, procedures, and quality controls for case management, calendaring, courtroom, records, public information, financial, and human resource functions.
- Managing, developing, and mentoring supervisory and support staff.
- Overseeing space, facilities, security, and property management functions, in coordination with supervisory staff and the Clerk of Court.
- Ensuring the accuracy of information disseminated by the office and serving as the representative of the Court to the media, district courts, agencies, lawyers, litigants, and the public.
- Serving as an expert on the Court's rules, procedures, and practices and providing guidance to Court and chambers staff, attorneys appearing before the Court, and pro se litigants.
- Overseeing the office's exercise of delegated authority to rule on procedural motions in accordance with the Court's rules and standards.
- Providing support to the Standing Panel on Attorney Discipline for attorney discipline matters.

QUALIFICATION REQUIREMENTS

- Candidates must have a minimum of six years of progressively responsible administrative, professional, or legal work experience in public service or business that provided a thorough knowledge of the concepts, principles, policies, and theories of management and administrative processes.

- At least three of the six years of experience must be specialized experience in supervisory, managerial, or professional work that demonstrates proven skills in managing limited resources, excellent analytical skills, mature judgment, solid organizational management and problem-solving experience, strong employee-relation and interpersonal skills, and superior oral and written communication skills.
- A bachelor's degree from a college or university of recognized standing is required.
- A law degree from an accredited law school is preferred and may be considered as qualifying for two years of the required specialized experience.
- Experience in the federal judiciary, including familiarity with budgetary, fiscal, personnel, procurement, and information technology issues, is desirable.

EMPLOYEE BENEFITS

- Vacation time accrues at a rate of 13 days per year the first three years and increases with tenure.
- Sick days accrue at a rate of 13 days per year.
- Ten paid holidays are provided annually.
- A variety of employer-subsidized federal health insurance plans are available.
- Dental and vision coverage, life insurance, and long-term care insurance are available.
- A flexible spending account program is provided.
- Employees participate in both the Federal Employees Retirement System (FERS) and the Thrift Savings Plan (similar to a 401(k) plan, with employer matching).
- The Court offers a mass transit subsidy (budget dependent).

CONDITIONS OF EMPLOYMENT

- Applicants must be citizens of the United States or be eligible to work in the United States and receive compensation.
- Appointment to the position is provisional pending a ten-year background investigation. Every five years thereafter, the position requires an updated investigation.
- Employees of the federal judiciary serve under "Excepted Appointments" and are thus at-will employees who serve at the pleasure of the Court.
- Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits.

APPLICATION PROCEDURE

To apply, please submit (1) a cover letter detailing your qualifications and experience as they relate to the requirements of the position and (2) a resume that includes the name, title, and contact information of three professional references. An AO78-Application for Employment, which is available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>, will be required from candidates who are scheduled for an interview. Completed applications should be emailed to: 4cca-vacancy@ca4.uscourts.gov, with a subject line referencing "Job Announcement 20-02." Applications should be received by February 21, 2020, to receive full consideration.

Desired Class Level: Graduate/Alumni

Posting Date: January 31, 2020

Expiration Date: February 21, 2020

Contact: Stephanie Vassar
Assistant to the Clerk
600 East Main Street, Suite 2200 Richmond, Virginia 23219-2441
United States

Resume Receipt: E-mail

Default email for resumes.: 4cca-assistant_to_clerk@ca4.uscourts.gov

Additional Documents: Cover Letter, Other Documents

Requested Document Notes: APPLICATION PROCEDURE
To apply, please submit (1) a cover letter detailing your qualifications and experience as they relate to the requirements of the position and (2) a resume that includes the name, title, and contact information of three professional references. An AO78–Application for Employment, which is available at <http://www.uscourts.gov/uscourts/FormsAndFees/Forms/AO078.pdf>, will be required from candidates who are scheduled for an interview. Completed applications should be emailed to: 4cca-vacancy@ca4.uscourts.gov, with a subject line referencing “Job Announcement 20-02.” Applications should be received by February 21, 2020, to receive full consideration.

ID: 5581

CIRCUIT JUDGE LAW CLERK

The Supreme Court of Appeals of West Virginia

Position Type: Full-time

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

Description:

The Administrative Office of
The Supreme Court of Appeals of West Virginia
Position Announcement
TWENTY-FOURTH JUDICIAL CIRCUIT WAYNE
COUNTY
EMPLOYMENT OPPORTUNITY
Wayne, West Virginia
Position open until filled (Posted 1-28-2020)
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 James H. Young, Jr. This position
works under the direct supervision of Judge Young
in the Twenty-Fourth Judicial Circuit, Wayne 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
Young. 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 sit for the West
Virginia Bar Examination each time it is offered. The
failure to pass the West Virginia Bar Examination
within two (2) attempts will result in a loss of
employment. West Virginia Bar Examination failures
predating judicial employment count toward the two
(2) attempts. Any person who has failed the West
Virginia Bar Examination, or any bar examination,
two (2) or more times is ineligible for these
positions. Once a person passes the West Virginia
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,
- Respond to attorneys and self-represented litigants, and
- Monitor the court's docket.

Page 2 of 2

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: January 30, 2020
Expiration Date: March 31, 2020
Contact: Sarah Loftus Law Clerk Program Coordinator Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States
Resume Receipt: E-mail
Default email for resumes.: sarah.loftus@courtswv.gov
Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
Requested Document Notes: 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.
ID: 5578

CIRCUIT JUDGE LAW CLERK

The Supreme Court of Appeals of West Virginia

Position Type: Full-time

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

Description:

The Administrative Office of
The Supreme Court of Appeals of West Virginia
Position Announcement
FIFTEENTH JUDICIAL CIRCUIT HARRISON COUNTY
EMPLOYMENT OPPORTUNITY
Clarksburg, West Virginia
Position open until filled (Posted 1-30-2020)
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 James A. Matish. This position works under the direct supervision of Judge James A. Matish in the Fifteenth Judicial Circuit, Harrison County, Clarksburg, WV. This is a salaried position. This is a one year position, beginning August 2020 and ending August 2021.

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 James A. Matish. 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 sit for the West Virginia Bar Examination each time it is offered. The failure to pass the West Virginia Bar Examination within two (2) attempts will result in a loss of employment. West Virginia Bar Examination failures predating judicial employment count toward the two (2) attempts. Any person who has failed the West Virginia Bar Examination, or any bar examination, two (2) or more times is ineligible for these positions. Once a person passes the West Virginia 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: 3L, LLM, Graduate/Alumni
Posting Date: January 30, 2020
Expiration Date: July 30, 2020
Contact: Sarah Loftus Law Clerk Program Coordinator Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States
Resume Receipt: E-mail
Default email for resumes.: sarah.loftus@courtswv.gov
Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
Requested Document Notes: 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.
ID: 5579

Litigation Associate

Dinsmore & Shohl, LLP (Headquarters-Cincinnati, OH; Various Locations)

Position Type: Full-time

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

Description:

Litigation Associate

Huntington, WV

Dinsmore & Shohl, a prominent national law firm with over 675 attorneys in 25 cities, has an immediate opportunity for a litigation Associate in our Huntington, West Virginia office. A minimum of 2 years of litigation experience is preferred, including experience managing discovery, assisting in the taking of depositions, and must be well versed in researching and drafting briefs and motions. A license to practice in West Virginia is required. All candidates should anticipate working on fast-paced, complex litigation, have strong academic credentials, and possess superior analytical and communication skills.

Please send cover letter, resume, and transcript to Jennifer Stark, Director of Recruiting and Legal Personnel, Dinsmore & Shohl LLP, 255 East Fifth Street, Suite 1900, Cincinnati, Ohio 45202, or to dinsmore.legalrecruiting@dinsmore.com.

Desired Class Level: Graduate/Alumni

Posting Date: January 30, 2020

Expiration Date: March 31, 2020

Contact: Ms. Jennifer L. Stark
Director of Recruiting and Legal Personnel
255 E. 5th Street Suite 1900 Cincinnati, Ohio 45202
United States

Resume Receipt: E-mail

Default email for resumes.: jennifer.stark@dinslaw.com

Additional Documents: Cover Letter, Unofficial Transcript

Requested Document Notes: Please send cover letter, resume, and transcript to Jennifer Stark, Director of Recruiting and Legal Personnel, Dinsmore & Shohl LLP, 255 East Fifth Street, Suite 1900, Cincinnati, Ohio 45202, or to dinsmore.legalrecruiting@dinsmore.com.

ID: 5577

Tax Associate - Charleston Office

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

Geographic Preference: Southeast (NC, SC, GA, FL, MS, AL, TN)

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

Job Description: Moore & Van Allen PLLC, a large southeastern law firm with a national practice, is seeking a tax associate to work in our Charleston office. Qualified candidates will have two or three years of experience in the transactional tax area. Candidates with experience in M&A, financing and reorganization transactions and candidates with a tax LLM or graduate accounting degree are preferred.

Desired Class Level(s): Graduate/Alumni

Posting Date: January 30, 2020

Expiration Date: March 6, 2020

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: 5575

Healthcare Regulatory and Transactional Associate

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

Job Description:

The Charlotte office of Moore & Van Allen PLLC, a large southeastern law firm with a national practice, is seeking associate candidates with at least 3 years of healthcare regulatory and transactional experience. Applicants should have a strong interest in and experience with healthcare regulatory issues (including Stark, fraud/abuse, HIPAA, licensure and reimbursement matters) and corporate transactional/M&A experience. Candidates should possess strong academic credentials, excellent communication, drafting and writing skills, superior legal and practical problem-solving skills and the ability to interact with government regulators. We are looking for individuals who enjoy working in a team environment and seek opportunities to work on a broad range of regulatory matters and business transactions in the healthcare industry. Candidates are also required to have a Juris Doctorate from an American Bar Association accredited law school and be an active member in good standing with the North Carolina Bar as of the agreed employment start date or within a reasonable period thereafter.

Desired Class Level(s): Graduate/Alumni

Posting Date: January 28, 2020

Expiration Date: March 4, 2020

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: 5573

Assistant Attorney General-DHHR

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

Position Type: Full-time

Practice Area(s): Litigation

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

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

Description:

Assistant Attorney General - DHHR: The West Virginia Attorney General's Office seeks a full-time attorney to represent a division within the Department of Health and Human Resources. Applicants must will have at least five (5) years litigation experience in addition to experience with state, federal and administrative proceedings. The position is in Charleston, West Virginia. Candidates must also have an active WV license or be eligible for admission.

Please send your resume and preferred salary range jobs@wvago.gov with "DHHR Assistant Attorney General" in the subject line.

Desired Class Level: Graduate/Alumni

Posting Date: January 24, 2020

Expiration Date: February 29, 2020

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

Resume Receipt: E-mail

Default email for resumes.: jobs@wvago.gov

Additional Documents: Cover Letter, Writing Sample, Other Documents

Requested Document Notes: Please send resume and preferred salary range

ID: 5562

Attorneys-Solicitor General Division

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

Position Type: Full-time

Practice Area(s): GOVERNMENT/SERVICE

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

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

Description:

Attorneys – Solicitor General Division: The West Virginia Attorney General's Office is accepting applications for positions in the Solicitor General's group, including a junior/mid-level attorney and a mid- to senior-level attorney to be considered for the position of Deputy Solicitor General. Excellent writing skills required; clerkship and appellate/administrative law litigation experience preferred. Must be eligible to waive into the WV Bar or willing to pursue state bar membership. Positions are based out of Charleston, WV, with some geographic flexibility within the State.

All attorneys in the SG group gain significant appellate, administrative, and general litigation experience. The group practices at all levels in state and federal courts, including before the U.S. Supreme Court. Attorneys in the group can expect oral argument experience in the West Virginia Supreme Court of Appeals, as well as opportunities to present argument or second chair in federal appellate courts. The group is a small team, with all attorneys taking primary responsibility for their matters and contributing at highly substantive levels. Responsibilities include primary drafting for major appellate briefs and administrative comments (as well as editing other team members' drafts for the Deputy position); coordinating multi-state efforts for amicus briefs and multi-state litigation; researching and drafting Attorney General opinions, and researching and providing strategic advice on high-profile matters to the Attorney General and other constitutional officers.

Applicants should submit their resume, a writing sample, and a cover letter to jobs@wvago.gov, or may reach out to Solicitor General Lindsay See for more information at lindsay.s.see@wvago.gov.

Desired Class Level: Graduate/Alumni

Posting Date: January 24, 2020

Expiration Date: February 29, 2020

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

Resume Receipt: E-mail

Default email for resumes.: jobs@wvago.gov

Additional Documents: Cover Letter, Writing Sample

Requested Document Notes: Submit resume, a writing sample and a cover letter

ID: 5563

Consumer Protection Attorney

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

Position Type: Full-time

Practice Area(s): GOVERNMENT/SERVICE

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

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

Description:

Consumer Protection Attorney: The West Virginia Attorney General's Office seeks an attorney for the Consumer Protection Division. Ideal candidates will have consumer protection experience. Successful candidates will have a minimum of eight (8) years of aggressive litigation experience as well as mediation experience. Strong written and oral communication skills are required. Candidates will be expected to communicate complex legal matters in a clear manner. Candidates must 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 "Consumer Protection Attorney" in the subject line.

Desired Class Level: Graduate/Alumni

Posting Date: January 24, 2020

Expiration Date: February 29, 2020

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

Resume Receipt: E-mail

Default email for resumes.: jobs@wvago.gov

Additional Documents: Cover Letter, Writing Sample, Other Documents

Requested Document Notes: Please send resume, a writing sample and preferred salary range

ID: 5560

Senior Attorney

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

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

Senior Attorney: The West Virginia Attorney General's Office seeks an experienced Senior Litigation Attorney to manage litigation. Candidates must have at least ten (10) years of litigation and management experience which reflects a strong work ethic, integrity and professionalism. Successful candidates will have excellent interpersonal, organizational and verbal/written communication skills. Experience with complex and multi-state litigation is preferred. 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 "Senior Attorney" in the subject line.

Desired Class Level: Graduate/Alumni**Posting Date:** January 24, 2020**Expiration Date:** February 29, 2020

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

Resume Receipt: E-mail**Default email for resumes.:** jobs@wvago.gov**Additional Documents:** Cover Letter, Writing Sample, Other Documents**Requested Document Notes:** Please send resume, a writing sample and preferred salary range**ID:** 5559

Staff Attorney

Laurel Legal Services, Inc. (Greensburg, PA)

Position Type: Full-time**Practice Area(s):** All Practice Areas**Job Location(s):** Clarion, Pennsylvania (United States)**Description:**

STAFF ATTORNEY LAUREL LEGAL SERVICES, INC.

Laurel Legal Services, Inc., which provides free legal aid to indigent clients in a six county service area, including Cambria, Westmoreland, Clarion, Jefferson, Armstrong and Indiana County, is currently seeking applicants for a Staff Attorney position. This position is based out of the Clarion, Pennsylvania office in Clarion County, but will require travel both within Clarion County as well as the other counties Laurel Legal serves. GENERAL DEFINITION OF THE WORK:

This work primarily involves assisting, counseling and representing low income clients and victims of domestic violence in all aspects of a legal problem including housing, landlord and tenant issues, custody, unemployment, social security, debt collection, foreclosures, guardianships, expungements and clean slate cases, bankruptcy, utility shut offs, Protection from Abuse actions, and other related matters. Staff attorneys will be expected to interview, gather of facts, identify and clarify legal problems or issues, discuss of various options available to the client and formulate appropriate strategies to deal with this particular problem, which may include full representation before Common Pleas and Appellate Courts, magisterial district justices, hearing officers, or other administrative bodies, negotiation with other parties and counsel, and preparation of pleadings and defending clients. Staff Attorneys are expected to be aware of and apply/implement rules, regulations, and instructions of Laurel Legal Services Inc. and its funding sources, as well as Pennsylvania substantive and procedural rules. This includes proper case management (including case closings), documentation and file maintenance. It also includes maintaining a working knowledge of program priorities, client eligibility requirements, and various funders and reporting requirements. Anyone hired for this position will received ongoing training. MINIMUM QUALIFICATIONS/ TRAINING AND EXPERIENCE:

- Graduation from a college or university with a B.S. or B.A;
- Graduation from an American Bar Association accredited law school
- A Pennsylvania Law License
- 1-3 year's legal experience or a combination of equivalent experience or training. Specialized experience in a legal services program or other skills may substitute for amount of time, as determined by the Executive Director.
- This position will be based out of Clarion County, in Clarion, Pennsylvania but may require significant travel within Laurel Legal Services' 6 County service area.

BENEFITS:

Extensive fringe benefits including medical insurance,

paid holidays, accrued vacation and sick leave, disability insurance, CLE credits, student loan assistance, and fixed work hours.

HOW TO APPLY: Interested candidates must submit their application not later than February 25, 2020.

Interviews will begin immediately, however this position will remain open until it is filled. To apply, please submit the following documents:

- A cover letter - A current resume that includes all experience, education, training, outside activities, and other information relative to the position. - A list of references, where available.

All applications and inquiries should be sent to:
Lauren E. Catalano, Esq. Managing Attorney Laurel
Legal Services 16 E. Otterman Street Greensburg, PA
15601

Email: lcatalano@wpalaw.org

Email is preferred . Laurel Legal Services Inc. is an Equal Opportunity Employer.

Desired Class Level: 3L, Graduate/Alumni

Posting Date: January 23, 2020

Expiration Date: February 25, 2020

Contact: Ms. Lauren E Catalano
Managing Attorney
16 E. Otterman Street Greensburg, Pennsylvania
15601 United States
<http://www.laurellegalservices.org>

Resume Receipt: E-mail

Default email for resumes.: lcatalano@wpalaw.org

Additional Documents: Cover Letter, Writing Sample

ID: 5553

Commercial Litigation Associate

Middleton Reutlinger

Job Type: Full-time

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

Job Location(s): Louisville, Kentucky United States

Job Description:

Associate with 1-3 years of experience for our Commercial Litigation Practice Group. We are looking for an attorney that understands the client's business and achieves the best result consistent with those client needs in the most efficient manner. The candidate must have excellent research and writing skills and a desire to seize the initiative and assume responsibility over matters and tasks. The position offers opportunities for professional growth and development and a comprehensive salary/benefits package for candidates motivated to achieve excellence in this area of law. Salary will be commensurate with relevant experience.

Required experience:

- License to practice law in Kentucky
- 1-3 years of experience in commercial litigation.

Desired Class Level(s): Graduate/Alumni

Posting Date: January 21, 2020

Expiration Date: February 20, 2020

Contact: Attorney Jennifer Barbour
Attorney
401 South 4th Street Louisville, Kentucky
40202 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: jbarbour@middletonlaw.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

Visual ID: 5509

Financial Services Associate

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

Job Description: Moore & Van Allen, PLLC, a large southeastern law firm with a national practice, is seeking an experienced transactional lawyer for its Financial Services practice. Preferred candidates would have two to four years of transactional experience, ideally with some experience in finance or corporate transactions. Excellent academic performance and strong interpersonal skills are required. Competitive compensation package includes full benefits.

Desired Class Level(s): Graduate/Alumni

Posting Date: January 21, 2020

Expiration Date: February 27, 2020

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: 5542

Office Manager/Legal Researcher

(Martinsburg, WV)

Position Type: Full-time

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

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

Description:

A well-established personal injury firm, located in Martinsburg WV, seeks an Office Manager/Legal Researcher:

Successful candidates will have strong abilities in legal research as well as excellent organizational and technical skills. While this position does not require licensed attorney, a law degree/strong legal knowledge, will be very helpful. Duties will include managing a busy office with efficiency and attention to detail, marketing and advertising liaison for the firm, legal research, assistance in modernizing office procedures, bill paying, and other clerical duties.

This is a full-time J.D. preferred, position with competitive pay, and excellent benefits, including a generous 401K program, health insurance, and vacation. Interested applicants should apply with a resume, cover letter, and writing sample.

Desired Class Level: Graduate/Alumni

Posting Date: January 17, 2020

Expiration Date: March 17, 2020

Contact:

Send application materials to Rosalind Lister at rosalind.lister@mail.wvu.edu subject heading

Resume Receipt: MARTINSBURG

Default email for resumes.: |

Additional Documents: Cover Letter, Writing Sample

ID: 4616

Housing Finance Associate | Washington D.C.

Ballard Spahr LLP (Philadelphia, PA)

Job Type: Full-time

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

Job Description: Our Washington, DC office seeks to hire an experienced associate for our newly created Finance Department. Qualified candidates should have at two to four years of legal experience in commercial real estate finance and strong academic credentials. Experience with multifamily lenders, preferably with Fannie Mae, Freddie Mac, and FHA is a plus. This is a great opportunity to become part of our long standing national finance practice which has closed transactions in all 50 states with exposure to both emerging market opportunities, structured finance and preferred equity originations and commercial loan servicing (including non-performing loans).

Ballard Spahr LLP is a 650 lawyer firm with fifteen offices across the U.S. and is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Desired Class Level(s): Graduate/Alumni

Posting Date: January 15, 2020

Expiration Date: February 21, 2020

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: Please apply online at:
<http://selfapply.ballardspahr.com/viRecruitSelfApply/ReApplicantEmail.aspx?Tag=d89652c0-fa50-482a-8cc3-4faddf38ac12>

Additional Documents: Cover Letter

Visual ID: 5515

Assistant Public Defender for the Tenth Judicial Circuit in
Office of the Public Defender/Beckley, WV (Beckley, West Virginia)
Tenth Judicial Court

Position Type: Full-time

Practice Area(s): Criminal - Defense

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

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

Description:

Job opening of Assistant Public Defender for the Tenth Judicial Circuit in Beckley, West Virginia. Responsibilities include: Criminal Defense representation, Felony and Misdemeanor, Appeal Work before the West Virginia Supreme Court of Appeals, juvenile cases, Writ of Habeas Corpus, Abuse and Neglect cases, Extradition, Parole and Probation violations.

Such position provides invaluable trial and appellate experience with immediate responsibility. The salary is negotiable depending upon experience; benefits included.

Desired Class Level: LLM, Graduate/Alumni

Posting Date: January 12, 2020

Expiration Date: March 1, 2020

Contact: Susan Delp
Office Manager/Legal Assistant
220 N. Kanawha Street, Suite 2 Beckley, West Virginia 25801 United States

Resume Receipt: E-mail, Accumulate Online, Other (see below)

Default email for resumes.: sdelp@raleighdefender.org

How to Apply: Resume and references including, including telephone numbers, must be postmarked no later than February 1, 2020.

Additional Documents: Cover Letter

Requested Document Notes: Please send Resumes, References and Telephone numbers immediately

ID: 4853

Attorney Litigation and Corporate

McClelland Legal Search

Position Type: Full-time

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

Description:

Attorney (Litigation + Corporate):

Position Type: Full-time, permanent position

Employer Name: Disclosed upon receipt of resume

Job Title: Attorney

Job Description: Our client is looking for an attorney with 5 years of experience working on a mixture of litigation matters and corporate matters.

Hiring Criteria: Mix of litigation and corporate experience and admitted in Pennsylvania.

Location: Pittsburgh area

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: 5 years of litigation and corporate 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: November 6, 2019

Expiration Date: March 31, 2020

Contact: Dianne McClelland

Resume Receipt: E-mail

Default email for resumes.: dianne@mcclellandlegalsearch.com

ID: 5120

Associate Attorney

Bernard Stuczynski Barnett & Lager, PLLC (Erie, PA)

Position Type: Full-time

Practice Area(s): Worker's Compensation**Description:**

Thriving personal injury law firm seeks litigation attorney who is a recent law school graduate licensed to practice in Pennsylvania or a third-year law student scheduled to take the July 2020 Pennsylvania Bar Examination.

The successful candidate will be personable, intelligent, clever, and have a strong desire to learn and win. The candidate must also be willing and able to develop evidence and legal theories to support his/her client's cause. We serve clients throughout western and central Pennsylvania—some travel will be required.

Our firm offers an incentivized compensation and benefits package with an opportunity for professional growth. Candidate will be handling matters related to Personal Injury/Motor Vehicle Accidents, Workers' Compensation and Social Security Disability. To learn more about our firm and our specific areas of practice, please visit our website at [ErieInjury.com](http://erieinjury.com).

If you are prepared to make a career seeking justice and adequate compensation for injury victims by battling corporations and insurance companies, then please submit your resume and cover letter detailing why you possess the necessary qualifications.

Desired Class Level: Graduate/Alumni

Posting Date: November 1, 2019

Expiration Date: May 1, 2020

Contact: Attorney Adam E. Barnett
Esquire
234 W 6th Street Erie, Pennsylvania 16507-1319
United States
<http://erieinjury.com>

Resume Receipt: E-mail, Other (see below)

Default email for resumes.: adam@erieinjury.com

How to Apply: Fax 814-454-7488
U.S. Mail

Additional Documents: Cover Letter

ID: 5103

Litigation Attorney

Hawkins Parnell Thackston & Young LLP (Charleston, WV)

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

Hawkins Parnell & Young LLP is seeking a well-rounded, highly-motivated litigation attorney with 1-3 years of experience for its Charleston, WV office. The successful candidate must have an active Bar License, strong academic credentials, and willingness to learn and gain trial experience from a dedicated and successful litigation team. This opportunity offers a broad experience base to talented attorneys who wish to join a success driven, vibrant team.

HPY represents a variety of clients from global corporations to small local businesses and individual clients in high-risk litigation and business disputes across the country and U.S. Territories. The successful candidate will be a part of a national team of 300 lawyers and professional staff spread across ten offices located in Atlanta, Austin, Charleston, Chicago, Dallas, Los Angeles, Napa, New York, St. Louis, and San Francisco.

HPY offers a competitive salary complemented by a full, comprehensive benefits package including Medical Insurance, Vision Plan, Dental Insurance, Life Insurance, 401k, Short and Long Term Disability and Profit Sharing.

Desired Class Level: 3L, LLM, Graduate/Alumni**Posting Date:** October 15, 2019**Expiration Date:** February 28, 2020

Contact: Ms. Dawn Anderson
Chief Human Resources Officer
303 Peachtree Street, NE, Suite 4000 Atlanta ,
Georgia 30308 United States
<http://hpylaw.com>

Resume Receipt: E-mail, Accumulate Online**Default email for resumes.:** danderson@hpylaw.com**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample, Other Documents**Requested Document Notes:** Resume, Cover Letter, Transcript and Writing Sample**ID:** 5052

Attorney

McClelland Legal Search

Position Type: Full-time

Practice Area(s): Litigation

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

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

Description:

Attorney (Civil Litigation + Family Law + Reviewing and Revising Corp Agreements):

Position Type: Full-time, permanent position

Employer Name: Disclosed upon receipt of resume

Job Title: Attorney

Job Description: Our client is looking for an attorney that has 5 - 10 years of experience. The position is a unique mix of civil litigation, family law and business/corporate contract review and drafting.

Hiring Criteria: The successful candidate should have a mix of litigation, family law and transactional (revising and reviewing corporate agreements) experience and admitted in Pennsylvania.

Location: Pittsburgh area

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: 5 - 10 years of relevant experience

How we would like to receive the materials:

Interested candidates should send their information
to : dianne@mcclellandlegalsearch.com

Desired Class Level: LLM, Graduate/Alumni
Posting Date: October 10, 2019
Expiration Date: March 31, 2020
Salary Range: Not Applicable
Contact: Cynthia McClelland 426 Frick Building 437 Grant Street Pittsburgh, Pennsylvania 15219 United States
Resume Receipt: E-mail
Default email for resumes.: dianne@mcclellandlegalsearch.com
Additional Documents: Other Documents
Requested Document Notes: Send Resume to: dianne@mcclellandlegalsearch.com
ID: 5042

Litigation Attorney

McClelland Legal Search

Position Type: Full-time

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

Description:

Litigation Attorneys:

Position Type: Full-time, permanent positions

Employer Name: Multiple Law firms

Job Title: Litigation Attorney - title may vary depending on experience level

Job Description: We have multiple litigation positions with Pittsburgh clients. Because the positions cross various levels of experience we are accepting resumes with any level of experience, new graduates through partner level.

Hiring Criteria: Litigation experience and admitted in Pennsylvania.

Location: Pittsburgh area

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: new graduates through partner level

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: September 3, 2019

Expiration Date: March 31, 2020

Contact: Dianne McClelland

Resume Receipt: E-mail

Default email for resumes.: dianne@mcclellandlegalsearch.com

Associate Attorney West Virginia

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

Job Type: Full-time

Job Location(s):

Elkins, West Virginia United States

Job Description:

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

Salary is fixed and is also tied to income the associate attorney produces. First year expectations should be 45K-65K per year.

We do not require a transcript.

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

Desired Class Level(s): Graduate/Alumni

Posting Date: June 27, 2019

Expiration Date: March 2, 2020

Contact: Mgr. William T. Nestor
Mgr.

1062 Harrison Avenue Elkins, West Virginia
26241 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: tynestor@yahoo.com

Visual ID: 4721

Litigation attorney wanted

Hamilton, Burgess, Young & Pollard, PLLC (Fayetteville, WV)

Position Type: Full-time

Practice Area(s): Administrative

Description:

Seeking an attorney motivated to learn litigation from the Plaintiff's perspective. Our firm litigates cases on behalf of consumers and injured people in Southern West Virginia. We are one of the few firms that handle bankruptcy and affirmative claims on behalf of consumers against their creditors and debt collectors. We also have a very active personal injury practice. Our offices are located in Princeton and Fayetteville, WV. No prior experience necessary, we're happy to train the right candidate.

Desired Class Level: 3L, Graduate/Alumni

Posting Date: December 3, 2019

Expiration Date: March 7, 2020

Contact: Steven R. Broadwater, Jr.
Partner
PO Box 959 Fayetteville, West Virginia 25840 United States
<https://www.hamiltonburgess.com/>

Resume Receipt: E-mail

Default email for resumes.: lpollard@hamiltonburgess.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 5266
