



**Associate**

Ziegler &amp; Ziegler (Hinton, WV)

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

Seeking a new associate for this firm which focuses primarily in property and real estate matters.

Send: resume, cover letter, writing sample and transcript.

David L. Ziegler

Ziegler &amp; Ziegler, L.C.

110 James Street

Hinton, WV 25951

Ph# 304-466-1224

Fax# 304-466-4294

**Desired Class Level:** Graduate/Alumni**Posting Date:** September 7, 2021**Expiration Date:** October 31, 2021**Contact:** Mr. David Ziegler

Attorney

110 James Street Hinton, West Virginia 25951 United States

**Resume Receipt:** E-mail**Default email for resumes.:** david.ziegler@zieglerandziegler.com**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**ID:** 8015

**Job Type:** Full-time

**Job Location(s):**  
Arizona United States

**Job Description:**

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

**Our core principles are:**

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

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

**Qualifications and Experience:**

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

**Compensation and Benefits:**

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

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

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

**Desired Class Level(s):** Graduate/Alumni

**Posting Date:** September 5, 2021

**Expiration Date:** October 12, 2021

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

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

**Default email address for resumes:** <https://zdfirm.bamboohr.com/jobs/view.php?id=428>

**How To Apply:** <https://zdfirm.bamboohr.com/jobs/view.php?id=428>

**Visual ID:** 7556

**Public Defender 2 - Roswell, NM**  
New Mexico Law Offices of the Public Defender

**Job Type:** Full-time

**Job Location(s):** Roswell, New Mexico United States

**Job Description:**

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

Essential Functions

**Public Defender (PA2)**

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

Other Duties:

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

Minimum Qualifications

License to practice law in New Mexico, or eligible for a limited license issued by NM Supreme Court.

Employment Requirements

Must possess and maintain a valid driver's license.

Collective Bargaining: This position is covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Default FLSA: Exempt.

Geographic Pay Differential: This position may qualify for Geographic Pay Differential. Please refer to the LOPD website, Geographic Differential, for more information.

The Law Offices of the Public Defender is an Equal Opportunity Employer and does not discriminate on the basis of race, color, ancestry, national origin, sex, age, spousal affiliation, sexual orientation, gender identity, veteran status, political affiliation or religion, mental or physical disability, or serious medical condition.

This job advertisement may be used to fill multiple vacancies.

Preference may be given to multilingual applicants fluent in English and other languages.

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** September 3, 2021

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**Expiration Date:** October 10, 2021

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

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

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**How To Apply:** <https://www.governmentjobs.com/careers/lopdnm/jobs/3169038/public-defender-2-40353?pagetype=jobOpportunitiesJobs>

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

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**Visual ID:** 7834

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**Case Management Coordinator, Child Support Services Division**  
Office of the Attorney General for the District of Columbia (Washington, D.C.)

**Position Type:** Full-time

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

**Description:**

Case Management Coordinator, Child Support Services Division, Case Initiation Unit (2021-104; Closing: 9/14/2021)  
Non-Attorney Washington, District Of Columbia

**Description**

**LOCATION:**

Office of the Attorney General for the District of Columbia  
Child Support Services Division  
400 6th Street NW  
Washington, DC 20001

**REQUISITION NO.:** 2021-104

**OPENING DATE:** September 1, 2021

**CLOSING DATE:** September 14, 2021

**SALARY RANGE\*:** \$77,649 - \$99,323

This salary range is within the Career Service (Non-Union) salary schedule from Grade 12 step 1-10. Salary in this range will be based on a multitude of factors including applicable rules, regulations, and guidelines.

**PAY PLAN, SERIES, GRADE:** CS-0301-12

**DURATION OF APPOINTMENT:** 13-Month (Term Appointment)

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

**COLLECTIVE BARGAINING:** This position is not in the collective bargaining unit.

**DESCRIPTION OF DUTIES**

This position is located in the Government of the District of Columbia, Office of the Attorney General, Child Support Services Division (CSSD). CSSD's goal is to elevate the well-being of children and the self-sufficiency of families by delivering first-rate child support services that help parents meet the financial, medical, and emotional needs of their children.

Incumbent coordinates and implements a comprehensive and intensive case management program for providing services to establish paternity and to establish, enforce, and modify child support on behalf of the District of Columbia. Assists the manager in ensuring that work activities adhere to regulatory requirements, procedures, and practices of the Office of the Attorney General and the Division; and recommends resolutions for non-compliant practices and issues. Networks with, and serves in, a liaison capacity with multiple agencies for coordination of paternity and child support case activities and programs. In this regard, defines ultimate goals and collaborates with appropriate agency representatives in drafting master plans to accomplish program goals.

Participates in the coordination of initial and comprehensive needs assessments for the Child Support Enforcement Program to determine the level of functioning as well as existing strengths, barriers, and extent of service intervention needed. Studies goals and objectives, precedent applications, and related subject areas to recommend critical performance standards. Identifies services gaps and participates in feasibility studies to analyze, evaluate, and determine practicability and adaptability of new or revised procedures.

Incumbent handles moderately complex and difficult research matters that involve the review, digestion, and summarization of legal and other reference documents. Provides technical advice and recommendations to the supervisor, attorneys, and program managers on matters of importance as to the continuation or abandonment of specific program activities.

Reviews evaluate and prepare summaries of legal data to support recommended courses of action on assigned cases in accordance with judicial procedures, rules of the courts, and rules of evidence. Coordinates the preparation of case records for litigation. In this connection, reviews and ensures that collected data is adequate and complete; determines the type of legal action to be initiated, and makes certain that documentation is 'court ready' and is sufficient for litigation by attorney staff. Conducts consultations with customers to increase their understanding of the requirements of the child support enforcement laws, mandates, and processes. Maintains communication with customers to monitor and evaluate case status. Maintains statistical data and updated case records, which reflect current and accurate data of customers and the case management activities performed. Ensures easy access to legal documents and other reference documents in addition to current information regarding the status of work in progress. Meets with court representatives to provide updated information on customers' cases and provide court reports. Ensures reports are complete with accurate and current information regarding the status of the case reflects a sound judgment, and are consistent with agency policy.

Performs other related duties as assigned.

**QUALIFICATIONS:** Applicants must have a least one (1) year of specialized experience equivalent to at least the CS-11 grade level, or its non-District equivalent gained from either the public or private sector.

There are no Individual Occupational Requirements for this series.

**HOW TO APPLY:** Interested candidates must apply online by 11:59 pm of the closing date indicated above.

**PREFERRED ELIGIBILITY:** The successful candidate must have a degree in behavioral or social science; or related disciplines appropriate to the position.

**REMOTE WORK STATUS:** A hybrid remote telework/in-office schedule option is available.

**COVID-19 VACCINATION REQUIREMENT:** The Office of the Attorney General for the District of Columbia (OAG) is committed to providing the highest quality legal and programmatic services to the District and its residents while ensuring the health and safety of employees, customers, clients, volunteers, contractors, and other visitors.

Please note that OAG currently has a vaccine requirement for individuals who must conduct in-person work.

**SUBSTITUTION OF EDUCATION:** A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, to receive credit, applicants must submit official proof of educational attainment at the time of application.

TIME-IN-GRADE RESTRICTIONS: Time-in-grade restrictions must be met by the closing date of this vacancy announcement.

OTHER SIGNIFICANT FACTS

ENHANCED SUITABILITY SCREENING: The incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, Suitability – Security Sensitive.

LICENSURE/CERTIFICATIONS: Not applicable.

FLSA STATUS: Exempt

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 the 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 the 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 that is also prohibited by the Act. In addition, harassment based on any of the above-protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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

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

<b>Desired Class Level:</b>	Graduate/Alumni
<b>Posting Date:</b>	September 2, 2021
<b>Expiration Date:</b>	September 14, 2021
<b>Contact:</b>	Ms. Arlyntha Love Program Support Assistant 441 4th Street N.W. Suite 1100S Washington, District of Columbia 20001 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	<a href="https://jobs.jobvite.com/oagdc/job/oxEIgfwT">https://jobs.jobvite.com/oagdc/job/oxEIgfwT</a>
<b>ID:</b>	8006

**Committee Attorney**

West Virginia House of Delegates

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

Committee Attorney (Full-time and year round)

House of Delegates Judiciary Committee

Duties include drafting legislation, preparation of bill abstracts, presenting and explaining bills to committee, drafting amendments, answering legal questions concerning legislation, preparation of materials for interim committee meetings. Litigation and/or government experience preferred. Salary variable depending on experience and abilities. Please respond to [daniel.greear@wvhouse.gov](mailto:daniel.greear@wvhouse.gov).

To apply for this job email your details to [daniel.greear@wvhouse.gov](mailto:daniel.greear@wvhouse.gov)**Desired Class Level:** Graduate/Alumni**Posting Date:** September 2, 2021**Expiration Date:** October 2, 2021**Contact:** Daniel Greear  
Counsel to the Speaker**Resume Receipt:** E-mail**Default email for resumes.:** [daniel.greear@wvhouse.gov](mailto:daniel.greear@wvhouse.gov)**ID:** 8007

**Public Finance Associate - Baltimore**  
Ballard Spahr LLP (Philadelphia, PA)

**Job Type:** Full-time

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

**Job Description:**

Our Baltimore office seeks to hire an associate with at least 2 years of experience to join our industry-leading public finance practice. We represent a wide variety of institutional clients nationwide, including underwriters, large non-profit institutions, banks, real estate lenders, and developers, as well as state and local governmental issuers. Qualified candidates will have a strong transaction background with excellent writing ability, experience working on complex, multi-party transactions, and experience or interest in public finance. Experience with public finance transactions and securities laws is a plus. General real estate or corporate law practitioners will also be considered. This is an excellent opportunity for professional growth in a collegial environment in a national law firm. Active bar in MD is preferred.

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

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

**Physical Requirements:**

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

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

**Desired Class Level(s):** Graduate/Alumni

**Posting Date:** September 2, 2021

**Expiration Date:** October 8, 2021

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

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

**How To Apply:** <https://selfapply.ballardspahr.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=1&FilterJobCategoryID=4&FilterJobID=605>

**Visual ID:** 8000



**Trusts & Estates Associates - Greenwich, CT**  
Cummings & Lockwood LLC (Stamford, CT)

**Job Type:** Full-time

**Job Location(s):** Greenwich, Connecticut United States

**Job Description:**

Cummings & Lockwood LLC seeks a Trusts & Estates associate to join our Private Clients Group. This is an exceptional opportunity to join a collegial, team-oriented group and office, and to gain direct experience with sophisticated estate planning, drafting and administration for our significant private client base of high net worth individuals and families, family offices, closely held businesses, and national charities and foundations.

This position is located in our Greenwich, Connecticut office (steps from the Greenwich train station and right off of I-95) and would be an ideal fit for an associate who is looking to transition from NYC practice.

The candidate should have the following qualifications:

- Minimum 2 years of experience in estate planning and estate administration.
- LL.M. in Taxation or Estate Planning is preferred but not required.
- Connecticut Bar admission (or willingness to become admitted in Connecticut).
- Strong academic credentials and excellent written and oral communication skills.
- Strong interpersonal skills, collaborative approach to work, detail-oriented and self-motivated.

AA/EOE. Please email cover letter, resume and transcripts to [bartinian@cl-law.com](mailto:bartinian@cl-law.com).

Please view our website at [www.cl-law.com](http://www.cl-law.com)

**Desired Class Level(s):** Graduate/Alumni

**Posting Date:** September 2, 2021

**Expiration Date:** October 7, 2021

**Contact:** Bonnie E. Artinian  
6 Landmark Square Stamford, Connecticut 06901 United States

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

**Default email address for resumes:** [bartinian@cl-law.com](mailto:bartinian@cl-law.com)

**How To Apply:** Please send cover letter, resume and transcripts to [bartinian@cl-law.com](mailto:bartinian@cl-law.com)

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

**Visual ID:** 7998

**Wheeling Litigation Associate**

Burns White LLC (Pittsburgh)

**Position Type:** Full-time**Practice Area(s):** Litigation**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Job Location(s):** Wheeling, West Virginia (United States)  
Wheeling, West Virginia (United States)**Description:**

Burns White seeks to hire a mid-level litigation associate to join its Wheeling, WV office. The ideal candidate will have 3-6 years of litigation experience; including active participation in depositions, oral arguments, and courtroom experiences. Candidates must be licensed to practice in West Virginia, Pennsylvania and/or Ohio Bar membership is a plus, but not required. Candidates should also have a strong knowledge of county, state, and federal courts and related rules of civil procedure. Excellent oral and written communication skills, strong organizational skills, attention to detail and the ability to multi-task are prerequisites. Candidates must be self-starters with the ability to work individually and in teams.

Burns White completes criminal background screenings and requires proof of COVID-19 vaccination (must be fully vaccinated) for all new hires as a condition of employment.

**Desired Class Level:** Graduate/Alumni**Posting Date:** September 2, 2021**Expiration Date:** September 17, 2021**Contact:** Jessica Gangjee

Burns White Center 48 26th Street Pittsburgh, Pennsylvania 15222 United States

**Resume Receipt:** E-mail**Default email for resumes.:** jobs@burnswhite.com**Additional Documents:** Cover Letter**ID:** 8008

**KANAWHA COUNTY TRIAL COURT ADMINISTRATOR**

The Supreme Court of Appeals of West Virginia

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

KANAWHA COUNTY TRIAL COURT ADMINISTRATOR

Charleston, West Virginia

Application Deadline: September 24, 2021

The Kanawha County Trial Court Administrator is responsible for overseeing and ensuring the smooth operation of all judicial proceedings and other court activity conducted in the Kanawha County Judicial Annex, which houses seven circuit judges, five family court judges, nine magistrates, and their respective staffs, Mental Hygiene Court, the Magistrate Clerk, and the Circuit Clerk's offices, and the Adult and Juvenile Probation Departments. The Court Administrator answers/reports directly to the Chief Judge of the 13th Judicial Circuit.

**Minimum Qualifications:**

- Undergraduate degree from a four-year college or university and a Juris Doctorate Degree.
- A major in Public Administration, Business Administration, Management, Human Resources or a related area, and three years of professional experience in court administration, government administration is preferred.
- Must have strong written and verbal skills and work well with others.
- Must be proficient in Excel and Microsoft Word and able to operate a computer, printer, scanner, telephone, copier, and fax machine.
- All successful candidates must submit to a criminal background check.

**Primary Duties and Responsibilities:**

- Manages and directs court administrative activities and services, including but not limited to budgeting, accounting, time sheets, record keeping, office equipment and supplies; personnel, and other major staff services; and provides assistance in docket processes, jury selection and other jury processes, as needed.
- Oversees and supervises court administrative staff in the processing of financial affidavits and determination of eligibility of court-appointed counsel for indigents in criminal cases, and in the preparation, reproduction, and distribution of court orders, memorandums, directives, administrative publications, and communications.
- Establishes procedures for operating and maintaining required administrative systems, and works with judges and other county officials and employees to identify, evaluate, develop and implement strategic and short/long range plans for improving court operations, including but not limited to capital improvement, security and technology needs.
- Consults with judges, attorneys, and various employees and representatives of public and private agencies to ensure adequate administrative services and provides for changing or unusual demands.
- Keeps current with all court rules, procedures, administrative orders, and the Judicial System Personnel Manual and establish priorities and manage multiple projects.
- Fields complaints made by public, employees and other personnel and works to resolve conflict and reach consensus on countervailing interests.

**Compensation and Benefits:**

- Competitive salary (\$72,000 to \$85,000 dollars) based on experience and qualifications
- Medical Insurance
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical)
- Life insurance
- Defined benefit pension plan
- Section 457 deferred compensation plan, 12 paid holidays, and
- Annual and sick leave

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

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

**APPLICATION PROCESS:**

To apply for this position, direct the following application materials to Cheryl Ranson, Case Manager, Office of the Kanawha County Trial Court Administrator at [Cheryl.Ranson@courtswv.gov](mailto:Cheryl.Ranson@courtswv.gov). For additional information, please contact staff at (304) 357-0368.

- Cover Letter
- Resume
- Professional References (at least three, including current contact information),
- Signed Court Employment Application (available at [courtswv.gov](http://courtswv.gov)), and
- Signed, Notarized Release for Criminal/Background Check (available at [courtswv.gov](http://courtswv.gov)).

Thank you for your interest in employment with the Kanawha County Circuit Court.

**Desired Class Level:** Graduate/Alumni**Posting Date:** September 1, 2021**Expiration Date:** September 24, 2021**Contact:** Cheryl Ranson  
Case Manager

Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States

**Resume Receipt:** E-mail**Default email for resumes.:** [cheryl.ranson@courtswv.gov](mailto:cheryl.ranson@courtswv.gov)**Additional Documents:** Cover Letter**ID:** 8004

**Associate**

Faulkner, Hoffman, Phillips (Ohio)

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

Faulkner, Hoffman & Phillips, a labor and employee benefits Cleveland-based firm, seeks an associate licensed in Ohio with two to four years' experience in labor and employee benefits including ERISA, Internal Revenue Code, NLRA & O.R.C. 4117. Responsibilities include client contact, litigation, legal research and drafting Plan documents, pleadings, collections and legal opinions. Excellent writing, research and speaking abilities required. Salary commensurate with experience. Excellent benefits package including profit sharing plan. Please send resume, law school transcript, writing sample and references from a Union or benefits client to sayre@fhplaw.com.

**Desired Class Level:** Graduate/Alumni**Posting Date:** August 30, 2021**Expiration Date:** October 31, 2021**Contact:** Human Resources

20445 Emerald Pkwy # 210 Cleveland, Ohio 44135 United States

**Resume Receipt:** E-mail**Default email for resumes.:** sayre@fhplaw.com**Additional Documents:** Unofficial Transcript, Writing Sample**Requested Document Notes:** Please send resume, law school transcript, writing sample and references from a Union or benefits client to sayre@fhplaw.com.**ID:** 7993

## Law Clerk

The Fayette County Court of Common Pleas (Uniontown, PA)

**Position Type:** Full-time

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

**Job Location(s):** Uniontown, Pennsylvania (United States)

**Description:**

The Fayette County Court of Common Pleas, Pennsylvania will have a clerkship position available in September 2021 for a full-time law clerk, a law school graduate.

The duties of a law clerk include drafting opinions and orders. The position also offers the opportunity to observe civil and criminal trials and the practical aspects of Pennsylvania law.

The law clerk is requested to commit for a period of not less than one year. Applicants can submit a resume by fax: (724) 430-1001, email: [kkuhn@faycopa.org](mailto:kkuhn@faycopa.org) or by mail at the listed address.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** August 30, 2021

**Expiration Date:** October 31, 2021

**Contact:** Ms. Karen M. Kuhn  
District Court Administrator  
61 East Main Street Uniontown, Pennsylvania 15401 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [kkuhn@faycopa.org](mailto:kkuhn@faycopa.org)

**ID:** 7992

**Job Type:** Full-time

**Job Location(s):** Seattle, Washington United States

**Job Description:**

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

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

Earthjustice's Northwest Office advocates for a swift and equitable transition from fossil fuels to clean energy, fights to protect communities from health threats and environmental injustice, and defends the Pacific Northwest's imperiled species and ancient old-growth forests. The Northwest Office focuses on defending the environment and people of Washington, Oregon, and Idaho but also takes on cases with national scope or that address programmatic priorities outside of the region.

Come join us in Seattle! We are looking for our next Legal Practice Manager, with hopes to fill the position by September 30, 2021 to allow overlap with our longtime colleague who will be retiring. The person in this position will be responsible for the efficient functioning of the Northwest Regional Office, which includes 13 attorneys and 4 professional support staff. The Legal Practice Manager position provides the Northwest Regional Office with day-to-day facilities management, accounts payable, computer/technological, human resources, and events support. The position acts as a communications liaison between the regional office and San Francisco headquarters on administrative, budget, human resources, and other key operational issues. Although not required, we'd prefer a candidate with current litigation or law firm experience, to provide backup litigation support, as needed. The position also supplies facilities assistance as needed to individual staff in other programs who are co-located in Seattle.

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

**RESPONSIBILITIES:**

**Operations Management (40%)**

- Responsible for facilities including annual property lease, office equipment leasing, purchasing, vendors, maintenance, and safety.
- Acts as liaison between Earthjustice and property owner for building services, repairs, security, and other issues.
- Organize staff meetings on administrative matters; maintain reference library, office e-mail account, contact lists, instructions and forms, and administrative entries in office calendar.
- Assist attorneys with administrative matters related to opening new cases, including conflict checks, case database entry and updates, client representation engagement contracts, and litigation hold letters, as needed.
- Ensures overall appearance of regional office, housekeeping and organization, document retention, and recycling program.
- Provides administrative support to visitors, clients, volunteers, clerks, and interns.
- Coordinates with other Office Managers to assist in the development of best business practices.
- Provides orientation and office procedures and policies training to new employees, volunteers, and clerks.
- Keeps running list of inventory in the supply room and facilitates new supply orders.
- Greets guests and meeting attendees, alerts staff of visitors and helps visiting Earthjustice employees find work space within the office suite.
- Assist with administrative aspects of office trainings, retreats, and other teambuilding functions.
- Works with staff to get proper furniture and ergonomic equipment ordered, delivered, and set up.

**Office Technology and Machines**

- Maintain operation of all basic office equipment (computers, printers, postage meter, fax machines, copier, scanner, etc.), troubleshoot issues, and coordinate service and repairs.
- Coordinate with HQ Information Technology department to provide technical assistance to staff in the use of law office software (Word, Excel, PowerPoint, Outlook).
- Manages equipment including video conferencing, web-connect online meetings, telephone/voicemail system, copier, scanner, and printers; places service calls.

**Safety**

- Works with staff to set-up and implement COVID-19 in-office safety measures.
- Implements safety, security, and emergency evacuation systems.

**Financial Responsibilities (40%)**

- Process expenses, including review, approval, and payment; maintain petty cash account; and maintain records for all office financial transactions.
- Handle client IOLTA accounts and records in coordination with HQ Finance.
- Manage timekeeper database for professional services, produce and maintain time record reports for attorney review and fee/cost applications.
- Manage client contracts, billing, case cost records, and cost database.
- Work with Managing Attorney to produce yearly Northwest Office budgets and mid-year adjustments; review monthly financial reports in communication with HQ Finance.
- Liaison between Finance Department and Northwest Office.

**Management (10%)**

- Supervise Receptionist/Administrative Assistant, temp hires as needed.
- Process staff timecards for submission to HQ Human Resources.
- Handle attorney filings and records for mandatory CLE, bar membership, lobbying, and other legal practice administrative requirements.
- Contributes to recruiting, hiring, developing, and retaining a diverse and inclusive workforce.
- Develops staff by identifying and encouraging training and professional development opportunities appropriate to role and creating development plans for all staff.

Miscellaneous (10%)

- Contributes to a culture of collaboration and partnership by encouraging staff and team members to view and conduct themselves as members of a truly integrated organization, working cross departmentally toward common goals.
- Acts as visible champion for integrating diversity, inclusion, and justice throughout the organization's operations, culture, and programs, participates in management and diversity training, and models inclusive behaviors.
- Organizes various culture and morale building events for the Seattle office.

#### QUALIFICATIONS:

- Bachelor's Degree, and/or relevant experience in office management, budgeting, and teambuilding.
- Three years, preferably more, of professional office management or equivalent experience; understanding of and experience with a multi-site organizational structure highly preferred.
- Litigation/law firm experience ideal.
- Supervisory experience a plus.
- Notary Public Commission and CPR and First Aid certification a plus.
- Highly proficient with Microsoft Offices suite of programs; familiar with using office equipment (copiers, fax machines, postage meter).
- Strong understanding of budget management and financial systems.
- Proven track record of successfully meeting organizational goals and deadlines; solid budget management experience.
- Self-starter with the ability to work collaboratively in teams managing multiple projects with complex deliverables in a fast-paced environment.
- Excellent interpersonal and communication skills with the ability to translate complex data into relevant and understandable information; ability to train or instruct others in business processes and/or tools to support those processes.
- Capable problem solver with the ability to analyze factors in a situation and to develop creative and effective solutions.
- 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.
- Ability to juggle competing demands while maintaining a cool head and sense of humor. It is the nature of this job that many duties are often done simultaneously; multi-tasking, flexibility, and follow-through are essential qualities.

We offer a competitive salary and excellent benefits that are comprehensive and competitive. We also offer an extremely congenial work environment and a casual dress code.

Salary is based on location and experience.

Salary range in Seattle, WA is: \$91,500 - \$101,700

#### To Apply

Interested candidates should submit the following via Jobvite:

- Resume
- One or two page cover letter.

Click here to apply: <https://app.jobvite.com/j?cj=o5WHgfwI&s=symplicity>

Applications will be reviewed on a rolling basis until the position is filled.

Please reach out to [jobs@earthjustice.org](mailto:jobs@earthjustice.org) if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies. Earthjustice only accepts resumes submitted for positions that are currently open. Unsolicited resumes, or resumes for posted positions that are not submitted via the on-line application process (where available), will not be reviewed or retained.

*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.*

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** August 30, 2021

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**Expiration Date:** October 2, 2021

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

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

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**How To Apply:** <https://app.jobvite.com/j?cj=o5WHgfwI&s=symplicity>

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**Visual ID:** 7979

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**Attorney / Law Clerk REMOTE**

U.S. Small Business Administration Disaster Assistance (Fort Worth, TX)

<b>Position Type:</b> Full-time
<b>Practice Area(s):</b> All Practice Areas
<b>Geographic Preference:</b> Unknown
<b>Job Location(s):</b> , Nationwide (United States)
<b>Description:</b> <p>Small Business Administration Office of Disaster Assistance (ODA), Processing and Disbursement Center (PDC)</p> <p>As an Attorney Adviser (Gen) at the GS-0905-9/11, some of your typical work assignments may include:</p> <p>Research and provide interpretation of the disaster loan program's laws, regulations, policies, and standard operating procedures to provide guidance and support to program managers and loan officers. Review draft loan authorizations for all loans, as required, and for cases involving non-routine conditions, facts or other circumstances. Ensure loan application compliance with legal requirements, eligibility, capacity, and authority of the borrowers to incur debt, validity of proposed pledge of collateral etc. Use computer based systems to identify if all needed loan closing documents are received and to provide necessary instructions for proper creation of documents by others. Address inquiries and concerns of borrowers and their authorized representatives regarding legal issues and requirements of closing and legal basis of various terms, conditions and collateral requirements</p> <p>IMPORTANT NOTES:Salary is non-negotiable; however additional locality pay may be added to the above salary based on the employee's residence or work location. By applying for this position with SBA's Office of Disaster Assistance, you can enjoy challenging but satisfying work and join a highly motivated and diverse team that helps families and businesses rebuild their lives after a disaster. This position is telework eligible as determined by agency policy. Employees' primary residence will be their ONLY duty station and work location.</p> <p>Attorneys apply to: <a href="https://www.usajobs.gov/GetJob/ViewDetails/598314500">https://www.usajobs.gov/GetJob/ViewDetails/598314500</a></p> <p>Law Clerk/Paralegal apply to: <a href="https://www.usajobs.gov/GetJob/ViewDetails/598313700">https://www.usajobs.gov/GetJob/ViewDetails/598313700</a></p>
<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> August 27, 2021
<b>Expiration Date:</b> September 30, 2021
<b>Contact:</b> Mrs. Shannon Berquist Attorney Advisor 14925 Kingsport Road Fort Worth Fort Worth, Texas 76155 United States <a href="http://www.sba.gov">http://www.sba.gov</a>
<b>Resume Receipt:</b> Other (see below)
<b>How to Apply:</b> Attorneys apply to: <a href="https://www.usajobs.gov/GetJob/ViewDetails/598314500">https://www.usajobs.gov/GetJob/ViewDetails/598314500</a>  Law Clerk/Paralegal apply to: <a href="https://www.usajobs.gov/GetJob/ViewDetails/598313700">https://www.usajobs.gov/GetJob/ViewDetails/598313700</a>
<b>ID:</b> 7988



## Circuit Judge Law Clerk - Summersville

The Supreme Court of Appeals of West Virginia

**Position Type:** Full-time

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

**Job Location(s):** Summersville, West Virginia (United States)

### Description:

TWENTY-EIGHTH JUDICIAL CIRCUIT COUNTY

EMPLOYMENT OPPORTUNITY

Summersville, West Virginia

Position open until filled (Posted 8-27-2021)

The Position

The Administrative Office of the Supreme Court of Appeals of West Virginia ("AO") is now accepting resumes for the position of Circuit Judge Law Clerk for the Honorable Judge Stephen O. Callaghan.

This position works under the direct supervision of Judge Stephen O. Callaghan in the Twenty-Eighth Judicial Circuit, Nicholas County, WV. This is a salaried position. The position is described as follows:

#### CIRCUIT JUDGE LAW CLERK

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

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

Minimum Qualifications: A successful candidate must possess excellent legal research and writing skills. The candidate must also possess the ability to communicate clearly and concisely. Ability to exercise good judgment and maintain tact, composure, and confidentiality. The candidate must possess strong organizational skills and attention to detail.

All circuit judge law clerks must be current members or become members of the West Virginia State Bar and/or sit for the Uniform Bar Examination (UBE) each time it is offered. The failure to pass the Uniform Bar Examination within two (2) attempts will result in a loss of employment. West Virginia Bar Examination/Uniform Bar Examination failures predating judicial employment count toward the two (2) attempts. Any person who has failed the West Virginia Bar Examination the UBE, or any bar examination, two (2) or more times is ineligible for these positions. Once a person passes the Uniform Bar Examination, the issue of bar examination failures is moot. Additionally, the minimum law school g.p.a. for these positions is 2.2.

#### Duties and Responsibilities:

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

- Perform legal research,
- Prepare confidential legal memoranda,
- Attend court hearings,
- Draft orders and opinions,
- Advise and assist judge with legal issues,
- Conduct discovery conferences,
- Respond to attorneys and self-represented litigants, and
- Monitor the court's docket.

#### Criminal Background Check:

All successful candidates must submit to a criminal background check.

#### Compensation and Benefits include:

- Competitive salary based on experience and qualifications,
- Medical Insurance,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical),
- Life insurance,
- Defined benefit pension plan,
- Section 457 deferred compensation plan, 12 paid holidays, and
- Annual and sick leave.

#### The Administrative Office of the Courts

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

#### West Virginia Courts

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

#### Equal Opportunity in Employment

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

Application Process

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

- Cover Letter,
- Resume,
- Law School Transcript,
- Writing Sample,
- References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website), and
- If selected, applicant must provide a signed release of information form provided by the Court.

All of the requested documents and information must be received before a final employment decision will be made.  
Thank you for your interest in employment with the

<b>Desired Class Level:</b>	Graduate/Alumni
<b>Posting Date:</b>	August 27, 2021
<b>Expiration Date:</b>	September 27, 2021
<b>Contact:</b>	Sarah Loftus Law Clerk Program Coordinator Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States
<b>Resume Receipt:</b>	E-mail
<b>Default email for resumes.:</b>	sarah.loftus@courtswwv.gov
<b>Additional Documents:</b>	Cover Letter, Writing Sample, Other Documents
<b>Requested Document Notes:</b>	Law School Transcript, References (at least three, including current contact information), Signed Court Employment Application (available on Court website), and if selected, applicant must provide a signed release of information form provided by the Court.
<b>ID:</b>	7981

## Circuit Judge Law Clerk - Martinsburg

The Supreme Court of Appeals of West Virginia

**Position Type:** Full-time

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

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

### Description:

TWENTY-THIRD JUDICIAL CIRCUIT BERKELEY COUNTY  
EMPLOYMENT OPPORTUNITY  
Martinsburg, West Virginia  
Position open until filled (Posted 8-26-2021)

In addition to applying through the formal method listed below, the judge requests that you also send your materials via direct submission to her at [Bridget.Cohee@courtswv.gov](mailto:Bridget.Cohee@courtswv.gov)  
Please state "Judicial Clerkship Application" in the email subject line. Thank you!

### The Position

The Administrative Office of the Supreme Court of Appeals of West Virginia ("AO") is now accepting resumes for the position of Circuit Judge Law Clerk for the Honorable Judge Bridget Cohee. This position works under the direct supervision of Judge Bridget Cohee in the Twenty-Third Judicial Circuit, Berkeley County, WV. This is a salaried position. The position is described as follows:

#### CIRCUIT JUDGE LAW CLERK

Pay Scale: The annual salary for those who are not members of the West Virginia State Bar is \$50,946.00, plus benefits, and the annual salary for those who are members of the West Virginia State Bar is \$59,538.00, plus benefits.

Documentation from the West Virginia State Bar, i.e., Bar Dues Statement, will be required to receive the higher salary.

Position Purpose: The Circuit Court Law Clerk will be responsible for providing legal support to Judge Bridget Cohee. 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. Judge Cohee's docket consists of half of Berkeley County's abuse and neglect and juvenile cases; a quarter of Berkeley County's civil and felony criminal cases; and miscellaneous actions such as family court appeals, expungements, name changes, and wedding ceremonies. Judge Cohee is also the presiding judge over Berkeley County's Juvenile Drug Court, and her law clerk will have an opportunity to participate in treatment team meetings and assist with drug court hearings.

Minimum Qualifications: A successful candidate must possess excellent legal research and writing skills. The candidate must also possess the ability to communicate clearly and concisely. Ability to exercise good judgment and maintain tact, composure, and confidentiality. The candidate must possess strong organizational skills and attention to detail.

All circuit judge law clerks must be current members or become members of the West Virginia State Bar and/or sit for the Uniform Bar Examination (UBE) each time it is offered. The failure to pass the Uniform Bar Examination within two (2) attempts will result in a loss of employment. West Virginia Bar Examination/Uniform Bar Examination failures predating judicial employment count toward the two (2) attempts. Any person who has failed the West Virginia Bar Examination the UBE, or any bar examination, two (2) or more times is ineligible for these positions. Once a person passes the Uniform Bar Examination, the issue of bar examination failures is moot. Additionally, the minimum law school g.p.a. for these positions is 2.2.

### Duties and Responsibilities:

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

- Perform legal research,
- Prepare confidential legal memoranda,
- Attend court hearings,
- Draft orders and opinions,
- Advise and assist judge with legal issues,
- Conduct discovery conferences,
- Respond to attorneys and self-represented litigants, and
- Monitor the court's docket.

#### Criminal Background Check:

All successful candidates must submit to a criminal background check.

#### Compensation and Benefits include:

- Competitive salary based on experience and qualifications,
- Medical Insurance,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical),
- Life insurance,
- Defined benefit pension plan,
- Section 457 deferred compensation plan, 12 paid holidays, and
- Annual and sick leave.

#### The Administrative Office of the Courts

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

#### West Virginia Courts

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

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

### Application Process

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

- Cover Letter,
- Resume,
- Law School Transcript,
- Writing Sample,

- References (at least three, including current contact information),
  - Signed Court Employment Application (available on Court website), and
  - If selected, applicant must provide a signed release of information form provided by the Court.
- All of the requested documents and information must be received before a final employment decision will be made.  
Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.

<b>Desired Class Level:</b>	Graduate/Alumni
<b>Posting Date:</b>	August 26, 2021
<b>Expiration Date:</b>	September 26, 2021
<b>Contact:</b>	Sarah Loftus Law Clerk Program Coordinator Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States
<b>Resume Receipt:</b>	E-mail
<b>Default email for resumes.:</b>	sarah.loftus@courtswwv.gov
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>Requested Document Notes:</b>	Law School Transcript, References (at least three, including current contact information), Signed Court Employment Application (available on Court website), and If selected, applicant must provide a signed release of information form provided by the Court.
<b>ID:</b>	7976

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**Position Type:** Full-time

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**Practice Area(s):** Corporate

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

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**Description:** McGuireWoods seeks a Counsel for the Debt Finance Department.

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

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

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

Qualified candidates will have 6+ years of corporate transactional experience. The position will involve syndicated credit facilities, secured and unsecured senior debt, acquisition financing and ABL finance. Candidates must have strong work ethic, attention to detail, ability to work in a fast-paced team environment and the drive to manage and lead deals and projects to success. Applicants with debt finance or commercial lending experience, business experience in financial transactions or banking will be preferred.

Disclaimer: At this time, McGuireWoods will not be accepting applicants submitted through search firms or headhunters for this position. All qualified candidates must submit their own applications for consideration.

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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** August 26, 2021

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**Expiration Date:** November 26, 2021

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

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

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**How to Apply:** [https://mcguire.careers.micronapps.com/job\\_post.aspx](https://mcguire.careers.micronapps.com/job_post.aspx)

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**ID:** 7977

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**Direct Appointment Program**  
U.S. Air Force JAG (World wide )

**Position Type:** Full-time

**Description:**

Attention: Law Students, Law Graduates, and Attorneys

November 2021 Direct Appointment Program Notice

Starting Sep. 1, 2021 apply online at: [www.airforce.com/jag](http://www.airforce.com/jag).

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

Deadlines:

- October 10, 2021: Deadline for submission of online application
- November 1, 2021: Deadline for interview with Staff Judge Advocate

Eligibility:

- Law students: Must have completed 2/3 of credit hours required for your Juris Doctor
- Graduates awaiting licensing/bar exam: Eligible to apply
- Attorneys: Must be a licensed attorney in good standing with the highest court of any state or federal territory
- Have obtained, or will obtain, a Juris Doctor from an ABA approved law school
- Citizen of the United States of America (birth or naturalization)
- Must be able to commission as an officer before the age of 40

Selection Criteria:

- The Air Force JAG Corps selects applicants based on the "whole person" concept
- Selection factors include: Academic performance; work experience; leadership traits; extracurricular activities; community service; letters of recommendation; personal integrity; awards and honors; adaptability and flexibility; motivation for service; legal writing/analytical skills; fitness; and military records (if applicable)

\*Your appointment as a judge advocate is contingent upon providing proof of legal licensing and completion of the Air Force medical requirements (after selection)

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

**Posting Date:** August 25, 2021

**Expiration Date:** October 10, 2021

**Contact:** maj Megan Dedra Campbell

Chief, Recruiting Branch

1500 W. Perimeter Road Suite 2110 Andrews AFB, Maryland 20762 United States

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

**How to Apply:** <http://www.airforce.com/jag>

**ID:** 7972

**Remote Document Reviewers-JD**  
Consilio

**Job Type:** Full-time

**Job Location(s):**  
United States

**Job Description:**

**Consilio Services, LLC** is actively seeking candidates for upcoming document review projects, including a large review to start immediately after Labor Day.

Proficient in the use of review tools including, but not limited to, Relativity, each candidate will review documents pursuant to various litigation matters to determine relevancy, responsiveness and privilege.

Please send your updated resume as an attachment to **consilioreviewrecruiting@consilio.com** with the Subject line "JD Review". Please include contact information and any document review experience in your resume.

Juris Doctorate-required Document Review Experience is preferred but not required Relativity or other electronic review software experience is a plus. Must have excellent written and verbal communication skills Must be highly organized and detail-oriented. Must be able to work 40 hours per week, or more, remotely The project, including training, will take place in Consilio's Secure Virtual Review environment and candidates must have a laptop/personal computer and reliable internet access at home. Candidates must be located in the United States. All candidates are encouraged to register. We offer flexible work hours, health insurance and a 401k plan. High speed internet connection is required

**Desired Class Level(s):** Graduate/Alumni

**Posting Date:** August 25, 2021

**Expiration Date:** October 1, 2021

**Contact:** Cherie Eaves  
1828 L Street Northwest Washington, District of Columbia 20036 United States

**Resume Receipt:** Email Resume, Online

**Default email address for resumes:** consilioreviewrecruiting@consilio.com

**Visual ID:** 7974

**Associate Attorney**

New, Taylor &amp; Associates - Beckley, WV (Beckley, WV)

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

New, Taylor &amp; Associates – Beckley, West Virginia

Title: Associate Attorney

Description: New, Taylor & Associates seeks to hire one to two associate attorneys to work in the firm's Beckley, West Virginia office. Applicants should possess one to three years' experience. Requirements include researching and writing skills, courtroom appearances, and client development and interaction. We are a three-lawyer plaintiffs' firm with two locations, serving all of West Virginia and Kentucky. Our practice areas include employment law, medical malpractice, workplace injury, insurance bad faith, personal injury, and sexual harassment & abuse.

Position type: Full-time

Salary: Commensurate with experience

Location: Beckley, West Virginia

Apply with resume and cover letter via email at

mandy@newtaylorlaw.com

Amanda J. Taylor

New, Taylor &amp; Associates

430 Harper Park Drive

Beckley, WV 25801

**Desired Class Level:** Graduate/Alumni**Posting Date:** August 24, 2021**Expiration Date:** September 24, 2021**Contact:** Amanda J. Taylor

430 Harper Park Drive Beckley, West Virginia 25801 United States

**Resume Receipt:** E-mail**Default email for resumes.:** mandy@newtaylorlaw.com**Additional Documents:** Cover Letter**ID:** 7964



**Staff Attorney**  
Southwest Virginia Legal Aid Society, Inc

**Position Type:** Full-time

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

**Job Location(s):** Christiansburg, Virginia (United States)

**Description:**

SVLAS is seeking to hire:

TWO staff attorneys to work from our Christiansburg Field Office. One will provide a full range of civil legal services focusing on domestic violence and family law issues. The other will provide a full range of civil legal services on a range of legal issues, such as housing, public benefits, consumer, family law and other legal issues.

ONE staff attorney to work from our Marion Field Office. This attorney will provide a full range of civil legal services on a range of legal issues, such as housing, public benefits, consumer, family law and other legal issues.

ONE staff attorney to work from our Castlewood Field Office. This ARC grant-funded position will provide comprehensive legal services to persons who are seeking recovery from substance use disorders. Southwest Virginia Legal Aid (SVLAS) is the recipient of these grant funds. This staff attorney would also provide legal services to other low-income persons.

Each attorney should have a credible interest in serving low-income people; should have a passion for equal justice; have excellent interpersonal skills; and be a licensed Virginia attorney with a valid driver license. We strongly prefer to hire attorneys with at least two or more years of experience, but others may apply. We are an equal opportunity employer.

The salary range for this position is \$50,000 to \$65,000, DOE. SVLAS provides excellent fringe benefits including health insurance, retirement, generous leave, and training expenses. Student loan repayment assistance is available depending on your eligibility.

For more information - visit our website at <http://www.svlas.org/Employment>.

Apply by email to Joseph Carico, Executive Director at [jcarico@svlas.org](mailto:jcarico@svlas.org). Please indicate which office location is your preference in the subject line.

Please include:

1. A letter describing your interest in the position
2. Your current resume; and
3. Three professional references and their contact information.

All applicants, even unsuccessful ones, will be advised as our hiring process concludes.

SOUTHWEST VIRGINIA LEGAL AID SOCIETY, INC.

227 West Cherry Street ♦ Marion, VA 24354

Offices in Castlewood, Christiansburg & Marion

Seeking ONE Justice for ALL Virginians Since 1972

**Desired Class Level:** Graduate/Alumni

**Posting Date:** August 24, 2021

**Expiration Date:** September 24, 2021

**Contact:** Joseph Carico

Executive Director

227 West Cherry Street Marion, Virginia 24354 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [jcarico@svlas.org](mailto:jcarico@svlas.org)

**Additional Documents:** Cover Letter, Other Documents

**Requested Document Notes:** Three professional references and their contact information.

**ID:** 7963

**Associate (0-3 years experience)**

Banker Lopez Gassler P.A.

**Job Type:** Full-time**Job Location(s):** Fort Lauderdale, Florida United States**Job Description:*****Banker Lopez Gassler is seeking an Associate for our Fort Lauderdale, Florida office.***

This position focuses on 1st party property, PIP, automobile negligence, and personal injury litigation.

Preferred candidate will possess strong oral advocacy and legal writing and research skills, with demonstrated experience drafting pleadings, discovery, brief writing, and efficient management and review of complex documents produced in discovery.

***Candidates must have pending July 2021 Florida Bar results or an active license with the Florida Bar.***

HOW TO APPLY:

Resumes will be reviewed after all required documents have been received - resume, cover letter, writing sample and unofficial law school transcript via email to:

attorneyrecruiting@bankerlopez.com

**Desired Class Level(s):** Graduate/Alumni**Posting Date:** August 23, 2021**Expiration Date:** September 22, 2021**Contact:** Director of Human Resources Erin R Esquia  
Director of Human Resources  
501 E Kennedy Blvd Tampa, Florida 33602 United States**Resume Receipt:** Email Resume, Online**Default email address for resumes:** attorneyrecruiting@bankerlopez.com**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**Visual ID:** 7914

**Corporate Staff Attorney**

Moore &amp; Van Allen (Charlotte, NC)

**Job Type:** Full-time**Job Location(s):** Charlotte, North Carolina United States**Job Description:** Moore & Van Allen, a large southeastern law firm with a national practice, has an opportunity for a staff attorney with corporate/business experience to assist with document preparation for asset and equity transactions. Seeking at least two to four years of experience drafting transaction documents, including acquisition documents, stock and asset purchase agreements, due diligence materials and related ancillary agreements. Candidates should also have excellent practice experience and excellent written and verbal communication ability.**Desired Class Level(s):** Graduate/Alumni**Posting Date:** August 20, 2021**Expiration Date:** September 26, 2021**Contact:** Mollie Clark  
New Associate Recruiting Manager  
100 N Tryon St Charlotte, North Carolina 28202 United States**Resume Receipt:** Other (see below)**Default email address for resumes:** charlotterecruiting@mvalaw.com**How To Apply:** <http://www.mvalaw.com/f-20.html>**Additional Documents:** Cover Letter, Unofficial Transcript**Visual ID:** 7948

## Community Clinic Attorney

Mid-Minnesota Legal Aid (Minneapolis, MN)

**Job Type:** Full-time

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

**Job Description:**

Mid-Minnesota Legal Aid (MMLA) is seeking a full-time attorney for its Minneapolis office to staff a community legal clinic focused on the needs of recent immigrants, primarily from East Africa. The clinic is located at Isuroon in South Minneapolis. Isuroon is a women-led, community-driven organization motivated by the belief that Somali women and girls deserve to be healthy and have a strong voice. Isuroon serves as a linguistic and cultural bridge connecting women with wellness information, trusted health care providers, financial literacy, civic engagement, and leadership. For more information, please visit their website at <https://www.isuroon.org>.

**RESPONSIBILITIES:**

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

**QUALIFICATIONS:**

- Must be license to practice law in the State of Minnesota, eligible for admission by reciprocity, or licensed in Minnesota by the fall of 2021
- Demonstrated interest in and commitment to the needs of low-income/vulnerable clients
- Creativity and the desire to work semi-independently
- Ability to collaborate with MMLA team members
- Excellent analytical and written and verbal communication skills
- Proficiency using Microsoft Office required
- Legal training, knowledge of community resources, and experience with case management software preferred
- Diverse economic, social, and cultural experiences preferred
- Second language proficiency, particularly in Amharic, Oromo, or Somali, preferred

**SALARY:** \$53,500 to \$61,700 per year, depending on experience, plus benefits

**APPLICATIONS:** Submit resume, cover letter, and three job-related references online at <https://mylegalaid.org/employment> by September 1st, 2021, or until position is filled

If you require a reasonable accommodation for completing this application, interviewing, or otherwise participating in our employee selection process, please contact Jolene Chestnut at [jchestnut@mylegalaid.org](mailto:jchestnut@mylegalaid.org).

Please direct all other inquiries to [hiring@mylegalaid.org](mailto:hiring@mylegalaid.org).

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

**Desired Class Level(s):** Graduate/Alumni

**Posting Date:** August 19, 2021

**Expiration Date:** September 24, 2021

**Contact:** Legal Secretary Cathy Sobotka  
430 North 1st Avenue Minneapolis, Minnesota 55401 United States

**Resume Receipt:** Online

**Additional Documents:** Cover Letter, Other Documents

**Additional Documents Notes:** Please include three job-related references in your application.

**Visual ID:** 7937

# Manager, Corporate Compliance

CareSource

**Position Type:** Full-time

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

**Description:**

Job Summary:

The Manager, Corporate Compliance is responsible for establishing a baseline of compliance risk, identifying areas of potential exposure, developing and aligning compliance risk management strategies with CareSource goals and objectives, and executing the compliance program ensuring consistency.

**Essential Functions:**

Partner with Business Units and internal support functions to help ensure that all compliance requirements have been met; risk is monitored and remediated through testing/ development/ implementation and use  
Remain current in federal/state laws and regulations regarding Medicare and Marketplace requirements as well as general compliance and delegation oversight best practices and industry standards  
Assist with the creation and execution of the annual compliance work plan, risk assessment activities  
Manage and drive usage for the compliance tracking systems  
Oversee and manage applicable federal oversight functions such as Corrective Action Plan Management, Ongoing Monitoring, and Annual Audits  
Report key statistics and trends of core compliance and oversight functions, identifying risk mitigation and performance improvement opportunities to the Delegation Oversight and Corporate Compliance Committees as well as to Compliance and Company Leadership  
Perform data analysis and reporting activities. Provide and maintain oversight reporting mechanisms, and track and report outcomes from compliance activities. Collect, organize, and distribute reports and documents and recommend enhancements to reporting compliance tools  
Track and trend issues to identify compliance risk and performance improvement opportunities; provide input for executive compliance reporting  
Assist with regulatory audits and support audit readiness activity  
Collaborate with internal resources on the production and communication of compliance related alerts, newsletters and educational materials for all company workforce  
Establish effective working relationships and build credibility within the organization to support a culture of compliance based on the Company's core values  
Report potential risks, non-compliance or alleged violations to Compliance leadership and plan leadership  
May provide management and oversight of professional staff  
Perform any other job duties as requested

**Education and Experience:**

Bachelor of Science/Arts degree or equivalent years of relevant work experience is required  
Minimum of five (5) years of healthcare compliance, vendor oversight, internal audit or equivalent experience is required  
Managed care or other healthcare related experience is required  
Prior management experience is preferred  
Direct Centers for Medicare & Medicaid program experience and qualified health plan (i.e. marketplace) experience is required.

**Competencies, Knowledge and Skills:**

Advanced capabilities in Microsoft Word, Excel and PowerPoint  
Skilled in collaborative management of professional staff  
Comprehensive knowledge of applicable concepts and methodologies such as continuous quality improvement and auditing experience  
Knowledge of contracting, standards or controls management, preferably from a Managed Care Organization  
Knowledge of Federal Marketplace and Medicare Regulatory environment  
Proven success in developing and implementing new practices and controls (with specific improvements)  
Experience in a high-growth business environment  
Working knowledge of health plan environment is preferred  
Strong analytical and statistical skills and attention to detail  
Ability to work in a fast-past environment and reprioritize  
Effective problem solving skills with attention to detail  
Ability to develop, prioritize and accomplish goals  
Strong communication skills (both written and verbal)  
Strong interpersonal skills & high level of professionalism  
Ability to work independently and within a team environment  
Effective active listening and critical thinking skills  
Display a customer service, member-focused orientation

**Licensure and Certification:**

None

**Working Conditions:**

General office environment; may be required to sit or stand for extended periods of time

**Desired Class Level:** Graduate/Alumni

**Posting Date:** August 19, 2021

**Expiration Date:** September 19, 2021

**Contact:** N/A  
230 N. Main Street Dayton, Ohio 45402 United States

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

**How to Apply:** [https://careers.caresource.com/search/jobdetails/manager-corporate-compliance/c2269650-bbbb-4595-87d1-5c2eb845c7ce?utm\\_campaign=ss\\_email](https://careers.caresource.com/search/jobdetails/manager-corporate-compliance/c2269650-bbbb-4595-87d1-5c2eb845c7ce?utm_campaign=ss_email)



**Staff Attorney**

Eviction Defense Center, A Nonprofit Law Corporation (Oakland, CA)

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

Downtown Oakland, California United States

**Job Description:**

The Eviction Defense Center [EDC] is a nonprofit law corporation that defends low-income tenants in their eviction actions with a focus on elderly tenants, disabled tenants, veterans, households with young children, recent immigrants, victims of domestic violence, and tenants who are catastrophically ill. The office is staffed by an Executive Director, a Managing Attorney, four Litigation Attorneys, an amazing Office Manager/Certified Paralegal, a Case Manager, and several Volunteer Attorneys and Interns.

The EDC is hiring a Staff Attorney. To join the EDC you must be a well-organized, detail oriented, multi-tasking, fierce and fearless advocate who can hold your own in highly adversarial situations. You must be dedicated to serving the low-income community, and you must have a strong belief that ALL poor people deserve aggressive representation in court when they stand to lose something as important as their housing. You must have a heart of gold, an insane sense of humor, and the ability to work in high stress situations with clients in crisis. Basic proficiency in Spanish is a huge plus.

We are an energetic, diverse, left-leaning group of fun-loving people who have each other's backs through thick and thin and love what we do. We hope you join us!

**Desired Class Level(s):** Graduate/Alumni**Posting Date:** August 19, 2021**Expiration Date:** September 24, 2021**Contact:** Anne Omura

1611 Telegraph Avenue, Suite 726 Oakland, California 94612 United States

**Resume Receipt:** Email Resume, Online**Default email address for resumes:** tamiko23@sbcglobal.net**Additional Documents:** Cover Letter**Visual ID:** 7938

**VOCA Staff Attorney**

Appalachian Research &amp; Defense Fund of Kentucky (AppalReD)

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

VOCA STAFF ATTORNEY VACANCY

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

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

Applicants should have a strong interest in serving the legal needs of low-income people and crime victims, a special desire to work in a rural area, and a particular interest in the problems of Appalachia. Admission to practice law in Kentucky or eligibility for limited admission under Kentucky Supreme Court Rule 2.112 if admitted in another state is preferred, but May 2021 law school graduates will be considered. Salary ranges from \$41,108 to \$61,535 depending on experience with generous benefits and leave time.

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

Submission Deadline: Friday, September 17, 2021

An Equal Opportunity Employer

**Desired Class Level:** Graduate/Alumni**Posting Date:** August 19, 2021**Expiration Date:** September 17, 2021**Contact:** Ms. Lori Elam

HR Dept.

Appalachian Research and Defense Fund of Ky., Inc., 120 North Front Avenue Prestonburg, Kentucky 41653 United States

**Resume Receipt:** E-mail**Default email for resumes.:** [robertj@ardfky.org](mailto:robertj@ardfky.org)**Additional Documents:** Cover Letter, Writing Sample, Other Documents**Requested Document Notes:** List of references**ID:** 7940



**Associate Attorney or Counsel**

Varner &amp; Van Volkenburg, PLLC (Clarksburg, WV)

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

Varner & Van Volkenburg, PLLC seeks to hire an associate attorney or more seasoned attorney as counsel, with three years or more of litigation experience to work in the firm's Clarksburg, West Virginia office. Requirements include someone who has a positive attitude and is self-motivated. The ideal candidate will have experience with various types of litigation and strong research and writing skills. Salary dependent upon experience.

Position type: Full-time

Desired Class Level: Graduate/Alumni

Location: Clarksburg, West Virginia

Resume Receipt: via email at [jdvanvolkenburg@vv-wvlaw.com](mailto:jdvanvolkenburg@vv-wvlaw.com)

Contact Information: Jeffrey D. Van Volkenburg

Varner &amp; Van Volkenburg, PLLC

360 Washington Avenue

Clarksburg, West Virginia 26301

**Desired Class Level:** Graduate/Alumni**Posting Date:** August 18, 2021**Expiration Date:** September 18, 2021**Contact:** Jeffrey D. Van Volkenburg**Resume Receipt:** E-mail**Default email for resumes.:** [jdvanvolkenburg@vv-wvlaw.com](mailto:jdvanvolkenburg@vv-wvlaw.com)**ID:** 7929

**Position Type:** Full-time

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

**Job Location(s):** Cleveland, Ohio (United States)

**Description:**

**POSITION**

The Office of General Counsel (OGC) handles all aspects of the university's legal related matters. The Staff Counsel will join a team of legal professionals providing strategic advice to the university and will work on the wide variety of legal and policy issues that confront a large urban teaching and research university. Duties will include HR issues including immigration and international areas, business and real estate matters, employment and labor law, health law, technology transfer matters, litigation, regulatory compliance, student and academic matters, and possibly contract drafting and review.

**ESSENTIAL FUNCTIONS**

- o Provide legal advice to Human Resources and other university offices including immigration and international areas, business and real estate matters, employment and labor law, health law, intellectual property and technology transfer matters, litigation, regulatory compliance, student and academic matters. (10%)
- o Provide legal advice for transactions and ventures related to university programs with specific emphasis on the technology transfer matters. (10%)
- o Research law, investigate facts, examines documents and prepares resolutions, as well as, conducts independent research and provides legal analysis. (10%)
- o Research and analyzes law sources such as statutes, recorded judicial decisions, contracts, legal articles, treaties, constitutions, and regulations. (10%)
- o Responsible for foreseeing and protecting the university against legal risks. (5%)
- o Collaborate with university offices and leadership, as appropriate, on initiatives and compliance with laws. (5%)
- o Prepares legal documents such as briefs, pleadings, appeals, contracts, initial and amended articles of incorporation, stock certificates, and board documents. (5%)
- o Represent the university in administrative proceedings with federal and state agencies in relation to charges and complaints involving students, faculty, and staff, including providing defense and responses to claims, and participating in mediations and facilitating resolutions. (5%)
- o Participate in education and training programs. (5%)
- o Review and draft contracts as needed. (5%)

**QUALIFICATIONS**

Experience: 1-3 years of related experience.

Education/Licensing: Juris Doctorate from an accredited law school; Licensed attorney in Ohio.

**REQUIRED SKILLS**

- o Knowledge of laws affecting nonprofit, private universities and governance.
- o Ability to synthesize complex or diverse information; collect and research data.
- o Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- o Ability to write clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; able to read and interpret documents, reports, business correspondence, and procedure manuals.
- o Ability to effectively present information and respond to questions from groups of managers, client customers, and the general public.
- o Ability to solve practical problems and deal with a variety of concrete variables in situation where only limited standardization exists.
- o Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- o Ability to balance team and individual responsibilities; contributes to building a positive team spirit.
- o Ability to accept responsibility for own actions; follows through on commitments.
- o Ability to follow instructions, respond to management direction; commits to long hours of work when necessary to reach goals.
- o Demonstrate attention to detail, accuracy and thoroughness.
- o Ability to focus on solving conflict, not blame; maintain confidentiality. Ability to identify and resolve problems in a timely manner; work well with other staff on problems and projects.
- o Ability to listen and get clarification; responds well to questions.
- o Ability to meet consistent attendance.
- o Ability to interact with colleagues, supervisors, and customers face to face.
- o Knowledge of LexisNexis, internet software; spreadsheet software and work processing software.

**WORKING CONDITIONS**

This job presents no health or safety hazards, but the individual must be able to work under time constraints in a diverse environment and walk-in traffic. The stress level for this position is high at times due to the basic nature of legal affairs.

Application Methods:

Url: [https://employment.case.edu/psc/ERECRUIT/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?](https://employment.case.edu/psc/ERECRUIT/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?)

Page=HRS\_APP\_JBPST&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=9060&PostingSeq=1&utm\_source=Indeed&utm\_medium=organic

**Desired Class Level:** Graduate/Alumni

**Posting Date:** August 18, 2021

**Expiration Date:** September 18, 2021

**Contact:** N/A

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

**How to Apply:** [https://employment.case.edu/psc/ERECRUIT/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCHJOB.GBL?Page=HRS\\_APP\\_JBPST&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=9060&PostingSeq=1&utm\\_source=Indeed&utm\\_medium=referral](https://employment.case.edu/psc/ERECRUIT/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL?Page=HRS_APP_JBPST&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=9060&PostingSeq=1&utm_source=Indeed&utm_medium=referral)

**ID:** 7935

**Remote Associate Attorney**

The Bopp Law Firm, P.C.

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**Job Type:** Full-time

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

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

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** August 18, 2021

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**Expiration Date:** September 23, 2021

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

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** [jgallant@bopplaw.com](mailto:jgallant@bopplaw.com)

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**Visual ID:** 7926

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**Staff Attorney**

Esperanza Immigrants Rights Project (Los Angeles, CA)

**Position Type:** Full-time**Practice Area(s):** Immigration/Refuge**Geographic Preference:** West (CA, NV, UT, CO, MT, WY)**Job Location(s):** Los Angeles, California (United States)**Description:**

Esperanza seeks a full-time Staff Attorney to work primarily in our Representation Program, assisting detained and non-detained immigrants in removal proceedings.

The Staff Attorney will have the opportunity to work on a variety of cases under the supervision of a Managing Attorney. Representation will include applying for relief such as Asylum, Special Immigrant Juvenile Status, Cancellation of Removal, as well as contesting deportation with innovative legal theories.

**Minimum Qualifications:**

- Juris Doctorate;
- Active bar admission or awaiting bar results (California state bar preferred, but not required)
- Experience (including internships) in a legal setting (preferably in immigration and/or public interest law);
- Strong organizational, case management, legal research, and legal writing skills;
- Ability to take initiative and work under pressure;
- Willingness to be a team-player with an attitude and aptitude for collaboration;
- Passion for social justice for immigrants and vulnerable communities

**Preferred Qualifications**

- Proficiency in a second language such as Spanish, French, Mandarin, Portuguese, and Mayan dialect;
- Experience working with vulnerable client populations, particularly with children, families, or clients with mental health issues;
- Experience in community outreach and/or public speaking

**Desired Class Level:** Graduate/Alumni**Posting Date:** August 18, 2021**Expiration Date:** September 30, 2021**Salary Range:** 60,000 - 69,999

**Contact:** Mr Jose Luis Garcia  
Managing Attorney  
1530 James M Wood Blvd Los Angeles, California 90015 United States  
<http://www.esperanza-la.org>

**Resume Receipt:** E-mail**Default email for resumes.:** [garellano@ccharities.org](mailto:garellano@ccharities.org)**Additional Documents:** Cover Letter, Writing Sample, Other Documents**Requested Document Notes:** Simultaneously email cover letter, resume, at least 2 references, and a brief writing sample (5 pages or less)**ID:** 7939

**Job Type:** Full-time

**Job Location(s):**  
Texas United States

**Job Description:**

Zinda Law Group is looking for an ambitious and passionate Trial Lawyer to join our team in Texas. As a Trial Lawyer, you will work alongside a dynamic and experienced team while handling your own cases from intake to resolution. A typical day for an Attorney at Zinda Law Group involves leading mediations, developing case strategies, arguing in court, taking and defending depositions, research and drafting, and client communication. Our Trial Lawyers handle cases from intake through settlement or jury verdict and over time develop a more sophisticated docket, with the goal of becoming a Senior Attorney.

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

Our core principles are:

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

**Qualifications and Experience:**

- At least one (1) year of experience practicing personal injury or civil litigation;
- Licensed and in good standing with the Texas State Bar;
- Experience drafting and responding to motions;
- Substantial knowledge of Texas Rules of Civil Procedure.

**Compensation and Benefits:**

- \$75,000 - \$150,000 base salary;
- Uncapped quarterly bonuses;
- Contingency fee referral bonus opportunities;
- Medical, vision, and dental insurance;
- Paid time off and paid holidays;
- IRA Plan with company contribution match;
- Paid parental leave;
- Flexibility to work remotely;
- Opportunities to grow as a professional and advance in the company.
- Ongoing training and mentoring from our outstanding team.

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

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

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** August 18, 2021

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**Expiration Date:** September 24, 2021

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

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

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**How To Apply:** <https://zdfirm.bamboohr.com/jobs/view.php?id=385>

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**Visual ID:** 7933

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**Corporate Transactional Associate**

Cole Schotz PC

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

Dallas, Texas United States  
Baltimore, Maryland United States  
Hackensack, New Jersey United States  
Wilmington, Delaware United States  
New York, New York United States  
Boca Raton, Florida United States

**Job Description:**

COLE SCHOTZ P.C.

**CORPORATE/TRANSACTIONAL ASSOCIATE- DELAWARE, FLORIDA, MARYLAND, NEW JERSEY, NEW YORK OR TEXAS OFFICES:**

Prominent mid-Atlantic law firm with multiple regional office locations seeks corporate attorneys for its Delaware, Florida, Maryland, New Jersey, New York or Texas offices. Candidates should have 5 + years of experience in corporate, mergers and acquisitions, fund formation, finance and/or securities. Applicable bar admission required. Strong academic credentials, excellent oral and written communication skills required. We offer an excellent compensation package and 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](http://www.coleschotz.com)

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

Cole Schotz is an Equal Opportunity Employer

**Desired Class Level(s):** Graduate/Alumni**Posting Date:** August 17, 2021**Expiration Date:** September 23, 2021**Contact:** Chief Human Resources Officer Gayle Englert  
25 Main Street Hackensack, New Jersey 07601 United States**Resume Receipt:** Online**Visual ID:** 7921

**Guam is calling - trial experience on a tropical island**  
Guam Attorney General

**Job Type:** Full-time

**Job Location(s):**  
Guam

**Job Description:**

Are you interested in gaining criminal trial experience, practicing administrative law, or handling complex civil matters all while living on a beautiful tropical island? If you are a licensed attorney, this is your chance! **The Guam Bar allows licensed attorneys in good standing to practice as a government attorney for up to five years.**

We are looking for lawyers, including recent graduates, who are licensed and in good standing and experienced attorneys looking for professional growth.

The Office of the Attorney General of Guam is led by elected Attorney General Leevin Taitano Camacho. He leads our management team together with a chief deputy attorney general and eight other deputies who head each of our divisions. The Office is home to approximately 200 employees, approximately 50 of whom are attorneys.

With alumni from over thirty law schools across the country, our Office has had great success in hiring professional and capable attorneys and we are looking to continue to build on that foundation.

For those just entering the profession, working here will provide unmatched opportunities for hands-on legal experience under the guidance and mentorship of the experienced attorneys on our team. For those more seasoned in the profession, our office provides opportunities to sharpen your skills or apply your skills in new areas of law.

Whether novice or seasoned, our office also offers extensive opportunities for professional development, training, and networking through our strong partnerships with member organizations, such as the National Association of Attorneys General and the Conference of Western Attorneys General. In 2019, we also launched an in-house Continuing Legal Education credits program.

General information can be found at our website: <http://oagguam.org/attorney-recruitment/>

For questions about the hiring process or employment benefits, please contact our Human Resources Office at [humanresources@oagguam.org](mailto:humanresources@oagguam.org).

**Desired Class Level(s):** Graduate/Alumni

**Posting Date:** August 17, 2021

**Expiration Date:** September 22, 2021

**Contact:** Leevin Camacho  
590 South Marine Corps Drive Tamuning 96913 Guam

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

**How To Apply:** Applications are available online at <http://oagguam.org/employment-opportunities/>.  
General information can be found at our website: <http://oagguam.org/>  
For questions about the hiring process or employment benefits, please contact our Human Resources Office at [humanresources@oagguam.org](mailto:humanresources@oagguam.org).

**Visual ID:** 7919



# Remote Case Brief Video Script Writer (Temp FT, 6 Months)

Quimbee

**Job Type:** Full-time

**Job Location(s):** United States

## Job Description:

Quimbee has a massive library of content designed to help law students and attorneys succeed, every step of the way. Not only do we help law students succeed in law school and on the bar exam, but Quimbee is also equally committed to building a premier collection of courses designed to satisfy attorneys' MCLE requirements. Quimbee can be accessed on desktop, tablet, and mobile devices. We are now seeking case brief video script writers to work with us on a temporary basis to help us on our journey. We are looking for writers who can commit full-time hours (or close to it). We expect this project will last approximately six months.

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

## Overview

Quimbee has a huge database of case briefs and many of them include videos that our students *love*. We are seeking case brief script writers to help grow our database of videos. Our brilliant writers create content that educate and train future lawyers. In this capacity, you will serve as, in effect, a legal educator. This is a position of great trust and responsibility.

## Duties

- Prepare case scripts based on summaries, utilizing a writing tone that is casual and narration friendly
- Participate in the editorial and video-production process

## Who we're looking for

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

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

*You're a detail-oriented, tech-savvy, self-starter:* You're comfortable with technology generally and eager to learn. You're disciplined and motivated and the kind of person who doesn't need someone looking over your shoulder to make sure you're doing your job.

*You're a fun person:* You don't lose your cool. You bring out the best in the people around you. You don't take yourself too seriously. You can make and take a joke.

## Requirements

- A JD from a U.S. law school
- Graduate of an ABA approved law school
- Professional experience in legal publishing and/or legal education
- Native fluency in English
- Attention to detail
- Strong feelings about the Oxford comma
- Excellent communication skills
- High-speed internet connection

## Benefits

- Salary: \$80,000
- 100% remote. That's one of the biggies. No more commute!
- The option to participate in our group health-insurance coverage.
- 401k matching up to 4% (100% matching up to 3% and 50% between 3% and 5%) after 90 days
- Unlimited paid time off (after 90 days). Our philosophy is that if you feel you need time off (for example, because of overwork, sickness, personal matters, etc.), we're not going to question that. We just ask that you don't abuse it and that you give us at least two weeks notice if you plan to be away.

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** August 17, 2021

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**Expiration Date:** September 23, 2021

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**Contact:** Mr. Matthew Sellers  
CEO

964 Bridlepath Lane Charlotte, North Carolina 28211 United States

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

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**How To Apply:** <https://apply.workable.com/quimbee/j/20ACFC23C6/>

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**Visual ID:** 7920

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**Job Type:** Full-time

**Job Location(s):**  
Houston, Texas United States

**Job Description:**

alliantgroup's Tax Controversy Services team has defended clients in more than 500 state and federal audits and in tax-related litigation, often sustaining a large percentage of the claims. We serve clients in numerous industries including manufacturing, aerospace, architecture/engineering, electrical contracting, software, life sciences, chemical, brewing, apparel, and agriculture.

As an **Associate Attorney**, you will defend small and mid-size companies against the IRS and taxing authorities. This is a great opportunity to utilize your litigation background in a client focused environment as well as gain a specific, highly valued skill set.

**Responsibilities:**

- Evaluate evidence, develop realistic evaluations of cases and position our clients to prevail
- Develop, evaluate and implement defense strategies and represent clients in all IRS and state taxing audits and examinations
- Gather, review and analyze all required documentation and prepare primary responses to IRS requests
- Draft and prepare information for presentation to the IRS and State Taxing Authorities
- Serve as the main point of contact between clients and taxing authority and provide exceptional client service

**Requirements:**

- 2+ years litigation experience including 1st chair trial experience and/or significant deposition experience required.
- Outstanding verbal and written communication skills required
- Collaborative, self-motivated, competitive, and highly professional
- 15%-25% travel required

**Desired Class Level(s):** Graduate/Alumni

**Posting Date:** August 16, 2021

**Expiration Date:** September 22, 2021

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

**Resume Receipt:** Email Resume, Online

**Default email address for resumes:** kandace.spivey@alliantgroup.com

**Visual ID:** 7617

**Deputy Chief Information Officer for Enterprise IT Policy Governance**  
Department of Energy (Washington, DC)

**Job Type:** Full-time

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

**Job Description:**

The Deputy Chief Information Officer for Enterprise IT Policy and Governance directs the management of the Federal Information Technology Acquisition Reform Act (FITARA) program, DOE IT Governance, the Enterprise IT Project Management Office, DOE Section 508 Program, DOE IT Budget and Capital Planning and Investment Control, IT Policy, Paperwork Reduction Act, and Government-wide IT initiatives.

As the Deputy Chief Information Officer for Enterprise IT Policy and Governance you will:

- Direct organizational activities, frames strategic plans based on broad organizational assessments and evaluations of long-term organizational objectives. The DCIO sets all internal control standards for effectiveness, efficiency, and productivity and assesses all organizational policy, program, and project viability. He/she determines the financial and personnel resources needed to achieve mission objectives and support mission operations; identifies the need for major organizational improvements and develops the requisite plans and directs implementing actions.
- Oversee and direct the internal organization, staffing, policies, and personnel authorities required to carry out the responsibilities of the organization, including the recruitment of senior managers and technical experts necessary to ensure the success of the programs.
- Serve as the liaison between DOE, other agencies, and oversight organizations such as the Office of Management & Budget (OMB), the General Accountability Office, Congress, and others.
- Provide advice and other assistance to the head of the agency and other Senior Management Personnel to ensure that information technology and resources are planned for, acquired, and managed in a manner that implements the policies and procedures of legislation, including the Paperwork Reduction Act, the Clinger-Cohen Act, the Federal Information Technology Acquisition Reform Act (FITARA), Paperwork Elimination Act, Performance and Results Act and priorities established by the head of the agency.

**Desired Class Level(s):** Graduate/Alumni

**Posting Date:** August 16, 2021

**Expiration Date:** September 22, 2021

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

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

**How To Apply:** <https://www.usajobs.gov/GetJob/ViewDetails/610776500#required-documents>

**Additional Documents:** Other Documents

**Additional Documents Notes:**

1. ALL APPLICANTS - Five (5) page ECQ-based Resume including the following:
  - Full name, mailing and email addresses, day & evening telephone numbers
  - Education information including:
    - Name, city, state of colleges/universities attended, major & type of degree received.
    - Report only schools accredited by the accrediting institutions recognized by the U.S. Department of Education
  - All work experience (paid and unpaid) including:
    - Job title, duties/accomplishments, employer's name/address, start/end dates (include month, day, and year), average hours per week worked, salary
    - Honors, awards, special accomplishments
2. ALL APPLICANTS - MTQ Narrative (no more than one page per MTQ, 10 pt font).
3. Current or former career SES members must provide a SES appointment SF-50 (Notification of Personnel Action), and an SF-50 showing current career SES status or career SES reinstatement eligibility.
4. Applicants who have successfully completed an OPM approved SES Candidate Development Program must submit a copy of their certification.
5. Current or former Federal Civilian employees, must submit a copy of your most recent SF-50 (non-award) documenting show the following: 1) Full position title; 2) appointment type; 3) occupational series; 4) pay plan, grade, and step; 5) tenure code; 6) service computation date (SCD).
6. ALL APPLICANTS - If positive education requirement: you must submit a copy of your transcript(s) or a separate course listing showing the course title, department, hours earned (quarters or semester), and grade. If you have completed any part of your education outside of the U.S., you must submit the evaluation of your foreign education that has been prepared by an accredited organization. The National Association of Credential Evaluation Services (NACES) can provide a list of who can evaluate your foreign education. For additional information, visit Department of Education In addition, you have the option of submitting a cover letter (one page maximum).

All documents must be uploaded into the system;  
USAJobs Resume Builder resumes will not be accepted.  
Fonts cannot be smaller than 10 point.  
Separate written narratives addressing the ECQs will not be considered.  
Pages submitted in excess of the limits described above will not be considered. Substituting pages for other required documents in the application is not acceptable (e.g., submitting only a four-page resume but adding an additional page to address an MTQ).  
Do not use borders, provide photos or list a Social Security Number or date of birth on any attachment.

**Visual ID:** 7911

**Associate Attorney**

Hankin, Sandman, Palladino, Weintrob &amp; Bell (Atlantic City, NJ)

**Job Type:** Full-time**Job Location(s):** Atlantic City, New Jersey United States**Job Description:**

We are a well-established Southern New Jersey law firm seeking an Associate to work in the areas of real estate, land use, environmental, consumer fraud, and limited liability company/closely-held corporation litigation. The position is for immediate hire with some flexibility on start dates (within the next 1-2 months) depending on the applicant's particular circumstances. The Associate will have an immediate opportunity for client contact and substantive responsibility for all aspects of assigned matters, including appearances before courts and government bodies. Strong writing and communication skills are required. New Jersey bar admission/anticipated admission is a must.

The firm will not sponsor work visas.

**Desired Class Level(s):** Graduate/Alumni**Posting Date:** August 13, 2021**Expiration Date:** September 19, 2021**Contact:** Partner Evan Labov  
Partner  
30 South New York Avenue Atlantic City, New Jersey 8401 United States**Resume Receipt:** Other (see below)**Default email address for resumes:** [evanl@hankinsandman.com](mailto:evanl@hankinsandman.com)**How To Apply:** Email resume and additional documents to Evan Labov at: [evanl@hankinsandman.com](mailto:evanl@hankinsandman.com) Additional Documents to Send with Resume: Cover Letter, Unofficial Transcript, Writing Sample Contact: Evan Labov**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**Visual ID:** 7907

**Attorney - Housing Bond Associate**  
Hawkins Delafield & Wood LLP

**Job Type:** Full-time

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

**Job Description:**

Hawkins Delafield & Wood LLP seeks an associate to join our single family and multifamily housing finance practice in our New York City office. We are a nine-office national law firm with a practice focused on financings addressing society's most pressing needs. Experience the daily professional and personal satisfaction of knowing that your participation in complicated, innovative transactions (many designated ESGs) will be instrumental in providing housing to lower-income borrowers and tenants across the country.

You will work on challenging transactions employing cutting-edge financial products. We are the nation's leading firm for sophisticated housing finance, and maintain this position through our unrelenting commitment to client service, professional excellence, integrity and collaborative issue-solving. We offer a collegial work setting, a problem-solving environment and extensive direct contact with clients and senior partners.

Candidates must have 0-4 years' experience, with 2+ years' experience in Big Law or other experience in transaction law or securities law a plus, and be motivated self-starters with excellent communication skills, a commitment to ethics and professional excellence, and the ability to thrive in a fast-paced environment. New York bar admission, or pending bar admission, is required.

If you are looking for a unique opportunity to build a career in public finance, and a career perhaps more fulfilling than the typical large firm practice, we want to hear from you. Interested candidates should submit a resume, law school transcript and cover letter to [bradafshar@hawkins.com](mailto:bradafshar@hawkins.com)

Hawkins Delafield & Wood LLP is an equal-opportunity employer.

**Desired Class Level(s):** Graduate/Alumni

**Posting Date:** August 13, 2021

**Expiration Date:** September 19, 2021

**Contact:** Bonnie Radafshar  
One Chase Manhattan Plaza New York, New York 10005 United States

**Resume Receipt:** Email Resume, Online

**Default email address for resumes:** [bradafshar@hawkins.com](mailto:bradafshar@hawkins.com)

**How To Apply:** <https://www.hawkins.com/careers>

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

**Visual ID:** 7906

## Circuit Judge Law Clerk

The Supreme Court of Appeals of West Virginia

**Position Type:** Full-time

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

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

### Description:

The Administrative Office of  
The Supreme Court of Appeals of West Virginia  
Position Announcement

FIFTH Judicial circuit ROANE, CALHOUN, JACKSON & MASON COUNTIES

EMPLOYMENT OPPORTUNITY

Spencer, West Virginia

Position will open at the end of September (Posted 8-11-2021)

### The Position

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

### Circuit Judge Law Clerk

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

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

Minimum Qualifications: A successful candidate must possess excellent legal research and writing skills. The candidate must also possess the ability to communicate clearly and concisely. Ability to exercise good judgment and maintain tact, composure, and confidentiality. The candidate must possess strong organizational skills and attention to detail.

All circuit judge law clerks must be current members or become members of the West Virginia State Bar and/or sit for the Uniform Bar Examination (UBE) each time it is offered. The failure to pass the Uniform Bar Examination within two (2) attempts will result in a loss of employment. West Virginia Bar Examination/Uniform Bar Examination failures predating judicial employment count toward the two (2) attempts. Any person who has failed the West Virginia Bar Examination the UBE, or any bar examination, two (2) or more times is ineligible for these positions. Once a person passes the Uniform Bar Examination, the issue of bar examination failures is moot. Additionally, the minimum law school g.p.a. for these positions is 2.2.

### Duties and Responsibilities:

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

- Perform legal research,
- Prepare confidential legal memoranda,
- Attend court hearings,
- Draft orders and opinions,
- Advise and assist judge with legal issues,
- Conduct discovery conferences,
- Respond to attorneys and self-represented litigants, and
- Monitor the court's docket.

### Criminal Background Check:

All successful candidates must submit to a criminal background check.

### Compensation and Benefits include:

- Competitive salary based on experience and qualifications,

- Medical Insurance,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical),
- Life insurance,
- Defined benefit pension plan,
- Section 457 deferred compensation plan, 12 paid holidays, and
- Annual and sick leave.

#### The Administrative Office of the Courts

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

#### West Virginia Courts

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

#### Equal Opportunity in Employment

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

#### Application Process

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

- Cover Letter,
- Resume,
- Law School Transcript,
- Writing Sample,
- References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website), and
- If selected, applicant must provide a signed release of information form provided by the Court.

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

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

<b>Desired Class Level:</b>	Graduate/Alumni
<b>Posting Date:</b>	August 12, 2021
<b>Expiration Date:</b>	September 12, 2021
<b>Contact:</b>	Sarah Loftus Law Clerk Program Coordinator Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States
<b>Resume Receipt:</b>	E-mail
<b>Default email for resumes.:</b>	<a href="mailto:sarah.loftus@courtswv.gov">sarah.loftus@courtswv.gov</a>
<b>Additional Documents:</b>	Cover Letter, Writing Sample, Other Documents
<b>Requested Document Notes:</b>	Resume, Law School Transcript, References (at least three), Signed Court Employment Application, If selected, applicant must provide a signed release of information form provided by the Court.
<b>ID:</b>	7879

## Litigation Fellow

Animal Legal Defense Fund (California )

**Position Type:** Fellowship

**Geographic Preference:** West (CA, NV, UT, CO, MT, WY)

### Description:

Litigation Fellow  
Animal Legal Defense Fund

Reports to: Senior Staff Attorney

Location: Position will be based either in Cotati, California, or may be remote.

Employment Status: Full-time, beginning in Fall of 2022 and lasting for approximately two years.

Compensation & Benefits: Competitive compensation with excellent benefits, including:

Comprehensive health care, dental, life, and vision benefits (all 100% employer paid);  
Flexible spending account;  
Generous Paid Time Off;  
11 paid holidays;  
401k retirement plan after one year of employment, with employer match up to 5% of annual salary;  
Casual office environment includes companion animals, for positions based in Cotati, CA;  
Maintaining a healthy work/life balance is a core value for the Animal Legal Defense Fund.  
Position Objectives:

Litigation Fellows in Animal Legal Defense Fund's Litigation Program are responsible for the day-to-day management of their assigned cases and projects, including ensuring the completion of all necessary research, filings, and other aspects of litigation. Litigation Fellows are also responsible for assisting the Litigation Program in developing new cases.

### Responsibilities:

Act as counsel under the supervision of a Staff Attorney, Senior Staff Attorney, Managing Attorney, or the Litigation Program Director, and be responsible for all research, filings, and other aspects of litigation, for assigned cases and projects.  
Develop skills as a litigator, through filings, appearances, and oral arguments, where appropriate.  
Research and develop novel legal theories and strategies, as well as fact patterns, for new cases.  
Work with Communications and other departments to answer questions on civil legal issues and procedures, and to propose, draft, proofread and/or edit content on cases and legal developments.  
Coordinate, as needed, with other programs, including with Criminal Justice Program staff on cases that have, or could have, both civil and criminal components, the Legislative Affairs Program, the Animal Law Program, and Pro Bono Programs staff.  
Prepare and deliver presentations for professional conferences, fundraising events, etc. when needed.  
Provide in-house expertise for staff on questions concerning Litigation Program cases, animal law civil cases in general, and legal strategy.  
Qualifications:

Must have a J.D. when the fellowship begins and be admitted to practice law in the state where you will reside during your fellowship (or be awaiting bar results on the start date of your fellowship).  
Must have graduated from law school within three years of the start date (Class of 2019 or later).  
Must understand and be committed to the mission and core values of the Animal Legal Defense Fund.  
Must have excellent organizational and prioritization skills and be able to meet deadlines.  
Must have excellent written and verbal communication skills.  
Must have excellent interpersonal skills and be able to communicate effectively with members, supporters, co-workers, and opposing counsel.  
Must have a positive attitude and be able to work cooperatively with others and function well in a team-oriented work environment.  
EOE Disclaimer:

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

Consistent with the organization's mission, our offices and events are free of animal products and byproducts.

### How to Apply:

The application deadline for this position is September 10, 2021.

Applications will be reviewed on a rolling basis, so we encourage applicants to apply early as we may make a decision before the deadline closes.

Applicants should email an application form, cover letter, résumé (including 2-3 professional references), original writing sample, and transcript (unofficial is acceptable) to Animal Legal Defense Fund's Litigation Administrator at [LitigationJobs@aldf.org](mailto:LitigationJobs@aldf.org). Application packages that are printed to .pdf and combined into one file with files in the order listed above are appreciated. Email the Litigation Administrator at [LitigationJobs@aldf.org](mailto:LitigationJobs@aldf.org) with questions about this preferred submission format or with other questions regarding this position.

Contact: [LitigationJobs@aldf.org](mailto:LitigationJobs@aldf.org)

**Desired Class Level:** Graduate/Alumni

**Posting Date:** August 12, 2021

**Expiration Date:** September 10, 2021

**Contact:** Alyssa Sander  
525 East Cotati Avenue Cotati, California 94931 United States

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

**How to Apply:** [LitigationJobs@aldf.org](mailto:LitigationJobs@aldf.org)



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

**ID:** 7889

**Position Type:** Fellowship

**Practice Area(s):** Appellate, Litigation

**Description:**

Pacific Legal Foundation Fellowships

**You:** A law-school graduate, a confident and entrepreneurial freedom fighter with a passion for battling onerous government. You're looking for an opportunity to work with the best liberty lawyers in the nation, immerse yourself in the nuts-and-bolts of public-interest law, and study the legal and philosophical principles of the liberty movement.

**Them:** Bureaucrats, city councils, mayors, governors, and federal agencies stripping Americans of their rights every day. There's a lot of government overreach out there, and it's backed by seemingly endless resources. But fortunately, like all lumbering giants, abusive government is most vulnerable when countered by individuals who act strategically and nimbly, take calculated risks, have each other's backs, and are confident in and passionate for the cause—the very sort of swashbucklers we employ in spades here at PLF.

**Us:** We fight back. Pacific Legal Foundation is the nation's first and most successful public interest law firm dedicated to vindicating individual liberty. PLF has an unmatched record in the United States Supreme Court, with 14 victories out of 16 cases litigated at the Court—so far. We have more than a hundred active cases across the nation, and a growing number of legislative and administrative policy wins.

We are a next-generation public interest law firm. What does "next generation" mean for a legal nonprofit? It means we aren't interested in doing the same thing as everyone else. We aspire to be the best player in a constantly changing game.

Here's what you get to do in this role:

You will be a "PLF Fellow," a one-year position for law-school graduates. You will be added to litigation teams in on-going cases, receive hands-on legal-research and legal-writing training, and study the Classical Liberal principles that guide our work. You will also be encouraged and expected to take on additional challenges, including case development and communications efforts.

You will work on teams with junior and senior attorneys, adding your skills and perspective in order to elevate our team's ability to win important victories for liberty. You will have the latitude to think big and the resources to execute. You will be at the forefront of shaping the law for all Americans.

In a nutshell, we're seeking a young lawyer who's passionate about individual liberty, property rights, and administrative law, someone who is confident and magnanimous, and someone who is a bold and relentless freedom fighter.

Getting down to brass tacks, your specific job duties will likely include:

- Helping us win public-interest cases! Immersing yourself in the details of assigned cases, working closely with PLF's litigators, and finding creative ways to promote liberty.

- Advocating for individual liberty, property rights, and the separation of powers both philosophically and practically. Speaking with organizations, trade groups, academia, and media to advance PLF's strategic environmental law goals.

- Writing persuasive pieces for both scholarly and lay audiences. Drafting op-eds, journal articles, and blog posts.

- Working with other attorneys as you battle and set the agenda for PLF's public-interest practice.

This role is ideal for someone who is passionate about liberty and wants to get a crash-course in public-interest law and one with:

- a demonstrated interest in property rights, environmental law, and separation of powers;

- outstanding interpersonal communications skills; and

- a knowledge of and passion for the ideas of freedom and individual liberty.

**GENERAL INFORMATION**

Pacific Legal Foundation identifies and litigates important legal issues to set landmark precedents that will benefit Americans nationwide. Using strategic and principled litigation, communications, and research, we battle for freedom in the nation's courts and the court of public opinion.

As a national nonprofit organization, PLF has brick-and-mortar offices in Sacramento, CA; Arlington, VA; and Palm Beach Gardens, FL, though approximately half of the staff work from home across the country.

This is a one-year, full-time position. PLF is committed to recruiting and retaining the highest-quality talent available nationwide, and we offer a competitive compensation package. We have a flexible, collaborative, positive, and collegial work environment. We take pride in investing in your future and encourage internal advancement. PLF is the place for someone principled, tenacious, and determined to succeed in positively shaping the future of our country and restoring real limits on government power. Join us.

**TO APPLY:**

If you think you might be a good fit, submit the following application materials in one PDF at the link below.

- Your resume, including your experience in the liberty movement and relevant professional experience.

- A cover letter explaining why PLF is the place for you, why you want to fight for liberty, and what distinguishes you from typical applicants.

- A writing sample.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** August 10, 2021

**Expiration Date:** October 30, 2021

**Contact:** Ms. Tawnda Dyer

Hiring Secretary  
930 G Street Sacramento, California 95814 United States  
<http://www.pacificlegal.org>

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

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**How to Apply:** <https://pacificlegalfoundation.applytojob.com/apply/a1XXweEKqo/Constitutional-Law-Fellow>

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

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**Requested Document Notes:** Please combine documents into one pdf.

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**ID:** 7878

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

**Job Type:** Full-time

**Job Location(s):**  
United States

**Job Description:**

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

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

**Overview**

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

**How it works**

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

Who we're looking for:

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

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

**Qualifications**

\* JD required.

\* Excellent legal writing skills.

**Desired Class Level(s):** Graduate/Alumni

**Posting Date:** August 10, 2021

**Expiration Date:** September 16, 2021

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

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

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

**Visual ID:** 7876

**Attorney - Litigation with business law experience**

McClelland Legal Search

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

Position Type: Full-time, permanent position

Employer Name: Disclosed upon receipt of resume

Job Title: Attorney

Job Description: Our client seeks an attorney with 3 plus years of Litigation experience with a knowledge of handling general business matters.

Hiring Criteria: Litigation with some business law experience and admitted in Pennsylvania

Location: Pittsburgh

Materials requested: Resume

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

Compensation Details: Compensation determined by experience

Desired years of Experience: 3-5 years of relevant experience

How we would like to receive the materials: Interested candidates should send their information to :  
dianne@mcclellandlegalsearch.com**Desired Class Level:** Graduate/Alumni**Posting Date:** August 9, 2021**Expiration Date:** October 31, 2021**Contact:** Dianne McClelland**Resume Receipt:** E-mail**Default email for resumes.:** dianne@mcclellandlegalsearch.com**ID:** 7871

**Position Type:** Full-time

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

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

**Description:**

Position Type: Full-time, permanent position

Employer Name: Disclosed upon receipt of resume

Job Title: Attorney

Job Description: Our client, a highly esteemed large downtown firm, seeks an attorney with 4 plus years of transactional Real Estate experience. Strong drafting and real estate transactional experience preferred.

Hiring Criteria: Real Estate experience noted, and admitted in Pennsylvania.

Location: Pittsburgh

Materials requested: Resume

Deadline to apply: No deadline but search is active and interviews ongoing Compensation Details: Compensation determined by experience

Desired years of Experience: 4 plus years of relevant Real Estate experience

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

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**Desired Class Level:** Graduate/Alumni

**Posting Date:** August 9, 2021

**Expiration Date:** October 31, 2021

**Contact:** Dianne McClelland

**Resume Receipt:** E-mail

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

**ID:** 7870

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**Attorney - Workers Compensation**

McClelland Legal Search

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

Position Type: Full-time, permanent position

Employer Name: Disclosed upon receipt of resume

Job Title: Attorney

Job Description: Our client, a well known and top firm, seeks an attorney with 1+ years of Workers Compensation defense experience.

Hiring Criteria: Workers Compensation experience and admitted in Pennsylvania

Location: Pittsburgh

Materials requested: Resume

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

Compensation Details: Compensation determined by experience

Desired years of Experience: 1+ years of relevant experience

How we would like to receive the materials: Interested candidates should send their information to :  
dianne@mcclellandlegalsearch.com**Desired Class Level:** Graduate/Alumni**Posting Date:** August 9, 2021**Expiration Date:** October 31, 2021**Contact:** Dianne McClelland**Resume Receipt:** E-mail**Default email for resumes.:** dianne@mcclellandlegalsearch.com**ID:** 7869

**Ringer Fellows**

U.S. Copyright Office (Washington DC)

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

Ringer Fellowship

The Barbara A. Ringer Copyright Honors Program (Ringer Honors Program) offers eighteen to twenty-four-month paid fellowships for attorneys in the initial stages of their careers who demonstrate exceptional ability and interest in copyright law (Ringer Fellows). Ringer Fellows work closely with senior attorneys and others in the Office of the General Counsel (OGC), the Office of Policy and International Affairs (PIA), the Office of the Register (REG), and/or the Office of Registration Policy and Practice (RPP) on a range of copyright-related law and policy matters. In addition to performing an important public service, Ringer Fellows acquire unparalleled insight into the U.S. copyright system to draw upon in their future careers.

Barbara A. Ringer, for whom the fellowship is named, served as the eighth Register of Copyrights, from 1973 to 1980. She was instrumental in the review and drafting process that led to Congress' adoption of the 1976 Copyright Act.

**Desired Class Level:** 3L, LLM, Graduate/Alumni**Posting Date:** August 9, 2021**Expiration Date:** September 30, 2021**Contact:** Human Resources

101 Independence Ave. S.E. Washington, District of Columbia 20559 United States

**Resume Receipt:** E-mail**Default email for resumes.:** RingerHonorsProgram@loc.gov**ID:** 7868



**Native Law Staff Attorney - Youth Advocacy**  
Alaska Legal Services Corporation (Anchorage, AK)

**Position Type:** Full-time

**Practice Area(s):** All Practice Areas, Civil Rights, Disability, LAW

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

**Job Location(s):** Bethel, Alaska (United States)  
Anchorage, Alaska (United States)

**Description:**

Alaska Legal Services Corporation ("ALSC") is seeking a full-time staff attorney to provide legal services to Association of Village Council Presidents ("AVCP") member Tribes and tribal members. This position primarily involves representation of tribal clients in state child welfare proceedings and enforcing the Indian Child Welfare Act, and may also involve litigating other Native law matters on behalf of AVCP Tribes and tribal members.

The Bethel ICWA attorney will be serving clients in cases primarily heard in Bethel, Alaska courts, serving clients in the Yukon-Kuskokwim Delta. The attorney will be supervised and supported by ALSC staff. Travel to both urban and rural areas will be required. For this position, the attorney will either be:

- Housed within the AVCP ICWA department, in Bethel, Alaska; or
- Housed in Alaska Legal Services' Anchorage-based office, with expenses-paid travel to Bethel, Alaska for approximately one week out of each month, provided COVID-19 precautions allow.

The Bethel ICWA attorney will be expected to manage a caseload of state court child in need of aid cases and will also have the opportunity to participate in appellate and impact litigation. A successful applicant will have a background in communicating and interacting effectively in cross-cultural situations and a commitment to race equity work.

Applicants must be either admitted to practice law in Alaska or admitted to practice in another state and eligible for an Alaska Bar Rule 43 waiver. Information on Bar Rule 43 can be found at <http://www.alaskabar.org>. Familiarity with cross-cultural situations desirable. Computer proficiency required (Windows operating system, Microsoft Office, Internet and e-mail, and data entry).

**Applications:** ALSC is proud to be an equal opportunity employer. We are committed to building a culturally diverse workplace and strongly encourage women, persons of color, LGBTQ individuals, veterans, persons with disabilities, and persons from other underrepresented groups to apply. Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as early as possible.

Please send cover letter, resume, writing sample and three references to: Pearl Pickett, Supervising Attorney, [ppickett@alsc-law.org](mailto:ppickett@alsc-law.org). Please reference Native Law Staff Attorney in your application. Salary \$76,008 to \$105,480 per year for Bethel-based attorney; \$50,688 to \$70,320 per year for Anchorage-based attorney, dependent on experience. Generous leave and benefits package.

**About Alaska Legal Services Corporation (ALSC):** ALSC is a private, nonprofit law firm with a mission to provide high quality civil legal services to low income and disadvantaged people and communities to protect their safety, their health and promote family stability. Through advocacy, education, collaboration and litigation we empower individuals, protect fundamental rights, strengthen communities, create opportunities and achieve justice.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** August 8, 2021

**Expiration Date:** September 30, 2021

**Salary Range:** 50,000 - 59,999

**Contact:** Ms. Pearl Pickett  
Native Law Supervising Attorney  
1016 W 6th Ave, Suite 200 Anchorage, Alaska 99501 United States  
<http://www.alsc-law.org>

**Resume Receipt:** E-mail

**Default email for resumes.:** [ppickett@alsc-law.org](mailto:ppickett@alsc-law.org)

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

**Requested Document Notes:** Three References

**ID:** 7867

**Job Type:** Full-time, Internship

**Job Location(s):**  
United States

**Job Description:** Applications must be submitted by PwC's national deadline: **Tuesday, September 21st, 2021 @ 11:59 PM EST.**

**Explore our opportunities:**

We're inspiring and empowering our people to change the world. Here, you'll learn with purpose, lead with heart and put your skills to work to make a meaningful difference in the world. As part of a diverse team, you'll build trust and create innovative client solutions in unexpected ways.

If you join us, you can help organizations meet the challenges and opportunities of the US marketplace in the areas of audit, tax, consulting, and products and services. The PwC new joiner experience includes a personalized digital experience, exposure to diverse client work, real-time development from your coaching team and tools to support your well-being.

PwC currently has a number of available internship and full-time opportunities across our audit, tax, consulting and products and services teams in various locations across the United States. Positions include:

- Winter internships (January - March) & summer internships (June - August)
- Audit Services internship roles
- Consulting Services internship roles
- Tax Services internship roles
- Start Diversity internship (June - August)
- Full-time winter associate and summer/fall associate roles.

**PwC's application process:**

- In order to be considered for one of PwC's open positions **it is required that you apply directly to PwC via the entry level jobs site.**
- Review our PwC Entry Level Visa Sponsorship Eligibility site prior to applying.
- Use the filters on the left side of PwC's job site to explore positions and narrow your search.
- You'll be asked to confirm your top two preferred PwC office locations. When you apply, check that the opportunity for which you are interested in is available in your preferred office location(s) by reviewing the Job Posting Location(s) section. Location flexible to any PwC office? If so, you have the option to select "I'm open to any US office location" in the drop down for second location preference.
- After reviewing the position(s) in further detail, select "Apply" if you would like to apply to a particular position. You will be asked to upload a current resume. **Do not** submit your resume on your school/university career website.
- For the majority of entry-level roles at PwC, job seekers are required to complete an assessment to be considered for the role. After you submit an application for an entry-level position, you should expect to receive the assessment via email within a few hours.
- **You must complete the assessment within three calendar days after receiving it.** If you do not complete the assessment by the deadline, the link will expire and you will not be considered for the position. Please keep this timing in mind as you prepare to apply.
- Submit your application by PwC's national deadline: **Tuesday, September 21st, 2021 @ 11:59 PM EST.**
- Current students and alumni interested in entry level opportunities are encouraged to apply.

**Get connected and get prepared!**

Join our Talent Community to stay connected, learn more about PwC, career opportunities and events that interest you! Our talent community is a great place to tell us more about yourself and it helps recruiters find you if there's an opportunity that aligns with your background, skills and interests.

Explore more about our entry level recruiting process and how to get started, virtual interview tips and what to expect during the recruitment process. Use our US careers recruiting map to find your school recruiter's contact information.

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**Desired Class Level(s):** 2L, Graduate/Alumni

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**Posting Date:** August 6, 2021

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**Expiration Date:** September 12, 2021

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**Contact:** Associate Brittany Robertson  
Associate  
1 Embankment Place London WC2N 6RH United Kingdom

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

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**How To Apply:** <https://pwc.cm/tp/rj6.A8LsM-J-K>

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**Visual ID:** 7866

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**Law Clerk**

Court of Common Pleas of Washington County (Washington PA)

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

COURT OF COMMON PLEAS OF WASHINGTON COUNTY  
OFFICE OF COURT ADMINISTRATOR

Patrick R. Grimm,  
Esquire

Phone: 724-228-6797

District Court  
Administrator

Fax: 724-228-6938

DATE: August 6, 2021

FROM: Patrick R. Grimm, Esquire  
District Court Administrator

TO: West Virginia University College of Law  
Career Services Department  
ATTENTION: Rosalind Lister

RE: Law Clerk

There is a Law Clerk position available 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 salary is \$48,380.98, in addition to medical coverage, vacation time, and other benefits.

Please send cover letter, resume, unofficial transcript, and writing sample to:

The Honorable Valarie Costanzo  
Washington County Courthouse  
One South Main Street, Suite 2003  
Washington, PA 15301

Or email the documents to: [lori.hoag@washingtoncourts.us](mailto:lori.hoag@washingtoncourts.us)

PLEASE POST THIS NOTICE

**Desired Class Level:** Graduate/Alumni**Posting Date:** August 5, 2021**Expiration Date:** September 30, 2021**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

**ID:** 7862

**Position Type:** Full-time

**Geographic Preference:** West (CA, NV, UT, CO, MT, WY)

**Description:**

Open Date  
07/02/2021  
Requisition Number  
PRN26804B  
Job Title  
Manager, Program  
Working Title  
Manager, Program Career Development  
Job Grade  
D  
FLSA Code  
Administrative  
Patient Sensitive Job Code?  
No  
Standard Hours per Week  
40  
Full Time or Part Time?  
Full Time  
Shift  
Day  
Work Schedule Summary  
  
VP Area  
Academic Affairs  
Department  
00096 - College of Law - Dean  
Location  
Campus  
City  
Salt Lake City, UT  
Type of Recruitment  
External Posting  
Pay Rate Range  
31,600 to 50,000 depending on experience  
Close Date

Open Until Filled

Yes

**Job Summary**

The Program Manager will work closely with the Assistant Dean and the Director of the Career Development Office (CDO), functioning as an integral member of the Career Development team, with responsibilities across an array of areas from counseling, to program management and execution, to administrative duties. This position is critical to the success of the office, both in terms of day-to-day operations and in achieving the long-term strategic goals of the CDO. This position requires a high level of customer service, working with a diverse population of stakeholders inside and outside the school. The position requires high level of discretion and professionalism in dealing with sensitive and confidential information. A successful candidate will be able articulate their interest in the career counseling field, and their desire to develop expertise in the field by various means, including attending trainings remotely and in-person as required. The ability to travel to events and programing locally is required, and occasional travel outside the region, typically for training, is also required.

**Responsibilities**

1. Oversees administrative matters regarding the day-to-day operations and procedures of an academic, research or administrative program.
2. Participates in collecting, tracking and organizing employment related data on students and recent graduates in compliance with law school and accreditor standards.
3. Provides career counseling to COL students (JD and MLS), alumni, and others
4. Coordinates and executes all aspects of various programs, including On-Campus Interviews, networking programs, and job fairs.
5. Participates in developing and implementing unit specific financial goals, and performs strategic and tactical planning for the program by establishing short and long range objectives.
6. Prepares or assists in preparing grant proposals, publication updates, memberships, employment listings, etc.
7. Assesses related professional development needs and coordinates training programs to meet those needs.
8. Develops and implements department or program specific policies and procedures as assigned.
9. Serves as department representative in addressing issues and questions related to programs, including representing the department on various committees as assigned.
10. Assists in the preparation of program budgets, monitors expenditures, and negotiates terms of related contracts and/or service agreements.
11. May develop systems and maintain records to support and advance the program.
12. May supervise subordinate staff.

Work Environment and Level of Frequency typically required

Nearly Continuously: Office environment.

Physical Requirements and Level of Frequency that may be required

Nearly Continuously: Sitting, hearing, listening, talking.

Often: Repetitive hand motion (such as typing), walking.

Seldom: Bending, reaching overhead.

**Minimum Qualifications**

Bachelor's degree in a related field plus two years of related experience or equivalency. Demonstrated human relations and effective communication skills also required.

Applicants must demonstrate the potential ability to perform the essential functions of the job as outlined in the position description.

**Preferences**

The incumbent provides independent oversight and decision making for all activities of a specified program. Program outcomes often impact the University as a whole. The incumbent acts as a liaison between internal and external constituencies involved in the program related activities. Problems arising from these efforts will be addressed by the incumbent who will refer to their manager any issues outside of program policy and procedure guidelines. The level of responsibility does not generally extend beyond the parameters of the program except in an advisory capacity. Incumbents may have generalized oversight of more than one program.

Additional Information

The University of Utah values candidates who have experience working in settings with students from diverse backgrounds and possess a strong commitment to improving access to higher education for historically underrepresented students.

Individuals from historically underrepresented groups, such as minorities, women, qualified persons with disabilities and protected veterans are encouraged to apply. Veterans' preference is extended to qualified applicants, upon request and consistent with University policy and Utah state law. Upon request, reasonable accommodations in the application process will be provided to individuals with disabilities.

The University of Utah is an Affirmative Action/Equal Opportunity employer and does not discriminate based upon race, ethnicity, color, religion, national origin, age, disability, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, pregnancy-related conditions, genetic information, or protected veteran's status. The University does not discriminate on the basis of sex in the education program or activity that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator, to the Department of Education, Office for Civil Rights, or both.

To request a reasonable accommodation for a disability or if you or someone you know has experienced discrimination or sexual misconduct including sexual harassment, you may contact the Director/Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action:

Director/ Title IX Coordinator

Office of Equal Opportunity and Affirmative Action (OEO/AA)

135 Park Building

Salt Lake City, UT 84112

801-581-8365

oeo@utah.edu

Online reports may be submitted at [oeo.utah.edu](https://oeo.utah.edu)

For more information: <https://www.utah.edu/nondiscrimination/>

To inquire about this posting, email: [employment@utah.edu](mailto:employment@utah.edu) or call 801-581-2300.

The University is a participating employer with Utah Retirement Systems ("URS"). Eligible new hires with prior URS service, may elect to enroll in URS if they make the election before they become eligible for retirement (usually the first day of work). Contact Human Resources at (801) 581-7447 for information. Individuals who previously retired and are receiving monthly retirement benefits from URS are subject to URS' post-retirement rules and restrictions. Please contact Utah Retirement Systems at (801) 366-7770 or (800) 695-4877 or University Human Resource Management at (801) 581-7447 if you have questions regarding the post-retirement rules.

This position may require the successful completion of a criminal background check and/or drug screen.

Posting Specific Questions

Required fields are indicated with an asterisk (\*).

\* Do you have a related Bachelor's degree or equivalency? (2 years related work experience may be substituted for 1 year of education)Yes

No

\* How many years of related work experience do you have:Less than 1 year

1 year or more, but less than 2 years

2 year or more, but less than 4 years

4 years or more, but less than 6 years

6 years or more

Applicant Documents

Required DocumentsResume

List of References

Optional DocumentsCover Letter

Addendum to the University of Utah - Veteran Only - Call 801.581.2169 after submission

Appropriate discharge document (such as a DD-214 - Member Copy 4) - Veteran Only - Call 801.581.2169

University Human Resource Management

250 East 200 South, Suite 125 Salt Lake City, UT 84111

Contact us: (801) 581-2169 By Email: [employment@utah.edu](mailto:employment@utah.edu)

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** August 5, 2021

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**Expiration Date:** September 30, 2021

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**Contact:** Human Resources

135 Park Building Salt Lake City, Utah 84112 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [employment@utah.edu](mailto:employment@utah.edu)

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**Additional Documents:** Cover Letter

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**ID:** 7863

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## Personal Injury Attorney

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

**Job Type:** Full-time

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**Job Location(s):**

Colorado Springs, Colorado United States  
Greeley, Colorado United States  
Aurora, Colorado United States  
Grand Junction, Colorado United States  
Pueblo, Colorado United States  
Denver, Colorado United States

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**Job Description:**

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

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

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

**Requirements:**

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

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

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

**Benefits and compensation:**

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

\*EOE

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** August 5, 2021

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**Expiration Date:** September 9, 2021

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**Contact:** Olga Malcolm

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** malcolmo@fdazar.com

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**How To Apply:** Apply Here: [https://jobs.nysba.org/job/personal-injury-attorney/45209839/?utm\\_campaign=jobseeker-job-alerts&utm\\_medium=email&utm\\_source=weekly-alert&utm\\_term=new-job](https://jobs.nysba.org/job/personal-injury-attorney/45209839/?utm_campaign=jobseeker-job-alerts&utm_medium=email&utm_source=weekly-alert&utm_term=new-job)

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**Additional Documents:** Cover Letter

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**Visual ID:** 7856

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**Job Type:** Full-time

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

**Job Description:**

TLDEF seeks an organized, adaptive, and motivated **Litigation Staff Attorney** to join its growing Legal Programs Department focused on providing immediate, comprehensive, and lasting legal change for transgender and non-binary people, particularly those most pushed to the margins. Reporting to TLDEF's Senior Counsel, the Staff Attorney will focus primarily on TLDEF's impact litigation program but will also have opportunities to participate in TLDEF's policy advocacy and public education work.

**Primary Responsibilities**

- Participate in all phases of impact litigation, including development and investigation, pleadings, motion practice, discovery, trials, appeals, and settlement negotiations;
- Investigate new cases, including developing relationships with potential clients and experts, reviewing records, drafting FOIL requests, and writing demand letters;
- Participate in administrative matters undertaken as an exhaustion pre-condition to litigation;
- Participate in the drafting of amicus briefs for cases relevant to TLDEF's strategic objectives;
- Assist with alternative dispute resolution and preparing matters to transition into litigation as a part of TLDEF's *Trans Health Project*;
- Work with co-counsel in litigation matters, with an emphasis on engaging law firms as a part of TLDEF's substantial pro bono network;
- Ensure participation of state and local partners in all aspects of our work, including strategy, communications and public education, providing evidence in the form of expert and lay testimony, and developing administrative records;
- Contribute to the development of legal strategy, including the selection and development of new cases;
- Actively cultivate and steward relationships with movement leaders, lawyers, academic experts, and potential clients;
- Establish and participate in local, statewide, and national coalitions that advance TLDEF's legal advocacy;
- Participate in the drafting of comments and engage in other advocacy processes with state and federal regulatory and administrative agencies in TLDEF's areas of strategic interest and expertise;
- Draft legal and policy resources for a range of external audiences, such as "Know Your Rights" content, template legal documents, legal memos, and advocacy materials;
- Serve as a spokesperson by participating in press interviews and representing TLDEF at conferences, panels, convenings, and other related gatherings as needed;
- Supervise interns and potentially other paralegal and early-career legal professionals;
- Manage intakes for the impact litigation program;
- Maintain detailed case and client records.

**Additional Responsibilities**

- Contribute to the Legal Programs Department by participating in hiring processes and consulting on department policies, procedures, and infrastructure;
- Assist the Development and Communications Departments by providing updates about TLDEF's strategies and progress;
- Assist the Development Department with data collection for donor and funder proposal development and reporting;
- Other duties as assigned, including special projects as needed.

Required Qualifications & Skills Strong belief in TLDEF's mission and the people who are driving the work forward, including an intersectional commitment to social, racial, economic, disability, and gender justice. License to practice law in at least one U.S. jurisdiction; or a degree (J.D. or L.L.M.) from an accredited U.S. law school and registered to take the bar exam in 2021. Ability to become licensed in New York State if currently licensed in another U.S. jurisdiction. Knowledge of emergent and current issues impacting transgender and nonbinary people. Strong legal research, analysis, writing, and public speaking skills. Strong interpersonal communication skills that enable you to develop positive relationships with colleagues, legal clients, pro bono partners, and movement leaders. Competency at working respectfully and effectively with transgender and nonbinary people of color, those living with disabilities, and those who are living on a low-to-no income. Proficiency with legal research tools, such as Casetext or Westlaw. Proficiency with Microsoft Office applications especially Word, Excel, Outlook and PowerPoint and collaborative tools, such as Slack, Asana, and Zoom. Ability to keep clear and detailed records, maintain consistent communication, manage multiple tasks and relationships at once, and strong time management. Attention to detail. Ability to occasionally travel in the U.S. and work outside normal office hours including some evenings and weekends. Preferred Qualifications & Skills Professional experience with litigation (especially briefing, discovery, and dispositive motion practice). Professional, volunteer, or personal experience with legal or policy advocacy relating to transgender and nonbinary equality; conditions of confinement; health care access; police misconduct; employment discrimination; or identity documents. Project management experience. Proficiency with case management software. Fluency or proficiency in Spanish or another language other than English. Personal Qualities Curious. You possess a strong desire to learn new skills and gain exposure to new experiences. You actively seek out opportunities to continuously improve and deepen your expertise. Flexible. You enjoy contributing to several projects and managing tasks that may require you to shift gears at a moment's notice. You have what it takes to thrive in a fast-paced environment and with a highly committed team of attorneys and legal staff. Humble. You treat all stakeholders with dignity, respect, and compassion ranging from legal clients, pro bono partners, activists, and supporters. Responsible. You set high standards for your work and proudly take ownership of your responsibilities. You are dependable and trustworthy to carry out your work either on your own or in collaboration with others. You understand that you have been entrusted to create impact for and with transgender and nonbinary communities. Passionate. You possess an energetic commitment for TLDEF's mission and the people who are driving the work forward. You are motivated to serve and contribute to a national movement with rapidly evolving needs.

**Desired Class Level(s):** Graduate/Alumni

**Posting Date:** August 3, 2021

**Expiration Date:** September 9, 2021

**Contact:** TLDEF Hiring  
520 8th Ave New York, New York 10018 United States

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

**How To Apply:** <https://tldef.bamboohr.com/jobs/view.php?id=35>

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

**Visual ID:** 7851



**Title Abstractor Landman**  
Purple Land Management (Canonsburg, PA)

**Position Type:** Full-time

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

**Job Location(s):** Canonsburg, Pennsylvania (United States)

**Description:**

Title Abstractor Landman  
MORGANTOWN, WV /LAND – MGT /FULL TIME - 1099

Are you the most consistent and patient researcher you know? Do you thrive on systematic procedure and knowing that you are accountable from start to finish? Does your natural ability to maintain a steely dedication to your work set you above the rest? That's the kind of researcher we are looking for; someone who is ready to join a stable environment where predictability, consistency, and timeliness are valued. We want this individual to be a resourceful asset to our growing team of landmen!

**Job Description**

The company is seeking a Title Abstractor Landman to report to, and work directly with, the project management team. The company's significant growth necessitates the addition of a team member who can work independently in a team-oriented environment while utilizing their natural ability to perform with little deviation to their internal set schedule. The individual will be responsible for mineral and title research while maintaining production goals and deadlines. The overall purpose of the role will be to provide the client with research they need to proceed with drilling operations and lease payouts.

**Responsibilities**

Research county records to determine surface and mineral ownership by utilizing online databases or travel to the local county courthouse to review county records  
Analyze and document research results to select the relevant information to input into reports for submission to the client  
Meet deadlines and balance multiple priorities in an environment with shifting timeframes  
Contribute to other duties assigned by management and determined by business needs

**Mandatory Requirements**

Minimum of 2-3 years of experience in title/mineral research  
Juris Doctorate or a degree in Energy Management may be substituted, but must be accompanied with sufficient job-related experience  
Ability to meet specific deadlines, daily and weekly, based on current internal and client needs  
Ability to work with minimal supervision  
Ability to communicate professionally with all levels of management and clients (in writing and verbally)  
Proficiency in Microsoft Office; specifically, Excel and Word  
Experience with Adobe Acrobat

**Preferred Qualifications (Not Required)**

AAPL membership  
Bachelor's degree  
Juris Doctorate Degree in Energy Management/Commerce

**Company Description**

Purple Land Management, LLC ("Purple") is one of the nation's largest tech-enabled provider of land services that negotiates the buying, selling, and leasing of mineral rights, determines and cures title, prepares mineral ownership reports, and performs other related services required for oil and gas operators to drill and produce wells. Overdrive, Purple's proprietary software-as-a-service ("SaaS"), allows customers to track lease, well, and contract data in a web-based geographic information system ("GIS") mapping platform powered by ESRI, a leader in GIS mapping software. Based in Fort Worth, Texas, and founded in 2010, Purple has the financial support of Satori Capital, a Texas-based multi-strategy investment firm founded upon the principles of conscious capitalism. Satori's private equity business partners with leadership teams of companies that operate with a long-term perspective, commit to their mission or purpose, and create value for all stakeholders.

**Compensation:** Commensurate with experience

**Career Path:** Opportunity for promotion based on performance and the team's needs

**Start Date:** Immediately

**Work Authorization:** Candidates must already be authorized to work in the United States.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** August 3, 2021

**Expiration Date:** October 29, 2021

**Contact:** Kristen Leighton  
100 E. 15th St., Suite 320 Fort Worth, Texas 76102 United States

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

**How to Apply:** <https://jobs.lever.co/purplelandmgmt/ca5e7e8c-7f15-4bd3-8326-2f410668ae8c/apply>

**ID:** 7855

## Associate Attorney

Joseph Greenwald & Laake ( MD)

**Position Type:** Full-time

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

**Job Location(s):** Greenbelt, Maryland (United States)

### Description:

Associate Attorney – Complex Civil Litigation – Immediate Hire  
Joseph, Greenwald & Laake, P.A. ("JGL"), an AV rated 40+ lawyer Maryland law firm, seeks a civil litigation associate for immediate hire in its Greenbelt office. This is a rare opportunity to join the busy, fast-paced, complex civil litigation department in one of suburban Maryland's preeminent law firms.

The ideal candidate has:

2-5 years of complex civil litigation experience in Maryland courts;  
A strong work ethic;  
Excellent written and verbal communication skills;  
Keen attention to detail;  
Ability to manage cases independently or with minimum oversight;  
Ability to juggle multiple projects simultaneously; and  
Judicial clerkship preferred, but not required.  
Job duties include, but are not limited to:

Day-to-day management of civil litigation cases;  
Complex legal analysis, research and writing;  
Case intake and evaluation;  
Managing and executing all aspects of discovery;  
Taking and defending depositions;  
Attending settlement conferences and engaging in settlement discussions;  
Trial work in Maryland state and federal courts; and  
Handling appeals in Maryland state courts and federal courts.

Legal assistant, paralegal and law clerk support provided. JGL offers a competitive salary and benefits package. If you are an experienced Maryland civil litigator looking to join our team of seasoned litigators, please forward your cover letter, resume and two writing samples to Veronica Nannis by June 9, 2021 to [vnannis@jgllaw.com](mailto:vnannis@jgllaw.com).

Job Details

Job Type

Full-time

Salary

Competitive – commensurate with experience

Experience

2 to 5 years (Required)

Relevant work

Civil Litigation experience (Required)  
Judicial clerkship (Preferred)

Education

Juris Doctor (Required)

Location

Greenbelt, MD

License

Maryland Bar (Required)  
DC Bar (Preferred)

Additional Compensation

Bonuses - discretionary

Other forms

Benefits  
Health Insurance  
New Childcare  
Fitness Reimbursement  
Paid Time off  
This Company Describes Its Culture as

People-oriented -- supportive and fairness-focused  
Team-oriented -- cooperative and collaborative  
Detail-oriented -- quality and precision-focused  
Schedule

Monday to Friday  
Please include a resume, cover letter and two writing samples to: vnannis@jgllaw.com

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** August 2, 2021

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**Expiration Date:** September 30, 2021

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**Contact:** Veronica Nannis  
111 Rockville Pike, Suite 975 Rockville, Maryland 20850 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** vnannis@jgllaw.com

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

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**ID:** 7849

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**Assistant Dean of Career Development**  
University of Cincinnati (Cincinnati Ohio)

**Position Type:** Full-time

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

**Job Location(s):** Cincinnati, Ohio (United States)

**Description:**

Assistant Dean of Career Development, College of Law

Apply now »

Date: Jul 16, 2021

Location: Cincinnati, OH, US

Company: University of Cincinnati

Current UC employees must apply internally via SuccessFactors > <http://bit.ly/UCEMPL>

Founded in 1819, the University of Cincinnati embarks upon its third century – building on the past and defining the future by leading urban, public universities into a new era of innovation and impact through its strategic direction, Next Lives Here. Underscoring the power of creativity, ingenuity, invention and inclusion, what's Next will accelerate our unrivaled momentum, evidenced by eight straight years of record enrollment and rankings that include placement among America's top 100 public universities by U.S. News & World Report. Home to a diverse student body of nearly 47,000 and more than 4,200 distinguished faculty, the university combines its Research 1 (Very High Research Activity) Carnegie Classification with a physical setting that The New York Times recently acclaimed as "the most ambitious campus design program in the country."

**Job Overview**

The University of Cincinnati College of Law, the nation's 4th oldest law school, evates justice, cultivates the complete professional, and prepares students for an unlimited future. Currently the College of Law seeks an Assistant Dean for Career Development to join Dean's leadership team.

The Assistant Dean establishes the strategic direction for the career service function and is engaged in activities at the local, state, and national level thereby maintaining a strong presence in the legal career talent space. The Assistant Dean's efforts are informed by knowledge of industry trends and a strong command of the legal ecosystem.

**Essential Functions**

Creating and implementing career education programs and related activities

Conducting employer outreach and cultivating employment opportunities

Supervising collection, maintenance, and reporting of graduate employment outcomes

Financial oversight for the career services budget

**Required Experience**

Minimum five years of experience working in a law related position in legal recruiting, business, public service, or private practice required.

**Additional Qualifications Considered**

JD is ideal

**Physical Requirements/Work Environment**

Office environment/no specific unusual physical or environmental demands.

The University of Cincinnati, as a multi-national and culturally diverse university, is committed to providing an inclusive, equitable and diverse place of learning and employment. As part of a complete job application you will be asked to include a Contribution to Diversity and Inclusion statement.

As a UC employee, and an employee of an Ohio public institution, if hired you will not contribute to the federal Social Security system, other than contributions to Medicare. Instead, UC employees have the option to contribute to a state retirement plan (OPERS, STRS) or an alternative retirement plan (ARP).

The University of Cincinnati is an Affirmative Action / Equal Opportunity Employer / Minority / Female / Disability / Veteran.

REQ: 69144

SF:OMJ SF:RM SF:HEJ, SF:INS SF:HERC SF:DIV SF:LJN

**Desired Class Level:** Graduate/Alumni

**Posting Date:** July 26, 2021

**Expiration Date:** September 30, 2021

**Contact:** Human Resources

2600 Clifton Ave Cincinnati, Ohio 45221 United States

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

**How to Apply:** <https://jobs.uc.edu/job/Cincinnati-Assistant-Dean-of-Career-Development%2C-College-of-Law-OH-45201/767080200/>

**ID:** 7822

**CIRCUIT JUDGE LAW CLERK**

The Supreme Court of Appeals of West Virginia

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

The Administrative Office of  
The Supreme Court of Appeals of West Virginia  
Position Announcement  
TWENTY-SIXTH JUDICIAL CIRCUIT LEWIS COUNTY  
EMPLOYMENT OPPORTUNITY  
Weston, West Virginia  
Position open until filled (Posted 7-30-2021)

**The Position**

The Administrative Office of the Supreme Court of Appeals of West Virginia ("AO") is now accepting resumes for the position of Circuit Judge Law Clerk for the Honorable Judge Kurt Hall. This position works under the direct supervision of Judge Kurt Hall in the Twenty-Sixth Judicial Circuit, Lewis County, WV. This is a salaried position. The position is described as follows:

**CIRCUIT JUDGE LAW CLERK**

Pay Scale: The annual salary for those who are not members of the West Virginia State Bar is \$50,946.00, plus benefits, and the annual salary for those who are members of the West Virginia State Bar is \$59,538.00, plus benefits.

Documentation from the West Virginia State Bar, i.e., Bar Dues Statement, will be required to receive the higher salary.

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

Minimum Qualifications: A successful candidate must possess excellent legal research and writing skills. The candidate must also possess the ability to communicate clearly and concisely. Ability to exercise good judgment and maintain tact, composure, and confidentiality. The candidate must possess strong organizational skills and attention to detail.

All circuit judge law clerks must be current members or become members of the West Virginia State Bar and/or sit for the Uniform Bar Examination (UBE) each time it is offered. The failure to pass the Uniform Bar Examination within two (2) attempts will result in a loss of employment. West Virginia Bar Examination/Uniform Bar Examination failures predating judicial employment count toward the two (2) attempts. Any person who has failed the West Virginia Bar Examination the UBE, or any bar examination, two (2) or more times is ineligible for these positions. Once a person passes the Uniform Bar Examination, the issue of bar examination failures is moot. Additionally, the minimum law school g.p.a. for these positions is 2.2.

**Duties and Responsibilities:**

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

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

Page 2 of 2

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

**Criminal Background Check:**

All successful candidates must submit to a criminal background check.

**Compensation and Benefits include:**

- Competitive salary based on experience and qualifications,
- Medical Insurance,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical),
- Life insurance,
- Defined benefit pension plan,
- Section 457 deferred compensation plan, 12 paid holidays, and
- Annual and sick leave.

**The Administrative Office of the Courts**

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

**West Virginia Courts**

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

**Equal Opportunity in Employment**

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

**Application Process**

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

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

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

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

**Desired Class Level:** Graduate/Alumni**Posting Date:** August 2, 2021

**Expiration Date:** October 31, 2021

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**Contact:** Sarah Loftus  
Law Clerk Program Coordinator  
Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** sarah.loftus@courtswwv.gov

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

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**Requested Document Notes:** Application Process  
To apply for this position, please direct the following application materials to the Law Clerk Program Coordinator at sarah.loftus@courtswwv.gov.

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

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

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**ID:** 7850

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**Position Type:** Full-time

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

**Description:**

Attorney with a national estate planning law firm seeking attorneys that are able to co-counsel with on cases in West Virginia.

Right now, one case that needs an immediate review. We use a national document drafting system (Wealth Counsel) and one of our attorneys has met with the client (a resident of West Virginia) and drafted the documents. However, we need an attorney licensed in WV to do a final review.

Seeking alumni who are trying to establish estate planning practices, or who do transactional law in general but would love to add estate planning, elder law and legacy planning to their repertoires. If they are not estate planning attorneys, we can provide training and resources.

If interested please contact:

Barry Kozak

he / him / his

barry@intervivosplan.com

main: 1.801.477.1570 ext 179

direct: 1.312.262.6772

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** July 27, 2021

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**Expiration Date:** September 30, 2021

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**Contact:** Barry Kozak  
United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** barry@intervivosplan.com

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**ID:** 7831

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**Attorney**

Petty, Livingston, Dawson, &amp; Richards, PC (PLDR) (Lynchburg, VA)

**Position Type:** Full-time**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)**Job Location(s):** Lynchburg, Virginia (United States)**Description:**

Petty, Livingston, Dawson & Richards is an AV Rated firm located in the heart of downtown Lynchburg, Virginia. Lynchburg offers a low cost of living, short commuting time, access to diverse outdoor activities (James River, Blue Ridge Mountains, and the Shenandoah Valley), and proximity to Roanoke, Charlottesville and Richmond. Our firm culture promotes collegiality, mentorship, and work/life balance. At the same time, our firm offers a wide array of services, and many of our 10 attorneys have sophisticated, state-wide and national practices and clientele. The firm seeks to add an attorney who has at least 2 years of experience in any of the following: estate planning and administration, contract drafting and negotiation, corporate formation and governance, and mergers and acquisitions. We offer a competitive compensation package. Please submit a cover letter, resume and writing sample to Chad Mooney at [cmooney@pldrilaw.com](mailto:cmooney@pldrilaw.com).

**Desired Class Level:** Graduate/Alumni**Posting Date:** July 27, 2021**Expiration Date:** September 30, 2021**Contact:** Chad Mooney  
Esq

925 Main St., Suite 300 Lynchburg, Virginia 24504 United States

**Resume Receipt:** E-mail**Default email for resumes.:** [cmooney@pldrilaw.com](mailto:cmooney@pldrilaw.com)**Additional Documents:** Cover Letter, Writing Sample**ID:** 7832



**CLINICAL INSTRUCTOR**

Harvard Law School(Food Law and Policy Clinic)

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

1585 Massachusetts Avenue  
V  
Cambridge, MA 02138  
[www.chlpi.org/flpc](http://www.chlpi.org/flpc)

**CLINICAL INSTRUCTOR FOOD LAW AND POLICY CLINIC****JOB SUMMARY AND RESPONSIBILITIES:**

Reporting to the Clinic Faculty Director, and working with clinic staff, the Clinical Instructor (CI) will bring experience and interest in social justice, food systems, and food justice to their work in the Harvard Law School Food Law and Policy Clinic (FLPC). This will include activities related to client representation, management of food policy projects, and clinical teaching of Harvard Law School students. The CI will be responsible for supervising, mentoring, and teaching students enrolled in the Clinic as they work on complex policy projects; will manage several high-profile FLPC projects, such as the Global Food Donation Policy Atlas project, which promotes better food donation policies as a solution to food loss and waste on a global scale; and, will develop and manage partnerships with external partners, coalitions, and communities in the food policy arena.

The Clinical Instructor will join a dynamic public interest and clinical teaching food law and policy program that includes both independent and collaborative team work in growing areas of local, national, and global importance.

As a Clinical Instructor, you will:

- Teach, mentor, supervise, evaluate and structure the practice work of law school students on skills including problem-solving, law and policy analysis, research and writing, oral communication, and leadership;
- Manage the portfolio of work on one or several FLPC initiatives, which includes: designing specific student projects; directing the project tasks and delegation of work; managing relationships with clients and partners; helping develop and meet relevant timelines and expectations of grants and funders; and informing long-term strategic goals;
- Develop Clinic clients and projects, relying both on the expertise and network you bring to the role as well as the Clinic's current and ongoing projects and relationships;
- Help develop and implement the vision for the future success of FLPC's innovative food law and policy work that is rooted in racial justice and health equity;
- Assist with developing and teaching of classroom courses offered in conjunction with the Clinic;
- Deliver talks and trainings to clients, partners, and policymakers, and represent FLPC at local, national, and international conferences and events; and,
- Lead and support the administrative tasks of the Clinic, including conference and event planning, student outreach, communications, development, and other tasks that arise.

JD Degree required, earned at least three years ago and a minimum of three years relevant experience and admitted to a state bar.

EEO Statement: We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

For additional information and to apply: <http://hr.harvard.edu/jobs/> Direct link to job posting:  
Requisition # 54867BR, Clinical Instructor

**Desired Class Level:** Graduate/Alumni**Posting Date:** July 23, 2021**Expiration Date:** September 30, 2021**Contact:** Emily M. Broad Leib  
Assistant Clinical Professor of Law**Resume Receipt:** E-mail**Default email for resumes.:** [ebroad@law.harvard.edu](mailto:ebroad@law.harvard.edu)**ID:** 7818

## In-House Legal Counsel, Legal Affairs

Recording Academy (Santa Monica)

**Position Type:** Full-time

**Geographic Preference:** West (CA, NV, UT, CO, MT, WY)

**Job Location(s):** Santa Monica, California (United States)

### Description:

-House Legal Counsel, Legal Affairs

#### Job Details

Job LocationRecording Academy - Santa Monica, CA

Position TypeFull Time

Education LevelGraduate Degree

#### Description

##### WHO WE'RE LOOKING FOR:

The National Academy of Recording Arts & Sciences, also known as the Recording Academy (the "Academy"), is the preeminent membership organization for thousands of musicians, producers, songwriters, engineers and others who devote their professional lives to the music industry. The Academy is recognized as the premier organization for honoring achievement in the recording arts and sciences through its annual GRAMMY Awards, the only peer-presented award to honor artistic and technical achievement. The Academy, a not-for-profit 501(c)(6) organization, has more than 20,000 members throughout the United States and the world, and serves its members, the wider music community, and the public through its affiliates, including the MusiCares Foundation, the GRAMMY Museum Foundation, the Latin Recording Academy, and the Latin GRAMMY Cultural Foundation.

We are looking for an In-House Legal Counsel ("Counsel") to oversee certain of the Academy's day-to-day legal matters from its headquarters in Santa Monica, California. The Counsel will report directly to the Academy's Chief Executive Officer. As the organization prepares itself for future growth and transformation, this individual will be a key strategic advisor to the Academy's Board of Trustees, senior Recording Academy staff, the senior leadership of its affiliates, and other areas within the Recording Academy. This individual will ensure that the Academy's legal policies and practices are best in class.

Of paramount importance, this individual must have sound, practical business and legal judgment, and must be a team player, committed to the highest level of honesty, fidelity and integrity.

##### WHAT YOU'LL DO:

The Academy's legal affairs needs are wide-ranging and, depending upon the successful candidate's background and experience, the Counsel's role may include (but will not necessarily be limited to) the following:

Overseeing all aspects of the Recording Academy's legal affairs department, including ensuring that the day-to-day commercial contracts are properly drafted and tailored to address the specific needs of the Recording Academy and to ensure protection of the Academy's business and legal issues.

Protecting the GRAMMY brand by understanding trademark and copyright law and the means by which such rights are protected, and facilitating the Academy's interaction with outside intellectual property counsel, when necessary to protect and enforce the Academy's intellectual property rights.

Becoming fully familiar with all aspects of the Recording Academy's business, and to identify areas where changes in policies and practices may be needed to ensure the protection of the Recording Academy and the cost-effective and efficient provision of legal affairs services.

Engaging with, supporting, and facilitating the Academy's engagement with outside litigation, employment, transactional and governance counsel, by acting as a liaison between the Academy's business units and outside counsel who provide legal services to the Academy.

Working with the various committees of the Board of Trustees to identify and address legal issues, and to among other things, ensure compliance with all legal and regulatory obligations consistent with the highest ethical standards.

Developing strong business relationships with internal and external stakeholders, and have the ability to explain complex legal issues to non-lawyers and to communicate practical legal advice.

Issue spotting, and either negotiating and documenting resolutions of potential disputes, or working with outside counsel to resolve such disputes.

Playing an active role in the development of the Recording Academy's legislative and regulatory advocacy positions, and interacting with outside entities that have an interest in those positions.

Being informed about developments in the law in areas that relate to the Academy's business operations. These areas include contract law, employment law, privacy and data protection, intellectual property, advocacy and not-for-profit governance.

##### SKILLS & EXPERIENCE:

Juris Doctor degree from accredited law school and a California license to practice law or ability to become licensed in California.

8+ years practice with an established law firm or corporate legal/business affairs department. Music, entertainment, or production background preferred.

Excellent verbal and written communication skills, including an established track record of superior legal draftsmanship and negotiation, and the demonstrated ability to conclude matters efficiently and beneficially for the client.

Must be a forward-thinking individual, with sound, practical, and business-minded judgment, including the ability to "think outside of the box," come up with intelligent solutions to problems, and assess and explain the business and legal impact of alternative options.

##### SALARY & BENEFITS:

Competitive Compensation Package including Salary, Benefits and 401k Savings Plan. A hybrid work schedule (combination of in-office and work from home).

##### PHYSICAL DEMANDS FOR CERTAIN ROLES:

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

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit for long periods of time, and work at a computer for long periods of time. The employee may be required to travel.

## ABOUT THE RECORDING ACADEMY AND ITS AFFILIATES

### RECORDING ACADEMY

The Academy represents the voices of performers, songwriters, producers, engineers, and all music professionals. Dedicated to ensuring the recording arts remain a thriving part of our shared cultural heritage, the Academy honors music's history while investing in its future through the GRAMMY Museum, advocates on behalf of music creators, supports music people in times of need through MusiCares, and celebrates artistic excellence through the GRAMMY Awards—music's only peer-recognized accolade and highest achievement. As the world's leading society of music professionals, we work year-round to foster a more inspiring world for creators.

### GRAMMY MUSEUM

Established in 2008 as a partnership between the Academy and AEG, the GRAMMY Museum is a non-profit organization dedicated to cultivating a greater understanding of the history and significance of music. Paying tribute to our collective musical heritage, the Museum explores and celebrates all aspects of the art form—from the technology of the recording process to the legends who've made lasting marks on our cultural identity. In 2017, the Museum integrated with its sister organization, the GRAMMY Foundation, to broaden the reach of its music education and preservation initiatives. As a unified organization, today, the GRAMMY Museum fulfills its mission of making music a valued and indelible part of our society through exhibits, education, grants, and public programming.

### MUSICARES

A friend and ally of the music community, MusiCares was established by the Academy to safeguard the health and well-being of all music people. A four-star charity and safety net in times of need, MusiCares offers confidential preventative, recovery, and emergency programs to address financial, medical, and personal health issues. Through the generosity of our donors and volunteer professionals, our dedicated team works across the country to ensure the music community has the resources and support it needs.

### LATIN RECORDING ACADEMY

The Latin Recording Academy is an international, membership-based organization of Spanish- and Portuguese-speaking recording artists, musicians, songwriters, producers and other creative and technical recording professionals. The organization is dedicated to improving the quality of life and cultural conditions for Latin music and its makers. In addition to producing the Latin GRAMMY Awards to honor excellence in the recorded arts and sciences, The Latin Recording Academy provides educational and outreach programs for the Latin music community either directly or through its Latin GRAMMY Cultural Foundation®.

### EQUAL OPPORTUNITY:

The Recording Academy, its affiliates and the music industry have a strong culture of inclusion and respect for everyone. We make intentional, courageous and principled decisions for stronger business outcomes and to ensure that all creators and professionals live and work in a fair and safe environment. It is the Recording Academy's policy to provide equal employment opportunity for all applicants and employees. We do not discriminate on the basis of race (nor traits historically associated with race, including, but not limited to hair texture and protective hairstyles), color, religion (including religious dress and grooming), creed, sex (including pregnancy, childbirth or related medical conditions), national origin, ancestry, age, physical disability, mental disability, medical condition, family care status, military or veteran status, marital status, sexual orientation, gender, gender identity, gender expression, genetic information or any other characteristic protected by law. The Recording Academy will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the organization. This policy governs all aspects of employment, including selection, job assignment, compensation, promotion, discipline, termination, access to benefits and training, recruitment, hiring, transfer, and social and recreational programs.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** July 23, 2021

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**Expiration Date:** September 30, 2021

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**Contact:** Shonda Grant  
Chief of People and Culture  
Santa Monica, California United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** shonda.grant@recordingacademy.com

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**ID:** 7817

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## Voter Engagement Organizer

Fairness West Virginia (FWV) Fairness West Virginia Institute

**Position Type:** Full-time

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

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

### Description:

We're hiring a Voter Engagement Organizer!

Fairness West Virginia, the statewide nonprofit LGBTQ civil rights organization, seeks a Voter Engagement Organizer to join our growing team. Our mission is to ensure that lesbian, gay, bisexual, and transgender West Virginians can be open, honest, and safe at home, at work, and in the community.

This full-time position, which reports to the Executive Director, is responsible for managing the organization's voter education efforts, coalition building, and community empowerment.

### Responsibilities:

#### Voter Education

- Assist Communications Manager with publishing and distributing annual legislative scorecard of elected officials in West Virginia
- Organize and execute citizen lobbyist training to increase the LGBTQ community's knowledge of how to be involved in the legislative process
- Help plan and participate in community events such as tabling or other public facing activities
- Help integrate voter registration into Fairness events

#### Coalition Empowerment

- Engage with various constituency groups, including faith leaders, business leaders, educators, communities of color, and others throughout the year
- Recruit new coalition members and identify key voices and stories to be used in various communication materials, including op-eds and videos
- Facilitate at least one meeting a month with various Fairness coalitions and West Virginia's congressional representatives relating to the organization's policy priorities
- Expand and assist with Fairness' Transgender Action Group, which involves training and uplifting a new generation of transgender activists across the state

#### Community Engagement

- Execute texting and phone banking campaigns
- Work to recruit volunteers for phone and text banking events, and other events as the need arises
- Coordinate with Executive Director and Communications Manager to write scripts for phone banking and text banking
- Assist with coordinating and overseeing volunteers (including recruitment and orientation)
- Assistance with other projects as needed

### Qualifications:

- Experience in community/field organizing and base building, preferably at least one year. This can include volunteer work.
- A history of working collaboratively and successfully with people and organizations from diverse racial and ethnic backgrounds and a broad range of ideological positions and religious views.
- Demonstrated ability to work on a fast-paced campaign with many moving pieces and adapt to changing circumstances preferred.
- Superb organizational skills; detail-oriented with strong follow-through and the ability to meet deadlines.
- Creative, self-starting, willing to learn, and results-oriented with strong task and time management skills.
- Proficiency in Microsoft Office, and experience VAN, Hustle, ThruTalk preferred.
- Demonstrated organizational skills and proficiency and must exhibit solid oral and written skills to communicate with diverse audiences.
- Team player who thrives in a small-office environment.
- Commitment to LGBTQ civil rights, diversity, and equity.

### Compensation:

Salary dependent on experience. Benefits include generous medical, dental, and vision insurance (fully paid by employer), and vacation, holiday, and sick leave.

### How to apply:

Please email cover letter, resume, writing sample, and three references to [andrew@fairnesswv.org](mailto:andrew@fairnesswv.org). Applications should include "Voter Engagement Organizer" in the subject field. Applications accepted until position is filled.

Fairness West Virginia is an equal opportunity employer.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** July 22, 2021

**Expiration Date:** September 30, 2021

**Contact:** Mr. Jacob Winowich  
Director of Operations  
United States

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

**How to Apply:** How to apply:

Please email cover letter, resume, writing sample, and three references to [andrew@fairnesswv.org](mailto:andrew@fairnesswv.org). Applications should include "Voter Engagement Organizer" in the subject field. Applications accepted until position is filled.

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

**ID:** 7811

**Assistant Public Defender**

Public Defender Corporation for the Tenth Judicial Circuit (Beckley)

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

Below is the listing for the open assistant public defender position at our office. Please let me know if you need anything further from me.

Seeking full time assistant public defender. Must be licensed in the State of WV or eligible for admission to the Bar. Public Defender will provide representation of indigent persons in abuse and neglect, felony and misdemeanor criminal cases, juvenile cases, mental hygiene and other trial proceedings. Computer skills and ability to follow office policies/procedures are required.

**Benefits:**

Health insurance  
Life insurance  
Paid time off  
Professional development assistance  
Retirement plan  
Salary range is negotiable

Stacey L. Fragile

Chief Public Defender

Public Defender Corporation-10th Judicial Circuit

220 N. Kanawha Street, Suite 2

Phone: (304) 253-7405

Facsimile: (304) 252-3728

**Desired Class Level:** Graduate/Alumni**Posting Date:** July 22, 2021**Expiration Date:** September 30, 2021

**Contact:** Stacey Fragile  
Chief Public Defender  
220 N. Kanawha Street, Suite 2 Beckley, West Virginia 25801 United States

**Resume Receipt:** E-mail**Default email for resumes.:** sfragile@raleighdefender.org**ID:** 7815

**estate planning/estate administration associate**

Peacock Keller &amp; Ecker, LLP

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

Peacock Keller, LLP in Washington, PA is seeking an estate planning/estate administration associate with 0-3 years experience. PA license required. Practical experience in drafting wills, trusts, powers of attorney, and estate administration preferred. Orphans' Court Clerks are encouraged to apply. Submit resume, transcript, and writing sample via email to dhuggins@peacockkeller.com, via fax to 724-250-7903, or by mail to: Firm Administrator, 95 West Beau Street, Suite 600, Washington, PA 15301.

**Desired Class Level:** Graduate/Alumni**Posting Date:** July 21, 2021**Expiration Date:** September 30, 2021**Contact:** David R. Huggins  
Firm Administrator**Resume Receipt:** E-mail**Default email for resumes.:** dhuggins@peacockkeller.com**Additional Documents:** Unofficial Transcript, Writing Sample**ID:** 7804

**Position Type:** Full-time

**Practice Area(s):** Housing

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

**Description:**

**VOCA STAFF ATTORNEY POSTING**

**TWO POSITIONS AVAILABLE**

Please send letter of interest and CV or Resume to **hr@nlsa.us**

Positions will remain open until filled.

Job Title: VOCA Staff Attorney                      Location:

(1) Beaver County Office

(1) Butler County Office

NLS secures justice and resolves fundamental legal problems for those who are low-income and vulnerable in Allegheny, Beaver, Butler, and Lawrence Counties by providing high-quality legal services and community legal education. Founded in 1966, NLS has provided civil legal aid to more than 1.2 million of our low-income neighbors in need of legal assistance.

**JOB SUMMARY:**

The VOCA Staff Attorney provides the highest quality of legal representation and handles all functions related to case work in a high-volume, general law practice. This work involves providing legal representation to crime victims seeking relief under the Sexual Violence or Intimidation Protection Act and the Protection from Abuse Act; in need of representation with custody matters which will improve victim safety and the safety and well-being of the victim's children; and who may require representation on housing, expungement, and consumer matters.

Legal representation may include providing advice, limited services, referral, and/or extended representation. The VOCA Staff Attorney is specially trained in domestic and sexual violence dynamics and trauma and works with attorneys, paralegals, social workers, law students, domestic violence advocates, and others to ensure that the emergency needs of each applicant are being explored and pursued.

**DUTIES/RESPONSIBILITIES:**

- Screen clients for eligibility and make referrals, as needed;
- Conduct preliminary and subsequent interviews with clients;
- Conduct factual investigation, analysis, and legal research, as needed;
- Develop case theory and strategy for the representation;
- Keep clients informed on an ongoing basis and provide counsel about their options;
- Prepare pleadings, including but not limited to, complaints, answers, memoranda of law, briefs as may be needed;
- Prepare cases and represent clients in negotiations, hearings, trials, and appeals;
- Monitor client files and close files in a timely manner as required by program policy;
- Enter time in a timely manner pursuant to program policy;
- Maintain case files in accordance with NLSA standards.
- Stay current on the law
- Work collaboratively with the domestic violence and sexual violence programs in each respective county.

**PROGRAM DEVELOPMENT**

- Identify and work with management to address project sustainability;
- Assist with project evaluation

**REQUIRED SKILLS/ABILITIES:**

- Admitted to practice in Pennsylvania or admitted in another jurisdiction and eligible for admission in Pennsylvania;
- Strong computer knowledge and skills. Strong in Microsoft Office Suite
- Strong organizational skills and attention to details.
- Excellent interpersonal and client service skills
- Must have efficient transportation to locations other than the NLSA office as needed for work;



EDUCATION AND EXPERIENCE:

- Admitted to practice in Pennsylvania or admitted in another jurisdiction and eligible for admission in Pennsylvania;
- Receive specialized training on domestic and sexual violence dynamics and the impact of trauma so as to be able to provide trauma-informed services.

PHYSICAL REQUIREMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

NLSA is an Equal Opportunity Employer.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** July 21, 2021

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**Expiration Date:** October 1, 2021

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**Contact:** Ms Denise McKeown  
Human Resource Manager  
928 PENN AVENUE PITTSBURGH, Pennsylvania 15222 United States  
<http://www.nlsa.us>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [hr@nlsa.us](mailto:hr@nlsa.us)

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** Must have PA Bar License

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**ID:** 7805

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**Litigation Associate**

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

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

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

**Desired Class Level:** Graduate/Alumni**Posting Date:** July 19, 2021**Expiration Date:** December 31, 2021**Contact:** Donna G. Myers

Office Manager

PO Box 2488 HUNTINGTON, West Virginia 25725-2488 United States

<http://www.720legal.com>**Resume Receipt:** E-mail**Default email for resumes.:** dmyers@720legal.com**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**ID:** 7801

**Executive Director, Children's Law Center**  
Gilman Partners (Cincinnati Ohio)

**Position Type:** Full-time

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

**Job Location(s):** Cincinnati, Ohio (United States)

**Description:**

POSITION TITLE: Executive Director, Children's Law Center

THE OPPORTUNITY:

- Do you have a passion for juvenile justice?
- Do you want to leverage your leadership skills in a highly respected and vibrant organization?
- Do you embrace being the face of an organization with community leaders, policymakers, judges, and peers?
- Do you have the desire and vision to drive change on a regional and national level?

CLIENT SUMMARY:

Since 1989, the Children's Law Center (CLC) continues to be a dynamic non-profit legal services organization serving Kentucky and Ohio, with regional and national reach. Located in Covington, Kentucky, it provides both individual and systemic advocacy for children and youth, focusing on juvenile justice, children in need of protection, and education-related issues. The agency provides high quality legal representation to over 500 individual children and youth each year, and engages in impact litigation, policy initiatives, and training and education programs which further the rights of children.

The CLC currently has 12 employees and an annual budget of just under \$1 million. Funding is provided through national, state, and local grants as well as corporate and individual contributions. It maintains its headquarters in Covington, but has a satellite office in Lexington, Kentucky.

JOB SUMMARY:

The Children's Law Center is seeking a new Executive Director to progress the mission of CLC and provide leadership, insight, and direction for the future. Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for CLC's staff, programs, expansion, and execution of its mission. The Executive Director will also refresh and activate a recently completed strategic plan.

KEY JOB RESPONSIBILITIES:

Leadership & Management:

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising and communications; recommend timelines and resources needed to achieve the strategic goals
  - Actively engage and energize CLC volunteers, board members, event committees, alumni, partnering organizations, and funders
  - Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek, and build Board involvement with strategic direction for both ongoing operations and future growth
  - Lead, coach, develop, and retain CLC's high-performance team
- 
- Ensure effective systems to track progress, and regularly evaluate program successes that can be effectively communicated to the Board, funders, and other constituents

Fundraising & Communications:

- Expand revenue generating and fundraising activities to support existing program operations and future expansion with a focus on increasing the level of unrestricted funds
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of continuing to strengthen the brand
- Use external presence and relationships to initiate new opportunities for funding and community engagement

Programming and Litigation:

- Provide leadership and direct engagement in litigation, policy, education, and communications work in carrying out the priorities of the organization
- Create effective partnerships to enhance the capacity of CLC to engage in multi-strategy initiatives to meet priorities
- Lead and continue to develop the NKU Chase Children's Law Center Clinic, providing on-going opportunities for law students throughout the region with practical litigation experience and valuable pro bono service opportunities

Planning & New Business:

- Refine and execute the recently created strategic plan to ensure long-term program support and expansion of services and advocacy initiatives
- Be a well-respected external, local, and national presence that publishes and communicates the successes of CLC's programs and advocacy initiatives.

IDEAL CANDIDATES' QUALIFICATIONS AND EXPERIENCE:

- Strong alignment with the CLC mission
- Dynamic, collaborative, and creative leader with a record of success leading and growing an organization with a focus on recruiting, developing, and retaining talent
- Demonstrated commitment to making diversity and inclusion a top priority
- High level of respect from community leaders, judges, and peers in the legal community
- Good standing as an attorney with a minimum of 8 years of practice
- Licensed as an attorney in Kentucky and Ohio or eligible for reciprocal bar admission in both states.
- Successful track record in marketing and fundraising, including grant writing, donor solicitations and special events
- Deep understanding of children's law issues, including education law, juvenile justice, child

victim issues, and children’s civil rights issues and credible spokesperson on these issues

- Strong litigation skills, including state, federal, and administrative forums
- Current knowledge of policy work on critical issues affecting children and families; can be a visionary to drive system change
- Strong financial acumen and experience with owning and managing a budget, including audits and other non-profit reporting

- Experience and understanding of working with boards of non-profit organizations
- Strong working knowledge of non-profit law and practice
- Exceptional communication skills, both written and verbal

THE PAYOFF:

- Make an impact on the lives of children everyday while also driving systemic change
- Lead an engaged, committed, and talented staff
- Collaborate with a passionate and energized Board
- Take a well-regarded, financially stable organization to its next level of growth and impact
- Enjoy a manageable schedule, healthy culture, and great variety in your day!

Children’s Law Center is an equal opportunity employer. Applicants are considered for positions without regard to race, sex, religion, national origin, ethnicity, disability, age, sexual orientation, gender identity, marital status or socioeconomic status or any other characteristic protected by applicable federal, state or local law. Children’s Law Center also prohibits harassment of applicants or employees based on any of these protected categories.

To learn more about this opportunity, contact Barry Elkus at Gilman Partners at [belkus@gilmanpartners.com](mailto:belkus@gilmanpartners.com) or 513-842-5331.

<b>Desired Class Level:</b>	Graduate/Alumni
<b>Posting Date:</b>	July 16, 2021
<b>Expiration Date:</b>	September 30, 2021
<b>Contact:</b>	Barry Elkus 3960 Red Bank Road, Suite 200 Cincinnati, Ohio 45227 United States
<b>Resume Receipt:</b>	E-mail
<b>Default email for resumes.:</b>	<a href="mailto:belkus@gilmanpartners.com">belkus@gilmanpartners.com</a>
<b>ID:</b>	7794

**Attorney**

Kalijarvi, Chuzi, Newman, & Fitch, P.C. (Washington, DC)

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**Position Type:** Full-time

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

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

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**Description:**

KCNF seeks to add an EXPERIENCED attorney with substantial litigation experience – a minimum of 5 years of experience is required.

EMPLOYMENT LAW EXPERIENCE PREFERRED. The attorney will handle federal sector EEO and MSPB matters, sexual harassment, discrimination and retaliation, employee discipline, whistleblower issues, contracts, and other employment-related matters. Responsibilities will include all aspects of negotiations, discovery, hearing, and/or trial. The attorney will work directly with clients and other attorneys in the firm both independently and in a team environment.

Candidates must be motivated and possess the ability to work well on a team, but also be energetic self-starters with initiative. The position requires outstanding research and writing skills, the ability to communicate effectively, a creative approach to litigation, and a commitment to social justice. NO telephone calls.

To apply: Please submit a cover letter, résumé, references, transcript, and independent writing sample to: [recruitment@kcnlaw.com](mailto:recruitment@kcnlaw.com).

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Elaine Fitch  
Attorney at Law  
Kalijarvi, Chuzi, Newman & Fitch, PC  
Washington, DC  
(202) 331-9260  
[efitch@kcnlaw.com](mailto:efitch@kcnlaw.com)  
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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** July 9, 2021

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**Expiration Date:** September 30, 2021

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**Contact:** Elaine L. Fitch

818 Connecticut Ave., NW, Suite 1000 Washinton, District of Columbia 20006 United States

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

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**How to Apply:** To apply: Please submit a cover letter, résumé, references, transcript, and independent writing sample to: [recruitment@kcnlaw.com](mailto:recruitment@kcnlaw.com).

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

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**Requested Document Notes:** To apply: Please submit a cover letter, résumé, references, transcript, and independent writing sample to: [recruitment@kcnlaw.com](mailto:recruitment@kcnlaw.com).

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**ID:** 7742

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## Multiple Positions for Attorney and Legal Internships

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Description:**

The Department of Justice places a high value on diversity of experiences and perspectives and encourages applications from all qualified individuals from all ethnic and racial backgrounds, veterans, LGBT individuals, and persons with disabilities. We welcome applications from candidates who are interested in positively contributing to Justice and hope that you will consider joining the dedicated public servants at the Department of Justice. To learn more about Justice and our legal careers, please visit our website at <https://www.justice.gov/legal-careers>

**Desired Class Level:** Graduate/Alumni

**Posting Date:** July 15, 2021

**Expiration Date:** September 30, 2021

**Contact:** Ms. Juanita "Nita" Washington  
Legal Assistant  
450 5th Street, N.W. Washington, D.C., District of Columbia 20530 United States

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

**How to Apply:** please visit our website at <https://www.justice.gov/legal-careers>

**ID:** 7780

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

Posting - ASP Job Opportunity

Members of the Association of Academic Support Educators (AASE) strongly encourage prospective employers to answer the below list of questions when posting a job opening to the academic support listserv. When answering these questions, please note the following:

- Where appropriate, more than one option may be checked when responding to an individual question.
- Information regarding salary is particularly important to applicants and to the broader ASP community, and AASE strongly encourages the inclusion of this information whenever possible.
- Employers may include additional explanatory information immediately after each respective question. Larger amounts of information, such as a position description, may be included at the end of the form or as an additional attachment.

It is our hope that the answers to these questions will provide applicants with a baseline for comparing different job opportunities. Also, completed questionnaires can give prospective employers insights into the various factors that impact the job market for academic support professionals.

## 1. The position advertised:

- ☐ a. is a full-time appointment.  
☒ b. is a part-time appointment.

Other, please specify:

## 2. The position advertised:

- ☐ a. is a tenure-track appointment.  
☐ b. may lead to successive long-term contracts of five or more years.  
☐ c. may lead to successive short-term contracts of one to four years. (Full Time Position)  
☐ d. has an upper-limit on the number of years a teacher may be appointed.  
☐ e. is part of a fellowship program for one or two years.  
☒ f. is an adjunct appointment.  
☐ g. is a year-to-year appointment.  
☐ h. is a one-year visitorship.  
☐ i. is for at will employment.

Other, please specify:

Additional information, question 2:

## 3. The person hired:

- ☐ a. will be permitted to vote on all matters at faculty meetings.  
☐ b. will be permitted to vote in faculty meetings on matters except those pertaining to hiring, tenure, and promotion.  
☒ c. will not be permitted to vote in faculty meetings.

Other, please specify:

Additional information, question 3:

4. The school anticipates paying an annual academic year base compensation in the range checked below. (A base compensation does not include stipends for coaching moot court teams, teaching other courses, or teaching in summer school; a base compensation does not include conference travel or other professional development funds.)

- ☐ a. over \$120,000  
☐ b. \$110,000 - \$119,999  
☐ c. \$100,000 - \$109,999  
☐ d. \$90,000 - \$99,999

- \_\_\_ e. \$80,000 - \$89,999
- \_\_\_ f. \$70,000 - \$79,999
- \_\_\_ g. \$60,000 - \$69,999
- \_\_\_ h. \$50,000 - \$59,999
- \_\_\_ i. \$40,000-49,999
- \_\_x\_ j. \$10,000 - \$39,000.
- \_\_\_ k. less than \$10,000.

Other, please specify:

Additional information, question 4:

5. The person hired will have the title of:

- \_\_\_ a. Associate Dean (including Dean of Students).
- \_\_\_ b. Assistant Dean.
- \_\_\_ c. Director.
- \_\_\_ d. Associate Director.
- \_\_\_ e. Assistant Director.
- \_\_\_ f. Professor – Full, Associate, or Assistant (tenure track).
- \_\_\_ g. Professor – Full, Associate, or Assistant (clinical tenure track or its equivalent).
- \_\_\_ h. Professor – Full, Associate, or Assistant (neither tenure track nor clinical tenure track).
- \_\_x\_ i. no title.
- \_\_\_ j. Professor of Legal Writing

Other, please specify:

Additional information, question 5:

6. Job responsibilities include (please check all that apply):

- \_\_\_ a. working with students whose predictors (LSAT and University GPA) suggest they will struggle to excel in law school.
- \_\_\_ b. working with students who performed relatively poorly on their law school examinations or other assessments.
- \_\_x\_ c. working with diverse students.
- \_\_\_ d. managing orientation.
- \_\_x\_ e. teaching ASP-related classes (case briefing, synthesis, analysis, etc.).
- \_\_\_ f. teaching bar-exam related classes.
- \_\_x\_ g. working with students on an individual basis.
- \_\_\_ h. teaching other law school courses.

Other, please specify: Second Year ASP Course

Additional information, question 6:

7. The person hired will be present in the office:

- \_\_\_ a. 9-10 month appointment.
- \_\_\_ b. Year round appointment (works regularly in the summer months).

Additional information, question 7:

8. The person hired is required to publish, in some form, in order to maintain employment.

- \_\_\_ a. Yes.
- \_\_x\_ b. No.



Additional information, question 8:

9. The person hired will report to:

- ☐ a. the Dean of the Law School.
- ☒ b. an Associate Dean.
- ☐ c. the Director of the Academic Support Department.
- ☐ d. a Faculty Committee.

Other, please specify:

Additional information, question 9:

Note: AASE strongly recommends that this disclosure form accompany all E-mail postings for academic support positions sent to subscribers of the ASP listserv (asp-l@chicagokent.kentlaw.edu).

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> July 6, 2021
<b>Expiration Date:</b> September 30, 2021
<b>Contact:</b> Eileen Pizzurro
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> eileen.pizzurro@law.rutgers.edu
<b>Additional Documents:</b> Cover Letter
<b>ID:</b> 7732

**LABOR RELATIONS MANAGER Recruitment #21-133-2177**  
Loudoun County Health and Human Services (Leesburg, VA)

**Position Type:** Full-time

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

**Description:**

LABOR RELATIONS MANAGER  
Recruitment #21-133-2177

Date Opened  
1/28/2021 08:00:00 AM  
Closing Date  
Open until filled  
Salary Range  
\$77,732.01 - \$139,917.62  
Department  
HUMAN RESOURCES  
Job Type  
Open and Competitive  
Full/Part-Time  
Full-Time

Benefits  
Full Benefits  
Reg/Temp  
Regular

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**Job Description**

Loudoun County's Department of Human Resources is seeking an experienced Labor Relations Manager to develop, implement, and manage the County's new labor relations program. This new role will serve as the County's subject matter expert in all aspects of labor relations, to include the establishment and administration of 'meet and confer' and formal collective bargaining arrangements.

As the Labor Relations Manager you will utilize knowledge of HR policies and procedures, applicable laws and regulations, and best practices to advise executive leadership and senior management on labor relations matters. This position reports directly to the Director of Human Resources but will work closely with the County Administrator, members of the Executive Team, and the Office of the County Attorney. Responsibilities include:

Review and provide feedback on local ordinances and federal and state legislation governing labor relations in the County. Negotiate and administer labor-management agreements, to include Memorandums of Understanding and/or Collective Bargaining Agreements and ensure the County's compliance with agreement terms. Advise managers, employees, and other HR staff on the interpretations of labor agreements. Develop and maintain open communication and a productive and collaborative working relationship with representatives of unions and other employee associations. Develop the strategic direction of the labor relations program consistent with the goals and priorities of the Board of Supervisors and the County Administrator. Oversee day to day administration of the labor relations program to include managing, coordinating and/or advising on the certification/decertification of unions, establishment of bargaining units, the administration of grievance hearings, and representing management in mediation and arbitration proceedings. Attend meetings of public and private interest groups, other local jurisdictions, regional and national organizations to represent Loudoun County and discuss issues relative to labor relations. Consult and collaborate with the Department of Finance and Budget on costing labor agreements and the County Attorney's Office on the development and interpretation of agreement terms. Complete special projects as assigned, independently or as a member of a team.  
HIRING RANGE: \$77,732.01-\$108,824.82, commensurate with experience  
**Job Requirements**  
Any combination of education and experience equivalent to a master's degree in Labor/Industrial Relations, Human Resources Management, Public Administration or a related field, and four (4) years of directly related progressive experience in labor relations.

A Juris Doctor, public sector experience, and/or designation as a Certified Labor Relations Professional (CLRP) from the National Public Employer Labor Relations Association (NPELRA) strongly preferred but not required.

\*Please note, the salary offered will be determined based on education and experience\*  
Post Conditional Offer Contingencies  
Successful candidate will undergo criminal, credit, and DMV background checks.

Click on a link below to apply for this position:

Fill out the Supplemental Questionnaire and Application NOW using the Internet.  
If you have questions about how to apply online, you may contact us by phone at (703) 777-0213 or email us at [HR@loudoun.gov](mailto:HR@loudoun.gov). EOE.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** July 7, 2021

**Expiration Date:** September 30, 2021

**Contact:** Human Resources  
P.O. Box 7400 Leesburg, Virginia 20177 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [HR@loudoun.gov](mailto:HR@loudoun.gov)

**ID:** 7734

**Attorney - Trademark/Patent**

Nils H. Ljungman &amp; Associates (Greensburg, PA)

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

Nils H. Ljungman & Associates is looking for someone to work in our office located in Greensburg, PA. Our office has been in operation for over 30 years in the area of intellectual property law. Our practice involves a substantial amount of work for clients located in foreign countries. We have over 100 individual clients located in Mexico. We also have many clients located in Europe, with most of them located in Germany. We are looking for all of an extern, someone who is taking the bar and interested in working part-time, and someone looking to work full-time.

Duties will include:

-Evaluating trademarks for appropriateness for registration in the United States, Canada, and other countries

-Assisting with making trademark searches

-Assisting with filing trademark applications with the United States Patent and

Trademark Office, Pennsylvania, and other states and countries

-Assisting in prosecution of trademark applications

-Assisting with filing statements of use to obtain trademark registrations

-Assisting in filing consent agreements in trademark applications

-Assisting in prosecution and filing oppositions in trademark applications

-Assisting in responding to oppositions in trademark applications being prosecuted by this office

-Assisting in patent matters that this office is handling at the United States Patent and Trademark Office and in other countries, such as Germany and Japan

**Desired Class Level:** Graduate/Alumni**Posting Date:** June 30, 2021**Expiration Date:** September 30, 2021**Contact:** Nils H. Ljungman

Principal Attorney

585 Rugh Street, Suite 301 P.O. Box 130 Greensburg, Pennsylvania 15601-0130 United States

**Resume Receipt:** E-mail**Default email for resumes.:** nhla@earthlink.net**Additional Documents:** Cover Letter**ID:** 7721

## Program and Engagement Manager

Philanthropy West Virginia, Inc.

**Position Type:** Full-time

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

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

**Description:**

Philanthropy West Virginia has launched the search process for our Program & Engagement Manager position. An exciting role to head up Philanthropy WV's programming, professional development, and partnerships.

Join an incredible and dynamic statewide leadership organization, Philanthropy West Virginia, which is uniting philanthropy with business, nonprofits, and government to create stronger and thriving communities in West Virginia. Career Opportunity is as Program & Engagement Coordinator which manages Philanthropy WV's professional development, training, membership retention, and funder collaboration programs. Check out the opportunity here: <https://www.philanthropywv.org/job-posting-program-engagement-manager/>

**Desired Class Level:** Graduate/Alumni

**Posting Date:** September 7, 2021

**Expiration Date:** September 24, 2021

**Contact:** Mr. Paul D. Daugherty  
President and CEO Philanthropy West Virginia  
P.O. Box 1584 Morgantown, West Virginia 26505 United States

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

**How to Apply:** <https://www.philanthropywv.org/job-posting-program-engagement-manager/>

**ID:** 8016

**Job Type:** Full-time

**Job Location(s):** Miami, Florida United States

**Job Description:**

The Miami-Dade Public Defender seeks law student applicants for attorney positions in a fast-paced, client-centered office.

The Public Defender is an elected official who has a constitutional duty to provide legal representation to persons in jeopardy of losing their life or liberty who cannot afford to hire a private attorney. Our office employs nearly 200 lawyers plus investigators, mitigation specialists, secretaries, and paralegals to assist with the more than 70,000 cases we handle each year. We recruit locally and nationally with just one goal in mind: Putting together a diverse team of outstanding men and women from all racial and ethnic backgrounds who are able to provide high quality representation to our clients. Extensive entry-level training provided.

**Position Type:** Full time, entry-level assistant public defender position

**Job Description:** Assistant Public Defenders are accountable for providing high quality representation to our clients. Responsibilities include, but are not limited to:

- preparing each case efficiently and expeditiously;
- advising and counseling each client;
- establishing and maintaining a professional relationship with each client;
- effective and efficient use of investigators, mitigation and placement specialists and other support staff;
- seeking assistance from experts appropriate to the case;
- demonstrating professional demeanor;
- exercising sound judgment to achieve desired results; and,
- assisting the Public Defender in carrying out his responsibilities.

**Requirements/Qualifications:**

- 3L applicants must successfully complete prior to graduation a law school clinic or externship in which applicant was authorized to provide direct representation in litigation to individuals or entities for academic credit;
- law school graduates can apply but must be licensed to practice law in the State of Florida;
- excellent verbal, computer, and communication skills;
- demonstrated ability to write clearly and concisely;
- bilingual skills: English/Spanish and/or English/Creole helpful but not required;
- participation in a law school trial advocacy course or litigation skills program preferred;
- willingness to interview clients in jails and in juvenile detention facilities; and,
- valid Florida Driver's License, proof of automobile insurance and reliable vehicle, as travel is required.

**How to Apply:** Complete an Application for Employment at <https://www.pdmiami.com/public-defender/careers-and-internships/attorney-recruiting.page> and submit your resume, cover letter and writing sample, all in **PDF format, to jobs@pdmiami.com**. Please include information in your cover letter to support your qualifications for this position.

**Due to the volume of applications, please do not call or make inquiries via email.**

**How you will be evaluated:** Your submitted application materials will be reviewed to determine compliance with application requirements, level of position-relevant work experience, education and training.

After your application materials have been reviewed, you may be required to participate in a selection interview. Candidates who do not reside in Miami-Dade County may be interviewed initially via Skype or other electronic means.

**Salary and benefits:** \$53,000 upon admission to the Florida bar. Extensive entry-level training provided. Full range of state benefits including health insurance, retirement plan, paid vacation, sick leave and holidays.

**The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.**

**Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority. Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.**

**Veterans are encouraged to apply.**

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**Desired Class Level(s):** 3L

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**Posting Date:** September 2, 2021

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**Expiration Date:** October 8, 2021

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**Contact:** Diane Yanez Ridgeway  
1320 Northwest 14th Street Miami, Florida 33125 United States

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

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**How To Apply:** <https://www.pdmiami.com/public-defender/careers-and-internships/attorney-recruiting.page>

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

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**Visual ID:** 8005

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# Associate Attorney, Fossil Fuels Program (Remote Available)

## Earthjustice

### Job Location(s):

New Orleans, Louisiana United States

Chicago, Illinois United States

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### Job Description:

Earthjustice is the premier nonprofit environmental law organization. We take on the biggest, most precedent-setting cases across the country. We wield the power of law and the strength of partnership to protect people's health; to preserve magnificent places and wildlife; to advance clean energy; and to combat climate change. We partner with thousands of groups, supporters, individuals and communities to engage the critical environmental issues of our time, and bring about positive change. We are guided by a passionate, ambitious vision for the future for people and our planet: until justice stands for all, we will never rest. We are here because the earth needs a good lawyer.

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

Earthjustice is accepting applications for two Associate Attorneys to join our Fossil Fuels Program. We use the power of the law to challenge the onslaught of new oil and gas infrastructure development that threatens climate, communities and our environment. Both positions will work cross-regionally with a focus on either the U.S. Gulf region or the Ohio River Valley, with one position based in New Orleans, Louisiana and the other in Chicago, Illinois.

At a time when we desperately need to reduce greenhouse emissions, the oil and gas industry is aggressively expanding fossil fuel infrastructure, locking us into decades of future fossil fuel use and directly harming communities already hardest hit by climate disruption. Earthjustice's Fossil Fuels program uses litigation, administrative advocacy, and partnership to advance an end to U.S. oil and gas extraction and production, and stop new infrastructure (e.g., petrochemical facilities, export terminals and pipelines).

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. The term for the associate position is three-years with the potential for an extension.

### Responsibilities:

- Work with program staff and clients to investigate, develop, and litigate cases.
- Participate in the full range of tasks involved in litigation, including factual investigation, legal research, memo writing, comments, briefing, discovery, and oral advocacy.
- Review and analyze administrative records and technical documents, and prepare comments on proposed agency actions, permits, and environmental review documents.
- Engage with clients, coalition partners, and experts, as well as internal communications and legislative staff.
- Hire and supervise law students who work at Earthjustice as interns or clerks.

### Qualifications:

- Admitted to, or eligible for admission to the Louisiana Bar for the New Orleans-based position or the Illinois Bar for the Chicago-based position.
- 1-5 years of post-graduate litigation and/or clerkship experience.
- Excellent legal research, writing and analytical skills.
- Strong work ethic and initiative, and sound yet creative judgment.
- Ability to work well both independently and with a team.
- Strong desire to fight for the right of all to a healthy environment.
- Demonstrated awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- Commitment to help create a diverse, equitable, and inclusive work culture that encourages and celebrates differences.
- Willingness to contribute to recruiting, hiring, developing and retaining a diverse and inclusive workforce.

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

**Salary is based on experience and location.**

**Salary range in New Orleans, LA: 1-5 years \$76,200 - \$93,400**

**Salary range in Chicago, IL: 1-5 years \$85,100 - \$104,400**

### To Apply:

Interested applicants should submit the following:

- Resume.
- One page cover letter that addresses why you would like to serve as an associate for this specific position.
- Writing sample, preferably a legal brief or memorandum that primarily reflects your work.
- Law school transcript.

- List of three references.

Please contact us at [jobs@earthjustice.org](mailto:jobs@earthjustice.org) if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies. Earthjustice only considers applications submitted for current openings via Jobvite. Unsolicited resumes or resumes for posted positions that are not submitted via Jobvite will not be reviewed or retained.

Applications may be reviewed on a rolling basis until the position is filled. Earthjustice brings our associate attorneys on board on a quarterly schedule during the months of January, April, June and September.

*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.*

<b>Posting Date:</b>	September 2, 2021
<b>Expiration Date:</b>	October 6, 2021
<b>Contact:</b>	Earthjustice California Regional Office Los Angeles, California United States
<b>Resume Receipt:</b>	Other (see below)
<b>How To Apply:</b>	<a href="https://app.jobvite.com/j?cj=ozhFgfwv&amp;s=symplicity">https://app.jobvite.com/j?cj=ozhFgfwv&amp;s=symplicity</a>
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>Additional Documents Notes:</b>	List of three references.
<b>Visual ID:</b>	7996

**The Collegiate Hiring Initiative and Honors Internship Progr**  
Federal Bureau of Investigations (Clarksburg, WV)

**Position Type:** Internship

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

**Description:**

The FBI has two exciting opportunities available for current college students and recent graduates: The Collegiate Hiring Initiative and Honors Internship Program.

The Collegiate Hiring Initiative opens TODAY August 30 and closes on September 30.

The FBI's Collegiate Hiring Initiative (CHI) recruits graduating seniors, graduates and post-graduates pursuing PhD degrees to begin their careers in a hands-on, supportive team environment. The full-time, entry-level hiring program supports a huge part of the FBI's mission and offers participants a chance to explore and transition into many exceptional FBI careers.

To apply for the Collegiate Hiring Initiative, applicants must:

Be a U.S. citizen.

Attend/have attended a college or university as an undergraduate, graduate, or post-doctoral student.

Recent graduates must have graduated within 24 months of the program date (within 72 months for veterans).

For the 2022 Collegiate Hiring Initiative, students must graduate by June 2022

Have and maintain a 3.0 cumulative grade point average (GPA)

Pass all of the FBI employment background investigation requirements and be able to receive a Top Secret Clearance.

The Honors Internship Program will be open from September 13 – October 17.

The Honors Internship Program (HIP) is a 10-week, paid internship for college undergraduate and graduate students. While exploring our exciting career options, students work side-by-side with FBI employees at our Washington, D.C.-area Headquarters or in Field Offices around the country.

To apply for the Honors Internship Program, applicants must:

Be a U.S. citizen.

Attend a college or university full time as an undergraduate, graduate, or post-doctoral student.

Have and maintain a 3.0 cumulative grade point average (GPA)

Pass all of the FBI employment background investigation requirements and be able to receive a Top Secret Clearance.

The FBI is currently interested in applicants with the following backgrounds:

Accounting

STEM (Science, Technology, Engineering, and Mathematics)

Law

Cyber

To apply and learn more about these programs, please visit: <https://www.fbijobs.gov/students>.

If you know of college juniors and seniors, or recent graduates that are looking for a job in Federal Law Enforcement, please share this. Our Community Outreach Specialist Whitney Barnhart is happy to answer any questions and speak with interested students as is the recruitment team at FBI Pittsburgh, which can be reached at 412-432-4000.

**Desired Class Level:** 2L, 3L

**Posting Date:** August 30, 2021

**Expiration Date:** October 17, 2021

**Contact:** Whitney Barnhart

Community Outreach Specialist

320 W Pike St # 310 Clarksburg, West Virginia 26301 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [wnbarnhart@fbi.gov](mailto:wnbarnhart@fbi.gov)

**ID:** 7995



**Job Type:** Full-time

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**Job Location(s):**

Indianapolis, Indiana United States  
Hartford, Connecticut United States  
Kansas City, Missouri United States  
Sacramento, California United States  
Greenwood Village, Colorado United States  
Richmond, Virginia United States  
Colorado Springs, Colorado United States  
Dallas, Texas United States  
Fort Collins, Colorado United States  
Raleigh, North Carolina United States  
Madison, Wisconsin United States  
San Diego, California United States  
Clearfield, Utah United States  
Columbus, Ohio United States  
Tampa, Florida United States  
Miami, Florida United States  
Amherst, New York United States  
Wichita, Kansas United States  
Oklahoma City, Oklahoma United States  
Little Rock, Arkansas United States  
Omaha, Nebraska United States  
Buffalo, New York United States  
Pittsburgh, Pennsylvania United States  
Virginia Beach, Virginia United States  
Louisville, Kentucky United States  
Boulder, Colorado United States  
St. Louis, Missouri United States  
Philadelphia, Pennsylvania United States  
Austin, Texas United States  
Scottsdale, Arizona United States  
Charlotte, North Carolina United States  
Edina, Minnesota United States  
Boise, Idaho United States  
Baltimore, Maryland United States  
Lincoln, Nebraska United States  
Boston, Massachusetts United States  
Midvale, Utah United States  
San Mateo, California United States  
Chicago, Illinois United States  
Peoria, Arizona United States  
Cincinnati, Ohio United States  
Greenville, South Carolina United States

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**Job Description:**

Are you a law student seeking an exciting opportunity in a practice field you can be passionate about?

This paid Law Clerk position is the perfect fit if you're looking for a chance to gain courtroom and litigation experience in a unique practice field. This role allows students to grow their skillset and develop their professional experience alongside a team of experts.

**Job Highlight:** Cordell & Cordell offers an environment where you feel supported and appreciated at every corner. We value our employees and strive to give you the best work-life balance in a team-based environment where you

will be able to work alongside seasoned attorneys.

At Cordell & Cordell, we recruit the top talent and invest in our people to make this a destination job and provide a workplace you can call home.

**Job Description:**

Your role in our mission includes the following responsibilities:

- Drafting and analyzing legal documents.
- Communicating with clients.
- Attending court with experienced family law attorneys.
- Assisting in trial preparation.
- Conducting legal research.
- Working closely with assigned site Litigation or Practice Manager to ensure continued quality and growth.

**Qualification Requirements:**

- A bachelor's degree and be a 2nd or 3rd year student in a Juris Doctorate program at an accredited college or university.
- Strong analytical and critical thinking skills.
- Proficient in use of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Ability to demonstrate excellence in customer service.

*We are an international domestic litigation firm with in-person, full-time law clerk openings in various offices throughout the United States for Summer 2022.*

***We also have immediate law clerk openings for our Buffalo, NY and Oklahoma City, OK offices that are in-person and part-time based on availability.***

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**Desired Class Level(s):** LLM

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**Posting Date:** August 27, 2021

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**Expiration Date:** September 26, 2021

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**Contact:** Bethany Chapman  
11737 Administration Drive St. Louis, Missouri 63146 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** bchapman@cordelllaw.com

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

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**Visual ID:** 7943

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**Job Type:** Full-time

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**Job Location(s):** San Jose, California United States  
San Jose, California United States

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**Job Description:** **Immigration Staff Attorney** (the job is temporarily remote due to Covid-19)

**Client Counseling and Representation:** Conduct intake; provide representation in both affirmative and defensive immigration cases before USCIS, EOIR and the BIA.

**Community Education:** Organize and conduct presentations on various legal topics. Drafting and reviewing community education pamphlets.

**Community Organizing/Advocacy:** Advocacy work on community issues as required; networking with other service providers, organizations and government agencies to enhance services to the Asian and Pacific Islander communities.

**Volunteer Training and Supervision:** Train and supervise pro bono attorneys, students, and community members for ALA clinics and one-on-one assistance with casework

**Supporting community outreach, volunteer recruitment and fundraising:** Help strengthen the visibility of ALA by contributing content to promote effective outreach and service to the community

**QUALIFICATIONS:**

- Must be an active member in good standing of the State Bar. California Bar membership is preferred but not required
- Two years experience in immigration law in cases such as (but not necessarily all of these) complex naturalization, adjustment of status, DACA, U visas, VAWA asylum and removal defense.
- Experience or willingness to be trained in litigation skills
- Must have a demonstrated understanding of and commitment to the needs of the low-income immigrant community
- Ability to work cooperatively with fellow staff and supervisors
- Bilingual skills in Asian Pacific Islander language or Spanish highly desirable
- Must be willing to work flexible hours including evenings and/or weekends
- California driver's license and own vehicle required

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** August 23, 2021

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**Expiration Date:** September 22, 2021

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**Contact:** Mr. Richard G Konda  
Executive Director  
991 West Hedding Street, Suite 202 San Jose, California 95126-1248 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** rkonda@asianlawalliance.org

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**Additional Documents:** Cover Letter

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**Visual ID:** 7913

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**Corporate Associate**

Dorsey &amp; Whitney LLP (Minneapolis, MN)

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

Dorsey is seeking an experienced Corporate Attorney to provide support to our Northern California Emerging Companies Practice. This position could be based in Palo Alto, Denver, Minneapolis, Missoula, Salt Lake City, or Seattle. The attorney will have the opportunity to work on a wide variety of transactions for emerging companies, including mergers and acquisitions, public offerings and venture capital financings. Dorsey offers opportunities for advancement within a collegial and dynamic environment, competitive salary, excellent benefits, and flexible work arrangements.

Qualified candidates will have:

- Two to eight years of experience with venture capital financing transactions;
- Additional experience in any of the following areas: mergers and acquisitions, corporate governance, partnerships/LLCs, commercial transactions;
- Strong quantitative and communication skills; and
- Top academic credentials.

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

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

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

Dorsey participates in E-Verify.

**About Dorsey**

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

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

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

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

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

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

**How to Apply**

Dorsey accepts online applications at <http://www.dorsey.com/attorneyjobs>. We do not accept application materials by mail or email except as a reasonable accommodation for qualified disabled applicants. Individuals who are unable to use our online process due to a disability should call 612-492-5149.

**Desired Class Level(s):** Graduate/Alumni**Posting Date:** August 22, 2021

<b>Expiration Date:</b>	September 28, 2021
<b>Contact:</b>	Ava Byrne 50 South 6th Street Minneapolis, Minnesota 55402 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How To Apply:</b>	<a href="http://www.dorsey.com/attorneyjobs">http://www.dorsey.com/attorneyjobs</a>
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript
<b>Visual ID:</b>	7786

**Associate Attorney**

Hall Booth Smith (HBS) (Columbus, GA)

**Position Type:** Full-time**Geographic Preference:** Southeast (NC, SC, GA, FL, MS, AL, TN)**Job Location(s):** Columbus, Georgia (United States)**Description:**

Columbus, GA, USA

The Columbus, Georgia office of Hall Booth Smith, P.C. is seeking an Associate Attorney to join its general litigation team with an emphasis on Medical Malpractice and Aging Services Practice Groups. This is an opportunity to join a growing team and office, learn from experienced litigators, participate in case strategy and development, and interact with and develop firm clients. The ideal candidate for this position will have at least one year of civil litigation experience. Candidates must be active members in good standing of the Georgia Bar. Minimum starting salary of \$100,000, plus outstanding benefits package. Cover letters may be addressed to Andrew Hazen (ahazen@hallboothsmith.com).

Hall Booth Smith, PC (HBS) is a full-service law firm providing quality legal services in a variety of practice areas for over 25 years. HBS currently has over 250 attorneys and 19 offices. HBS was selected by the Atlanta Journal Constitution (AJC) as one of Atlanta's "Top Workplaces" in 2008, 2010, 2011, 2012, 2014, 2015, 2016, 2017, 2018, 2019 and 2020. The firm is committed to providing a supportive environment for attorneys to represent clients with excellence and to develop and grow in their practice. A generous and comprehensive benefits package is provided.

**Desired Class Level:** Graduate/Alumni**Posting Date:** August 16, 2021**Expiration Date:** September 30, 2021**Contact:** Andrew Hazen

1301 1st Ave Suite 100 Columbus, Georgia 31901 United States

**Resume Receipt:** E-mail**Default email for resumes.:** ahazen@hallboothsmith.com**Additional Documents:** Cover Letter**ID:** 7915

## Deputy Director Financial Reporting and Business Analysis

Department of Energy (Washington, DC)

### Job Location(s):

Germantown, Maryland United States

### Job Description:

The Office of Financial Reporting and Business Analysis executes the Department-wide internal control and financial risk management program; leads the payment integrity program and services, financial statements reporting and audit; and, develops the Department's financial analytics approaches to support these programs.

As the Deputy Director Financial Reporting and Business Analysis, you will:

- Oversee and direct the activities of the Office of Financial Reporting and Business Analysis within the Office of Finance and Accounting, Office of the DOE Chief Financial Officer.
- Provide financial management advice, guidance and support to Headquarters program and field CFO communities.
- Lead the development of Department-wide internal controls and risk profile guidance including procedures and systems of internal controls and fraud management designed to safeguard Departmental assets and resources from waste, loss, unauthorized use and all aspects of the implementation of the Federal Financial Management Improvement Act (FFMIA), Federal Managers' Financial Integrity Act (FMFIA).
- Develop Department-wide guidance and procedures covering payment integrity and services, financial statements reporting and audits and a broad spectrum of the Department's financial activities as required under the Chief Financial Officers' Act, P.L. 101-576.
- Be responsible for the publication of the annual Departmental Agency Financial Report.
- Oversee the development and use of technology such as data analytics to identify and mitigate risks to strengthen payment integrity at the Department and to coordinate and collaborate the efforts with program and field offices, and Management & Operating (M&O) contractors.
- Lead the review of the FFMIA and FMFIA annual assurance memorandum submitted to the Secretary and prepares the consolidated Department FMFIA assurance memorandum for submission by the Secretary to the President and Congress each year.
- Resolve accounting and financial issues/problems of extraordinary difficulty that may require interface directly with the Department's auditors, OIG, Federal Accounting Standards Advisory Board (FASAB), Treasury, OMB, GSA, GAO, and other Federal agencies, on complex issues concerning both Departmental and government-wide implementation of policies, regulations, accounting standards and legislations.
- Lead the analyses to resolve complex and sensitive cost accounting, and accounting standards impacting financial reporting and audit. Analyze payment integrity or internal control and fraud risk management issues affecting the Department, including service-centric approaches to data analyses in the management of payments, payment integrity, and financial reporting.
- Promote Diversity and Equal Employment Opportunity

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**Posting Date:** August 5, 2021

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**Expiration Date:** September 11, 2021

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

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

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**How To Apply:** <https://www.usajobs.gov/GetJob/ViewDetails/609751700>

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**Visual ID:** 7858

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**Job Type:** Full-time

**Job Location(s):** Houston, Texas United States

**Job Description:**

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

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

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

**Responsibilities:**

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

**Requirements:**

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

**Desired Class Level(s):** Graduate/Alumni

**Posting Date:** August 5, 2021

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

**Resume Receipt:** Email Resume, Online

**Default email address for resumes:** kandace.spivey@alliantgroup.com

**Visual ID:** 7715