

# **Associate Attorney**

Fenley & Bate, LLP (Lufkin, TX)

Position Type: Full-time

Geographic Preference: South (LA, TX, OK, AR)

**Description:** 

Dynamic civil defense firm headquartered in Lufkin, Texas with offices in Livingston and Houston seeks hardworking graduate or 3L. The right candidate will proceed quickly to more responsibility including depositions and trials. The firm specializes in transportation litigation but also handles a wide variety of civil litigation in East Texas, Houston and Central Texas.

Desired Class Level: Graduate/Alumni

Posting Date: May 1, 2019

Expiration Date: June 3, 2019

Contact: Partner Warren McCollum

Partner

224 E. Lufkin Ave Lufkin, Texas 75904 United States

Resume Receipt: E-mail, Accumulate Online

**Default email for resumes.:** wmccollum@fenley-bate.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

## **Northwestern Mutual Financial Representative**

Northwestern Mutual - West Virginia

Position Type: Full-time

### **Description:**

# BEGIN YOUR CAREER WITH NORTHWESTERN MUTUAL

At Northwestern Mutual Financial Representatives strive to understand their clients' goals and visions to uncover financial solutions that put them on a path to achieve their financial objectives. Our Financial Representatives are professionals who come from varying backgrounds and experiences to build rewarding practices and relationships with our clients. As you excel in your career our Advisors are supported by our network of specialists, training programs and mentoring opportunities to help their clients and to build practices.

#### THE OPPORTUNITY

- Representatives help clients to achieve and maintain financial security by providing financial advice and matching solutions with client's needs and goals.
- Develop rapport with clients and foster long-term relationships.
- Be knowledgeable about Northwestern Mutual financial products and financial market trends.
- Build and maintain client bases, keep current client financial plans up-todate and build a portfolio of new clients on an ongoing basis.
- Provide dedicated and focused client experiences.

#### BY JOINING OUR TEAM, YOU'LL HAVE ACCESS TO

- A high-quality training program to help you get started.
- Mentorship and professional development training throughout your entire career.
- Leading industry products and solutions built on an integrated technology platform.
- Financial support for professional designations and certifications, Series 6 & 63, boosting your career from Financial Representative to Financial Advisor.
- The opportunity to design your roadmap to leadership and specialized roles.
- A culture that promotes diversity, teamwork, work/life balance, recognition and rewards.
- A rewarding career, with extraordinary income potential and a variable compensation model including; recognition and bonuses, where hard work directly relates to your sales results.

#### WHO WE ARE

At Northwestern Mutual we believe that everyone deserves to 'spend their lives living' and that a strong financial plan is the cornerstone for ensuring that reality! Financial security is not just something that happens in retirement but is an enabler for our clients to spend their life living!

Our teams of financial advisors across the nation embody these beliefs and are committed to helping clients reach their financial goals. With over 50% of American's citing that their financial planning needs improvement, a career with Northwestern Mutual provides abundant opportunities to serve this growing need!

Recognized by FORTUNE as one of the "World's Most Admired" companies[i], Northwestern Mutual has been among the leaders in the financial services industry for nearly 160 years and has a proven track record of financial success.

Northwestern Mutual is the marketing name for The Northwestern Mutual Life Insurance Company (NM), Milwaukee, WI and its subsidiaries. Financial representatives are independent contractors.

To learn more about a rewarding career with Northwestern Mutual, please visit the www.morgantown.nm.com

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

Posting Date: May 1, 2019
Expiration Date: June 1, 2019

Contact: Kelly Drayer

Director Talent Acquisition

121 Simpson Street Morgantown, West Virginia 26501 United States

Resume Receipt: E-mail

**Default email for resumes.:** fredrick.bruni@nm.com

**Additional Documents:** Cover Letter

#### **Associate**

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

Position Type: Full-time

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

**Description:** 

Established law firm in Elkins, WV seeks an associate with some past work experience (2+ years) in one or more of the following areas: criminal defense, family law, abuse and neglect cases, bankruptcy or social security disability. Criminal appointments will be common. A commitment to living in the Elkins area is strongly desired, as is an interest in a small sized firm. Firm currently has two attorneys, a paralegal/secretary, and a secretary. Base salary, plus percentage.

Desired Class Level: Graduate/Alumni

Posting Date: April 29, 2019

Expiration Date: May 29, 2019

Contact: William T. Nestor

1062 Harrison Elkins, West Virginia 26241 United States

Resume Receipt: E-mail

Default email for resumes.: info@304lawyer.com

**Additional Documents:** Cover Letter

## **Associate Attorney, International**

Earthjustice

Position Type: Full-time

### **Description:**

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

Founded in 1971, Earthjustice wields the power of law and the strength of partnership to protect people's health, to preserve magnificent places and wildlife, to advance clean energy, and to combat climate change around the world. Drawing on deep experience in foreign, US and international environmental, energy and human rights law, and foreign and international litigation, we work with partners in South Africa, Indonesia, Australia, Latin America and elsewhere on domestic and international legal advocacy to reduce dependence on dirty fossil fuels and speed the transition to clean energy.

The term for the associate position is three years with potential for extension. Many use the position as a springboard to other environmental litigation career opportunities. Others are promoted to senior associate and staff attorney positions within Earthjustice. **The position will be located in San Francisco.** 

### Responsibilities

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

- Conducting legal and factual research and preparing memoranda on issues relating to ongoing or potential new cases.
- Reviewing and analyzing administrative records and technical documents.
- Drafting motions, briefs, and other legal and factual documents in support of litigation.
- Participating in proceedings before federal and international courts and tribunals.
- Working with clients and experts, and learning how to handle press work.
- Hiring and supervising law students who work at Earthjustice as interns or clerks.

#### **Oualifications**

- Law school graduate admitted to, or qualified and willing to apply for admission to, the California State Bar.
- Up to 5 years of experience.
- Excellent research, analytic, writing and communication skills.
- Strong work ethic and initiative, and sound yet creative judgment.
- Strong desire to fight for the right of all to a healthy environment.
- Ability to work well in a team-oriented atmosphere.
- Awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- Willingness to contribute to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.

The ideal candidate will have knowledge of environmental or international law, experience working in a country other than the United States, and professional fluency in a language other than English.

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

#### To Apply

Interested applicants should submit a:

· Resume.

- One- or two-page cover letter that addresses: 1) aspects of your experience that are relevant to the qualifications listed above; 2) why you are drawn to the work of Earthjustice's International Program and whether there are particular legal, environmental or justice issues that inspire you; and 3) how your time at Earthjustice would contribute to your career aspirations;
- Writing sample, preferably a legal brief or memorandum that has not been edited by anyone else;
- · Law school transcript; and
- · List of three references.

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

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

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

Legal writing, research,

Desired Class Level: 3L, Graduate/Alumni

Posting Date: April 29, 2019

Expiration Date: June 5, 2019

Contact: Earthjustice California Regional Office

Los Angeles, California United States

Resume Receipt: Other (see below)

**How to Apply:** https://app.jobvite.com/j?cj=oLsX9fw3&s=OneStop

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

Requested Document Notes: List of three references.

## **Trial Attorney, Public Safety Division, Criminal Section**

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

Position Type: Full-time

Practice Area(s): All Practice Areas

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

#### **Description:**

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

The Public Safety Division of the Office of the Attorney General for the District of Columbia believes that the challenges that face the criminal justice system today require innovative and unique solutions. OAG seeks a trial attorney for the Criminal Section who is a team player and highly motivated to be a prosecutor. You will have tremendous responsibility from day one with the ability to thrive in a fast-paced environment that involves a significant caseload and court experience. A sense of determination, strong work ethic, and the ability to handle the pressures of litigation are important. This is a great opportunity for any attorney with passion for learning as much as they can about the criminal justice system and how we can help shape solutions to not only make our communities safer but stronger.

The Criminal Section prosecutes adults who commit certain types of offenses within the District of Columbia, including all adult misdemeanor traffic and quality of life offenses. Specifically, the Section prosecutes all alcohol and drug impaired driving cases, certain firearm offenses, quality of life offenses such as indecent exposure to adults and children, as well as tax and welfare fraud matters. Duties include interviewing and preparing police and civilian witnesses; making charging decisions; researching, writing, and litigating motions; and managing all aspects of a trial calendar from intake through sentencing, including bench and jury trials. The Public Safety Division's management is dedicated to extensive training and attentive support for its Assistant Attorney Generals, providing an atmosphere where their prosecutors learn to exercise discretion and sound judgment and can grow into strong, ethical, and confident trial attorneys.

Go To: http://jobs.jobvite.com/oagdc/job/ozRI9fw1 For complete job information and instructions for applying.

Desired Class Level: Graduate/Alumni

Posting Date: April 29, 2019

Expiration Date: May 20, 2019

Contact: Ms. Arlyntha Love

Program Support Assistant

441 4th Street N.W. Suite 1100S Washington, District of Columbia 20001

**United States** 

Resume Receipt: E-mail

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

Additional Documents: Cover Letter, Writing Sample, Other Documents

Requested Document Notes: Interested candidates must apply online. All applications must include the completed questionnaire, along with a resume, cover letter and a writing sample. Candidates will only be able to submit the application once, and will not be able to return to add attachments or make any changes to their

application once it has been submitted.

# **Circuit Judge Law Clerk**

The Supreme Court of Appeals of West Virginia

Position Type: Full-time

Practice Area(s): Administrative

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

**Description:** 

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

Position Purpose: The Circuit Court Law Clerk will be responsible for providing legal support to Judge Tera Salango. The position is a unique opportunity to learn court operations from the inside out, and gain invaluable "real life" practical experience while working in a challenging, high volume, highly-variable and fast-paced environment.

Desired Class Level: 3L, Graduate/Alumni

Posting Date: April 25, 2019
Expiration Date: May 25, 2019
Salary Range: Not Applicable

Contact: Lori PalettaDavis

Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West

Virginia 25305 United States

Resume Receipt: E-mail

Default email for resumes.: Lori.PalettaDavis@courtswv.gov

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

Requested Document Notes: Cover Letter,

Resume,

Law School Transcript, Writing Sample,

References (at least three, including current contact information), Signed Court Employment Application (available on Court website), and Signed, Notarized Release for Criminal/Background Check (available on

Court website).

All of the requested documents and information must be received before a

final employment decision will be

made.

## **Assistant Corporation Counsel**

City of Chicago Department of Law (Chicago, IL)

Position Type: Full-time

#### **Description:**

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

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

**DEPARTMENT OF LAW** – Assistant Corporation Counsel, Building & License Enforcement (BLE) Division

Number of Vacancies: 1

The City of Chicago Law Department is seeking an attorney for the position of Assistant Corporation Counsel I in the BLE Division to represent the City in Municipal Code enforcement cases related to the public's health and safety, including building code, police, and licensing matters. The Assistant Corporation Counsel will work under the general supervision of the Deputy Corporation Counsel of the BLE Division and will handle litigation in state court, as well as administrative proceedings at the Department of Administrative Hearings. The Assistant Corporation Counsel will also be responsible for evaluating cases, drafting pleadings and motions, propounding and answering discovery, engaging in legal research, negotiating settlements, presenting oral arguments and evidentiary hearings, conducting trials, and counseling law clerks on such tasks. The Assistant Corporation Counsel will also communicate with City Departments, community groups, and Aldermanic offices; review proposed ordinances and legislation; respond to subpoenas; oversee special projects and initiatives; and counsel law clerks on such tasks. The substantive areas of law will include, among others, buildings, zoning, licensing, and other related real estate and property matters. This position requires initiative, flexibility, time management, and the ability to think and respond to urgent situations.

The following information should not be considered exhaustive. Interested applicants should read the full posting found at www.chicago.gov/careers (Job Number: 324150).

## Qualifications

Graduation from an ABA-accredited law school with a Juris Doctor degree in or before June 2018 and admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705).

## Knowledge, Skills and Abilities:

Ideal candidates will possess:

- · demonstrated academic achievement;
- experience handling litigation in state court and administrative proceedings;
- strong writing skills, including experience drafting or responding to pleadings, motions, and discovery;
- previous municipal law and/or prosecutorial work experience;
- excellent negotiation and communication (oral and writing) skills;
- · ability to respond quickly in emergency situations; and
- demonstrated ability to organize, prioritize, monitor, and control workflow deadlines.

#### **Application Process and Materials**

There is a two-step application process for this position. All application materials are due on or before **May 8, 2019**.

**Step One**: You must submit an on-line application along with your resume at www.chicago.gov/careers by **May 8, 2019**.

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

- Cover letter that (1) includes the position title and job number as noted on the posting; and (2) specifically identifies how you meet the minimum qualifications and have the knowledge, skills, and abilities listed above;
- Resume;
- Law school transcript (official or unofficial);
- Two writing samples; and
- Current printout of your attorney registration status from the Illinois ARDC website at www.iardc.org (or your admitted state bar's equivalent), if applicable OR proof that you sat for and/or passed the July 2018 Illinois Bar Examination.

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

**NOTE REGARDING SUBMISSION OF MATERIALS:** The foregoing materials must be submitted in person (interoffice delivery of application materials will not be accepted) or received via U.S. Mail or another similar mailing method (e.g., FedEx, UPS, DHL) at the address noted above on or before **May 8, 2019**; late submissions shall result in your application not being considered for the position. Should you wish to confirm receipt of your materials, please use a traceable delivery method.

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

Please note that the submission deadline for BOTH the online application and the hard-copy material is May 8, 2019.

**NOTE REGARDING QUESTIONS:** If you have any questions regarding how to apply, please contact the Department of Human Resources. Please note that due to the volume of applications we receive, the Recruiting and Personnel Sections in the Department of Law are not able to take or return emails or phone calls seeking any information pertaining to the position or the process. Only those applicants selected for an interview will be contacted.

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

Desired Class Level: Graduate/Alumni

Posting Date: April 24, 2019

Expiration Date: May 8, 2019

Contact: Bonnie Tunick

Chicago, Illinois United States

Resume Receipt: E-mail

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

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

## **Senior Attorney**

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

Position Type: Full-time

**Description:** 

**ANNOUNCEMENT NO. 53904** 

**POSITION TITLE: SENIOR ATTORNEY** 

**JG:** 26

LOCATION: APPELLATE DIVISION, THIRD DEPARTMENT

MENTAL HYGIENE LEGAL SERVICE

**REGIONAL OFFICE** 

ALBANY, NY

**BASE SALARY:** \$85,806

**QUALIFICATIONS:** Admission to the New York State bar and two (2) years of service in the Attorney title; or equivalent legal experience.

## **DISTINGUISHING FEATURES OF WORK:**

With substantial independence from supervision, Senior Attorneys serve in a confidential capacity and research legal questions and issues, organize investigations, prepare and present cases before administrative tribunals and courts, and perform other related duties. Senior Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Service, attorney disciplinary committees,18B panel administration, or other such units. They may also oversee a departmental law guardian program.

**ASSIGNMENT:** This position will be assigned to the Albany Regional Office of the Third Judicial Department's Mental Hygiene Legal Service. The attorney hired for this position will provide direct representation and legal and non-legal advocacy services to persons with mental disabilities within the thirteen counties covered by the Albany Regional Office. Attorneys for the Mental Hygiene Legal Service routinely appear in civil commitment and guardianship proceedings. Appellate experience is desirable. A valid driver's license and car are required.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1 . Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at http://www.nycourts.gov/careers/UCS5.pdf) and a resume, cover letter and references by email to AD3-Employment@nycourts.gov or mail to:

Robert D. Mayberger

Clerk of the Court

Appellate Division, Third Department

P. O. Box 7288, Capitol Station

Albany, New York 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: April 23, 2019

## **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 14, 2019

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

Desired Class Level: Graduate/Alumni

Posting Date: April 24, 2019

Expiration Date: May 14, 2019

Contact: Mr. Robert D. Mayberger

Clerk of the Court

Robert D. Mayberger Clerk of the Court Appellate Division, Third Dept. P.O.

Box 7288, Capitol Station Albany, New York 12224 United States

Resume Receipt: E-mail

**Default email for resumes.:** AD3-Employment@nycourts.gov

Additional Documents: Cover Letter, Other Documents

## Deputy Attorney General, Civil Litigation Division #2019-34

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

Position Type: Full-time

**Description:** 

SALARY RANGE\*: \$160,000 - \$171,000

\*This salary range is within the Legal Supervisory Service salary schedule on the LX-2 band. Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.

This is an at-will appointment in the Senior Executive Attorney Services (SEAS) and requires District residency within 180 days of appointment and during the tenure of the appointment.

#### **DURATION OF APPOINTMENT: Permanent**

DESCRIPTION OF DUTIES: The Office of the Attorney General for the District of Columbia seeks candidates for the position of Deputy Attorney General in the Civil Litigation Division. CLD is one of OAG's major litigating Divisions. With the help of an Assistant Deputy, the Deputy Attorney General for the Civil Litigation Division oversees the management and operations of a Division comprised of approximately 40 attorneys and 10 paraprofessional staff in four Sections, each is managed by a Section Chief who oversees the day-to-day operations of the Section.

The Civil Litigation Division's four Sections handle a significant portion of the defensive litigation on behalf of the District government. It represents the District of Columbia, its agencies and employees in civil lawsuits, both jury and non-jury, filed in the federal and local courts. Its cases include tort actions that range from slip and fall and auto accident claims to highly complex medical malpractice claims. The Division also handles constitutional challenges to government actions; civil rights actions under 42 U.S.C. § 1983 arising from alleged police misconduct, as well as related common law claims of false arrest and excessive force; civil rights cases brought by employees and others under Title VII of the Civil Rights Act of 1964 (as amended), the Americans with Disabilities Act, and other federal and local anti-discrimination laws; cases seeking attorneys' fees and costs and review of hearing officers' decisions under the Individuals with Disabilities in Education Act; and cases seeking enforcement under the Freedom of Information Act. In addition, each year CLD handles several hundred special proceedings, including but not limited to, small claims, subpoenas, habeas and emergency Temporary Restraining Orders before the Superior Court Judge in Chambers.

The Deputy supervises of all work of the Division, including:

- (1) Direct supervision of the Section Chiefs in the day-to-day operations of the Sections, and the indirect supervision of attorneys, paralegals and support personnel;
- (2) Establishing policies and procedures for the Sections and the Division;
- (3) Providing management, mentorship, training and other support for the Section Chiefs and attorneys;
- (4) Reviewing and evaluating major cases and making settlement recommendations or authorizing settlements;
- (5) Coordinating the preparation of contingent liability and other reports;
- (6) Advising the Attorney General regarding litigation and case strategy;
- (7) Meeting with and advising other high-level government officials, including members of the D.C. Council and their staff;
- (8) Serving as part of OAG's senior management team on various agencywide initiatives, including participating in agency committees; and
- (9) Managing the day-to-day operation of the Division, including preparing performance management evaluations.
- (10) Other duties as assigned.

QUALIFICATIONS: The successful candidate for this position must have a

JD degree, supervisory experience, strong interpersonal skills, and effective oral and written communication skills. The candidate must also possess strong managerial and organization skills, substantive knowledge of the practice areas in the Division and substantial civil litigation experience. The ideal candidate should also have the ability to manage in a fast-paced litigation-oriented environment and have a minimum of ten years litigation experience.

This position is an at-will appointment by the Attorney General of the District of Columbia. The position is in the Senior Executive Attorney Service (SEAS), with compensation set by the Attorney General on the LX-2 pay scale using a multitude of factors, including prior managerial experience. The selected candidate is required to be a resident of the District of Columbia within 180 days of appointment and remain a District resident during the tenure of the appointment.

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

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

This position is outside of the collective bargaining unit.

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

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

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

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

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

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

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

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

**Desired Class Level:** Graduate/Alumni

Posting Date: April 22, 2019

Expiration Date: May 10, 2019

Contact: Ms. Arlyntha Love

Program Support Assistant

441 4th Street N.W. Suite 1100S Washington, District of Columbia 20001

**United States** 

Resume Receipt: E-mail

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

Additional Documents: Cover Letter, Writing Sample, Other Documents

## **Deputy Legislative Counsel**

Nevada Legislative Counsel Bureau (Carson City, Nevada)

Position Type: Full-time

### **Description:**

The Legal Division of the Legislative Counsel Bureau of the State of Nevada is seeking qualified applicants for the position of Deputy Legislative Counsel.

The Legal Division is a nonpartisan office which is part of the central staff of the Nevada Legislature, which meets biennially beginning on the 1st Monday in February of odd-numbered years for 120 days. The Legal Division prepares and drafts legislation and legal opinions, provides legal counsel to legislative committees during the legislative session and interim, works with Executive Branch agencies to prepare and review administrative regulations, represents the Legislature and Legislators in court and other proceedings and provides other assistance to Legislators upon request. In addition, the Legal Division provides legal support to the Legislative Counsel Bureau, including preparing and negotiating contracts, providing legal advice concerning employment and other matters and providing other legal support. The Legal Division is also responsible for preparing and publishing the *Advance Sheets of Nevada Statutes*, the *Statutes of Nevada*, the *Nevada Revised Statutes*, the *Nevada Administrative Code* and other official publications of the Legislature and also produces and distributes the *Official Nevada Law Library*, the searchable and hyperlinked electronic version of the legal publications and other documents.

A majority of the work of the Deputy Legislative Counsel is related to drafting legislation and amendments to legislation, reviewing and drafting administrative regulations, codifying statutes and regulations, preparing annotations of cases for inclusion in the *Nevada Revised Statutes*, conducting legal research and drafting legal opinion letters, preparing contracts, providing litigation support and working on other special projects when assigned.

The annual starting salary is \$77,402. Employees also receive state retirement and health benefits. An explanation of the retirement options and information regarding state retirement benefits may be accessed at www.nvpers.org. A description of the current health, vision and dental benefits available to all employees may be accessed at https://pebp.state.nv.us/. Other optional benefits are available, including a deferred compensation program.

This position is located in the Legislative Building in Carson City, Nevada, which is approximately 20 minutes from Lake Tahoe, 30 minutes from Reno and 4 hours from San Francisco by car. Carson City is known for its green open spaces, clean air, beautiful mountain and valley views, moderate climate and no traffic congestion. With four distinct seasons, the recreational possibilities are endless. The Legislative Building shares grounds with the State Capitol Building and the Supreme Court Building, providing a beautiful and pleasant work environment. Carson City and the surrounding areas offer an array of housing options. In addition, Carson City sits at the base of the beautiful Sierra Nevada mountain range which offers world class skiing and golfing as well as hiking, biking, river rafting and various other outdoor activities and cultural events, not to mention an estimated average of over 320 days of sunshine each year.

The work is performed in a typical office environment. Significant overtime is required during legislative sessions and during certain other periods as necessary to meet the demands of the Legal Division. A flexible work schedule may be available, for periods other than during the legislative session.

Graduation from an accredited law school with a Juris Doctorate is required. Admission to the State Bar of Nevada is not initially required but is necessary for advancement. Coursework involving advanced legal writing and research, participation in Law Review or other law journals or experience involving significant legal writing and legal research and analysis is desirable. Position requires excellent attention to detail; strong analytical and organizational skills; the ability to adhere to and meet demanding deadlines; possess exceptional reading comprehension and writing skills and an excellent command of formal English. The successful candidate must also demonstrate that he or she has the ability to exercise good judgment and discretion, to work independently and productively for extended periods, to maintain the confidentiality of information and to accept and adapt to changes in the work environment.

Desired Class Level: Graduate/Alumni

Posting Date: April 22, 2019

Expiration Date: May 29, 2019

Contact: Angela Hartzler

United States

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

How to Apply: https://www.leg.state.nv.us/App/CareerOpenings/A/Default.aspx

https://www.leg.state.nv.us/App/CareerOpenings/Postings/LCB/LCBEmploymentApplication.pdf

Submit application, cover letter and resume to: LGL2017@lcb.state.nv.us

Additional Documents: Cover Letter, Other Documents

Requested Document Notes: Current Resume

Legislative Counsel Bureau Employment Application

## General Legal Counsel

Lycoming County Domestic Relations Section

Position Type: Full-time

### **Description:**

The Lycoming County Domestic Relations Section (DRS) is the governmental agency tasked with the duties of establishing and disestablishing paternity; establishing and enforcing child support orders; establishing and enforcing spousal support orders; and establishing alimony pendente lite orders. General Counsel will lead, maintain, and develop the vision that is consistent with the mission of the Lycoming County DRS.

The Lycoming County DRS consistently ranks number one among 5th Class Counties in Pennsylvania in its federal performance measures in delivering services to children and families. Lycoming County DRS maintains forward thinking in its approach to case management and program development so that our processes and services remain on the cutting edge. Our General Counsel will serve as an essential component of our team as we advance new and innovative programs, policies, and training to provide fiscal stability and accountability to the families we serve.

This General Counsel will be the first to fill this in-house position for the Lycoming County DRS in our efforts to comply with the provisions of our agency's Cooperative Agreement. As such, the selected candidate will have an opportunity to assist in molding and developing this position as it follows the Cooperative Agreement in providing routine representation for the Domestic Relations Office in the establishment and disestablishment of paternity, establishment and enforcement of all support orders; including Uniform Interstate Family Support Act (UIFSA)/ Intrastate Family Support Act (IFSA) cases, and cases that meet the criteria for exceptions and appeals. General Counsel will also aggressively represent the interests of the client (or DRS when appropriate) before the Court, and perform other duties as assigned.

#### LYCOMING COUNTY:

Lycoming County is the birthplace of Little League Baseball and the home of the Little League World Series. Every August Williamsport Welcomes the World to its community bringing entertainment, vendors, and cultural events to the area. The County seat, Williamsport, boasts many cultural, historical, and recreational opportunities. These include the Pine Creek Rail Trail, the Community Arts Center, Millionaire's Row National Historic District, and Historic Bowman Field – home to the Williamsport Crosscutters, just to name a few. The County also offers many dining options ranging from regional and national chain restaurants to coffee houses to unique fares offering in-season locally grown options.

## **SPECIFIC DUTIES:**

- Prepare detailed court reports for cases scheduled for Court hearings.
- Present all cases to the Court that are scheduled for hearings.
- Advocate for appropriate enforcement remedies including incarceration, if appropriate.
- Maintain necessary training to stay proficient in updates to the law as well as to specific office policies, procedures, and technology.
- Provide competent representation to all required DRS clients and advise all DRS staff as needed regarding their cases.
- Ability to meet with and counsel parties regarding their rights and responsibilities as it relates to matters in paternity and child support cases.
- Stay apprised of new developments/ changes in applicable laws.
   Perform legal research.
- Other duties as assigned.

## **QUALIFICATIONS:**

- Graduate of an accredited college or university with a Juris Doctorate degree
- Admission to practice before the Supreme Court of Pennsylvania required.
- Preferred knowledge of civil and family law.
- Familiarity with and working knowledge of the Pennsylvania Rules of Civil Procedure; the Code of Federal Regulations; and Pennsylvania state laws that control child support establishment and enforcement.
- Experienced in drafting appellate briefs and arguing cases before the Commonwealth Court, Superior Court, and Supreme Court of Pennsylvania.
- Preferred minimum of 2 years of experience in legal practice.
- Ability to communicate clearly and concisely in both written and oral communication.
- Ability to exercise good judgement and maintain tact, composure, and confidentiality.
- · Ability to work independently.
- Possess strong organizational skills and attention to detail.
- Ability to proficiently utilize and navigate computer software programs
  Microsoft Word, Excel, and PowerPoint. And a willingness to be
  trained in the utilization of the DRS software suites in eQuate and PA
  Child Support Enforcement System (PACSES) as well as any others
  that are deemed necessary to the duties of this position.
- Ability to establish and maintain effective working relationships with the Domestic Relations Staff, Court employees, and Court- related personnel.
- Commitment to demonstrating conduct that inspires public confidence and trust in the Courts, preserves the integrity of the Court system, and reflects a commitment to serving the public

### SUPERVISORY RESPONSIBLITLIES:

None.

### **EXPECTED HOURS OF WORK:**

This is a full-time position. Days of work are Monday through Friday with typical hours of 8:30 am – 5:00 pm. Evening and/or weekend work will rarely be necessary. Such may only be necessary should appellate or unusual legal research issues arise.

#### **WORKING CONDITIONS:**

General office and courtroom environment. This position operates in a professional office environment. The counsel role routinely uses standard office equipment including computers, phones, and multifunction printers. General Counsel will interact with clients who are parties to a domestic relations case. As such, they can be very emotionally attached to their cases. General Counsel will, therefore, at times encounter parties who are emotionally charged and driven.

#### **TRAVEL:**

Travel will not be required unless training is offered off-site or argument is required before either the Superior or Supreme Courts.

# BENEFITS (including, but not limited to):

- Paid time off (pooled leave and long term sick leave)
- 11 paid holidays
- Medical insurance
- Dental insurance
- Vision insurance
- · Life insurance
- · Defined benefit retirement plan

Public service loan forgiveness program

• Credit union membership

#### **INSTRUCTIONS**

All interested candidates should submit a letter of interest, resume, and references to Lycoming County Deputy Director Greta Davis at GretaDavis@pacses.com or 48 W Third Street Williamsport PA 17701.

NOTE: Prior to appointment, the successful candidate will be required to submit to a criminal background check and a urinalysis screening for use or abuse of drugs or alcohol.

## LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Desired Class Level: Graduate/Alumni

Posting Date: April 22, 2019

Expiration Date: May 18, 2019

Contact: Greta Davis

**Deputy Director** 

48 W Third Street Williamsport, Pennsylvania 17701 United States

Resume Receipt: E-mail

**Default email for resumes.:** GretaDavis@PACSES.COM

Additional Documents: Cover Letter, Other Documents

#### **Judicial Law Clerk**

The Circuit Court of Garrett County (Oakland, MD.)

Position Type: Full-time

**Description:** 

Judicial Clerk position in Garrett County MD - Taking the MD bar is  ${f NOT}$ 

required:

Circuit Court Judge Raymond Strubin seeks a Judicial Clerk for his 4th Circuit chambers in Garrett County, MD. Position will start **August 1st**. Taking the MD bar is not required.

**To apply:** send resume, writing sample, and unofficial transcript to Family Magistrate Tracey Henline at **tracey.henline@mdcourts.gov**.

Call Magistrate Henline with questions: 301-334-7600.

**DEADLINE: MAY 1st.** 

Desired Class Level: 3L, Graduate/Alumni

Posting Date: April 18, 2019

Expiration Date: May 1, 2019

Contact: Tracey Henline

Family Magistrate

203 South 4th Street Oakland, Maryland 21550 United States

Resume Receipt: E-mail

Default email for resumes.: tracey.henline@mdcourts.gov

Additional Documents: Unofficial Transcript

## **Staff Attorney**

Appalachian Research & Defense Fund of Kentucky (Prestonburg, KY)

Position Type: Full-time

**Description:** 

## **ADMINISTRATIVE OFFICE:**

120 N FRONT AVENUE

PRESTONSBURG, KY 41653

(606) 886-9876

FAX (606) 886-0079

Low Income Taxpayer Clinic: 1-800-477-1394

Central Intake: 1-866-277-5733

www.ardfky.org

The Appalachian Research and Defense Fund of Kentucky, Inc. (**AppalReD Legal Aid**) is recruiting for a staff attorney in its Richmond Office located at 114 North Third Street, Richmond, KY. This position focuses on housing and consumer law. This well-established legal services program is in its 48th year of serving low-income clients and client groups in a 37-county area, which includes the Appalachian Mountains of eastern Kentucky and rolling hills of south central Kentucky.

AppalReD Legal Aid staff has been involved in significant representation of clients and client groups leading to the liberalization of standards for black lung benefits, establishment of shelters for victims of domestic violence, incorporation of and assistance to economic development groups, and development of due process procedures for utility cutoffs. AppalReD Legal Aid has also served thousands of low-income clients with their day-to-day needs in the traditional areas of poverty law representation including housing, consumer matters, public benefits, and domestic relations.

AppalReD Legal Aid operates a network of six field offices with a staff of 22 attorneys, 3 paralegals, and supporting personnel. Each branch office has excellent facilities and the necessary equipment to permit the staff to function as a first-class law firm.

Applicants should have a strong interest in serving the legal needs of low-income people, a special desire to work in a rural area, and a particular interest in the problems of Appalachia. Experience and/or interest in housing law, consumer matters, and bankruptcy preferred. Applicants must be licensed to practice law in Kentucky or eligible for admission without examination or limited admission. Annual salary is \$40,500 + D.O.E. with generous benefits and leave time.

Interested applicants should apply to Robert C. Johns, Executive Director, Appalachian Research and Defense Fund of Kentucky, Inc., 120 N. Front Avenue, Prestonsburg, KY 41653 or via email at robertj@ardfky.org. Applicants should send a resume under a cover letter indicating the specific nature of their interest in the position and particularly in working in a rural area. Applicants should also enclose a writing sample and list of references. Selected applicants will be asked to visit the Richmond office and possibly AppalReD's administrative office in Prestonsburg. For further information and questions, interested applicants may call Robert C. Johns at **(606) 886-9876, ext. 1247**.

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Submission Deadline: Friday, May 17, 2019

An Equal Opportunity Employer

Desired Class Level: Graduate/Alumni

Posting Date: April 16, 2019

Expiration Date: May 17, 2019

Contact: Mr. Robert Johns

Executive Director 120 North Front Avenu Prestonsburg, Kentucky 41653 United States

Resume Receipt: E-mail

Default email for resumes.: robertj@ardfky.org

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

## **Associate Attorney**

The Moore Law Group

Position Type: Full-time

### **Description:**

California Licensed Attorney to be materially involved in the litigation and post judgment process for a high volume legal collection practice including, but not limited to document review and preparation, suit decisions, interacting with litigation, post judgment and collection staff, communicating and negotiating with consumers and attorneys.

Looking for someone with 0-10 years of courtroom experience. Knowledge of litigation process from suit filing through and including judgment enforcement a plus. Experience in customer service and/or collections would be a plus as

Desired Class Level: Graduate/Alumni

Posting Date: April 15, 2019

Expiration Date: May 19, 2019 Contact: Harvey Moore

3710 S Susan St Santa Ana, California 92704 United States

Resume Receipt: E-mail, Accumulate Online

**Default email for resumes.:** Imoore@collectmoore.com

**Additional Documents: Cover Letter** 

# **Corporate Transactional Associate**

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

**Description:** 

Moore & Van Allen PLLC, a large southeastern law firm, is seeking a corporate associate with one to four years of transactional experience, with some familiarity of mergers and acquisitions and similar transactional matters. Preferred candidates have experience in preparing, drafting, reviewing and negotiating complex commercial contracts and transactional documents. Experience in understanding financial statements is also preferred. Candidates should have excellent written and verbal communication skills and outstanding academic credentials. Equal Opportunity Employer.

Desired Class Level: Graduate/Alumni

Posting Date: April 15, 2019

Expiration Date: May 22, 2019

Contact: Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina 28202 United States

Resume Receipt: Other (see below)

**Default email for resumes.:** charlotterecruiting@mvalaw.com

How to Apply: http://www.mvalaw.com/f-20.html

Additional Documents: Cover Letter, Unofficial Transcript

# **E-Discovery Lead Review Attorney**

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

**Description:** 

Moore & Van Allen PLLC, a large southeastern law firm with a national practice, has an immediate need for an E-Discovery Lead Review Attorney. This position requires an attorney with a JD and knowledge and experience with discovery in civil litigation and/or complex investigations. Applicants must have knowledge of civil litigation procedures generally and strong familiarity with e-discovery and the technology involved in e-discovery, including Relativity. Qualified candidates should have a minimum of 2 years of experience working on document reviews in a team leadership role. In addition, candidates should have substantial experience in performing QC review, drafting privilege logs, and reporting document review metrics. Equal Opportunity Employer.

Desired Class Level: Graduate/Alumni

Posting Date: April 15, 2019

Expiration Date: May 22, 2019

Contact: Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina 28202 United States

Resume Receipt: Other (see below)

**Default email for resumes.:** charlotterecruiting@mvalaw.com

How to Apply: http://www.mvalaw.com/f-20.html

Additional Documents: Cover Letter, Unofficial Transcript

# **Technology Transactional Attorney**

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

**Description:** 

Moore & Van Allen PLLC has an immediate need in its Charlotte office for an attorney with at least three to five years of transactional experience (e.g., IT, licensing, outsourcing, and/or M&A contracts and negotiations). Experience in data privacy and data security matters is a plus, but not required. Excellent academic performance and strong interpersonal skills required. Equal Opportunity Employer.

Desired Class Level: Graduate/Alumni

Posting Date: April 15, 2019

Expiration Date: May 22, 2019

Contact: Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina 28202 United States

Resume Receipt: Other (see below)

**Default email for resumes.:** charlotterecruiting@mvalaw.com

How to Apply: http://www.mvalaw.com/f-20.html

Additional Documents: Cover Letter, Unofficial Transcript

# **Attorney**

Young Moore (Raleigh, NC)

Position Type: Full-time

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

**Description:** 

Young Moore and Henderson, P.A. seeks an attorney with 1-5 years of experience to join its litigation team to assist with the handling of insurance coverage matters and litigation. Insurance Coverage matters will include analysis of both first and third party coverage issues. Litigation will include insurance coverage disputes, business disputes, employment matters (including non-competes and defense of employment claims), and tort defense involving nursing homes, electric cooperatives and commercial truck carriers. It will involve trials and appellate work in state and federal courts. Appellate or federal clerks are welcome to apply. Candidates must have strong academic backgrounds and be excellent writers with outstanding research and analytical skills. Please send cover letter and resume.

**Desired Class Level:** Graduate/Alumni

Posting Date: April 12, 2019

Expiration Date: May 14, 2019

Contact: Marilyn Kapsch

Human Resources Administrator

P.O. Box 31627 Raleigh

Resume Receipt: E-mail

Default email for resumes.: Marilyn.Kapsch@youngmoorelaw.com

**Additional Documents:** Cover Letter

# **Associate Attorney**

Johnstone & Gabhart, LLP (Charleston, WV)

Position Type: Full-time

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

**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

Ifuller@wvlaw.net. Questions may be directed to Attorney Charles M.

Johnstone, II at sjohnstone@wvlaw.net or 304-343-7100.

**Desired Class Level:** Graduate/Alumni

Posting Date: April 11, 2019 Expiration Date: May 31, 2019

Contact: Lesa Fuller

Legal Assistant

1125 Virginia Street, East P.O. Box 313 Charleston, West Virginia 25301

**United States** 

Resume Receipt: E-mail

Default email for resumes.: Ifuller@wvlaw.net

Additional Documents: Writing Sample

### **Junior Associate - Delaware Office**

Labaton Sucharow (New York)

Position Type: Full-time

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

**Description:** 

Junior Associate (Delaware Office)

We are looking to hire a 1st-2nd year associate in our Delaware office with the following credentials:

- Junior litigation associate with 1-2 years' litigation experience
- Excellent writing skills (please submit writing sample)
- Plaintiffs firm or Big Law experience preferred
- Experience with Delaware law
- Top law school preferred
- Researching and analyzing the law on complex issues and writing briefs for submission to a supervising lawyer in the firm
- Preparing and taking depositions.
- Preparing more senior lawyers for mediation and trials

Please apply with: resume, cover letter, transcript and writing sample

Desired Class Level: Graduate/Alumni

Posting Date: April 10, 2019

Expiration Date: May 14, 2019

Contact: Jennifer Cullert

Director of Human Resources 140 Broadway New York

Resume Receipt: E-mail

Default email for resumes.: careers@labaton.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

# **ATTORNEY (Procurement & Property Law - Government Contract)**

United States Postal Service

Position Type: Full-time

#### **Description:**

Come join the U.S. Postal Service!

The U.S. Postal Service Law Department is seeking to fill a government contract attorney position in the Procurement and Property Law Section at Headquarters.

#### CONDITIONS OF EMPLOYMENT

The Law Department is seeking to fill a government contract attorney vacancy in the Procurement and Property Law section at headquarters.

The successful applicant will have demonstrated excellence in the practice of law with the skills and abilities to succeed in a dynamic work environment.

The selected attorney will be responsible for providing day-to-day advice to procurement clients and may be assigned matters in any of the Postal Service's various commodity purchasing groups, including air and surface transportation, employee benefits, financial services, real estate, construction, IT and professional services.

The attorney may also represent the Postal Service in a first-chair capacity in cases before the Postal Service Board of Contract Appeals.

Come work in an energetic, lively, and collegial atmosphere on a wide range of complex, fast-paced, challenging matters.

#### **DUTIES:**

- 1. Conducts legal research and prepares written material for use in representing the Postal Service and advising postal management officials.
- 2. Participates in conferences necessary to representing or advising Postal Service officials.
- 3. Directly advises postal management officials and represents the Postal Service in legal matters involving outside parties.
- 4. Prepares replies to inquiries from Congress, government agencies, and the public.
- 5. Prepares opinions, memoranda, decisions, regulations, testimonies, or formal filings in proceedings in which the Postal Service is a party.

## **BENEFITS:**

The salary will be based on previous experience, and current postal pay policies. We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

## **HOW TO APPLY:**

You will need to apply via our on-line application process at www.usps.com/careers. You will need to create an applicant profile.

Once you are on the website, click "Search our latest job postings" OR select "Start your eCareer profile." You will have an opportunity to upload any requested documents to your profile.

This is a two-step application process requiring you to create a profile and submit an application for the position you are applying for.

QUALIFICATIONS REQUIRED: 1. Ability to prepare pretrial briefs, motions, pleadings, responses and other documents to present the issues independently with little or no direct supervision. 2. Ability to provide legal advice and services with respect to regulations, practices, or other legal matters, and formulate opinions involving the analysis and interpretation of federal, state and local laws. 3. Ability to litigate cases before administrative bodies and federal courts. 4. Ability to communicate orally and in writing to include the ability to negotiate with third parties on behalf of clients and prepare legal documents and presentations. 5. Ability to conduct legal research to gather and interpret information and ensure accuracy of details using resources such as internal and external documents, archives, electronic databases, and interviews. 6. EDUCATION REQUIREMENT: To

be eligible for the Attorney position, you must possess a Juris Doctorate from an American Bar Association accredited law school, 7, SPECIAL CONDITION: Qualified applicants must be a current member in good standing of a state, territory of the United States, District of Columbia or Commonwealth of Puerto Rico Bar Association. 8. EXPERIENCE REQUIREMENT: At least 3 years of experience in legal practice, of which one year of the experience requirement may be met through the completion of a judicial clerkship if completed by the time of hire. The clerkship must be documented in the applicant's resume. 9. Three years of experience advising clients in contract disputes or commercial litigation matters. (A federal judicial clerkship can be included in three-year computation.) 10. Knowledge of the laws and regulations applicable to federal government contracts. Qualified applicant must successfully pass a drug screening. HOW YOU WILL BE EVALUATED: We will review your resume and supporting documents to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided and evaluate your relevant professional, educational, and work experiences as it relates to fundamental competencies, identified in the Qualifications section above, required for this position. Qualified applicant must successfully pass a drug screening. HOW TO APPLY: You will need to apply via our on-line application process at www.usps.com/employment. You will need to create an applicant profile. Once you are on the website, click "Search our latest job postings" OR select "Start your eCareer profile." You will have an opportunity to upload any requested documents to your profile. This is a two-step application process requiring you to create a profile and submit an application for the position you are applying for. You will receive two email confirmations: 1. An email confirming your profile is complete. 2. After submitting your application you will receive a second email confirming your application has been successfully submitted. REQUIRED DOCUMENTS: Cover letter, resume and writing sample. AGENCY CONTACT INFO: United States Postal Service Email: TALENT@USPS.GOV Agency Information: United States Postal Service Administrative Operations United States Postal Service 475 L' Enfant Plaza SW Washington, DC 20260

Desired Class Level: Graduate/Alumni

Posting Date: April 9, 2019

Expiration Date: May 9, 2019

Contact: Keniska Velazquez

475 L'Enfant Plaza Southwest Washington, District of Columbia 20260 United

States

Resume Receipt: Accumulate Online

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

## **Associate Attorney**

Hijazi Law Group, LLC

Position Type: Full-time

#### **Description:**

Hijazi Law Group, LLC, a boutique firm located in Bowie, MD, seeks to hire an Associate Attorney with 0-3 years of experience. We primarily represent real estate investors, landlords, and construction contractors in a range of real estate and construction litigation, landlord/tenant matters, land use/zoning matters, and real estate closings. An ideal candidate will possess good academic credentials, excellent analytical skills, and solid research, advocacy, and negotiation abilities. Experience in the real estate and construction industries is a plus. Judicial clerkships are also a plus. Licensure in the State of Maryland is required. Licensure in the State of Virginia and the District of Columbia are a plus. We offer a competitive salary and benefits package and the opportunity to work in a collegial and low-stress environment.

To apply, please forward the following via email to chernandez@hijazilaw.com:

- (1) your resume,
- (2) one writing sample,
- (3) a copy of your law school transcript, and
- (4) your minimum pay requirements.

**Equal Opportunity Employer** 

Desired Class Level: Graduate/Alumni

Posting Date: April 8, 2019

Expiration Date: May 8, 2019

Contact: Attorney Abdullah Hijazi

Attorney

3231 Superior Lane Bowie, Maryland 20715 United States

Resume Receipt: E-mail, Accumulate Online

**Default email for resumes.:** chernandez@hijazilaw.com

Requested Document Notes: To apply, please forward the following via email to

chernandez@hijazilaw.com:

- (1) your resume,
- (2) one writing sample,
- (3) a copy of your law school transcript, and
- (4) your minimum pay requirements.

## **Immediate Opening for an Associate**

Jones Day

Position Type: Full-time

**Description:** 

The Pittsburgh office of Jones Day has an immediate need for an associate with a minimum of 2-3 years of experience to join its Banking, Finance & Securities practice. Ideal candidates will have experience relevant to advising publicly traded companies with respect to federal securities laws, corporate governance, stock exchange, Sarbanes Oxley Act, and Dodd-Frank Act regulatory and compliance matters. Experience at the US Securities and Exchange Commission (SEC) would be desirable. Candidates should be used to working in a team environment and have superior academic credentials. To be considered, please provide a cover letter, resume and law school transcript. The Pittsburgh office is not accepting agency submissions at this time.

Jones Day is an equal opportunity employer.

Desired Class Level: Graduate/Alumni

Posting Date: April 8, 2019

Expiration Date: May 8, 2019

Contact: Danielle Thomas

Resume Receipt: E-mail

**Default email for resumes.:** dthomas@jonesday.com

Additional Documents: Cover Letter, Unofficial Transcript, Other Documents

### Law Clerk 2020-2021 Term

Maine Supreme Judicial Court

Position Type: Full-time

#### Description:

The State of Maine Judicial Branch is accepting applications for legal clerkship positions with the Maine Supreme Judicial Court for the 2020-2021 term, which runs from August 17, 2020, through August 13, 2021.

The Maine Supreme Judicial Court is the State's highest court and its court of final appeal. It decides appeals on questions of law that arise in a wide variety of civil and criminal cases. The Court also has original jurisdiction in some matters and is the procedural rulemaking authority for all of the State's courts.

Law Clerk duties include, but are not limited to, the preparation of bench memoranda, legal research, and assistance with opinion drafting. Law Clerks work for the entire Court but are assigned to work in the chambers of the individual justice who appoints the Law Clerk. Clerkships are full-time positions, and Law Clerks often must work extensive hours. Law Clerks may not engage in other employment.

Qualified candidates have a degree in law or expect to obtain a degree in law by July of 2020. Selection criteria include academic performance and class standing, journal experience or other significant research or writing experience, faculty and employer recommendations, and work ethic. Law Clerks are not required to have taken the Maine bar examination.

Salary: \$53,435.20 plus fringe benefits.

**How to Apply:** The application consists of the following documents:

- **Cover letter:** Justices currently have chambers in Portland, Augusta, and Bangor. Applicants must identify in their cover letters in which of these locations they are willing to accept a clerkship assignment. A single cover letter may be directed to the Court as a whole.
- Résumé
- School-issued law school transcript (official or unofficial, but not self-prepared)
- Writing sample: The writing sample should be no longer than 10 pages double-spaced. Although the sample may have been edited lightly upon review by others, the sample must represent the applicant's own work.
- Three letters of recommendation: Two from law school faculty and one stemming from summer 2019 work experience or other most recent work experience. The letters of recommendation should be addressed to the Court as a whole and may be emailed separately from the other application materials.

The above materials must be submitted in .pdf format to Crystal Bulges, Supervisory Law Clerk to the Maine Supreme Judicial Court, at the following email address: Crystal.Bulges@courts.maine.gov. Applications must be received by August 9, 2019, at 4 p.m.

Preliminarily successful candidates will be required to submit to criminal, motor vehicle, and other records checks.

En banc interviews will be conducted in Portland, Maine, in mid-September 2019.

Applicants are also encouraged to complete the **Applicant Information Survey** that may be found at

http://www.courts.maine.gov/jobs/clerkships.html and return it separately to the following email address: HR.Team@courts.maine.gov.

Inquiries may be directed to Crystal Bulges at Crystal.Bulges@courts.maine.gov or 207-822-4179.

The State of Maine Judicial Branch is an equal opportunity employer.

Desired Class Level: 3L, Graduate/Alumni

Posting Date: April 8, 2019

Expiration Date: August 9, 2019

Contact: Crystal Bulges

205 Newbury Street Portland, Maine 04101 United States

Resume Receipt: E-mail

**Default email for resumes.:** Crystal.Bulges@courts.maine.gov

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

## **Internship for Summer 2019**

West Virginia Center on Budget and Policy

Position Type: Summer

#### **Description:**

The WVCBP seeks to hire an intern for the summer of 2019 to research and analyze issues associated with mass incarceration in WV. Interns will work closely with WVCBP staff, coalition partners, and other stakeholders to collect and analyze data related to sentencing, probation, fiscal policy, community-based prevention, and evidence-based solutions, examining policies and practices that perpetuate racial inequity at every stage of the justice system, and avenues to remove barriers that make it harder for individuals previously involved in the justice system to find employment.

The WVCBP internship program's mission is to partner our organization with highly motivated undergraduate and graduate students committed to building a shared prosperity through policy change. Our internship program prepares students for potential employment in the non-profit policy world by training them to conduct rigorous data and policy analysis while developing effective communications strategies.

The WVCBP offers summer internships paid at \$15.00 per hour. A typical internship runs from mid May to early August. Internships are full-time and include paid vacation and sick days. Interns work closely with WVCBP staff focusing on one of the following tracks:

- Outreach and Communications
- · Policy research and Analysis

WVCBP interns are current students at a higher-education institution, or recent graduates, with preference given to graduate students.

To apply, please submit the following to info@wvpolicy.org:

- Resume
- 2-3 page writing sample
- One academic reference, one work-related reference, one personal reference

Desired Class Level: 1L, 2L, Graduate/Alumni

Posting Date: April 5, 2019

Expiration Date: May 5, 2019

Contact: Human Resources

**United States** 

Resume Receipt: E-mail

Default email for resumes.: info@wvpolicy.org

Additional Documents: Writing Sample, Other Documents

## 2 Judicial Law Clerk Positions (1 yr term begining Aug 2019)

Indiana County Court of Common Pleas, Pennsylvania

Position Type: Full-time

**Description:** 

### Pennsylvania law clerk opportunity:

Indiana County Court of Common Pleas, Pennsylvania

40th Judicial District

### Job Title:

2 Judicial Law Clerk positions open for

The Honorable Thomas M. Bianco and

The Honorable Michael T. Clark

Salary: \$39,718 plus benefits

Term of Appointment: 1 year beginning August 2019

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

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

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

Deadline to submit: As soon as possible

### Submit to:

Christy Donofrio, Esq.

District Court Administrator

Indiana County Courthouse

825 Philadelphia Street, 2nd Floor

Indiana, PA 15701

# Questions may be directed to Christy Donofrio:

cdonofrio@indianacountypa.gov

Desired Class Level: 3L, Graduate/Alumni

Posting Date: April 4, 2019

Expiration Date: May 4, 2019

Contact: Christy Donofrio, Esq.

825 Philadelphia Street, 2nd Floor Indiana, Pennsylvania 15701 United States

Resume Receipt: E-mail

Default email for resumes.: cdonofrio@indianacountypa.gov

Additional Documents: Cover Letter, Writing Sample, Other Documents



# **Assistant Commonwealth's Attorney**

Commonwealth of Virginia

Position Type: Full-time

### **Description:**

**Description of job:** The attorney holding this position will be expected to prepare and prosecute felony and misdemeanor cases in district and circuit courts, conduct any research and writing needs to prepare prosecutions, compose appellate briefs, advise local law enforcement agencies and work closely with Victim/Witness advocates. Due to the high caseload, the attorney must be able to organize and work efficiently. Additionally, the attorney must be decisive and able to exercise discretion.

**Special Requirements:** The applicant should be licensed to practice law in the Commonwealth of Virginia by April 30, 2019 and in good standing with the State Bar.

**Contact:** A cover letter, resume, and list of 3 references may be sent via mail or email.

**Address:** The Honorable C.H. "Chuck" Slemp, III, Commonwealth's Attorney Wise County Commonwealth's Attorney's Office, Post Office Box 69, Wise, Virginia 24293.

Email: chslemp@wisecwa.info

**About the Office:** The Wise County Commonwealth's Attorney's Office is the largest prosecutor's office in the western part of Virginia. The attorneys in the Office prosecute felony and misdemeanor crimes that occur in Wise County, its six municipalities, and the City of Norton. The Office works closely with fifteen different law enforcement agencies, three Virginia Department of Corrections facilities (including two super-maximum security facilities: Wallens Ridge State Prison and Red Onion State Prison), the 30th Judicial Circuit Multi Jurisdictional Grand Jury, the Southwest Virginia Regional Narcotics Task Force, the Southwest Virginia Joint Senior Abuse Task Force, the Southwest Virginia Children's Advocacy Center, Mountain Empire Community College, and the University of Virginia's College at Wise. Additionally, Wise County and the City of Norton are home to numerous attractions, scenic tours, ATV trails, mountain hiking trails, rivers, and a number of musical and fine-arts events held periodically throughout the region. For more information about the office or Wise County, visit www.wisecwa.com or www.visitwisecounty.com.

Desired Class Level: Graduate/Alumni

Posting Date: April 4, 2019

Expiration Date: April 30, 2019

Contact: C.H. "Chuck" Slemp, III

P.O. Box 69 Wise, Virginia 24293 United States

Resume Receipt: E-mail

Default email for resumes.: chslemp@wisecwa.info

Additional Documents: Cover Letter, Other Documents

## **Associate Attorney, Coal**

Earthjustice

Position Type: Full-time

### **Description:**

Earthjustice is now accepting applications for an Associate Attorney to join our team of lawyers and advocates who are working to reduce the U.S.'s dependence on coal-fired power and to promote clean energy in its stead. The position will be based preferably in our Philadelphia, PA office or our soon-to-be-opened Chicago, IL office, although applicants seeking to work in other locations where Earthjustice has an office will also be considered. As Earthjustice handles coal litigation around the country, the position may entail significant travel.

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

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

The Coal Program uses hard-hitting litigation and administrative advocacy to work to end our nation's reliance on dirty, expensive, and outdated coal-fired power, and to transform our country's energy sector into one that is clean, renewable, and modern. Our docket includes litigation to secure and strengthen stringent environmental standards for coal plants, lawsuits challenging government or industry failure to implement such standards, and challenges to utility proposals to spend hundreds of millions of dollars or more on aging coal plants rather than investing in clean energy. We also have a growing docket focused on challenging proposed new gas plants that would crowd out clean energy development. For more information about the Coal Program, please visit http://earthjustice.org/about/offices/coal

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

### Responsibilities:

- Work closely with Staff Attorneys, Deputy Managing Attorney, Managing Attorney, and clients to investigate, develop, and prosecute cases.
- Participate in the full range of tasks involved in complex litigation, including factual investigation, legal research and analysis, discovery, briefing, witness preparation, and oral advocacy.
- Engage in proceedings before state and federal courts, public utility commissions, and other administrative tribunals.
- Prepare comments on proposed agency actions, permits, and environmental review documents.
- Interact with clients, coalition partners, and experts, and learn how to handle press work.
- Hire and supervise law students who work at Earthjustice as interns or clerks.

#### Qualifications:

 Law school graduates who are admitted, or willing to apply for admission, to the state bar where they are located. Up to four years of litigation experience.

- Excellent research, analytic, writing, and communication skills.
- Strong work ethic and initiative, and sound yet creative judgment.
- Strong desire to fight for the right of all to a healthy environment.
- Ability to work both independently and in collaboration with others.
- Willingness to travel at least 15% of the time.
- Commitment to serving the public interest.
- Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- Contributes to the creation of a diverse, equitable, and inclusive work culture that encourages and celebrates differences.

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

### Application Procedure:

Interested candidates should submit a:

- Resume.
- One or two page cover letter that addresses each of the following:

   (1) aspects of your background that are relevant to the qualifications listed above;
   (2) why you are drawn to Earthjustice's mission and whether there are particular legal, environmental, or justice issues that inspire you; and
   (3) how your time at Earthjustice would contribute to your career aspirations.
- Writing sample, preferably a legal brief or memorandum that primarily reflects your work.
- · Law school transcript.
- · List of three references.

Applications are due by 4/19, and will be reviewed on a rolling basis from 4/22 onwards.

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

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

Desired Class Level: Graduate/Alumni

Posting Date: April 2, 2019

Expiration Date: May 8, 2019

Contact: Earthjustice California Regional Office

Los Angeles, California United States

Resume Receipt: Other (see below)

**How to Apply:** https://app.jobvite.com/j?cj=orCJ9fwF&s=OneStop

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

Requested Document Notes: List of three references.

### **Commercial Real Estate Associate**

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

**Description:** 

Moore & Van Allen PLLC, a large southeastern law firm with a national practice, is seeking Commercial Real Estate Associates with various levels of experience. The preferred candidate will have experience in structuring, negotiating and documenting commercial real estate transactions in a broad array of areas, including leases, purchase and sale agreements, finance documents, complex declarations between sophisticated commercial property owners, creation of condominium regimes, assistance with land use entitlements, negotiation of joint venture agreements and private placement memorandums, and assisting clients with public incentives related to their projects. All applicants should have superior academic credentials. We offer full benefits with a competitive compensation package. Equal Opportunity Employer.

Desired Class Level: Graduate/Alumni

Posting Date: March 28, 2019

**Expiration Date:** May 4, 2019

Contact: Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina 28202 United States

Resume Receipt: Other (see below)

**Default email for resumes.:** charlotterecruiting@mvalaw.com

How to Apply: http://www.mvalaw.com/f-20.html

Additional Documents: Cover Letter, Unofficial Transcript

## Corporate/Mergers & Acquisition Associate

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

**Description:** 

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

Desired Class Level: Graduate/Alumni

Posting Date: March 28, 2019

Expiration Date: May 4, 2019

Contact: Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina 28202 United States

Resume Receipt: Other (see below)

**Default email for resumes.:** charlotterecruiting@mvalaw.com

How to Apply: http://www.mvalaw.com/f-20.html

Additional Documents: Cover Letter, Unofficial Transcript

## **Employee Benefits/Executive Compensation Associate**

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

**Description:** 

Moore & Van Allen is seeking an Employee Benefits/Executive Compensation Associate with two to four years of transferable experience with federal tax and ERISA issues in benefits and compensation matters. The firm will also consider current tax associates with experience in a transactional practice. The ideal candidate will have experience in plan formation and administration and with advising clients with respect to employee benefits and executive compensation issues in M&A and finance matters. Excellent academic records and strong writing and communication abilities are essential. Equal Opportunity Employer.

Desired Class Level: Graduate/Alumni

Posting Date: March 28, 2019

Expiration Date: May 4, 2019
Contact: Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina 28202 United States

Resume Receipt: Other (see below)

**Default email for resumes.:** charlotterecruiting@mvalaw.com

How to Apply: http://www.mvalaw.com/f-20.html

Additional Documents: Cover Letter, Unofficial Transcript

### **Financial Services Associate**

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

**Description:** 

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

Opportunity Employer.

Desired Class Level: Graduate/Alumni

Posting Date: March 28, 2019

Expiration Date: May 4, 2019

Contact: Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina 28202 United States

Resume Receipt: Other (see below)

**Default email for resumes.:** charlotterecruiting@mvalaw.com

How to Apply: http://www.mvalaw.com/f-20.html

Additional Documents: Cover Letter, Unofficial Transcript

## **Intellectual Property Transactional Attorney**

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

**Description:** 

Moore & Van Allen PLLC has an immediate need in its Charlotte office for an associate with two to five years of experience in technology transactions, relating to IT, licensing, outsourcing and other IP-related contracts. Experience with data privacy and data security and/or M&A negotiations is a plus, but not required. Excellent academic performance and strong

interpersonal skills required. Equal Opportunity Employer.

Desired Class Level: Graduate/Alumni

Posting Date: March 28, 2019

Expiration Date: May 4, 2019

Contact: Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina 28202 United States

Resume Receipt: Other (see below)

**Default email for resumes.:** charlotterecruiting@mvalaw.com

How to Apply: http://www.mvalaw.com/f-20.html

Additional Documents: Cover Letter, Unofficial Transcript

## Staff Attorney (Hedge Reviews)

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

**Description:** 

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

Employer.

Desired Class Level: Graduate/Alumni

Posting Date: March 28, 2019

Expiration Date: May 4, 2019

Contact: Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina 28202 United States

Resume Receipt: Other (see below)

**Default email for resumes.:** charlotterecruiting@mvalaw.com

How to Apply: http://www.mvalaw.com/f-20.html

Additional Documents: Cover Letter, Unofficial Transcript

## **Associate Attorney**

Noonan Willetts Attorneys (Morgantown, WV)

Position Type: Full-time

Practice Area(s): Real Property

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

**Description:** 

Growing regional law firm is looking for talented individuals that can add value to our dynamic team. We value the work-life balance and offer a flexible work environment and competitive compensation. We are looking for an experienced Maryland attorney who can jump right in and take immediate cases, however new attorneys and recent law school graduates expecting February 2019 Bar results may apply. The attorney's primary role will be to assist with family and criminal law litigation in addition to other areas (general practice). The job is located in Oakland, MD but there will be travel expected between our Cumberland, MD and Morgantown, WV offices. Licensed in West Virginia preferred. Must be in good standing with all state(s) in which you are licensed. Please send resume and cover letter.

Desired Class Level: Graduate/Alumni

**Posting Date:** March 27, 2019 **Expiration Date:** May 25, 2019

Salary Range: 50,000 - 59,999

Contact: Mr. Beau A Noonan

Owner/Managing Partner

61 Greene St Cumberland, Maryland 21502 United States

http://www.noolawllc.com

Resume Receipt: E-mail

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

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

# **Real Estate Attorney**

McClelland Legal Search

Position Type: Full-time

### **Description:**

We are seeking a Pennsylvania-licensed real estate attorney for one of our Pittsburgh clients. Qualified candidates will have 3 - 6 years of experience. Candidates should have experience in drafting real estate - related agreements, negotiating commercial acquisitions and dispositions, leasing, and financing as well as handling title and survey matters and conducting due diligence reviews. The firm affords a highly collegial working environment.

### **Hiring Criteria:**

Real estate experience and admitted in Pennsylvania.

#### Location:

Pittsburgh area

### Materials requested:

Resume

### Deadline to apply:

No deadline but search is active and interviews ongoing

## **Compensation Details:**

Highly competitive

### **Desired years of Experience:**

3 - 6 years experience

### Interested candidates should send their information to:

dianne@mcclellandlegalsearch@gmail.com

Desired Class Level: Graduate/Alumni

Posting Date: March 27, 2019

Expiration Date: June 30, 2019

Contact: Dianne McClelland

Resume Receipt: E-mail

**Default email for resumes.:** dianne@mcclellandlegalsearch.com

Additional Documents: Other Documents

### **Assistant Public Defender**

Public Defender Corporation First Circuit (Wheeling)

Position Type: Full-time

Practice Area(s): Criminal - Defense

### **Description:**

The Public Defender Corporation for the First Judicial Circuit of West Virginia has an immediate opening for the position of Assistant Public Defender in the Corporation's Wheeling office. Assistant Public Defenders represent indigent clients at the trial court and appellate stages in the following proceedings: criminal, extradition, probation and parole, contempt, juvenile, and abuse and neglect.

Salary depends upon experience and available funding. Benefits include a pension (upon eligibility) as well as medical and life insurance (provided our carrier accepts your application).

Forward resumes to Shayne M. Welling, Chief Public Defender; First Judicial Circuit Public Defender Corporation: P.O. Box 347; Wheeling, WV 26003; Phone (304) 232-5062; Fax: (304) 233-7342:

Electronic submissions are encouraged. E-mail: Shayne@wheelingpdc.org

Desired Class Level: Graduate/Alumni

Posting Date: March 26, 2019

Expiration Date: April 30, 2019

**Contact:** Shayne M. Welling Chief Public Defender

Resume Receipt: E-mail

Default email for resumes.: Shayne@wheelingpdc.org

# **Litigation Associate**

Cole Schotz PC

Position Type: Full-time

**Description:** 

COLE SCHOTZ P.C.

### LITIGATION ASSOCIATE- NEW JERSEY OFFICE:

Regional law firm with multiple office locations seeks an associate with 2-5 years experience in general commercial litigation (including construction litigation) for our New Jersey office. NJ bar is required. NY bar is a plus. We have a sophisticated practice and offer an extraordinary opportunity for challenging, interesting, and rewarding work. We seek an individual devoted to meeting the highest standards of excellence and serving clients, and who wants to be part of an established and dynamic firm. Strong academic credentials and excellent oral and written communication skills are required. We offer a competitive starting salary and a comprehensive benefits program. Please e-mail resume for consideration to:

Gayle P. Englert

Chief Human Resources Officer

Cole Schotz P.C.

Court Plaza North

25 Main Street, P.O. Box 800

Hackensack, NJ 07602-0800

genglert@coleschotz.com

Please visit us at our website. www.coleschotz.com

NEW JERSEY/ NEW YORK/ DELAWARE/ MARYLAND/ TEXAS/ FLORIDA

Cole Schotz is an Equal Opportunity Employer

Desired Class Level: Graduate/Alumni

Posting Date: March 25, 2019

Expiration Date: May 1, 2019

Contact: Chief Human Resources Officer Gayle Englert

25 Main Street Hackensack, New Jersey 07601 United States

Resume Receipt: Accumulate Online

## Solo Practitioners Needed for Legal Plan

Debt Cleanse Group Legal Services (Chicago, IL)

Position Type: Part-time

Practice Area(s): Civil Rights, Litigation

### **Description:**

Debt Cleanse Group Legal Services is a nationwide legal plan that empowers people to settle their unaffordable debts at big discounts, or not pay them at all. We operate an online platform to help consumers and small business owners get out of debt by providing them access to trained attorneys, along with technology tools to maximize the efficiency and effectiveness of their journey to debt freedom. We provide a powerful and affordable alternative to traditional bankruptcy, debt settlement and credit counseling services. Your efforts can help consumers and small businesses resolve debts including mortgages, student loans, business loans, vehicle loans, credit cards, payday loans and other types of debts.

We seek new and established solo practitioners to join our panel of attorneys. Applicants must be licensed to practice in at least one state.

We provide attorneys:

- \*Monthly capitated payment for each member assigned to you;
- \*Prospective clients with no marketing expense;
- \*Access to online platform with tools to maximize efficiencies in working with members;
- \*Training in debt resolution strategies;
- \*Ability to make a meaningful impact in the lives of those struggling with unaffordable debts.

This is an independent contractor position and you set your own hours, full- or part-time. You are welcome to work from anywhere, including from home.

You set your own rates, although our members have demonstrated a demand for attorneys with regular rates of up to \$150 per hour. One plan benefit is that participating attorneys provide a 25% discount off their regular rates to members.

If you want to make a living helping people, we want to hear from you.

Desired Class Level: Graduate/Alumni

Posting Date: March 25, 2019

Expiration Date: August 10, 2019

Contact: Mr Jorge Newbery

CEO & Founder

819 S Wabash Ave, #606 Chicago, Illinois 60605 United States

https://www.debtcleanse.com

Resume Receipt: E-mail

**Default email for resumes.:** attorneys@debtcleanse.com

### **Law Clerk**

Court of Common Pleas of Washington County (Washington PA)

Position Type: Full-time

### **Description:**

There is a Law Clerk position available August 1, 2019, with Judge Valarie Costanzo in the Court of Common Pleas of Washington County, Pennsylvania. A law degree from an accredited institution is required, and admission to the Pennsylvania bar is preferred.

The applicant must possess the ability to perform extensive legal research and writing, as well as assist the Judge in court proceedings.

The starting salary is \$41,041.55, in addition to medical coverage, vacation time, and other benefits.

The deadline to apply for consideration is **May 1, 2019**. Please send cover letter, resume and unofficial transcript to:

The Honorable Valarie Costanzo

Washington County Courthouse

One South Main Street, Suite 2003

Washington, PA 15301

Desired Class Level: 3L, Graduate/Alumni

Posting Date: March 14, 2019

Expiration Date: May 1, 2019

Contact: Pene Cecil

Secretary

One South Main Street, Suite 2004 Washington, Pennsylvania 15301 United

States

Resume Receipt: E-mail

Default email for resumes.: pene.cecil@washingtoncourts.us

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

### **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 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

**Additional Documents:** Other Documents

## **Immigration Attorney**

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

Position Type: Full-time

Practice Area(s): Immigration/Refuge

### **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.

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

Posting Date: January 15, 2019

Expiration Date: October 1, 2019

**Contact:** Laura Barton Associate Attorney

1125 Penn Ave., 3rd Floor Pittsburgh, Pennsylvania 15222 United States

https://mglaw.com/

Resume Receipt: E-mail

Default email for resumes.: lbarton@mglaw.com

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

## **Maryland Army National Guard - Part-time**

Maryland Army National Guard - Staff Judge Advocate

Position Type: Part-time

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

**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

Desired Class Level: 3L, Graduate/Alumni

Posting Date: November 15, 2018

Expiration Date: November 14, 2019

Contact: Wayne Xu

Resume Receipt: E-mail

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

Additional Documents: Cover Letter