



## Health Law Fellow

West Virginia University College of Law

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**Position Type:** Fellowship

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**Description:**

The College of Law at West Virginia University is seeking applications for the position of Health Law Fellow. This position is designed to foster the development and promotion of high quality scholarship in the area of health law and policy. The fellow will have the option to teach courses in health law or other related fields and to engage in service to the law school, as negotiated.

A Juris Doctor degree is required. Expertise in health law and policy and demonstrated ability to produce scholarly work whether in law or another discipline is desired. No formal teaching experience is required. This is a nine month position. The fellow will receive an annual salary of \$42,500, an annual \$3,000 travel stipend, and benefits. Start date is negotiable and contract has the potential to be renewed for a second year.

Interested applicants should send their CV, a cover letter, and any published scholarly writings to Professor Valarie Blake at [valarie.blake@mail.wvu.edu](mailto:valarie.blake@mail.wvu.edu).

Applications will be accepted on a rolling basis beginning on February 15.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** February 1, 2019

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**Expiration Date:** March 15, 2019

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**Contact:** West Virginia University College of Law  
Professor  
P O Box 6130 101 Law School Dr Morgantown, West Virginia 26506-6130 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [valarie.blake@mail.wvu.edu](mailto:valarie.blake@mail.wvu.edu)

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

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**ID:** 4233

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## Document Review Attorney

DiCenzo Personnel Specialists

**Position Type:** Full-time

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**Practice Area(s):** All Practice Areas

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**Description:**

Seeking candidates to fill several document review attorney opportunities in Wheeling WV. Great experience. Will consider candidates who have not yet passed bar.

Great opportunity

Starting wage \$24 to \$26

Please call Angela at 412-766-0500 and send resume to [dicenzo@yahoo.com](mailto:dicenzo@yahoo.com)

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** January 30, 2019

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**Expiration Date:** March 30, 2019

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**Contact:** Mr. John Walko  
Recruiter  
Pittsburgh, Pennsylvania 15212 United States  
<http://www.dicenzo.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [dicenzo@yahoo.com](mailto:dicenzo@yahoo.com)

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**ID:** 4253

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## Staff Attorney - NT

Kentucky Court of Justice

**Position Type:** Full-time

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**Description:**

STAFF ATTORNEY - NT

**JOB CODE :** 89410V001260

**TITLE :** STAFF ATTORNEY - NT

**DEPARTMENT :** CIRCUIT COURT

**GRADE :** 12

**SALARY :** \$34,752.00 - \$46,260.00 (MIN TO MAX ANNUAL SALARY RANGE)

**TENURED :** NO

**LOCATION :** Pulaski

**TYPE :** State Funded Full-time

**Post ID :** 5360 **Position # :** 31044257

**COUNTY WORKSTATION :** Pulaski

**CHARACTERISTICS OF THE JOB**

RESPONSIBLE FOR PERFORMING UNDER THE DIRECT SUPERVISION OF A JUDGE AND ENGAGING IN PROFESSIONAL

LEGAL WORK PERTAINING TO THE COURT'S DOCKET

**MINIMUM REQUIREMENTS**

**EDUCATION :** BACHELORS-GRADUATE OF ACCREDITED LAW SCHOOL

EDUCATION/EXPERIENCE SUSBTITUTION CLAUSE : NONE

**EXPERIENCE :** 2 YEARS OF JOB RELATED EXPERIENCE DESIRED, BUT NOT REQUIRED.

**SPECIAL REQUIREMENTS:** (LICENSES, REGULATIONS, CERTIFICATES, ADVANCED EDUCATION ETC.) :

- MUST BE A MEMBER OF THE KY BAR ASSOCIATION OR BE TAKING EVERY REASONABLE STEP TO GAIN ADMISSION

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:**

- WORK TYPICALLY WITHIN OFFICE SETTING
- TRAVEL MAYBE REQUIRED

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THIS CLASSIFICATION:**

- PERFORM LEGAL RESEARCH AND RECORD

ANALYSIS PERTAINING TO CASES BEFORE  
THE COURT

- DRAFTING OF OPINIONS, ORDERS, AND JUDGEMENTS
- ASSIST COURT IN EDITING AND RELEASE OF OPINIONS
- ASSIST COURT IN PREPARING JURY INSTRUCTIONS
- ADVISE COURT AS TO CURRENT CHANGES IN THE LAW AND RECENT DECISIONS
- OTHER DUTIES AS ASSIGNED

**Deadlines**

**External Deadline :** 02/07/2020

All Court of Justice Applications must be submitted online at <http://courts.ky.gov> by close of business by the appropriate

deadline. If you have any questions, please contact:

Department of Human Resources

Administrative Office of the Courts

1001 Vandalay Drive

Frankfort, KY 40601

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** January 30, 2019

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**Expiration Date:** February 7, 2019

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**Contact:** Evie Cheatham  
50 Public Square Somerset, Kentucky 42501 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [eviecheatham@kycourts.net](mailto:eviecheatham@kycourts.net)

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**Additional Documents:** Cover Letter, Writing Sample

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**ID:** 4252

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**Attorney**

Tabor Lindsay &amp; Associates (Charleston, WV)

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

Tabor Lindsay & Associates, PLLC a plaintiffs medical malpractice law firm seeks an associate attorney looking for a permanent position to works cases involving medical malpractice, wrongful death, and product liability. Job duties include preparing and responding to written discovery, taking depositions, appearing at hearings and trials, electronic court filing, and legal research. The ideal candidate is bright, driven, aggressive, focused and meticulous. Successful candidate will have superior written and oral communication skills. Candidates will be expected to work long hours as needed. Out of town travel is required. Must be an active member of the WV State Bar.

Please send a cover letter, resume, unofficial transcript, and writing sample (no more than seven pages) to Christy Wageman at [christy@taborlindsay.com](mailto:christy@taborlindsay.com) to apply for this position.

**Desired Class Level:** Graduate/Alumni**Posting Date:** January 24, 2019**Expiration Date:** March 1, 2019**Salary Range:** Not Applicable

**Contact:** Ms. Christy L. Wageman  
Administrator  
P.O. Box 1269 Charleston, West Virginia 25325 United States

**Resume Receipt:** E-mail**Default email for resumes.:** [christy@taborlindsay.com](mailto:christy@taborlindsay.com)**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**ID:** 4239

## **Trial Attorney**

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

**Position Type:** Full-time

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**Description:**

**ANNOUNCEMENT NO:** #19-021

**POSITION TITLE:**

TRIAL ATTORNEY

(Personnel and Labor Relations)

**POSITION GRADE & SERIES:** LS-11/1 to 12/1

**SALARY RANGE:** \$69,959 – \$83,851

Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.

**OPENING DATE:** January 17, 2019

**CLOSING DATE:** February 7, 2019

**DURATION OF APPOINTMENT:** Permanent

**AREA OF CONSIDERATION:** Open to the Public

**WORKSITE LOCATION:**

Office of the Attorney General

for the District of Columbia

Personnel, Labor and Employment Division

Personnel and Labor Relations Section

441 4th Street NW

Washington, DC 20001

**NO. OF VACANCIES:** One (1)

**DESCRIPTION OF DUTIES:** The District of Columbia Office of the Attorney General (OAG) seeks a Trial Attorney to join its Personnel and Labor Relations Section. Trial Attorneys in the Personnel and Labor Relations (PLR) Section represent District agencies in administrative matters before the Office of Employee Appeals (OEA), Office of Administrative Hearings, Office of Human Rights, U.S. Equal Employment Opportunity Commission, Metropolitan Police Department Adverse Action Panels, and Fire and Emergency Medical Services Department Fire Trial Boards. They also provide appellate representation of these matters before the OEA Board, the Compensation Review Board/Department of Employment Services, various Federal Mediation and Conciliation Service arbitrators, the Public Employee

Relations Board, and the District of Columbia Superior Court. Duties include all aspects of civil litigation, i.e. discovery, motions practice, brief writing, and evidentiary hearings. The incumbent serves under the direct supervision of the Chief of the Personnel and Labor Relations Section.

**QUALIFICATIONS:** Candidates must have relevant legal or litigation experience, including administrative hearings. The successful candidate should have experience in the area of employment law and possess excellent oral and written communication skills.

**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.

**HOW TO APPLY:** Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**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**

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** January 24, 2019

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**Expiration Date:** February 7, 2019

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**Contact:** Ms. Arlyntha Love  
Program Support Assistant  
441 4th Street N.W. Suite 1100S Washington, District  
of Columbia 20001 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** OAG.RecruitmentAttorney@dc.gov

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

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**ID:** 4235

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## **Trial Attorney**

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

**Position Type:** Full-time

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**Description:**

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**OFFICE OF THE ATTORNEY GENERAL**

**POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO: #19-022**

**POSITION TITLE:**

TRIAL ATTORNEY

(Civil Litigation Division)

**POSITION GRADE & SERIES:** LS-12/1 to 13/1

**SALARY RANGE:** \$82,708 – \$98,362

Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.

**OPENING DATE:** January 17, 2019

**CLOSING DATE:** February 8, 2019

**DURATION OF APPOINTMENT:** Permanent

**AREA OF CONSIDERATION:** Open to the Public

**WORKSITE LOCATION:**

Office of the Attorney General

for the District of Columbia

Civil Litigation Division, Section III

Suite 630

441 4th Street NW

Washington, DC 20001

**NO. OF VACANCIES:** One (1)

**DESCRIPTION OF DUTIES:** The Office of the Attorney General for the District of Columbia seeks a trial attorney for Section III of its Civil Litigation Division. The Civil Litigation Division defends the District of Columbia in civil lawsuits filed in the Superior Court of the District of Columbia and the U.S. District Court for the District of Columbia in which plaintiffs seek money damages and/or injunctive relief. The cases primarily are in the areas of personal injury claims (e.g., automobile, police false arrest, assault and battery, slip and falls, inmate claims and medical malpractice), federal constitutional civil rights claims (e.g., Fourth Amendment claims involving alleged unlawful arrest and excessive force), and employment discrimination claims arising under local or federal law (e.g., sexual harassment, discrimination

based upon race, gender, or sexual orientation under the D.C. Human Rights Act, Title VII, the Americans With Disabilities Act, Age Discrimination in Employment Act, and Whistleblower Protection Act claims). The incumbent may also have the opportunity to handle special proceedings, including habeas matters, cases brought under the Individuals with Disabilities in Education Act, and cases under the Freedom of Information Act.

The successful candidate will defend the District of Columbia and its executive level agencies, officials, and employees acting within the scope of their employment against civil litigation. The successful candidate will have an individual caseload of approximately 25 active civil cases and may work on various litigation teams. The incumbent will file pleadings, conduct and respond to written discovery, conduct and defend depositions, file and respond to procedural and dispositive motions, negotiate settlements, and conduct trials and contested hearings. There is substantial contact with client agencies and individual clients. The position requires civil litigation experience. Prior civil litigation experience may include trials or evidentiary hearings, motions and discovery practice, taking and defending depositions, and a thorough knowledge of the Federal Rules of Civil Procedure. Experience in one or more substantive areas where the Division practices (e.g. civil rights law, municipal liability, personal injury tort defense, employment litigation) is desired.

**QUALIFICATIONS:** Candidates must have civil litigation experience. The successful candidate should have excellent research and writing skills, must be able to handle multiple deadlines in a fast-paced environment, and should be a self-starter. Civil jury trial experience and prior judicial clerkship experience are highly desirable but not required.

**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.

**HOW TO APPLY:** Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**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**

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** January 24, 2019

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**Expiration Date:** February 8, 2019

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**Contact:** Ms. Arlyntha Love

Program Support Assistant  
441 4th Street N.W. Suite 1100S Washington, District  
of Columbia 20001 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** OAG.RecruitmentAttorney@dc.gov

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

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**ID:** 4236

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## **Trial Attorney**

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

**Position Type:** Full-time

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**Description:**

**ANNOUNCEMENT NO:** #19-023

**POSITION TITLE:**

TRIAL ATTORNEY

(Consumer Protection)

**POSITION GRADE & SERIES:** LS 13/1 to 13/5

**SALARY RANGE:** \$98,362 – \$111,474

Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.

**OPENING DATE:** January 24, 2019

**CLOSING DATE:** February 3, 2019

**DURATION OF APPOINTMENT:** Permanent

**AREA OF CONSIDERATION:** Open to the Public

**WORKSITE LOCATION:**

Office of the Attorney General

for the District of Columbia

Public Advocacy Division

Office of Consumer Protection

441 4th Street NW

Washington, DC 20001

NO. OF VACANCIES: One (1)

**DESCRIPTION OF DUTIES:** The District of Columbia Office of the Attorney General (OAG) seeks a trial attorney for its Office of Consumer Protection, which is located in OAG's Public Advocacy Division (PAD).

The attorney will work on a range of public interest cases, with an emphasis on civil enforcement of the District's Consumer Protection Procedures Act and related local and federal consumer protection laws. Some of the enforcement work will involve participation in multi-state groups of assistant attorneys general that investigate, litigate, or resolve consumer protection issues on a national scale, including participation on the Executive Committees leading complex, document-intensive investigations. Other enforcement work will focus on "local" issues pertaining specifically to District consumers or to businesses based in District. The attorney may also coordinate with attorneys in PAD's Housing and Community Justice section on enforcement actions that include consumers issues along with housing and wage theft concerns.

Duties will include, but will not be limited to, identifying areas for investigation, conducting pre-complaint discovery using compulsory process and informal methods, working with expert witnesses, analyzing complex factual and legal issues, negotiating settlements, preparing matters for litigation, litigating cases through trial in D.C. Superior Court or federal district court, coordinating efforts with other District, state, and federal enforcement agencies, drafting and reviewing amicus filings and comments, drafting and reviewing proposed legislation, and engaging in consumer outreach and education activities.

**QUALIFICATIONS:** The ideal candidate should have at least 5 years of prior civil litigation experience, as well as strong legal research, writing, and analysis skills. The candidate must be able to handle several matters at one time. Familiarity with consumer protection law, privacy and data breach issues, demonstrated interest in public service work, and creative orientation toward the law are desirable.

**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.

**HOW TO APPLY:** Candidates should **e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above**, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**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**

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> January 24, 2019
<b>Expiration Date:</b> February 2, 2019
<b>Contact:</b> Ms. Arlyntha Love Program Support Assistant 441 4th Street N.W. Suite 1100S Washington, District of Columbia 20001 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> OAG.RecruitmentAttorney@dc.gov
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>ID:</b> 4237



## Entry - level attorney

Lloyd & McDaniel

**Position Type:** Full-time

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### **Description:**

#### **West Virginia**

Creditor's rights law firm seeks attorney for high-volume practice. License to practice law in **West Virginia** is required. Attorney will need to appear in court if telephonic appearance is not available. This position will be work from and requires 50-75% travel within West Virginia.

#### **Additional Information/Benefits**

We provide a full benefit package, including a contribution toward health insurance premiums, short and long-term disability and a 401(k).

Benefits: Medical Insurance, Life Insurance, Paid Sick Days, Paid Holidays, Short Term Disability, Long Term Disability, 401K/403b Plan

Screening Requirements: Drug Screen, Criminal Background Check

#### **Requirements**

#### **Job Skills/Requirements**

Treats all customers with fairness and respect while creating fair payment solutions that fits their financial situation.

- Demonstrates exceptional legal research, writing and oral communication skills
- Handles caseload and provides expert analysis and advice on legal and regulatory risks.
- Negotiates with opposing counsel to achieve final resolution of cases.
- Travels to various courts in the state(s) of Indiana as legal representation in various legal proceeds and to attend court hearings.
- Works with the Managing Attorney to report all activity and results.

#### **Minimum requirements**

- 1 -3 years' experience in bankruptcy/collection and civil law litigation, attending court proceedings in West Virginia and associated regulations.
- J.D. from accredited law school with license to practice law in West Virginia required.
- In-depth knowledge of Federal and State laws.
- Skilled in the ability to analyze case law and provide recommendations.
- Proficient in the use of Microsoft Office Suite.
- Exemplary oral and written communication skills.

- Outstanding Time Management skills with the proven ability to work in a deadline-driven environment.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** January 18, 2019

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**Expiration Date:** February 28, 2019

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**Contact:** Eric Grimes  
Managing Attorney  
11405 Park Road, Suite 200 PO Box 23200 Louisville,  
Kentucky 40223-0200 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** EGrimes@lloydmc.com

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**Additional Documents:** Cover Letter

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**ID:** 4227

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**LSAT Tutor**

Professor Kirsha Trychta - WVU College of Law

**Position Type:** Part-time**Description:**

Want to be an LSAT Tutor? Occasionally potential law school applicants contact the College of Law seeking help finding a qualified LSAT tutor. To better respond to these requests, we would like to generate a handout with a list of qualified students and recent alumni who would be willing to tutor. Each tutor would set their own fee and schedule. We would simply give the interested applicant a list of tutors from which to choose. If interested, please send an email to Professor Trychta at [kwtrychta@mail.wvu.edu](mailto:kwtrychta@mail.wvu.edu) with the following information:

- Your name as you would like it to appear on the handout
- Preferred contact information (email, phone, both)
- Hourly fee (can be a range, if you prefer)
- Short biography (less than 100 words) about your qualifications and/or tutoring style so that the potential applicant knows a little something about you. If you are particularly strong on a certain section of the exam, feel free to mention that too.
- Your LSAT score – we won't post this on the handout (but you're free to include it in your bio, if you wish). Rather the LSAT score is for our eyes only; we want to ensure that every tutor listed on the handout is qualified.

Psst! Recent Grads – this could be a great opportunity for you to make some money while you wait for your bar exam results, especially because the bulk of law school applicants sit for the September and December LSAT exams.

**Desired Class Level:** 1L, 2L, 3L, Graduate/Alumni**Posting Date:** January 18, 2019**Expiration Date:** May 13, 2019

**Contact:** Professor Kirsha Trychta  
 Director  
 101 Law School Dr. Morgantown, West Virginia 26506  
 United States  
<https://www.law.wvu.edu/academics/academic-excellence-center>

**Resume Receipt:** E-mail**Default email for resumes.:** [kirsha.trychta@mail.wvu.edu](mailto:kirsha.trychta@mail.wvu.edu)**Additional Documents:** Other Documents**ID:** 4228

## Law Clerk

The Court of Common Pleas - Carion County, Pennsylvania (Clarion, Pennsylvania)

**Position Type:** Full-time

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**Description:**

The Honorable James G. Arner, 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 2019, and ending July 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 James G. Arner, c/o tjslike@co.clarion.pa.us no later than **March 1, 2019**.

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 Tammy Slike at (814) 226-4000, ext. 2110 or via email tjslike@co.clarion.pa.us.

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

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**Posting Date:** January 17, 2019

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**Expiration Date:** March 1, 2019

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**Contact:** Ms. Tammy Slike  
421 Main Street, Suite 34 Clarion, Pennsylvania 16214  
United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** tjslike@co.clarion.pa.us

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

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**ID:** 4221

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## Associate Attorney

Mike Slocumb Law Firm, LLC (Charleston, WV)

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**Position Type:** Full-time

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**Description:**

Personal injury law firm seeking associate for our Charleston, WV office. Qualified candidate will possess excellent organizational and communication skills. This is an excellent opportunity for a self-starter in a competitive field. Personal injury experience a plus, but not required. Compensation commensurate with experience. Interviews and hiring commence immediately. Forward resume to Jason at [jberger@slocumblaw.com](mailto:jberger@slocumblaw.com).

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** January 16, 2019

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**Expiration Date:** February 16, 2019

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**Contact:** Mr. Jason A. Berger  
COO  
300 Capitol Street, 11th Fl Charleston, West Virginia  
25301 United States  
<https://www.slocumblaw.com/>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [jberger@slocumblaw.com](mailto:jberger@slocumblaw.com)

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**Additional Documents:** Cover Letter

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**ID:** 4217

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**Attorney**

The West Virginia Department of Health and Human Resources,  
Bureau of Child Support Enforcement

**Position Type:** Full-time

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**Description:**

The WV Department of Health and Human Resources, Bureau for Child Support Enforcement announces the opening of a full-time position for an attorney to provide child support establishment/enforcement services in Kanawha County. Preference would be given to those having experience in domestic relations and judgment enforcement. Admission to the WV Bar is required and at least two years of experience in the practice of law is preferred. Initiative, perseverance, and organizational skills a must. A valid driver's license is required. Private legal practice outside of the state employment is not permitted. The person selected for this position will be an at-will, full-time state employee in the classified exempt service, eligible for the state employment benefit package, which includes medical insurance options, retirement, annual and sick leave, and other features. We are an Equal Opportunity Employer.

Please email or mail resume to: Joseph Sellaro,  
Esq.

Street 516 Adams  
Suite 416  
Fairmont,  
WV 26554

Joseph.m.sellaro@wv.gov

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** January 16, 2019

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**Expiration Date:** February 16, 2019

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**Contact:** Mr. Joseph M. Sellaro, Esq.  
9349 Middletown Mall White Hall, West Virginia 26554  
United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** joseph.m.sellaro@wv.gov

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**Additional Documents:** Cover Letter

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**ID:** 4216

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## Senior Litigator

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

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**Position Type:** Full-time

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**Practice Area(s):** GOVERNMENT/SERVICE

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

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**Description:**

The Attorney General's Office seeks a senior level litigator. Candidates must have senior management experience, be motivated self-starters with strong work ethic, integrity and professionalism. Ideal candidates will have highly accomplished academic and employment credentials with a minimum of six (6) years of litigation experience. Candidates will have superior written and oral communication skills. Successful candidates will be aggressive and focused with the ability to produce a high-quality legal. Candidates must also have an active WV license or be eligible for admission.

Please send your resume and preferred salary range to [jobs@wvago.gov](mailto:jobs@wvago.gov) with "Senior Litigator" in the subject line.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** January 16, 2019

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**Expiration Date:** March 1, 2019

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

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [jobs@wvago.gov](mailto:jobs@wvago.gov)

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

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**ID:** 4214

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## Immigration Attorney

Goldstein & Associates LLC (1125 Penn Ave, 3rd Floor, Pittsburgh, PA 15222)

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**Position Type:** Full-time

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**Practice Area(s):** Immigration/Refuge

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**Description:**

Goldstein & Associates, LLC is a small, tight-knit immigration law firm seeking two qualified candidates for Associate Attorney positions. The first is at the firm's Pittsburgh office, and the second is at the firm's expanding Philadelphia office. For both positions, no previous experience is required, but candidates should have a strong interest in immigration law. This is a wonderful opportunity to practice the full spectrum of immigration law, as the firm deals with family-based petitions, removal defense, as well as business immigration on a daily basis. Necessary skills include strong writing ability and fine-tuned attention to detail. The ability to speak another language is also a plus. We are happy to consider recent grads, and we are looking to fill the Pittsburgh position by March 2019 and the Philadelphia position by October 2019. To apply, please send your resume and a writing sample.

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

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**Posting Date:** January 15, 2019

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**Expiration Date:** October 1, 2019

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**Contact:** Laura Barton  
Associate Attorney  
1125 Penn Ave., 3rd Floor Pittsburgh, Pennsylvania  
15222 United States  
<https://mglaw.com/>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [lbarton@mglaw.com](mailto:lbarton@mglaw.com)

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**Additional Documents:** Cover Letter, Writing Sample

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**ID:** 4211

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## Director of Student Legal Services Office

Spelman Johnson

**Position Type:** Full-time

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

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**Description:**

The Director of Student Legal Services Office leads the legal and administrative operation of the Student Legal Services Office (SLSO). The director is legal counsel to and provides policy advocacy for the student governance bodies and student leaders on issues of concern to the student body; provides legal services to students and student groups; and develops and directs a community legal education program.

Under the general programmatic direction of the undergraduate and graduate student governance bodies and the Vice Chancellor for Student Affairs and Campus Life, and reporting to the Dean of Students, the Director of Student Legal Services will:

direct the legal and administrative operation and support customer-focused, quality services of SLSO, including budget development and presentation and expenditure approval; hire, supervise, train, and evaluate the job performance of SLSO attorneys and staff; develop and implement the mission, goals, and objectives of SLSO; serve as legal counsel to SGA, GSS, their agencies, and Registered Student Organizations; provide advice, counseling, and training on a broad range of federal and state laws and Trustee policies; draft proposed Trustee policies, state statutes, and municipal ordinances and bylaws in areas reflecting student concerns; provide policy advocacy for purposes of promoting, opposing, or influencing legislation and/or actions of governmental officials on matters affecting the interests of students; provide legal assistance to students, including legal advice and counseling, referral to outside legal counsel, legal document preparation, representation, mediation, litigation, policy advocacy, and lobbying; educate students on legal rights and obligations and the legal process; direct and oversee affirmative legal action and education to obtain legal reform or other relief for issues common to large numbers of students; develop and implement the community legal education program, including an internship program, newsletter, brochures, trainings, lectures, and workshops – each with a focus on a preventive-measure approach to promote students' legal rights; maintain current working knowledge of federal and state laws and regulations pertaining to the practice of law; participate in peer review and continuing legal education; exercise independent legal judgement in accordance with the MA Rules of Professional Conduct; and with prior approval, may serve on directly relevant nationwide and statewide policy advocacy committees, boards, and task forces; participate in Student Affairs and Campus Life staff meetings and committees; may serve on various University-wide policy committees, boards, and task forces.

Review of applications will begin February 6, 2019 and continue until the position is filled. To apply for this position please click on APPLY, complete the brief application process, and upload your resume and position-specific cover letter. Nominations for this position may be emailed to Heather J. Larabee at [hjl@spelmanjohnson.com](mailto:hjl@spelmanjohnson.com). Applicants needing reasonable accommodation to participate in the application process should contact Spelman Johnson at 413-529-2895.

Visit the University of Massachusetts Amherst website at [www.umass.edu/](http://www.umass.edu/)

The University is committed to active recruitment of a diverse faculty, staff, and student body. The University of Massachusetts Amherst is an Affirmative Action/Equal Opportunity Employer of women, minorities, protected veterans, and individuals with disabilities and encourages applications from these and other protected group members.

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<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> January 11, 2019
<b>Expiration Date:</b> February 11, 2019
<b>Contact:</b> Heather J. Larabee United States
<b>Resume Receipt:</b> Other (see below)
<b>How to Apply:</b> <a href="https://bit.ly/2G8H14u">https://bit.ly/2G8H14u</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample
<b>ID:</b> 4208

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## State Policy Fellow

The West Virginia Center on Budget and Policy

**Position Type:** Fellowship

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**Description:**

The Center on Budget and Policy Priorities is seeking applicants for the State Policy Fellowship Program to work on budget and public policy issues affecting low- and moderate-income communities and communities of color.

To expand the diversity of voices that speak with authority in state policy debates, the program identifies highly motivated candidates – with particular attention to candidates having experience with communities underrepresented in state policy debates – with a demonstrated interest in working on public policies that affect low-income and diverse communities and have implications for racial equity. Fellows are placed with influential state policy organizations across the country.

The Fellowship is a project of the State Priorities Partnership, a national network Opens a New Window. coordinated by the Center on Budget and Policy Priorities, a non-profit research organization Opens a New Window. with a national reputation for rigorous analysis of fiscal policies and an ability to influence policy debates.

### Position

Working in independent, highly respected policy organizations located across the country, Fellows analyze the impact of state budget and tax policy choices on low-income residents and communities of color and promote positive reforms. State Policy Fellows tackle domestic policy challenges in areas such as:

- Taxes
- Health care
- Poverty reduction
- K-12 and Higher education
- Immigrant rights
- Youth and adult justice
- Economic development

The State Policy Fellowship is an exceptional opportunity to develop in-depth policy expertise. Fellowship responsibilities include tracking and analyzing legislative proposals and state budgets as well as conducting research and analysis on state budget, tax, and other issues to improve the lives of families from all backgrounds. Fellows will also produce reports and other materials for use by policymakers, journalists, advocacy groups, and civic organizations and collaborate with community-based

advocates to engage the public on the impacts of public policies on their communities.

Additionally, Fellows will travel to Washington, D.C. for training and career development, work with mentors, and have access to ongoing training and opportunities for professional growth.

## **Requirements**

Graduate degree in public policy, public affairs, economics, law, social work, public health, or a related field acquired within the past two years, or an expected degree before August 1, 2019.

Strong quantitative and writing skills.

A commitment to improving the well-being of low- and moderate-income households and building and/or deepening commitment to racial justice work.

Demonstrated interest in working on public policies affecting low-income communities, communities of color, and LGBTQ communities, and policies with implications for racial equity.

The ability to work on multiple tasks both independently and as part of a highly collaborative team, often on a time-sensitive basis.

Familiarity with state tax policy issues and concepts is an advantage, but not required.

A two-year commitment is expected – candidates must be eligible to work full time in the United States for the two-year duration of the program.

Compensation:

Fellows earn a base salary of \$50,000 (regional salary adjustments may be applied to higher-cost locations). Health benefits are included.

## **Application:**

To apply for a State Policy Fellowship, please complete the application form and submit the required materials by February 10, 2019.

Please review application information and required materials [Opens a New Window](#). to ensure a complete and successful application. If you have questions, please contact Program Director Mike Mitchell at [mmitchell@cbpp.org](mailto:mmitchell@cbpp.org) [Opens a New Window](#).

The Center on Budget and Policy Priorities (CBPP) is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply regardless of any protected status under federal or local law including

Minorities/Women/Disabilities /Veterans.

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<b>Desired Class Level:</b> 3L, Graduate/Alumni
<b>Posting Date:</b> January 11, 2019
<b>Expiration Date:</b> February 9, 2019
<b>Contact:</b> Mike Mitchell Director 1275 First Street NE, Suite 1200 Washington, District of Columbia 20002 United States
<b>Resume Receipt:</b> Other (see below)
<b>How to Apply:</b> <a href="https://www.cbpp.org/careers/state-policy-fellowship-program">https://www.cbpp.org/careers/state-policy-fellowship-program</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample
<b>ID:</b> 4206

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## State Policy Fellow

The West Virginia Center on Budget and Policy

**Position Type:** Fellowship

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

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**Description:**

The Center on Budget and Policy Priorities is seeking applicants for the State Policy Fellowship Program to work on budget and public policy issues affecting low- and moderate-income communities and communities of color.

To expand the diversity of voices that speak with authority in state policy debates, the program identifies highly motivated candidates – with particular attention to candidates having experience with communities underrepresented in state policy debates – with a demonstrated interest in working on public policies that affect low-income and diverse communities and have implications for racial equity. Fellows are placed with influential state policy organizations across the country.

The Fellowship is a project of the State Priorities Partnership, a national network coordinated by the Center on Budget and Policy Priorities, a non-profit research organization with a national reputation for rigorous analysis of fiscal policies and an ability to influence policy debates.

**Position**

Working in independent, highly respected policy organizations located across the country, Fellows analyze the impact of state budget and tax policy choices on low-income residents and communities of color and promote positive reforms. State Policy Fellows tackle domestic policy challenges in areas such as:

- Taxes
- Health care
- Poverty reduction
- K-12 and Higher education
- Immigrant rights
- Youth and adult justice
- Economic development

The State Policy Fellowship is an exceptional opportunity to develop in-depth policy expertise. Fellowship responsibilities include tracking and analyzing legislative proposals and state budgets as well as conducting research and analysis on state budget, tax, and other issues to improve the lives of families from all backgrounds. Fellows will also produce reports and other materials for use by policymakers, journalists, advocacy groups, and civic organizations and collaborate with community-based advocates to engage the public on the impacts of public policies on their communities.

Additionally, Fellows will travel to Washington, D.C. for training and career development, work with mentors, and have access to ongoing training and opportunities for professional growth.

**Requirements**

- Graduate degree in public policy, public affairs, economics, law, social work, public health, or a related field acquired within the past two years, or an expected degree before August 1, 2019.
  - Strong quantitative and writing skills.
  - A commitment to improving the well-being of low- and moderate-income households and building and/or deepening commitment to racial justice work.
  - Demonstrated interest in working on public policies affecting low-income communities, communities of color, and LGBTQ communities, and policies with implications for racial equity.
  - The ability to work on multiple tasks both independently and as part of a highly collaborative team, often on a time-sensitive basis.
  - Familiarity with state tax policy issues and concepts is an advantage, but not required.
- A two-year commitment is expected – candidates must be eligible to work full time in the United States for the two-year duration of the program.

### **Compensation**

Fellows earn a base salary of \$50,000 (regional salary adjustments may be applied to higher-cost locations). Health benefits are included.

### **Application**

To apply for a State Policy Fellowship, please complete the application form and submit the required materials by February 10, 2019. If you have questions, please contact Program Director Mike Mitchell at [mmitchell@cbpp.org](mailto:mmitchell@cbpp.org).

The Center on Budget and Policy Priorities (CBPP) is an Equal Opportunity Employer that values and welcomes diversity in the workplace and strongly encourages all qualified persons to apply regardless of any protected status under federal or local law including Minorities/Women/Disabilities/Veterans.

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

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**Posting Date:** January 8, 2019

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**Expiration Date:** February 9, 2019

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**Contact:** Mike Mitchell  
Director  
1275 First Street NE, Suite 1200 Washington, District of  
Columbia 20002 United States

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**Resume Receipt:** Other (see below)

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**How to Apply:** <https://www.cbpp.org/careers/fellowship/fellowship-application>

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

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**ID:** 4192

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## Associate

Robert Dunlap Esquire, PLLC (Beckley, WV)

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**Position Type:** Full-time

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

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**Description:**

Busy firm actively seeks an additional associate to practice in the areas of civil litigation (plaintiff), criminal defense, and family law for our Beckley, WV office. Seeking a dynamic individual who is able to work as part of a fully integrated team. Our firm has over ten years of experience in these areas with exceptional support staff members that have no equal. Complete benefits package including insurance and other benefits. Please forward resume, salary requirements, and writing sample to this secure email address: RobertDunlapEsq@yahoo.com.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** January 7, 2019

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**Expiration Date:** March 31, 2019

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**Contact:** Robert Dunlap  
Owner/Partner  
208 Main Street Beckley, West Virginia 25801 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** robertdunlapesq@gmail.com

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**Additional Documents:** Writing Sample

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**ID:** 4186

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## Attorney

Villanova Law Offices, P.C. (Pittsburgh)

**Position Type:** Full-time

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**Description:**

Villanova Law Offices P.C. is seeking a licensed attorney, who is interested in pursuing a career in Plaintiffs' personal injury law, to join their firm located in downtown Pittsburgh. Our firm currently consists of two attorneys who represent a heavy caseload of injured Plaintiffs in Pennsylvania, West Virginia, and Ohio.

A qualified candidate will assist these attorneys in drafting pleadings, communicating with clients, judges, insurance adjustors, and opposing counsel, drafting and answering discovery, taking depositions, conducting research, drafting briefs, and other legal and administrative tasks. Ideal candidates must be willing to travel on behalf of the firm to western Pennsylvania counties, as well as West Virginia and Ohio. An ideal candidate is also encouraged to develop his or her own cases.

Qualified Candidates MUST be admitted to the Supreme Court of Pennsylvania or the Supreme Court of Appeals of West Virginia, and must be familiar with Microsoft Word and Excel. Admittance to both jurisdictions or the Ohio Bar is not required, but will be considered a plus.

Entry level applicants may apply. Salary will be based on experience and present cases, if you have any.

If interested, please send a cover letter, resume, and writing sample to

**villanova.law.offices@gmail.com with the subject line "Associate Applicant"**

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** January 7, 2019

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**Expiration Date:** February 7, 2019

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**Contact:** Connor A Battin  
16 Chatham Square Pittsburgh, Pennsylvania 15219  
United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** villanova.law.offices@gmail.com

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**Additional Documents:** Cover Letter, Writing Sample

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**ID:** 4190

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## Junior Attorney

Amazon (Seattle, Washington)

**Position Type:** Full-time

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**Geographic Preference:** Pacific Northwest (WA, OR, ID)

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**Description:**

Associate Corporate Counsel - Data Center Leasing & Networking

Job ID: 769361 | Amazon.com Services, Inc.

[Apply now](#)

DESCRIPTION

Amazon's Legal Department is looking for a talented commercial lawyer to be based in Seattle to fill the position of Associate Corporate Counsel - Data Center Leasing & Networking. The role will primarily support Amazon Web Services (AWS), a dynamic and rapidly growing business within Amazon.com. AWS is at the forefront of the "cloud" computing and service industry, providing IT infrastructure services such as on-demand compute capacity, storage, content delivery, database services, browsers, and more.

As part of the legal Telecommunications and Colocation Team (TACT), you will work on a legal team of 8+ attorneys responsible for supporting AWS's worldwide data center expansion and operations, including data center leasing, operations, compliance, and networking. As Associate Corporate Counsel, you will have transactional drafting and negotiation responsibilities on deals, and provide ongoing legal counsel and contract interpretation to business team members on a day-to-day basis. These transactions range from standard contracts to complex, high value agreements.

As part of your daily work, you will structure, draft and negotiate agreements, manage outside counsel, and advise internal business clients on data center leasing and operations. You will also help acquire telecommunications and transit services, including fiber access and IP data transit, as well as advise on various other related commercial matters. In addition, you will help develop, implement, and manage process improvements across the team; resolve legal issues that arise in existing commercial relationships; and handle pre-litigation legal disputes and inquiries.

Qualified candidates must have two or more years of legal experience. The successful candidate must be enthusiastic, enjoy working hard and being challenged, and demonstrate sound judgment even in ambiguous situations. Amazon offers its attorneys the opportunity to develop their experience and career with one of the world's most recognized and dynamic brands. Competitive salary includes equity.

BASIC QUALIFICATIONS

- JD from an accredited law school and membership in at least one state bar

- At least 2 full years of attorney experience at a national or equivalent law firm

- A good sense of humor

**PREFERRED QUALIFICATIONS**

- Strong analytical, written and oral communication, and client interaction skills

- Experience drafting transactional documents

- Familiarity with IT, data center operations, internet infrastructure, or related procurement

Amazon is an Equal Opportunity-Affirmative Action Employer – Minority / Female / Disability / Veteran / Gender Identity / Sexual Orientation

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** January 7, 2019

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**Expiration Date:** March 31, 2019

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**Contact:** Caroline Blanco  
Corporate Counsel  
2021 7th Ave Seattle, Washington 98121 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** blancoca@amazon.com

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**ID:** 4189

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## **Associate Attorney**

Johnstone & Gabhart, LLP (Charleston, WV)

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**Position Type:** Full-time

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

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**Description:**

Charleston, WV law firm seeking associate attorney for general practice litigation. Firm emphasis on plaintiff's personal injury claims and commercial/construction litigation. Strong legal research and writing skills required. Recent graduates encouraged to apply.

Send resume, references and writing sample to Johnstone & Gabhart, LLP, P.O. Box 313, Charleston, West Virginia 25321 or by email to [lfuller@wvlaw.net](mailto:lfuller@wvlaw.net). Questions may be directed to Attorney Charles M. Johnstone, II at [sjohnstone@wvlaw.net](mailto:sjohnstone@wvlaw.net) or 304-343-7100.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** January 3, 2019

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**Expiration Date:** February 28, 2019

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**Contact:** Lesa Fuller  
Legal Assistant  
1125 Virginia Street, East P.O. Box 313 Charleston,  
West Virginia 25301 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [lfuller@wvlaw.net](mailto:lfuller@wvlaw.net)

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**Additional Documents:** Writing Sample

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**ID:** 4170

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## Judicial Law Clerk

21st Circuit Judge Jay Courier (Keyser WV)

**Position Type:** Full-time

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

**Description:**

Judicial Clerk Opening:

Judge Jay Courier, of the 21st Circuit (Grant, Mineral, and Tucker Counties) is seeking a judicial law clerk.

The position is based in Keyser, WV. Interested and highly qualified WVU College of Law graduates should submit a cover letter and resume to Judge Courier at P.O. Box 150, Keyser, WV 26726. If you have any questions regarding the opportunity or what kinds of qualifications Judge Courier might be looking for, please don't hesitate to contact the Heather, Ros, or Jennifer Powell.

Heather Spielmaker, J.D.

Assistant Dean, Meredith Career Services Center

West Virginia University College of Law

P.O. Box 6130, Morgantown, WV 26505-6130

304.293.8229 | Fax: 304.293.6891 |  
law.wvu.edu

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** January 3, 2019

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**Expiration Date:** February 28, 2019

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**Contact:** Heather Spielmaker  
Assistant Dean of Career Services

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**Resume Receipt:** Other (see below)

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**How to Apply:** Heather Spielmaker

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** Law graduates should submit a cover letter and resume to Judge Courier at P.O. Box 150, Keyser, WV 26726.

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**ID:** 4172

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## Staff Attorney

Legal Aid Society (Louisville, KY)

**Position Type:** Full-time

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

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**Description:**

BARGAINING UNIT POSITION DESCRIPTION

STAFF ATTORNEY

Purpose of Job: To provide uniform, high quality advocacy for low-income clients in all forums, including the courts, administrative agencies, and community outreach initiatives.

Work Environment: Work performed in the office setting, in the courts, in administrative agencies and in the community.

Reports to Advocacy Director or other designated manager.

Essential Job Functions:

1. Provide legal representation through the policies and practices consistent with professional standards for the delivery of civil legal services to the poor and consistent with any requirement of Legal Services Corporation and all other funding sources or program policies.
2. Maintain accurate and complete files or records. Prepare reports and timely complete forms and records necessary for client services or administrative tasks related to job.
3. Interact with clients and staff and service providers professionally and appropriately. Establish and maintain rapport with clients to obtain accurate information and to establish trust. Work with other staff on client services or other program tasks in a collegial and cooperative nature. Develop and nurture good relations with service providers who make referrals or otherwise coordinate with the program.
4. Work with supervisor to develop plan for advocacy work within program priorities and funding to define balance between impact work and service work, as well as community education and other outreach.

5. Work with supervisor to identify individual training needs and develop strategies with case supervisor to address those needs.
6. Attend and actively participate in planning meetings, trainings and task forces, as well as office meetings.
7. Occasional night and weekend work hours; some local and out of town travel.

Qualifications:

1. Must have demonstrable commitment to understanding and addressing issues of low-income constituents.
2. Must have J.D. and be admitted to practice in Kentucky and in good standing or must be eligible for admission to the Kentucky Bar under Kentucky Supreme Court Rule 2.112 if admitted to practice in another state.
3. Must have skills to use office technologies, including case management software.
4. Must be able to balance administrative and client advocacy responsibilities.
5. Must be able to operate a motor vehicle, hold a valid driver's license, and be able to be insured under the Legal Aid Society auto insurance policy.

Physical Requirements:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, controls or equipment; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

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



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

Other:

The statements contained in this job description reflect general details necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload.

Interested applicants should send a cover letter, resume, and three references to Meagen Peden Agnew at the Legal Aid Society (416 W. Muhammad Ali Blvd., Suite 300, Louisville, KY 40202) or to [magnew@laslou.org](mailto:magnew@laslou.org).

Legal Aid Society is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, or veteran status.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** January 3, 2019

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**Expiration Date:** February 28, 2019

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**Contact:** Andrea Doyle  
Executive Assistant  
416 W. Muhammad Ali Blvd. Suite 300 Louisville,  
Kentucky 40202 United States

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

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**Default email for resumes.:** [adoyle@laslou.org](mailto:adoyle@laslou.org)

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**How to Apply:** [magnew@laslou.org](mailto:magnew@laslou.org)  
<http://www.laslou.org/aboutus/our-employment.html>.

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**ID:** 4171

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## Post Grad Fellows for 2019

City of Chicago Department of Law (Chicago, IL)

**Position Type:** Full-time

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

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**Description:**

The City of Chicago Department of Law is seeking Post-Graduate Fellows for 2019.

The City of Chicago Department of Law invites graduating law students to apply for a Post-Grad Fellowship position for 2019. Post-Grad Fellows will participate in challenging work that reflects the demands and rewards of public service, as well as a realistic picture of what it is like to practice law for the City of Chicago. They must have funding in place before they apply.

Post-Grad Fellows receive incomparable hands-on legal experience working side-by-side with Department of Law attorneys. They will be assigned to work in a Law Department practice Division\* that interests them and participate in a wide variety of activities. Post-Grad Fellows may:

- assist in trial preparation;
- attend depositions;
- observe real estate closings;
- attend client meetings;
- attend court proceedings;
- conduct legal research and analysis; and
- draft memoranda, briefs, and contracts.

Post-Grad Fellows who qualify for an Illinois Supreme Court Rule 711 License may represent the City in:

- mandatory tort arbitrations in the Circuit Court of Cook County;
- grievance arbitration hearings and disciplinary proceedings before the Police Board and Human Resources Board;
- prosecutions of Municipal Code Violations in Administrative Hearings or in the Circuit Court of Cook County;
- cases before the Circuit Court of Cook County (Criminal, Civil and Chancery Divisions) and Federal Court;
- hearings before the Department of Administrative Hearings and the Department of Business Affairs and Licensing;
- settlement agreement negotiations; and
- real estate closings.

They may also depose or examine witnesses in trials in State and Federal Court.

The Law Department seeks talented, promising individuals from a wide variety of backgrounds. The Law Department is committed to increasing opportunities for minorities in the legal profession, and it is proud that

its staff reflects the racial, cultural, and ethnic diversity of Chicago. The Law Department is an Equal Employment Opportunity and Military Friendly Employer.

Please note that Chicago residency is not required for Post-Grad Fellows.

#### Application Process

Application by email to [DOL.Application@cityofchicago.org](mailto:DOL.Application@cityofchicago.org). Please note that applications will not be forwarded to Divisions\* for consideration until all application materials, including law school transcripts, are received.

#### Application Materials

Save and send all attachments in one pdf document in this order:

- Cover letter (In addition to identifying three ranked Division\* preferences, please indicate that your application is for a 2019 Post-Grad Fellowship, that you have funding already in place, and if you have or are eligible for your Illinois Supreme Court Rule 711 License);
- Resume;
- Law School Transcript (official or unofficial); and
- One writing sample.

\*For a listing and description of Divisions, visit [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers) (and choose the appropriate link) or view our Employer View Book, posted in your Law Career office.

Rev 12/18

### CITY OF CHICAGO DEPARTMENT OF LAW

#### EMPLOYER VIEWBOOK FOR LAW STUDENTS, LAW GRADS, AND LAWYERS

#### MISSION STATEMENT

The City of Chicago Department of Law is committed to effective, ethical and professional practice of law on behalf of the City Departments, the City Council, and the citizens of the City of Chicago.

We shall actively strive to recruit, hire, and retain qualified lawyers and staff members of diverse backgrounds, consistent with the City's policy to promote equal employment opportunities for all City employees and applicants, regardless of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, and military service or discharge status.

Edward N. Siskel, Corporation Counsel

Rahm Emanuel, Mayor

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"The Department of Law offers attorneys, new and seasoned, an opportunity to work on exciting legal matters in the front lines. Additionally, the camaraderie within the Department contributes to an extraordinary positive working environment."

Department of Law Practice Areas

ADMINISTRATION

- Corporation Counsel
- First Assistant Corporation Counsel
- Administrative Services
- Chief Labor Negotiator
- Director of Professional Development and Attorney Recruitment
- Director of Public Affairs

LEGISLATIVE

- Legal Counsel

LITIGATION

- Administrative
- Affirmative Litigation
- Appeals
- Aviation, Environmental, Regulatory & Contracts
- Collections, Ownership & Administrative Litigation
- Constitutional & Commercial Litigation
- Employment Litigation
- Federal Civil Rights Litigation
- Labor
- Legal Information & Prosecutions
- Revenue Litigation
- Torts

PROSECUTION

- Building & License Enforcement
- Legal Information & Prosecutions

TRANSACTIONAL

- Aviation, Environmental, Regulatory & Contracts
- Finance & Economic Development
- Real Estate & Land Use

## THE WORK AND STRUCTURE OF THE CITY OF CHICAGO DEPARTMENT OF LAW

The City of Chicago Law Department serves the Mayor, the City Departments, Boards and Commissioners, and the City Council as they establish and administer policies and programs to benefit Chicago residents. The Law Department's clients are the City's more than 40 Departments (Client Departments), their agencies, and officials, with more than 35,000 City employees. The Law Department employs approximately 280 lawyers, spread among 16 Divisions, who handle litigation, transactional, legislative, and Municipal Code enforcement projects.

Few law offices can match the breadth of our practice. As one of the largest government law firms in the country, the City of Chicago Department of Law litigates cases in every federal, state, and administrative courtroom in the City. Our transactional lawyers routinely work in conjunction with colleagues in the Department's legislative section on complex deals involving large-scale public projects. Our service takes many forms, from helping communities through effective ordinance preparation and enforcement, to providing City Departments with legal advice.

The Law Department is committed to the goals of the City, and its programs and services, through work involving communities, the environment, and economic development. Law Department attorneys have unparalleled opportunities to take responsibility for important cases, to hone their skills in a variety of legal areas, and to play a pivotal role in visible issues that have an impact on public policy.

## PAID AND VOLUNTEER OPPORTUNITIES WITH THE DEPARTMENT OF LAW

Law students, law graduates, and lawyers have many opportunities for meaningful involvement in the important work of the Department of Law as legal externs, law clerks, summer program participants, post-graduate fellows, and lawyers. Participants gain invaluable hands-on legal experience by working on complex and diverse projects with Law Department attorneys. They participate in negotiations and Client advising meetings, conduct research and analysis to draft dispositive motions on constitutional or procedural issues of law, and – utilizing an Illinois Supreme Court Rule 711 License – appear on behalf of the City in Court or before Administrative Tribunals.

For application procedures, please see pages 5-6.

"To know that the people you work alongside all share in one common goal -- to better serve the city as a whole and make a positive impact -- that is the City of Chicago Dept. of Law, and I'm proud to say that I was a part of that this summer."

## VOLUNTEER EXTERN, LAW CLERK, FELLOW, AND ATTORNEY POSITIONS

All volunteer law clerk programs are designed to provide law students, law graduates, and lawyers with a challenging clerkship that reflects the

demands and rewards of public service, as well as a realistic picture of what it is like to practice law for one of the largest government law firms in the country. (\*Give yourself plenty of time to apply, as the City requires fingerprinting and background checks of employees and volunteers.)

#### EXTERNSHIP PROGRAM

- Law students volunteer in exchange for course credit in accordance with their law school's externship requirements
- Year-round program with positions based on availability\*

#### VOLUNTEER LAW CLERK PROGRAM

- Geared toward law students, law graduates, and lawyers who are not eligible to receive externship credit and/or have not secured fellowship funding
- Year-round program with positions based on availability\*

#### SUMMER LAW CLERK PROGRAM

- Law students volunteer full-time for a minimum of 10 weeks with a flexible start and end date during the summer months
- Students may obtain academic credit or grant funding (through their schools or elsewhere)
- Law clerks participate in the Summer Law Clerk Program Lecture Series
- Law clerks are invited to behind-the-scenes tours of City Departments
- Law clerks have opportunities to meet with City Department officials and members of the State, Federal, and Appellate Judiciary
- Applications accepted from January 1 to March 1\*

#### POST-GRADUATE FELLOWSHIP PROGRAM

- Recent law graduates who have secured fellowship funding through their law schools or elsewhere gain public sector experience on a volunteer basis
- Year-round program with positions based on availability\*

#### APPLICABLE TO ALL PROGRAMS ABOVE

- Non-paid positions
- Utilize Illinois Supreme Court Rule 711 License, if applicable
- Application by email to [DOL.Application@cityofchicago.org](mailto:DOL.Application@cityofchicago.org)
- Save and send all attachments in one pdf document in this order: Cover Letter, Resume, Transcript, Writing Sample, and ARDC printout (if applicable)
- Late or incomplete applications, or applications with extra materials (such as references or extra writing samples), will not be considered.
- Applicants should identify 3 Division preferences in their Cover Letters

- Applicants should note in Cover Letter if they have/are eligible for a 711 License

- City residency is not required for volunteers

"The Law Department is Chicago's legal center of gravity - everyone and everything you should know revolves around this institution. There is no better way to spend a law school summer."

#### PAID ATTORNEY AND LAW CLERK POSITIONS

If you're interested in a paid position with the City of Chicago Department of Law, be sure to register and create a profile and job search agent at [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers) to ensure that you receive emails whenever paid job opportunities that meet your criteria become available.

#### PAID ATTORNEY POSITIONS

All attorney vacancies are posted by position. Unsolicited applications will not be considered.

- Positions are posted at [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers) when available
- City residency is required at the time of employment
- Working for the City of Chicago Department of Law may qualify you for loan forgiveness under the federal Public Service Loan Forgiveness Program. (For detailed information, visit [www.StudentAid.gov/publicservice](http://www.StudentAid.gov/publicservice) or contact your federal loan servicer.)

#### PAID LAW CLERK POSITIONS

- Geared toward law students, law graduates, and lawyers
- Year-round program with positions based on availability
- Paid positions (\$14.51/hour)
- Full-time and part-time positions available
- Utilize Illinois Supreme Court Rule 711 License, if applicable
- Conduct hearings under attorney supervision in Circuit Court or Administrative Proceedings
- Health insurance for full-time law clerks (minimum of 21 hrs/wk, 84 hrs/mo)
- Positions posted at [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers) when available
- City residency is required at the time of employment

"We work hard, play hard, learn a lot, and make a difference in the community. I love the fact that we make a difference in the community and can actually see the change firsthand."

"Recognized as one of the premier government law firms in the country."

Administrative (ADM) – Litigation



Substantive Work: Attorneys in the Administrative (ADM) Division focus on special projects implicating the legal interests of the City. The ADM evaluates and responds to litigation stemming from reversed convictions, and it develops strategies to minimize the City's exposure in such cases on a proactive basis. In addition, the ADM is deeply involved in negotiations, and eventual implementation of the Chicago Police Department Consent Decree, stemming from the Department of Justice's investigation and subsequent lawsuit filed by the Illinois

Attorney General. This work includes issues relating to police accountability systems, training, and policy development. ADM attorneys sit largely on the executive staff of the Department of Law, and their work involves working closely with other City departments and agencies, including the Department of Finance, the Police Department, and the Mayor's Office.

Student and Volunteer Attorney Opportunities in ADM: The Administrative Division is interested in having summer law clerks, student externs during the school year, and post-graduate fellows following law school. The ADM will regularly involve volunteers in every aspect of our work. Work will be assigned to volunteers commensurate with their abilities, and will include a wide range of issues and projects, direct involvement in strategic discussions, and close contact with executive-level ADM personnel, including the corporation counsel.

Participant Feedback on Work in ADM:

"The work was challenging but very exciting and fulfilling. Everything I worked on this summer had a direct impact on the community that surrounded me. This clerkship was a wonderful experience, and I am happy I chose to come here. To work with people with such a commitment to the community that surrounds them was an honor. If you want to work on something of value beyond dollars and make a difference in your community, then the City of Chicago is the place for you."

Affirmative Litigation Division (ALD) – Litigation

Substantive Work: Attorneys with the Affirmative Litigation Division (ALD) represent the City in a broad range of investigations and litigation matters in both federal and state courts to protect the interests of the City and the rights, health, and safety of its residents under the City's false claims, consumer fraud, and revenue ordinances, as well as other applicable law.

In addition, the Affirmative Litigation Division evaluates and brings litigation where appropriate involving the federal government in order to defend the rights of Chicago residents, including in the environmental, immigration, data privacy, and health care areas. Attorneys in the Affirmative Litigation Division work

ALD (cont'd)

closely with colleagues in the Department of Law to jointly litigate cases and ensure that the City's interests are protected in litigation brought by the City, State Attorneys General, and/or qui tam relators. In addition, attorneys in

the Affirmative Litigation Division assist the Corporation Counsel and senior Department of Law leadership on special projects, including police reform and other Department-wide policy issues. Many of the Division's matters involve working with other City Departments and client

representatives from those Departments.

#### Student and Volunteer Attorney Opportunities in ALD: The Affirmative Litigation

Division is interested in having summer law clerks, student externs during the school year, and post-graduate fellows following law school. The Affirmative Litigation Division will regularly involve volunteers in every aspect of its work. Work will be assigned to volunteers commensurate with their abilities but will always include a wide range of issues and projects, direct involvement in the investigations and lawsuits, and ample feedback.

#### Participant Feedback on Work in ALD:

"This summer was a tremendous learning experience overall, and working in Affirmative Litigation provided a great opportunity to be at the cutting edge of the work the Law Department does on a range of important issues. This was an awesome way to get hands on legal experience with projects that will make a tangible difference for the City of Chicago. I worked on several really cool projects for ALD. The prospective litigation the division is considering is all very interesting. Specifically I enjoyed drafting proposed revisions to the City's Municipal Code."

#### Appeals – Litigation

Substantive Work: Cases handled in all litigation divisions are transferred to the Appeals Division for the appeal. As a result, Appeals attorneys handle the full range of municipal issues involving the City of Chicago including administrative review, aviation, buildings and housing, constitutional and commercial litigation, collections, contracts, employment, labor, environmental, licensing,

municipal prosecutions, police defense, real estate, revenue, and torts. These cases present challenging and important issues affecting the powers, fiscal integrity, and prestige of the Chicago, as well as the quality of life in our City.

While the Appeals Division handles a broader range of issues than any other litigation division in the Law Department, the most significant difference between Appeals attorneys and volunteers and those working in other

#### Appeals (cont'd)

divisions is that we do only appellate litigation. Appellate litigation, and the day-to-day work of Appeals attorneys, is very different from trial level litigation, and attorneys who are attracted to appellate litigation are encouraged to apply for that reason. Appeals attorneys appear for the City in both the state and federal courts, primarily in the Illinois Appellate Court and the United States Court of Appeals for the Seventh Circuit, occasionally in the Illinois Supreme Court, sometimes in other federal circuits, and sometimes in the Supreme Court of the United States. The Appeals Division works cooperatively with the lower court attorneys and supervisors in writing the brief and preparing for oral argument. The Division files approximately 80-90 briefs and presents argument in approximately 30-35 cases every year.

#### Student and Volunteer Attorney Opportunities in Appeals: The Appeals Division

regularly has law student volunteers in the summer. We involve the students in every aspect of our work: case conferences to discuss our briefs, moot courts, and meetings. Most summers, a student is assigned

a straightforward case to handle by himself. This includes reading the record, researching the issues, and drafting the brief. Students receive detailed feedback on their draft. Our division has also had student externs during the school year and a post-graduate fellow for several months. Work is assigned to these volunteers commensurate with their abilities, but it always includes a wide range of issues and projects, direct involvement in the cases, and ample feedback.

#### Participant Feedback on Work in Appeals:

"In my very first legal job, I was able to research and write about the most substantive legal issues the City faces. I got to confer on projects with great, experienced appellate attorneys and learned so much about the process of litigation and the challenges the City faces. Couldn't have asked for a better 1L summer experience!"

"What I most appreciated was getting to witness and take part in the entire appellate process - from briefing to moot court sessions to oral arguments. It really helped me understand how to develop and argue a case."

Aviation, Environmental, Regulatory & Contracts (AERC) – Litigation & Transactional Substantive Work: AERC Division attorneys practice in the following areas:

aviation, environmental, general regulatory, intellectual property, procurement and other contracts, public utilities, and telecommunications. We also handle affirmative litigation on behalf of the City, including false claims, fraud, and

antitrust litigation. AERC attorneys handle litigation and pre-litigation disputes, transactional matters, legislative efforts, airport leases, contracts and procurements, airport bond issues, and other airport financing transactions. The work is categorized as follows:

Aviation – Aviation attorneys provide legal services and advice in connection with

airport leases, contracts and procurements, airport bond issues, and other financing transactions. They also handle litigation and pre-litigation disputes for the Department of Aviation and the O'Hare Modernization Program. They prepare ordinances for airport matters for introduction to City Council. They also provide legal services and advice related to federal grant assurance compliance and other airport regulatory matters.

Environmental – Environmental attorneys provide legal advice, guidance, and representation to City Departments on environmental regulatory issues. They bring environmental actions on behalf of the City in order to stop environmental nuisances and effectuate clean-ups. Because of their specialized environmental knowledge, AERC attorneys also play an integral part in drafting ordinances and environmental provisions in City agreements.

General Regulatory – Regulatory attorneys represent the City of Chicago in a wide array of regulatory matters, including federal and state grant litigation, federal disclosures, and federal regulatory issues. They provide legal advice and representation on the Freedom of Information Act and other disclosure statutes,

as well as other state and federal regulatory matters.

**Intellectual Property** – Intellectual property attorneys participate in the City's efforts to protect its intellectual property (assets that might be trademarked, copyrighted, or patented) and to obtain use-rights to other parties' intellectual property. They are involved in intellectual property registration activities, litigation, permission requests, and informal cease-and-desist actions.

**Contracts** – Contract attorneys help City Departments obtain maximal value and minimal risk for funds expended in matters involving the acquisition or sale by the City of services and property (real, personal, and intellectual property). They also help with the licensing of City space (real property, personal property, and intellectual property – such as software or space on the City's website) for revenue-generating purposes (such as corporate advertising). Activities include consultation on the best course of action from a legal and business standpoint, drafting of agreements and enabling ordinances, and negotiating agreements with opposing counsel.

**Public Utilities and Telecommunications** – AERC attorneys work closely with City Departments and the Mayor's Office on a wide range of gas, electric, railroad, energy efficiency, and telecommunications matters. We represent the City and its ratepayers in many court and administrative forums, and we advise on non-litigation matters as well.

**Other Affirmative Litigation** – AERC attorneys handle affirmation litigation, bringing lawsuits against vendors and others who defraud the City or engage in anti-competitive conduct, all to the detriment of the City and its employees and residents.

**Student and Volunteer Attorney Opportunities in AERC:** Volunteers have the opportunity to work on a broad range of projects, including advice and counsel, transactional, regulatory, and litigation projects. The litigation and regulatory work includes observing and supporting attorney court appearances, preparing legal opinions in response to clients' requests, conducting research and analysis, and drafting motions, briefs, and substantive legal correspondence. Our transactional work introduces participants to a broad range of issues, including contract negotiation, municipal procurement issues, and sustainable design; it involves working with a wide range of City Departments, federal, state, and local agencies, as well as construction pre-litigation dispute resolution. Participants gain first-hand experience in every phase of the preparation and drafting of contracts, including (1) discussion with Client Departments about how to structure a transaction to meet the clients' objectives, (2) identification of business risks for client consideration, (3) contract drafting, and (4) negotiation with counsel for the City's contractors.

**Participant Feedback on Work in AERC:**

"Working in AERC has allowed me to gain valuable experience on both litigation and transactional matters. The attorneys in AERC have helped me take on responsibility and get significant client exposure and drafting experience right away."

"If you want to figure out whether you want to do transactional or litigation work, AERC is the place to work at. It's a rare opportunity to do transactional

work for your 1L summer."

#### Building & License Enforcement (BLE) – Prosecution

Substantive Work: BLE Division attorneys prosecute cases in the following practice areas: Conservation, License Enforcement, Troubled Buildings (including Drug & Gang House and Demolition/Vacant Buildings), and Zoning.

Conservation Section – The mission of the Conservation Section is to conserve existing buildings, to compel responsible property ownership and the transfer of ownership, to stem the tide of housing abandonment, and to promote the quality of life in City neighborhoods by proactively enforcing the building, fire, and health ordinances. In its code enforcement responsibilities, the Conservation Section works with the City's Departments of Buildings, Fire, Health, Streets and Sanitation, Family and Support Services, Police, and Planning and Development.

License Enforcement Unit (LEU) – LEU attorneys prosecute license violation cases before the Local Liquor Control Commission and the License Appeal Commission. They also defend administrative appeals in the Circuit Court of Cook County Chancery Division.

LEU also prosecutes denials of license applications that present law enforcement concern, a deleterious impact on the community, or a public nuisance issue, as well as ineligibility to hold the license.

Drug & Gang House (Troubled Buildings Unit) – The attorneys in the Drug & Gang House Section of the Troubled Buildings Unit work in conjunction with the Chicago Police Department to investigate and prosecute property owners who permit or encourage criminal activity on their property. The Department of Buildings conducts inspections on all problem buildings referred by the Police Department for Drug & Gang House prosecution.

Demolition/Vacant Buildings Section (Troubled Buildings Unit) – The attorneys in the Demolition Section of the Troubled Buildings Unit work in conjunction with the Departments of Buildings, Planning, and Police in an effort to identify and abate vacant and deteriorated properties throughout the City of Chicago. The Section prepares and prosecutes civil complaints in the Circuit Court of Cook County against the owners of vacant buildings who fail to meet minimum Municipal Code requirements and/or present a safety threat to the surrounding community.

Zoning Unit – The Zoning Unit enforces the City's Zoning Ordinance in Circuit Court. Zoning attorneys provide advice and counsel to the Zoning Administrator on a variety of legal issues.

Zoning enforcement actions seek injunctive relief and/or civil penalties for

violations of the Zoning Ordinance. Attorneys in the Zoning Unit also defend the City in complex litigation brought in the Chancery Division.

Investigations – Police and civilian personnel assigned to the BLE Division provide litigation support services to Law Department attorneys and outside counsel, such as the service of summonses, subpoenas and other court filings. The Investigators also take photographs and measurements, locate witnesses, conduct interviews, and obtain copies of criminal history and police reports.

Student and Volunteer Attorney Opportunities in BLE: Participants with a

law license or with an Illinois Supreme Court Rule 711 License try cases in the Circuit Court of Cook County (Criminal, Civil, and Chancery Divisions) and in the Department of Business Affairs and Consumer Protection. Participants are assigned a case to handle from start to finish, which includes discovery, trial strategy, negotiations, and trial/settlement. The matters include prosecution in the following areas: Conservation/Code Enforcement, Licensing, Zoning, Demolition, and Drug & Gang House Enforcement. Participants are also involved in policy meetings with various City Departments to streamline processes used to enforce the Building Code of Chicago.

#### Participant Feedback on Work in BLE:

"It was a great experience. I learned a lot and received great training for a future attorney position. I got litigation experience and was in front of a judge within 2 weeks of starting, which none of my classmates got to do this summer. My writing skills were also vastly improved and, because of my court appearances, my communication skills are better and I feel more confident in public speaking."

#### Collections, Ownership & Administrative Litigation (COAL) – Litigation

Substantive Work: The Collections, Ownership & Administrative Litigation Division is comprised of four sections: Collections, Ownership, Liens and Acquisitions, and Bankruptcy. COAL is responsible for collecting debts due and owing the City, determining real property ownership and responsible parties in preparing for litigation, recovering demolition costs through lien foreclosures, and bankruptcy matters. Additionally, COAL works closely with other Divisions within the Law Department, various City Departments, and Aldermanic Offices.

Collections – The Collections Section handles in-house collection and cost recovery matters, advises City Departments on collection and revenue issues, and supervises outside collection law firms handling collections, cost recovery, and benefits subrogation matters for the City. Through its in-house and outside collection efforts, the Section helps collect more than \$150MM annually.

COAL attorneys also handle a wide variety of tasks focused on collecting money owed to the City and preventing or defending collection-related claims against the City. These matters are litigated in State and Federal Court, as well as the City's Department of Administrative Hearings.

Ownership – The Ownership Section is responsible for conducting title research to determine property ownership and proper service addresses for responsible parties who have property-related violations of the Municipal Code of Chicago. Ownership information is provided to Client Departments to use in preparing for litigation at the Department of Administrative Hearings or in Circuit

Court. The Section conducts approximately 50,000 title searches annually and works closely with Client Departments to ensure quality and accuracy of citations and complaints issued by the City.

Liens and Acquisitions – The Liens and Acquisitions Section oversees the City's inventory of priority demolition liens and other property liens created by the Illinois Unsafe Property Act. The Section also defends the Department of Planning and Development (DPD) in mortgage foreclosure proceedings involving DPD loans and regulatory agreements, handles all mechanics lien claims and surety bond claims against the

City that involve City-owned properties, manages all property-tax take notices, and litigates property-tax contested issues in matters involving priority liens.

Bankruptcy – The Bankruptcy Section is responsible for protecting the City’s interests when debtors file bankruptcy cases under Chapter 7, 11, and 13 of the United States Bankruptcy Code. Attorneys in this Section handle in-house bankruptcy cases and supervise outside law firms that represent the City in bankruptcy matters. Attorneys also provide legal advice and counseling on a wide range of bankruptcy issues to other Divisions within the Law Department and various City Departments. Student and Volunteer Attorney Opportunities in COAL: Participants assigned to one of COAL’s four sections may be cross-trained in other sections. They work closely with Client Departments, review and analyze files, recommend appropriate courses of action against alleged debtors, provide monthly reports to upper management regarding progress of cases reviewed and/or filed, analyze deeds and other property information to determine the ownership of the property in violation, investigate where to serve the defendant(s) with the legal complaint, and conduct legal research and analysis to draft supporting memoranda.

Under supervision of a licensed attorney, participants with an Illinois Supreme Court Rule 711 License may also interview witnesses, negotiate settlements, argue motions, and conduct hearings at the Department of Administrative Hearings or in the Circuit Court of Cook County.

Participant Feedback on Work in COAL:

“The Summer Volunteer Law Clerk Program gave me the opportunity to see the complexities of city management. My supervisors in COAL assigned me projects involving familiar topics of civil procedure and property law as well as unfamiliar areas of trusts and estates law. In addition to learning about multiple issues of ownership and probate, the program exposed interns to utilities management, city planning, municipal governance, judicial responsibilities, and the roles of public attorneys in Chicago.”

“I got hands on research very early in my internship that was important for other work performed by the team latter in the summer- it was really great to see my work contribute. I really was surprised and liked the variety of tasks assigned to me; I liked being able to manage my time between a variety of assignments. The exposure that I received was second to none-I did research, went to court, built liens, and prepared court documents. There was nothing I disliked about my experience here.”

Constitutional & Commercial Litigation (ConCom) – Litigation

Substantive Work: ConCom Division attorneys represent the City of Chicago and City officials in a broad range of civil litigation in both Federal and State Courts. The Division specializes in cases raising complex, novel, or high-profile legal issues, many of which raise legal claims arising under the United States and Illinois Constitutions.

ConCom attorneys are often called upon to handle the City’s response to emergency motions for injunctive relief. ConCom also provides pre-litigation counseling to many City Departments including Procurement, Special Events, Business Affairs, and Planning.

Attorneys in the ConCom Division litigate constitutional challenges to the City’s ordinances and actions, such as First Amendment speech and

religion challenges to regulations of the public way, Second Amendment claims against gun control measures, and due process and equal protection challenges to City regulations governing particular industries, such as ridesharing and home-sharing. ConCom also handles land use cases, including challenges to zoning ordinances or decisions, and landmark designation hearings. ConCom also represents the City in commercial matters across a broad range of other legal and factual areas, including construction, securities, trademarks, government procurement, contracts, false claims, and consumer fraud. And ConCom litigates high-profile affirmative litigation on behalf of the City as plaintiff, such as a challenge to the U.S. Attorney General's attempt to withhold law enforcement funding based on City policies concerning immigrants, a challenge to the practices used by major pharmaceutical companies to market prescription opioids, and a challenge to a major credit reporting agency's failure to protect against and warn residents about a major data breach in which their personal information was compromised.

#### Student and Volunteer Attorney Opportunities in ConCom:

Participants have the opportunity to research complex legal issues, including novel constitutional law issues. They may be called upon to draft arguments for motions and to draft and answer discovery requests. Participants also get to observe court hearings ranging from scheduling conferences to oral arguments on dispositive motions to evidentiary hearings and trials.

#### Participant Feedback on Work in ConCom:

"Working with the Constitutional and Commercial Litigation Division allowed me to delve deep into fascinating topics, improve my research and writing skills, and observe attorneys in action all while being incredibly well- supported by the group with quality feedback and a positive work environment."

"Working in the Constitutional and Commercial Litigation Division, I got to live the dream of being a constitutional lawyer. I helped the City defend its gun control laws and had a front-row seat to some of Chicago's sanctuary city litigation. I got to play witness in mock depositions and sit in on real ones. By the end of the summer, my research had influenced City Department policy. Thanks to these experiences, I have a newfound understanding of what opportunities are out there for a ConLaw nerd like me."

#### Employment Litigation (ELIT) – Litigation

**Substantive Work:** The Employment Litigation Division defends the City of Chicago and its past and present officers and employees in lawsuits arising from the employment of past, present, or prospective employees of the City of Chicago. Most of these lawsuits are filed in Federal Court; the remaining cases are filed in State Court. The practice is sophisticated and complex and involves extensive motion practice, intensive discovery, and challenging trial work.

**Federal Court Litigation –** A majority of the cases handled by ELIT attorneys allege at least several different causes of action, and most of these are premised upon one or more Federal anti-discrimination statutes. These statutes include Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), the Rehabilitation Act, and the Age



Discrimination in Employment Act (ADEA), the Fair Labor Standards Act (FLSA), and the Family Medical Leave Act (FMLA). These cases, occasionally brought as class actions, typically involve allegations that the City discriminated against the plaintiff(s) based upon their race, color, national origin, gender, religion, military status, and/or disability. Often, these claims include allegations of harassment, a hostile work environment, and/or retaliation. Many are accompanied by allegations brought under 42 U.S.C. Section 1983 against the City and/or past or present officers or employees. The Division also handles claims alleging First Amendment retaliation.

State Court Litigation – ELIT attorneys also defend the City in State Court against allegations arising out of the Illinois Human Rights Act, the Illinois Whistleblower Act, and state tort law, including retaliatory discharge. ELIT is also responsible for claims related to the FLSA, including claims based on state statutes such as the Illinois Minimum Wage Law. The Division also handles mandamus, specific performance, and breach of contract claims related to employment, hiring, and promotion issues, as well as motions for temporary restraining orders and preliminary injunctions.

Non-Litigation Responsibilities – ELIT is also responsible for a wide variety of complex tasks not directly associated with litigation. These include negotiations with the Department of Justice relating to compliance with consent decrees; working with outside consultants for various types of test development, validation,

administration, and implementation; and other hiring and promotion issues, including compliance with the City's hiring plans, personnel rules, and related protocols. This work often entails close

coordination with the Department of Human Resources, Client Departments, and others. In addition, ELIT attorneys fulfill a risk management function by conferring with, and providing counsel to, members of other City Departments on employment-related issues.

#### Student and Volunteer Attorney Opportunities in ELIT:

Participants in the ELIT Division have the opportunity to participate in and observe all aspects of Federal and State Court employment-related litigation. This includes research, strategy sessions, extensive motion practice, intensive discovery, depositions, oral arguments, settlement negotiations, and trials. Participants with an Illinois Supreme Court Rule 711 License may be delegated additional responsibilities in keeping with Rule 711. Participants are assigned to cases with one or more Assistant Corporation Counsel and a supervisor, who supervises all aspects of the case.

#### Participant Feedback on Work in ELIT:

"Volunteering in the Employment Litigation Division was the first time I saw civil litigation come to life, rather than just read about it in a casebook. Notable highlights included sitting in on depositions and drafting motions in limine. My time as a law clerk gave me confidence and valuable perspective as I finished out my studies and went on to start practicing."

"I enjoyed working in the Employment Litigation division this summer. I got to research interesting issues like discrimination and whistleblowing. I observed court proceedings and settlement negotiations. Beyond my work in the Employment Litigation division, I got to visit various city

departments and agencies with the law clerks in other divisions. These trips included the Police Academy, O'Hare International Airport, a City Council Meeting, and a photo with Mayor Emanuel."

#### Federal Civil Rights Litigation (FCRL) – Litigation

Substantive Work: FCRL Division attorneys defend Chicago Police officers and the City of Chicago in federal and state civil lawsuits against claims of police misconduct. FCRL attorneys are trial attorneys. Their cases cover every stage of litigation from witness interviews, fact and expert discovery and depositions, motion practice, and trial.

FCRL cases concern complex constitutional issues. Claims against individual police officers typically relate to the officers' investigation, arrest and/or prosecution of crimes ranging from capital felonies to ordinance violations. The Division handles cases brought by persons who have been arrested for shootings, robberies, carjackings, weapons violations, drug trafficking and possession, and a variety of other crimes. In some cases, plaintiffs have not been arrested, but claim that officers made illegal searches of their homes or vehicles, or that they were illegally detained or harassed for no reason.

Plaintiffs bring claims for a wide range of injuries including fatal gunshot wounds, bone fractures, psychological injuries, or being forced to serve lengthy detentions. These lawsuits seek compensatory and punitive damage awards against the individual officers, as well as compensatory damages and attorneys' fees against the City.

#### FCRL (cont'd)

FCRL attorneys have direct client contact with the involved police officers as well as with eyewitnesses, medical personnel, forensic investigators, and a vast range of experts in areas including ballistics, forensic medicine, gunshot wounds, police procedures, and DNA analysis. Claims brought by plaintiffs include alleged violations of the Fourth Amendment brought under 42 U.S.C. §1983 for false arrest, use of excessive force, unlawful detention, denial of medical care, reversed convictions, wrongful death, malicious prosecution, and battery. Division attorneys also defend the City of Chicago for alleged Monell liability under 42 U.S.C. §1983 for unconstitutional City policies, practices, or customs based on inadequate training or discipline, "code of silence," and other theories. The Division tries dozens of cases to verdict each year, and all attorneys have the opportunity to become active members of trial teams within their first year of employment. The majority of FCRL litigation is in the federal Northern District of Illinois United States District Court in Chicago, with some cases litigated in the State Court Daley Center in Chicago.

#### Student and Volunteer Attorney Opportunities in FCRL:

Participants with an Illinois Supreme Court Rule 711 License have the opportunity to work on cases from their inception. Under the supervision of an experienced attorney, 711 attorneys gain valuable hands-on experience answering complaints, drafting and answering written discovery, conducting motion practice, taking and defending depositions, preparing pretrial orders, engaging in settlement negotiations, and trying cases. Students and volunteers attend client interviews, participate in trial preparation, attend scene visits, and draft and orally argue substantive motions.

#### Participant Feedback on Work in FCRL:

"Working with the Federal Civil Rights Litigation Division was the perfect

way to spend the summer. Rather than being stuck in an office researching all day, this position provided me the opportunity to sit in on depositions, attend court, draft motions and discovery documents, and meet with federal judges. It was an extremely hands-on experience, and I can't think of a more interesting way to learn the inner workings of the civil law system."

"Working for the Federal Civil Rights Litigation Division (FCRL) of the City of Chicago Law Department for the summer was definitely a great choice. The opportunities I had while at FCRL to do substantive work, to observe trials and depositions, and to tackle challenging constitutional questions regarding police conduct, a very timely topic, provided me with invaluable experience going forward and solidified my desire to go into litigation. I not only learned an enormous amount about the law and the practice of law, I met some fascinating people and had a lot of fun while doing so. If you want hands-on experience, I'd definitely recommend applying."

Finance & Economic Development (Finance) – Transactional

Substantive Work: Finance Division attorneys provide legal assistance to City Departments in connection with various financial transactions.

Improving Public Infrastructure – Finance attorneys work closely with the City's Department of Finance, serving as issuer's counsel for the issuance of general obligation bonds, revenue bonds (other

than airport revenue bonds), industrial development bonds, and tax increment bonds and notes. The proceeds of these debt obligations are used by City

Departments for projects such as street and bridge repair and replacement, water and sewer capital improvements, and funding economic development in City neighborhoods.

Revitalizing Blighted Areas with Projects that Create Job Growth – Chicago's use of Tax Increment Financing (TIF) requires Finance attorneys to coordinate many contractual, regulatory, and policy matters with the City's Department of Planning and Development and other City Departments. Finance attorneys negotiate complex redevelopment agreements with developers and others within the context of the TIF Act. The financial objectives of these agreements include City support for the expansion of industry on formerly tainted land, rehabilitation of small business heating and cooling systems, construction of shopping centers in underserved neighborhoods, construction of new affordable housing, and job training of employees by existing City businesses. These efforts assist in maintaining and creating of jobs and expanding the City's tax base. Finance attorneys also draft or help create the ordinances, annual reports, and other documentation.

Providing Affordable Housing for City Residents – Finance attorneys work to ensure that the numerous forms of subsidy (including grants, loans, bonds, and tax credits) offered by the City's Department of Planning and Development are properly documented in order to construct new affordable housing or rehabilitate existing multi-family housing stock

within the City. These tasks involve coordination with building owners, other governmental lenders, private equity sources, guarantors, insurers, and other City Departments to negotiate a thicket of federal, state, and local housing laws and regulations. The City's housing development initiatives include loans, bond issues, and grants for the construction of new neighborhoods in connection with the replacement of existing public housing by the Chicago Housing Authority.

Other Matters – Finance attorneys review proposed federal and state grants to the City; negotiate financial agreements with the City's "sister agencies" such as the Chicago Transit Authority, the Chicago Park District, and the Chicago Public Schools; draft grant agreements for grants made by City Departments to other persons or entities; handle specialized telecommunications and district cooling matters for the City's Departments of Finance and Transportation; draft implementing documents for Special Service Areas within the City; implement other tax incentive vehicles and programs such as enterprise zones established

under state law and those available under the Cook County Real Property Assessment Classification Ordinance; assist the City Treasurer's and Comptroller's Offices with municipal depository and investment agreement matters; assist with management of certain long-term concessions of City non-airport assets; and prepare ordinances for the City Council to authorize various City financial transactions.

Student and Volunteer Attorney Opportunities in Finance:

Participants work in a Division that handles a variety of transactions that advance economic development, affordable housing, and the removal of blight. They learn how economic development transactions utilize the tool of Tax Increment Financing (TIF) and assist Division attorneys with other tax incentive programs involving Enterprise Zones, Special Service Areas, and the Cook County Tax Classification Ordinance. They also learn how affordable housing deals are structured and various funding sources assembled. Participants help draft or review redevelopment agreements, loan and grant documents, bond documents, and intergovernmental agreements. They are involved in due diligence reviews and research legal issues. They help prepare ordinances for City Council approval of the relevant transactions and are able to see City Council and relevant Council Committees in action.

Participant Feedback on Work in Finance:

"My time here has been a great source of education, and an equally great source of pleasure. I know that I learned a tremendous amount, and that the experiences I have had here will continue to be relevant for the rest of my career. You have all made a genuine impact on my life."

"I received a variety of assignments from the majority of our division attorneys, ranging from researching intriguing legal questions to reviewing and drafting City ordinances and resolutions that have immediate impact on the City's economic development. I was included in all major communications and meetings, and felt like I was actually contributing to the work of the City. It was also nice to know that my supervisors and other attorneys are actually invested in seeing us law students learn and grow, and they would often sit down to go through the relevant Illinois state statutes or the Chicago Municipal Code, providing valuable insights."

## Labor – Litigation

Substantive Work: Labor Division attorneys represent the City in all aspects of labor and employment law. The City of Chicago serves as an employer for more than 35,000 employees who are covered by more than 40 collective bargaining agreements. Labor attorneys are involved in a wide variety of labor and employment issues affecting union-represented employees.

Police & Human Resources Boards – Labor attorneys represent all City Departments in preparing charges against City employees whom the City is attempting to discharge or discipline. These cases

are heard in front of Police & Human Resources Boards. Labor attorneys also represent City Departments throughout the administrative process from identifying witnesses, counseling the Departments, reaching and drafting settlements, conducting hearings, and representing the City in appeals filed in the Chancery Division of Circuit Court. The attorneys also handle suspension hearings.

Traditional Labor – Traditional labor attorneys represent all City Departments when unions file grievances based on alleged violations of the various collective bargaining agreements. These cases go forward to arbitration, and the attorneys handle all aspects of arbitration from identifying witnesses, counseling the Departments, reaching and drafting settlements, conducting arbitration hearings, and writing post-hearing briefs. They also represent the City by going forward to hearing before the Labor Board if necessary. Lastly, they are involved in contract negotiations with the unions.

Employment – Labor attorneys defend the City against discrimination claims filed with the Equal Employment Opportunity Commission (EEOC), the Illinois Department on Human Rights (IDHR), and the Chicago Commission on Human Relations (CCHR). If the claims go forward at the IDHR or the CCHR, the attorneys then represent the City at hearing in front of the Human Rights Commission or the CCHR. If the case goes forward in Federal Court after the EEOC issues a right to sue letter, the Employment Litigation (ELIT) Division handles the matter from then on.

### Student and Volunteer Attorney Opportunities in Labor:

Participants research and prepare legal memos on issues involving state and federal labor and employment laws. They also assist with the investigating and defending of charges filed at the administrative level in employment discrimination, harassment, and retaliation. In doing so, participants gain knowledge and experience in a broad range of employment-related issues, including compliance with the ADA, FMLA, and Title VII. Participants assist Labor attorneys in all aspects of preparing for discipline hearings and labor arbitrations, including preparing witnesses and assisting with discovery. Participants with an Illinois Supreme Court Rule 711 License also have the opportunity to second chair grievance arbitration hearings and disciplinary proceedings before the Police Board and the Human Resources Board. Participant Feedback on Work in Labor:

“Working as a summer law clerk in the Labor Division was a great all-around experience. In this division I was able to do legal research and writing and also work alongside the attorneys to prepare for their trials and hearings.”

“The Labor Division gave me the opportunity to work with a number of different City departments, and to gain a better understanding of how the City runs as a whole. I was able to work on a variety of projects, really opening my eyes to the different areas not only of labor and employment law, but of legal practice as a whole.”

Legal Counsel – Legislative

Substantive Work: Attorneys in the Legal Counsel Division are responsible for a variety of tasks, primarily drafting legislation at the request of the Mayor’s Office, City Departments, and Aldermen. At any given time, an attorney in the Division will have about 8 to 15 ordinances for which they are responsible.

Legal Opinions – Legal opinions are another frequently requested product. These also can be at the request of the Mayor’s Office, City Departments, and Aldermen.

State Legislation – Legal Counsel Division attorneys monitor the State Legislature and are called upon to review, analyze and, if necessary, edit or write state legislation.

Legal/Legislative Consultation – On a daily basis, Legal Counsel attorneys answer a variety of questions from the Mayor’s Office, City Departments, Aldermen, and others in the Law Department regarding legal issues, providing explanations and clarifications on previously implemented laws and more general research questions.

Testimony – Legal Counsel attorneys are routinely called upon to testify in Committee Hearings on legislation they have prepared.

Preparation of Ceremonial Resolutions – Legal Counsel attorneys and staff prepare ceremonial resolutions for introduction at City Council meetings.

Student and Volunteer Attorney Opportunities in Legal Counsel:

Participants help attorneys prepare ordinances for introduction at City Council Meetings and help research and provide advice in response to

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> December 21, 2018
<b>Expiration Date:</b> February 28, 2019
<b>Contact:</b> Bonnie Tunick Chicago, Illinois United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> Bonnie.Tunick@cityofchicago.org
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample
<b>ID:</b> 4156

## Summer Law Clerk

City of Chicago Department of Law (Chicago, IL)

**Position Type:** Summer

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

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**Description:**

The City of Chicago Department of Law is seeking Volunteers and Externs - law students and law grads - for its Summer Law Clerk Program. Applications accepted from January 1st through March 1st.

The City of Chicago Department of Law invites law students and law grads to apply for its Summer Law Clerk Program. The program begins June 1st and runs for a minimum of 10 weeks; however, the start date and duration of a law clerk's summer will be determined by the law clerk and his/her direct supervisor. The Summer Law Clerk Program is designed to provide current law students and law grads with a challenging unpaid clerkship that reflects the demands and rewards of public service, as well as a realistic picture of what it is like to practice law for the City of Chicago.

Participants in the Summer Law Clerk Program are not compensated. However, some schools may offer student grants or allow for academic credit.

Law clerks will receive incomparable hands-on legal experience during the Summer Law Clerk Program.

The selected clerks will be assigned to work in a Law Department practice Division\* that interests them and participate in a wide variety of activities. Law clerks may:

- assist in trial preparation;
- attend depositions;
- observe real estate closings;
- attend client meetings;
- attend court proceedings;
- conduct legal research and analysis; and
- draft memoranda, briefs, and contracts.

Law clerks who qualify for an Illinois Supreme Court Rule 711 License may represent the City in:

- mandatory tort arbitrations in the Circuit Court of Cook County;
- grievance arbitration hearings and disciplinary proceedings before the Police Board and Human Resources Board;
- prosecutions of Municipal Code Violations in Administrative Hearings or in the Circuit Court of Cook County;
- cases before the Circuit Court of Cook County (Criminal, Civil and Chancery Divisions) and Federal Court;
- hearings before the Department of Administrative Hearings and the Department of Business Affairs and Licensing;
- settlement agreement negotiations; and
- real estate closings.

They may also depose or examine witnesses in trials in State and Federal Court.

The Law Department hosts a Summer Law Clerk Program Lecture Series that features speakers addressing legal issues affecting the City in areas such as police reform, legislative activity, and affirmative litigation. Law clerks are given opportunities to meet with City Department officials and members of the State, Federal, and Appellate Judiciary. They also participate in a number of interesting behind-the-scenes tours of City Departments (such as the Police Training Academy, the Fire Training Academy, the City's 911 Call Center, O'Hare

Airfield Operations, and more).

The Law Department seeks talented, promising individuals from a wide variety of backgrounds. The Law Department is committed to increasing opportunities for minorities in the legal profession, and it is proud that its staff reflects the racial, cultural, and ethnic diversity of Chicago. The Law Department is an Equal Employment Opportunity and Military Friendly Employer.

Applications for the Summer Program will be accepted from January 1st through March 1st. Please note that Chicago residency is not required for the Summer Law Clerk Program.

Application Process:

Application by email to [DOL.Application@cityofchicago.org](mailto:DOL.Application@cityofchicago.org). Please note that applications will not be forwarded to Divisions\* for consideration until all application materials, including law school transcripts, are received.

Application Materials Save and send all attachments in one pdf document in this order:

- Cover letter (In addition to identifying three ranked Division\* preferences, please indicate that your application is for the Summer Law Clerk Program and if you have or are eligible for an Illinois Supreme Court Rule 711 License);
- Resume;
- Law School Transcript (official or unofficial);
- One writing sample; and
- Current ARDC printout (if you already have your law degree).

\*For a listing and description of Divisions, visit [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers) (and choose the appropriate link) or view our Employer View Book, posted in your Law Career office.

## CITY OF CHICAGO DEPARTMENT OF LAW

### EMPLOYER VIEWBOOK FOR LAW STUDENTS, LAW GRADS, AND LAWYERS

#### MISSION STATEMENT

The City of Chicago Department of Law is committed to effective, ethical and professional practice of law on behalf of the City Departments, the City Council, and the citizens of the City of Chicago.

We shall actively strive to recruit, hire, and retain qualified lawyers and staff members of diverse backgrounds, consistent with the City's policy to promote equal employment opportunities for all City employees and applicants, regardless of race, color, sex, gender identity, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, and military service or discharge status.

Edward N. Siskel, Corporation Counsel

Rahm Emanuel, Mayor

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"The Department of Law offers attorneys, new and seasoned, an opportunity to work on exciting legal matters in the front lines. Additionally, the camaraderie within the Department contributes to an extraordinary positive working environment."

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## Department of Law Practice Areas

### ADMINISTRATION

- Corporation Counsel
- First Assistant Corporation Counsel
- Administrative Services
- Chief Labor Negotiator
- Director of Professional Development and Attorney Recruitment
- Director of Public Affairs

### LEGISLATIVE

- Legal Counsel

### LITIGATION

- Administrative
- Affirmative Litigation
- Appeals
- Aviation, Environmental, Regulatory & Contracts
- Collections, Ownership & Administrative Litigation
- Constitutional & Commercial Litigation
- Employment Litigation
- Federal Civil Rights Litigation
- Labor
- Legal Information & Prosecutions
- Revenue Litigation

- Torts

#### PROSECUTION

- Building & License Enforcement
- Legal Information & Prosecutions

#### TRANSACTIONAL

- Aviation, Environmental, Regulatory & Contracts
- Finance & Economic Development
- Real Estate & Land Use

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#### THE WORK AND STRUCTURE OF THE CITY OF CHICAGO DEPARTMENT OF LAW

The City of Chicago Law Department serves the Mayor, the City Departments, Boards and Commissioners, and the City Council as they establish and administer policies and programs to benefit Chicago residents. The Law Department's clients are the City's more than 40 Departments (Client Departments), their agencies, and officials, with more than 35,000 City employees. The Law Department employs approximately 280 lawyers, spread among 16 Divisions, who handle litigation, transactional, legislative, and Municipal Code enforcement projects.

Few law offices can match the breadth of our practice. As one of the largest government law firms in the country, the City of Chicago Department of Law litigates cases in every federal, state, and administrative courtroom in the City. Our transactional lawyers routinely work in conjunction with colleagues in the Department's legislative section on complex deals involving large-scale public projects. Our service takes many forms, from helping communities through effective ordinance preparation and enforcement, to providing City Departments with legal advice.

The Law Department is committed to the goals of the City, and its programs and services, through work involving communities, the environment, and economic development. Law Department attorneys have unparalleled opportunities to take responsibility for important cases, to hone their skills in a variety of legal areas, and to play a pivotal role in visible issues that have an impact on public policy.

#### PAID AND VOLUNTEER OPPORTUNITIES WITH THE DEPARTMENT OF LAW

Law students, law graduates, and lawyers have many opportunities for meaningful

involvement in the important work of the Department of Law as legal externs, law clerks, summer program participants, post-graduate fellows, and lawyers. Participants gain invaluable hands-on legal experience by working on complex and diverse projects with Law Department attorneys. They participate in negotiations and Client advising meetings, conduct research and analysis to draft dispositive motions on constitutional or procedural issues of law, and – utilizing an Illinois Supreme Court Rule 711 License – appear on behalf of the City in Court or before Administrative Tribunals.

For application procedures, please see pages 5-6.

“To know that the people you work alongside all share in one common goal -- to better serve the city as a whole and make a positive impact -- that is the City of Chicago Dept. of Law, and I'm proud to say that I was a part of that this summer.”

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#### VOLUNTEER EXTERN, LAW CLERK, FELLOW, AND ATTORNEY POSITIONS

All volunteer law clerk programs are designed to provide law students, law graduates, and lawyers with a challenging clerkship that reflects the demands and rewards of public service, as well as a realistic picture of what it is like to practice law for one of the largest government law firms in the country. (\*Give yourself plenty of time to apply, as the City requires fingerprinting and background checks of employees and volunteers.)

#### EXTERNSHIP PROGRAM

- Law students volunteer in exchange for course credit in accordance with their law school's externship requirements
- Year-round program with positions based on availability\*

#### VOLUNTEER LAW CLERK PROGRAM

- Geared toward law students, law graduates, and lawyers who are not eligible to receive externship credit and/or have not secured fellowship funding
- Year-round program with positions based on availability\*

#### SUMMER LAW CLERK PROGRAM

- Law students volunteer full-time for a minimum of 10 weeks with a flexible start and end date during the summer months
- Students may obtain academic credit or grant funding (through their schools or elsewhere)
- Law clerks participate in the Summer Law Clerk Program Lecture

## Series

- Law clerks are invited to behind-the-scenes tours of City Departments
- Law clerks have opportunities to meet with City Department officials and members of the State, Federal, and Appellate Judiciary
- Applications accepted from January 1 to March 1\*

## POST-GRADUATE FELLOWSHIP PROGRAM

- Recent law graduates who have secured fellowship funding through their law schools or elsewhere gain public sector experience on a volunteer basis
- Year-round program with positions based on availability\*

## APPLICABLE TO ALL PROGRAMS ABOVE

- Non-paid positions
- Utilize Illinois Supreme Court Rule 711 License, if applicable
- Application by email to [DOL.Application@cityofchicago.org](mailto:DOL.Application@cityofchicago.org)
- Save and send all attachments in one pdf document in this order: Cover Letter, Resume, Transcript, Writing Sample, and ARDC printout (if applicable)
- Late or incomplete applications, or applications with extra materials (such as references or extra writing samples), will not be considered.
- Applicants should identify 3 Division preferences in their Cover Letters
- Applicants should note in Cover Letter if they have/are eligible for a 711 License
- City residency is not required for volunteers

"The Law Department is Chicago's legal center of gravity - everyone and everything you should know revolves around this institution. There is no better way to spend a law school summer."

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## PAID ATTORNEY AND LAW CLERK POSITIONS

If you're interested in a paid position with the City of Chicago Department of Law, be sure to register and create a profile and job search agent at [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers) to ensure that you receive emails whenever paid job opportunities that meet your criteria become available.

## PAID ATTORNEY POSITIONS

All attorney vacancies are posted by position. Unsolicited applications will not be considered.

- Positions are posted at [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers) when available
- City residency is required at the time of employment
- Working for the City of Chicago Department of Law may qualify you for loan forgiveness under the federal Public Service Loan Forgiveness Program. (For detailed information, visit [www.StudentAid.gov/publicservice](http://www.StudentAid.gov/publicservice) or contact your federal loan servicer.)

#### PAID LAW CLERK POSITIONS

- Geared toward law students, law graduates, and lawyers
- Year-round program with positions based on availability
- Paid positions (\$14.51/hour)
- Full-time and part-time positions available
- Utilize Illinois Supreme Court Rule 711 License, if applicable
- Conduct hearings under attorney supervision in Circuit Court or Administrative Proceedings
- Health insurance for full-time law clerks (minimum of 21 hrs/wk, 84 hrs/mo)
- Positions posted at [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers) when available
- City residency is required at the time of employment

"We work hard, play hard, learn a lot, and make a difference in the community. I love the fact that we make a difference in the community and can actually see the change firsthand."

"Recognized as one of the premier government law firms in the country."

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#### Administrative (ADM) – Litigation

Substantive Work: Attorneys in the Administrative (ADM) Division focus on special projects implicating the legal interests of the City. The ADM evaluates and responds to litigation stemming from reversed convictions, and it develops strategies to minimize the City's exposure in such cases on a proactive basis. In addition, the ADM is deeply involved in negotiations, and eventual implementation of the Chicago Police Department Consent Decree, stemming from the Department of Justice's investigation and subsequent lawsuit filed by the Illinois

Attorney General. This work includes issues relating to police accountability

systems, training, and policy development. ADM attorneys sit largely on the executive staff of the Department of Law, and their work involves working closely with other City departments and agencies, including the Department of Finance, the Police Department, and the Mayor's Office.

Student and Volunteer Attorney Opportunities in ADM: The Administrative Division is interested in having summer law clerks, student externs during the school year, and post-graduate fellows following law school. The ADM will regularly involve volunteers in every aspect of our work. Work will be assigned to volunteers commensurate with their abilities, and will include a wide range of issues and projects, direct involvement in strategic discussions, and close contact with executive-level ADM personnel, including the corporation counsel.

#### Participant Feedback on Work in ADM:

"The work was challenging but very exciting and fulfilling. Everything I worked on this summer had a direct impact on the community that surrounded me. This clerkship was a wonderful experience, and I am happy I chose to come here. To work with people with such a commitment to the community that surrounds them was an honor. If you want to work on something of value beyond dollars and make a difference in your community, then the City of Chicago is the place for you."

#### Affirmative Litigation Division (ALD) – Litigation

Substantive Work: Attorneys with the Affirmative Litigation Division (ALD) represent the City in a broad range of investigations and litigation matters in both federal and state courts to protect the interests of the City and the rights, health, and safety of its residents under the City's false claims, consumer fraud, and revenue ordinances, as well as other applicable law.

In addition, the Affirmative Litigation Division evaluates and brings litigation where appropriate involving the federal government in order to defend the rights of Chicago residents, including in the environmental, immigration, data privacy, and health care areas.

Attorneys in the Affirmative Litigation Division work

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#### ALD (cont'd)

closely with colleagues in the Department of Law to jointly litigate cases and ensure that the City's interests are protected in litigation brought by the City, State Attorneys

General, and/or qui tam relators. In addition, attorneys in the Affirmative Litigation Division assist the Corporation Counsel and senior Department of Law leadership on special projects, including police reform and other Department- wide policy issues. Many of the Division's matters involve working with other City Departments and client representatives from those Departments.

**Student and Volunteer Attorney Opportunities in ALD: The Affirmative Litigation**  
Division is interested in having summer law clerks, student externs during the school year, and post-graduate fellows following law school. The Affirmative Litigation Division will regularly involve volunteers in every aspect of its work. Work will be assigned to volunteers commensurate with their abilities but will always include a wide range of projects, direct involvement in the investigations and lawsuits, and ample feedback.

#### Participant Feedback on Work in ALD:

"This summer was a tremendous learning experience overall, and working in Affirmative Litigation provided a great opportunity to be at the cutting edge of the work the Law Department does on a range of important issues. This was an awesome way to get hands on legal experience with projects that will make a tangible difference for the City of Chicago. I worked on several really cool projects for ALD. The prospective litigation the division is considering is all very interesting. Specifically I enjoyed drafting proposed revisions to the City's Municipal Code."

#### Appeals – Litigation

Substantive Work: Cases handled in all litigation divisions are transferred to the Appeals Division for the appeal. As a result, Appeals attorneys handle the full range of municipal issues involving the City of Chicago including administrative review, aviation, buildings and housing, constitutional and commercial litigation, collections, contracts, employment, labor, environmental, licensing, municipal prosecutions, police defense, real estate, revenue, and torts. These cases present challenging and important issues affecting the powers, fiscal integrity, and prestige of the Chicago, as well as the quality of life in our City.

While the Appeals Division handles a broader range of issues than any other litigation division in the Law Department, the most significant difference between Appeals attorneys and volunteers and those working in other



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### Appeals (cont'd)

divisions is that we do only appellate litigation. Appellate litigation, and the day-to-day work of Appeals attorneys, is very different from trial level litigation, and attorneys who are attracted to appellate litigation are encouraged to apply for that reason. Appeals attorneys appear for the City in both the state and federal courts, primarily in the Illinois Appellate Court and the United States Court of Appeals for the Seventh Circuit, occasionally in the Illinois Supreme Court, sometimes in other federal circuits, and sometimes in the Supreme Court of the United States. The Appeals Division works cooperatively with the lower court attorneys and supervisors in writing the brief and preparing for oral argument. The Division files approximately 80-90 briefs and presents argument in approximately 30-35 cases every year.

**Student and Volunteer Attorney Opportunities in Appeals: The Appeals Division**  
regularly has law student volunteers in the summer. We involve the students in every aspect of our work: case conferences to discuss our briefs, moot courts, and meetings. Most summers, a student is assigned a straightforward case to handle by himself. This includes reading the record, researching the issues, and drafting the brief. Students receive detailed feedback on their draft. Our division has also had student externs during the school year and a post-graduate fellow for several months. Work is assigned to these volunteers commensurate with their abilities, but it always includes a wide range of issues and projects, direct involvement in the cases, and ample feedback.

### Participant Feedback on Work in Appeals:

"In my very first legal job, I was able to research and write about the most substantive legal issues the City faces. I got to confer on projects with great, experienced appellate attorneys and learned so much about the process of litigation and the challenges the City faces. Couldn't have asked for a better 1L summer experience!"

"What I most appreciated was getting to witness and take part in the entire appellate process - from briefing to moot court sessions to oral arguments. It really helped me understand how to develop and argue a case."

**Aviation, Environmental, Regulatory & Contracts (AERC) – Litigation & Transactional**

Substantive Work: AERC Division attorneys practice in the following

areas:

aviation, environmental, general regulatory, intellectual property, procurement and other contracts, public utilities, and telecommunications. We also handle affirmative litigation on behalf of the City, including false claims, fraud, and

antitrust litigation. AERC attorneys handle litigation and pre-litigation disputes, transactional matters, legislative efforts, airport leases, contracts and procurements, airport bond issues, and other airport financing transactions. The work is categorized as follows:

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#### AERC (cont'd)

Aviation – Aviation attorneys provide legal services and advice in connection with airport leases, contracts and procurements, airport bond issues, and other financing transactions. They also handle litigation and pre-litigation disputes for the Department of Aviation and the O'Hare Modernization Program. They prepare ordinances for airport matters for introduction to City Council. They also provide legal services and advice related to federal grant assurance compliance and other airport regulatory matters.

Environmental – Environmental attorneys provide legal advice, guidance, and representation to City Departments on environmental regulatory issues. They bring environmental actions on behalf of the City in order to stop environmental nuisances and effectuate clean-ups. Because of their specialized environmental knowledge, AERC attorneys also play an integral part in drafting ordinances and environmental provisions in City agreements.

General Regulatory – Regulatory attorneys represent the City of Chicago in a wide array of regulatory matters, including federal and state grant litigation, federal disclosures, and federal regulatory issues. They provide legal advice and representation on the Freedom of Information Act and other disclosure statutes, as well as other state and federal regulatory matters.

Intellectual Property – Intellectual property attorneys participate in the City's efforts to protect its intellectual property (assets that might be trademarked, copyrighted, or patented) and to obtain use-rights to other parties' intellectual property. They are involved in intellectual property registration activities, litigation, permission requests, and informal cease-and-desist actions.

Contracts – Contract attorneys help City Departments obtain maximal value and minimal risk for funds expended in matters involving the acquisition or sale by the City of services and property (real, personal, and intellectual property). They also help with the licensing of City space (real property, personal property, and intellectual property – such as software or space on the City's website) for revenue-generating purposes (such as corporate advertising). Activities include consultation on the best course of action from a legal and business standpoint, drafting of agreements and enabling ordinances, and negotiating agreements with opposing counsel.

Public Utilities and Telecommunications – AERC attorneys work closely with City Departments and the Mayor's Office on a wide range of gas, electric, railroad, energy efficiency, and telecommunications matters. We represent the City and its ratepayers in many court and administrative forums, and we advise on non-litigation matters as well.

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AERC (cont'd)

Other Affirmative Litigation – AERC attorneys handle affirmation litigation, bringing lawsuits against vendors and others who defraud the City or engage in anti-competitive conduct, all to the detriment of the City and its employees and residents.

Student and Volunteer Attorney Opportunities in AERC: Volunteers have the opportunity to work on a broad range of projects, including advice and counsel, transactional, regulatory, and litigation projects. The litigation and regulatory work includes observing and supporting attorney court appearances, preparing legal opinions in response to clients' requests, conducting research and analysis, and drafting motions, briefs, and substantive legal correspondence. Our transactional work introduces participants to a broad range of issues, including contract negotiation, municipal procurement issues, and sustainable design; it involves working with a wide range of City Departments, federal, state, and local agencies, as well as construction pre-litigation dispute resolution. Participants gain first-hand experience in every phase of the preparation and drafting of contracts, including (1) discussion with Client Departments about how to structure a transaction to meet the clients' objectives, (2) identification of business risks for client consideration, (3) contract drafting, and (4) negotiation with counsel

for the City's contractors.

Participant Feedback on Work in AERC:

"Working in AERC has allowed me to gain valuable experience on both litigation and transactional matters. The attorneys in AERC have helped me take on responsibility and get significant client exposure and drafting experience right away."

"If you want to figure out whether you want to do transactional or litigation work, AERC is the place to work at. It's a rare opportunity to do transactional work for your 1L summer."

Building & License Enforcement (BLE) – Prosecution

Substantive Work: BLE Division attorneys prosecute cases in the following practice areas: Conservation, License Enforcement, Troubled Buildings (including Drug & Gang House and Demolition/Vacant Buildings), and Zoning.

Conservation Section – The mission of the Conservation Section is to conserve existing buildings, to compel responsible property ownership and the transfer of ownership, to stem the tide of housing abandonment, and to promote the quality of life in City neighborhoods by proactively enforcing the building, fire, and health ordinances. In its code enforcement responsibilities, the Conservation Section works with the City's Departments of Buildings, Fire, Health, Streets and Sanitation, Family and Support Services, Police, and Planning and Development.

License Enforcement Unit (LEU) – LEU attorneys prosecute license violation cases before the Local Liquor Control Commission and the License Appeal Commission. They also defend administrative appeals in the Circuit Court of Cook County Chancery Division.

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BLE (cont'd)

LEU also prosecutes denials of license applications that present law enforcement concern, a deleterious impact on the community, or a public nuisance issue, as well as ineligibility to hold the license.

Drug & Gang House (Troubled Buildings Unit) – The attorneys in the Drug & Gang House Section of the Troubled Buildings Unit work in conjunction with the Chicago Police Department to investigate and prosecute property owners who permit or encourage criminal activity on

their property. The Department of Buildings conducts inspections on all problem buildings referred by the Police Department for Drug & Gang House prosecution.

Demolition/Vacant Buildings Section (Troubled Buildings Unit) – The attorneys in the Demolition Section of the Troubled Buildings Unit work in conjunction with the Departments of Buildings, Planning, and Police in an effort to identify and abate vacant and deteriorated properties throughout the City of Chicago. The Section prepares and prosecutes civil complaints in the Circuit Court of Cook County against the owners of vacant buildings who fail to meet minimum Municipal Code requirements and/or present a safety threat to the surrounding community.

Zoning Unit – The Zoning Unit enforces the City’s Zoning Ordinance in Circuit Court. Zoning attorneys provide advice and counsel to the Zoning Administrator on a variety of legal issues. Zoning enforcement actions seek injunctive relief and/or civil penalties for

violations of the Zoning Ordinance. Attorneys in the Zoning Unit also defend the City in complex litigation brought in the Chancery Division.

Investigations – Police and civilian personnel assigned to the BLE Division provide litigation support services to Law Department attorneys and outside counsel, such as the service of summonses, subpoenas and other court filings. The Investigators also take photographs and measurements, locate witnesses, conduct interviews, and obtain copies of criminal history and police reports.

Student and Volunteer Attorney Opportunities in BLE: Participants with a law license or with an Illinois Supreme Court Rule 711 License try cases in the Circuit Court of Cook County (Criminal, Civil, and Chancery Divisions) and in the Department of Business Affairs and Consumer Protection. Participants are assigned a case to handle from start to finish, which includes discovery, trial strategy, negotiations, and trial/settlement. The matters include prosecution in the following areas: Conservation/Code Enforcement, Licensing, Zoning, Demolition, and Drug & Gang House Enforcement. Participants are also involved in policy meetings with various City Departments to streamline processes used to enforce the Building Code of Chicago.

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BLE (cont’d)

Participant Feedback on Work in BLE:

“It was a great experience. I learned a lot and received great training for a future attorney position. I got litigation experience and was in front of a judge within 2 weeks of starting, which none of my classmates got to do this summer. My writing skills were also vastly improved and, because of my court appearances, my communication skills are better and I feel more confident in public speaking.”

#### Collections, Ownership & Administrative Litigation (COAL) – Litigation

Substantive Work: The Collections, Ownership & Administrative Litigation Division is comprised of four sections: Collections, Ownership, Liens and Acquisitions, and Bankruptcy. COAL is responsible for collecting debts due and owing the City, determining real property ownership and responsible parties in preparing for litigation, recovering demolition costs through lien foreclosures, and bankruptcy matters. Additionally, COAL works closely with other Divisions within the Law Department, various City Departments, and Aldermanic Offices.

Collections – The Collections Section handles in-house collection and cost recovery matters, advises City Departments on collection and revenue issues, and supervises outside collection law firms handling collections, cost recovery, and benefits subrogation matters for the City. Through its in-house and outside collection efforts, the Section helps collect more than \$150MM annually.

COAL attorneys also handle a wide variety of tasks focused on collecting money owed to the City and preventing or defending collection-related claims against the City. These matters are litigated in State and Federal Court, as well as the City’s Department of Administrative Hearings.

Ownership – The Ownership Section is responsible for conducting title research to determine property ownership and proper service addresses for responsible parties who have property-related violations of the Municipal Code of Chicago. Ownership information is provided to Client Departments to use in preparing for litigation at the Department of Administrative Hearings or in Circuit

Court. The Section conducts approximately 50,000 title searches annually and works closely with Client Departments to ensure quality and accuracy of citations and complaints issued by the City.

Liens and Acquisitions – The Liens and Acquisitions Section oversees the City’s inventory of priority demolition liens and other property liens created by the Illinois Unsafe Property Act. The Section also defends the Department of Planning and Development (DPD) in

mortgage foreclosure proceedings involving DPD loans and regulatory agreements,  
handles all mechanics lien claims and surety bond claims against the City

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COAL (cont'd)

that involve City-owned properties, manages all property-tax take notices, and litigates property-tax contested issues in matters involving priority liens.

Bankruptcy – The Bankruptcy Section is responsible for protecting the City's interests when debtors file bankruptcy cases under Chapter 7, 11, and 13 of the United States Bankruptcy Code. Attorneys in this Section handle in-house bankruptcy cases and supervise outside law firms that represent the City in bankruptcy matters. Attorneys also provide legal advice and counseling on a wide range of bankruptcy issues to other Divisions within the Law Department and various City Departments.

Student and Volunteer Attorney Opportunities in COAL: Participants assigned to one of COAL's four sections may be cross-trained in other sections. They work closely with Client Departments, review and analyze files, recommend appropriate courses of action against alleged debtors, provide monthly reports to upper management regarding progress of cases reviewed and/or filed, analyze deeds and other property information to determine the ownership of the property in violation, investigate where to serve the defendant(s) with the legal complaint, and conduct legal research and analysis to draft supporting memoranda.

Under supervision of a licensed attorney, participants with an Illinois Supreme Court Rule 711 License may also interview witnesses, negotiate settlements, argue motions, and conduct hearings at the Department of Administrative Hearings or in the Circuit Court of Cook County.

Participant Feedback on Work in COAL:

"The Summer Volunteer Law Clerk Program gave me the opportunity to see the complexities of city management. My supervisors in COAL assigned me projects involving familiar topics of civil procedure and property law as well as unfamiliar areas of trusts and estates law. In addition to learning about multiple issues of ownership and probate, the program exposed interns to utilities management, city planning, municipal governance, judicial responsibilities, and the roles of public attorneys in Chicago."

"I got hands on research very early in my internship that was important for other work performed by the team latter in the summer- it was really great to see my work contribute. I really was surprised and liked the variety of tasks assigned to me; I liked being able to manage my time between a variety of assignments. The exposure that I received was second to none- I did research, went to court, built liens, and prepared court documents. There was nothing I disliked about my experience here."

#### Constitutional & Commercial Litigation (ConCom) – Litigation

Substantive Work: ConCom Division attorneys represent the City of Chicago and City officials in a broad range of civil litigation in both Federal and State Courts. The Division specializes in cases raising complex, novel, or high-profile legal issues, many of which raise legal claims arising under the United States and Illinois Constitutions.

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#### ConCom (cont'd)

ConCom attorneys are often called upon to handle the City's response to emergency motions for injunctive relief. ConCom also provides pre-litigation counseling to many City Departments including Procurement, Special Events, Business Affairs, and Planning.

Attorneys in the ConCom Division litigate constitutional challenges to the City's ordinances and actions, such as First Amendment speech and religion challenges to regulations of the public way, Second Amendment claims against gun control measures, and due process and equal protection challenges to City regulations governing particular industries, such as ridesharing and home-sharing. ConCom also handles land use cases, including challenges to zoning ordinances or decisions, and landmark designation hearings. ConCom also represents the City in commercial matters across a broad range of other legal and factual areas, including construction, securities, trademarks, government procurement, contracts, false claims, and consumer fraud. And ConCom litigates high-profile affirmative litigation on behalf of the City as plaintiff, such as a challenge to the U.S. Attorney General's attempt to withhold law enforcement funding based on City policies concerning immigrants, a challenge to the practices used by major pharmaceutical companies to market prescription opioids, and a challenge to a major credit reporting agency's failure to protect against and warn



residents about a major data breach in which their personal information was compromised.

#### Student and Volunteer Attorney Opportunities in ConCom:

Participants have the opportunity to research complex legal issues, including novel constitutional law issues. They may be called upon to draft arguments for motions and to draft and answer discovery requests. Participants also get to observe court hearings

ranging from scheduling conferences to oral arguments on dispositive motions to evidentiary hearings and trials.

#### Participant Feedback on Work in ConCom:

“Working with the Constitutional and Commercial Litigation Division allowed me to delve deep into fascinating topics, improve my research and writing skills, and observe attorneys in action all while being incredibly well- supported by the group with quality feedback and a positive work environment.”

“Working in the Constitutional and Commercial Litigation Division, I got to live the dream of being a constitutional lawyer. I helped the City defend its gun control laws and had a front-row seat to some of Chicago's sanctuary city litigation. I got to play witness in mock depositions and sit in on real ones. By the end of the summer, my research had influenced City Department policy. Thanks to these experiences, I have a newfound understanding of what opportunities are out there for a ConLaw nerd like me.”

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#### Employment Litigation (ELIT) – Litigation

Substantive Work: The Employment Litigation Division defends the City of Chicago and its past and present officers and employees in lawsuits arising from the employment of past, present, or prospective employees of the City of Chicago. Most of these lawsuits are filed in Federal Court; the remaining cases are filed in State Court. The practice is sophisticated and complex and involves extensive motion practice, intensive discovery, and challenging trial work.

Federal Court Litigation – A majority of the cases handled by ELIT attorneys allege at least several different causes of action, and most of these are premised upon one or more Federal anti-discrimination statutes. These statutes include Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), the

Rehabilitation Act, and the Age Discrimination in Employment Act (ADEA), the Fair Labor Standards Act (FLSA), and the Family Medical Leave Act (FMLA). These cases, occasionally brought as class actions, typically involve allegations that the City discriminated against the plaintiff(s) based upon their race, color, national origin, gender, religion, military status, and/or disability. Often, these claims include allegations of harassment, a hostile work environment, and/or retaliation. Many are accompanied by allegations brought under 42 U.S.C. Section 1983 against the City and/or past or present officers or employees. The Division also handles claims alleging First Amendment retaliation.

State Court Litigation – ELIT attorneys also defend the City in State Court against allegations arising out of the Illinois Human Rights Act, the Illinois Whistleblower Act, and state tort law, including retaliatory discharge. ELIT is also responsible for claims related to the FLSA, including claims based on state statutes such as the Illinois Minimum Wage Law. The Division also handles mandamus, specific performance, and breach of contract claims related to employment, hiring, and promotion issues, as well as motions for temporary restraining orders and preliminary injunctions.

Non-Litigation Responsibilities – ELIT is also responsible for a wide variety of complex tasks not directly associated with litigation. These

include negotiations with the Department of Justice relating to compliance with consent decrees; working with outside consultants for various types of test development, validation, administration,

and implementation; and other hiring and promotion issues, including compliance with the

City's hiring plans, personnel rules, and related protocols. This work often entails close coordination with the Department of Human Resources, Client Departments, and others. In addition, ELIT attorneys fulfill a risk management function by conferring with, and providing counsel to, members of other City Departments on employment-related issues.

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ELIT (cont'd)

Student and Volunteer Attorney Opportunities in ELIT:

Participants in the ELIT Division have the opportunity to participate in and observe all aspects

of Federal and State Court employment-related litigation. This includes research, strategy sessions, extensive motion practice, intensive discovery, depositions, oral arguments, settlement negotiations, and trials. Participants with an Illinois Supreme Court Rule 711 License may be delegated additional responsibilities in keeping with Rule 711. Participants are assigned to cases with one or more Assistant Corporation Counsel and a supervisor, who supervises all aspects of the case.

#### Participant Feedback on Work in ELIT:

"Volunteering in the Employment Litigation Division was the first time I saw civil litigation come to life, rather than just read about it in a casebook. Notable highlights included sitting in on depositions and drafting motions in limine. My time as a law clerk gave me confidence and valuable perspective as I finished out my studies and went on to start practicing."

"I enjoyed working in the Employment Litigation division this summer. I got to research interesting issues like discrimination and whistleblowing. I observed court proceedings and settlement negotiations. Beyond my work in the Employment Litigation division, I got to visit various city departments and agencies with the law clerks in other divisions. These trips included the Police Academy, O'Hare International Airport, a City Council Meeting, and a photo with Mayor Emanuel."

#### Federal Civil Rights Litigation (FCRL) – Litigation

Substantive Work: FCRL Division attorneys defend Chicago Police officers and the City of Chicago in federal and state civil lawsuits against claims of police misconduct. FCRL attorneys are trial attorneys. Their cases cover every stage of litigation from witness interviews, fact and expert discovery and depositions, motion practice, and trial.

FCRL cases concern complex constitutional issues. Claims against individual police officers typically relate to the officers' investigation, arrest and/or prosecution of crimes ranging from capital felonies to ordinance violations. The Division handles cases brought by persons who have been arrested for shootings, robberies, carjackings, weapons violations, drug trafficking and possession, and a variety of other crimes. In some cases, plaintiffs have not been arrested, but claim that officers made illegal searches of their homes or vehicles, or that they were illegally detained or harassed for no reason.

Plaintiffs bring claims for a wide range of injuries including fatal gunshot wounds, bone fractures, psychological injuries, or being forced to serve lengthy detentions. These lawsuits seek compensatory and punitive damage awards against the individual

officers, as well as  
compensatory damages and attorneys' fees against the City.

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#### FCRL (cont'd)

FCRL attorneys have direct client contact with the involved police officers as well as with eyewitnesses, medical personnel, forensic investigators, and a vast range of experts in areas including ballistics, forensic medicine, gunshot wounds, police procedures, and DNA analysis. Claims brought by plaintiffs include alleged violations of the Fourth Amendment brought under 42 U.S.C. §1983 for false arrest, use of excessive force, unlawful detention, denial of medical care, reversed convictions, wrongful death, malicious prosecution, and battery. Division attorneys also defend the City of Chicago for alleged Monell liability under 42 U.S.C. §1983 for unconstitutional City policies, practices, or customs based on inadequate training or discipline, "code of silence," and other theories. The Division tries dozens of cases to verdict each year, and all attorneys have the opportunity to become active members of trial teams within their first year of employment. The majority of FCRL litigation is in the federal Northern District of Illinois United States District Court in Chicago, with some cases litigated in the State Court Daley Center in Chicago.

#### Student and Volunteer Attorney Opportunities in FCRL:

Participants with an Illinois Supreme Court Rule 711 License have the opportunity to work on cases from their inception. Under the supervision of an experienced attorney, 711 attorneys gain valuable hands-on experience answering complaints, drafting and answering written discovery, conducting motion practice, taking and defending depositions, preparing pretrial orders, engaging in settlement negotiations, and trying cases. Students and volunteers attend client interviews, participate in trial preparation, attend scene visits, and draft and orally argue substantive motions.

#### Participant Feedback on Work in FCRL:

"Working with the Federal Civil Rights Litigation Division was the perfect way to spend the summer. Rather than being stuck in an office researching all day, this position provided me the opportunity to sit in on depositions, attend court, draft motions and discovery documents, and meet with federal judges. It was an extremely hands-on experience, and I can't think of a more interesting way to learn the inner workings of the civil law system."

“Working for the Federal Civil Rights Litigation Division (FCRL) of the City of Chicago Law Department for the summer was definitely a great choice. The opportunities I had while at FCRL to do substantive work, to observe trials and depositions, and to tackle challenging constitutional questions regarding police conduct, a very timely topic, provided me with invaluable experience going forward and solidified my desire to go into litigation. I not only learned an enormous amount about the law and the practice of law, I met some fascinating people and had a lot of fun while doing so. If you want hands-on experience, I'd definitely recommend applying.”

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Finance & Economic Development (Finance) – Transactional

Substantive Work: Finance Division attorneys provide legal assistance to City Departments in connection with various financial transactions.

Improving Public Infrastructure – Finance attorneys work closely with the City's Department of Finance, serving as

issuer's counsel for the issuance of general obligation bonds, revenue bonds (other than airport revenue bonds), industrial development bonds, and tax increment bonds and notes. The proceeds of these debt obligations are used by City

Departments for projects such as street and bridge repair and replacement, water and sewer capital improvements, and funding economic development in City neighborhoods.

Revitalizing Blighted Areas with Projects that Create Job Growth – Chicago's use of Tax Increment Financing (TIF) requires Finance attorneys to coordinate many contractual, regulatory, and policy matters with the City's Department of Planning and Development and other City Departments. Finance attorneys negotiate complex redevelopment agreements with developers and others within the context of the TIF Act. The financial objectives of these agreements include City support for the expansion of industry on formerly tainted land, rehabilitation of small business heating and cooling systems, construction of shopping centers in underserved neighborhoods, construction of new affordable housing, and job training of employees by existing City businesses. These efforts assist in maintaining and creating of jobs and expanding the City's tax base. Finance attorneys also draft or help create the ordinances, annual reports, and other documentation.

Providing Affordable Housing for City Residents – Finance attorneys work to ensure that the numerous forms of subsidy (including grants, loans, bonds, and tax credits) offered by the City’s Department of Planning and Development are properly documented in order to construct new affordable housing or rehabilitate existing multi- family housing stock within the City. These tasks involve coordination with building owners, other governmental lenders, private equity sources, guarantors, insurers, and other City Departments to negotiate a thicket of federal, state, and local housing laws and regulations. The City’s housing development initiatives include loans, bond issues, and grants for the construction of new neighborhoods in connection with the replacement of existing public housing by the Chicago Housing Authority.

Other Matters – Finance attorneys review proposed federal and state grants to the City; negotiate financial agreements with the City’s “sister agencies” such as the Chicago Transit Authority, the Chicago Park District, and the Chicago Public Schools; draft grant agreements for grants made by City Departments to other persons or entities; handle specialized telecommunications and district cooling matters for the City’s Departments

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Finance (cont’d)

of Finance and Transportation; draft implementing documents for Special Service Areas within the City; implement other tax incentive vehicles and programs such as enterprise zones established under state law and those available under the Cook County Real Property Assessment Classification Ordinance; assist the City Treasurer’s and Comptroller’s Offices with municipal depository and investment agreement matters; assist with management of certain long-term concessions of City non-airport assets; and prepare ordinances for the City Council to authorize various City financial transactions.

Student and Volunteer Attorney Opportunities in Finance:

Participants work in a Division that handles a variety of transactions that advance economic development, affordable housing, and the removal of blight. They learn how economic development transactions utilize the tool of Tax Increment Financing (TIF) and assist Division attorneys with other tax incentive programs involving Enterprise Zones, Special Service Areas, and the Cook County Tax Classification Ordinance. They also learn how affordable housing deals are

structured and various funding sources assembled. Participants help draft or review redevelopment agreements, loan and grant documents, bond documents, and intergovernmental agreements. They are involved in due diligence reviews and research legal issues. They help prepare ordinances for City Council approval of the relevant transactions and are able to see City Council and relevant Council Committees in action.

#### Participant Feedback on Work in Finance:

"My time here has been a great source of education, and an equally great source of pleasure. I know that I learned a tremendous amount, and that the experiences I have had here will continue to be relevant for the rest of my career. You have all made a genuine impact on my life."

"I received a variety of assignments from the majority of our division attorneys, ranging from researching intriguing legal questions to reviewing and drafting City ordinances and resolutions that have immediate impact on the City's economic development. I was included in all major communications and meetings, and felt like I was actually contributing to the work of the City. It was also nice to know that my supervisors and other attorneys are actually invested in seeing us law students learn and grow, and they would often sit down to go through the relevant Illinois state statutes or the Chicago Municipal Code, providing valuable insights."

#### Labor – Litigation

Substantive Work: Labor Division attorneys represent the City in all aspects of labor and employment law. The City of Chicago serves as an employer for more than 35,000 employees who are covered by more than 40 collective bargaining agreements. Labor attorneys are involved in a wide variety of labor and employment issues affecting union-represented employees.

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#### Labor (cont'd)

Police & Human Resources Boards – Labor attorneys represent all City Departments in preparing charges against City employees whom the City is attempting to discharge or discipline. These cases are heard in front of Police & Human Resources Boards. Labor attorneys also represent City Departments throughout the administrative process from identifying witnesses, counseling the Departments, reaching and drafting settlements, conducting hearings, and representing the City in appeals filed in the Chancery Division of Circuit Court. The attorneys

also handle suspension hearings.

Traditional Labor – Traditional labor attorneys represent all City Departments when unions file grievances based on alleged violations of the various collective bargaining agreements. These cases go forward to arbitrat

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

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**Posting Date:** December 14, 2018

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**Expiration Date:** March 1, 2019

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**Contact:** Bonnie Tunick  
Chicago, Illinois United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** Bonnie.Tunick@cityofchicago.org

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

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**ID:** 4109

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## Associate

Lyne Ranson Law Office, PLLC (Charleston)

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**Position Type:** Full-time

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

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**Description:**

Family law firm in Charleston seeking an associate for immediate start. The law firm practices exclusively in family law, divorce, custody, adoption, grandparents' rights, and prenuptial agreements in many counties in the state. Very friendly, supportive firm and willing to teach an eager motivated attorney. No experience in the field is required.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** November 30, 2018

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**Expiration Date:** March 22, 2019

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**Contact:** Ms. Lyne Ranson  
owner and senior attorney  
1528 Kanawha Blvd., East Charleston, West Virginia  
25311 United States  
<http://lyneranson.net>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [Lyne@LyneRanson.com](mailto:Lyne@LyneRanson.com)

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

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**ID:** 4032

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## Maryland Army National Guard - Part-time

Maryland Army National Guard - Staff Judge Advocate

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**Position Type:** Part-time

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

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**Description:**

PART-TIME

Include a resume and a cover letter to 1LT Wayne Xu at wayne.h.xu.mil@mail.mil

Lt. Xu is a 2009 graduate of the WVU College of Law

Applicant must have Maryland bar license (or be able to obtain Maryland bar license before commissioning.

No prior military experience required.

Once accepted, the applicant will commission as a 1st Lieutenant into the Army. He/she will then be scheduled to attend 6 weeks of Army officer basic in Georgia and 10.5 weeks of JAG school located at UVA in Charlottesville, VA.

There the soldier will then be assigned to one of multiple locations in Maryland, where he/she will do his/her monthly drills. Pay is the standard military pay scale (based on rank and years of service).

Further information at:

<https://www.nationalguard.com/jag>

<https://www.goarmy.com/jag.html>

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** November 15, 2018

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**Expiration Date:** November 14, 2019

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**Contact:** Wayne Xu

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**Resume Receipt:** E-mail

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**Default email for resumes.:** wayne.h.xu.mil@mail.mil

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**Additional Documents:** Cover Letter

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**ID:** 3944

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## Law Clerk 2019-2020

NJ Courts (Trenton, NJ)

**Position Type:** Full-time

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**Practice Area(s):** All Practice Areas

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**Description:**

Law Clerk 2019-2020

Court Term: August 26, 2019 through August 31, 2020

Salary Information

Supreme Court - \$65,580

Superior Court Appellate Division - \$59,875

Superior Court Assignment Judge - \$54,886

Superior Court Chancery Division, General Equity - \$54,886

Superior Court Chancery Division, Family - \$50,562

Superior Court Law Division (Civil and Criminal) - \$50,562

Tax Court - \$50,562

Salaries listed are based on a 53 week court term. These are salary levels for the 2018-2019 Court Term. The salaries for the 2019-2020 Court Term are to be determined based on funding availability.

Individuals who have served or are currently serving a trial court or Tax Court clerkship may be eligible to serve an additional one year clerkship in the Appellate Division or Supreme Court.

Start your legal career in a court system recognized as one of the best in the nation and enhance your future career prospects. Professional law clerk positions are available in the New Jersey Judiciary for individuals with strong communication and analytical skills. Supreme Court law clerks work with justices on complex cases involving difficult issues of law. Appellate Division law clerks conduct research, analyze legal data, prepare legal memoranda, process emergent motion applications, and proofread published opinions. Law clerks for assignment judges learn all aspects of court administration and assist with processing emergent motions. Trial court law clerks gain practical experience while gaining valuable insight into the judicial process. Under the direction of one or more judges over the course of the year, trial court law clerks observe judicial proceedings, attend conferences with attorneys and judges, receive training in mediation and mediate small claims cases and summarize information for judges. Tax Court law clerks perform duties similar to those assigned to law clerks in the Appellate Division and trial courts, but do not mediate cases.

As of June 18, 2018, applicants may apply directly to justices or judges through the Judiciary's web-based portal. Applications will not be accepted before that date. Applicants will be contacted directly by the justices or judges for interviews on or after June 25, 2018.

To apply for a clerkship, please click here <http://www.judiciary.state.nj.us/public/lawclerks.html> (available

June 18, 2018).

For questions regarding clerkships, please email  
LawClerkFAQ@njcourts.gov

### Qualifications

Law clerks must have graduated from an American Bar Association-approved law school and must not have practiced law by the time of their law clerk appointment.

The Judiciary's law clerkship program is intended for recent law school graduates (defined as graduating law school within the past four (4) years) who have not yet engaged in the practice of law. Selected candidates will be required to provide an official, final law school transcript, not a photocopy, which includes the date of graduation from their law school at the time of hire. Excellent writing and analytical skills are essential.

It is helpful to have completed a course in mediation prior to the start of the clerkship. Under Court Rule, all trial court law clerks who will serve as mediators must first complete the Judiciary sponsored 12-hour mediation training or its equivalent. Applicants selected for clerkships can request a waiver from attending the Judiciary's training program at the start of the court term by providing documentation that confirms that they successfully completed an approved alternative dispute resolution course.

### Supplemental Information

Note: Law clerks may hold outside employment with prior approval as provided in the Code of Conduct for Judiciary Employees. The Code is available online at [https://njcourts.gov/public/assets/access/codeofconduct\\_hr.pdf](https://njcourts.gov/public/assets/access/codeofconduct_hr.pdf)

Driver's License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle is necessary to perform essential duties of the position.

Authorization to Work: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

Special Note: Individuals selected for clerkships must agree to a thorough background check, which will include fingerprinting. All data received will be kept in the strictest confidence except to inform the individual of the findings and what action will be taken as a result of this information.

Residency Law: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey. Law clerks are not subject to the residency law during their 53 week term. Additionally, law clerks who serve a second clerkship in a higher court are exempt from the residency requirement. Clerks who anticipate moving into another state position immediately following their clerkship(s) must be mindful that, upon conclusion of their clerkship term, they will need to be New Jersey residents.

Approximately 480 clerkships are available. Of those, a limited number of clerkships exist for the Supreme Court, Superior Court

Appellate Division, Superior Court Assignment Judges, Superior Court Chancery Division in general equity court, and in the Tax Court. Applicants interested in those positions should apply early during the hiring process. Most openings exist in the Superior Court Law Division in civil and criminal court, and Superior Court Chancery Division in family court. For additional information see the Judiciary's website at <https://njcourts.gov/public/lawclerks.html>. Minorities, women, individuals with disabilities and other protected class members are encouraged to apply.

The NJ Judiciary requires all applicants to complete the application process fully and as instructed. All applicants must complete the work experience and education sections and attach any required documents. Applications must describe all relevant work experience in detail, beginning with your current or most recent job, including military service (indicate rank), internships and job-related volunteer work, if applicable. Use a separate section to describe each position. Applicants who indicate "see resume" or enter their initials to acknowledge that they have skipped the Work History and Education sections will not be considered, unless they do not possess any education history or work experience. Only applicants that follow the application instructions and submit completed applications will be considered.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.

The Judiciary of New Jersey is an Equal Opportunity/Affirmative Action  
Employer Committed to Ensuring an Open Door to Justice

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

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**Posting Date:** June 5, 2018

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**Expiration Date:** March 30, 2019

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**Contact:** Lauren Morales  
25 Market Street Trenton, New Jersey 08611 United States

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**Resume Receipt:** Other (see below)

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**How to Apply:** <https://www.governmentjobs.com/careers/njjudiciary/jobs/2069251>

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**ID:** 3511

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