



## Associate Attorney or Law Student Intern (Hybrid Remote)

JC Law

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

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

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**Job Description:** JC Law, PLLC aims to deliver exceptional legal service to its clients while providing fair treatment to all parties in the legal recoveries process. We regularly assist collections agencies, lenders, merchants, and insurers with commercial and subrogation claims. The firm is seeking to expand and add an associate attorney and/or law school intern. Interested applicants should provide cover letter, resume, references, and writing samples.

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**Posting Date:** October 5, 2022

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**Expiration Date:** October 21, 2022

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**Contact:** James A. Cooper  
Esq.  
P.O. Box 889 Rocky Mount, Virginia 24151 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** jim@jclawpllc.com

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

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**Additional Documents Notes:** Resume with references

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**Visual ID:** 10031

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## Attorney

Legal Aid of West Virginia

**Position Type:** Full-time

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

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

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**Description:**  
SOUTHERN WV ATTORNEYS

Legal Aid of West Virginia (LAWV) is seeking two skilled, motivated attorneys to join our organization serving Southern West Virginia. LAWV offers a superb, family-friendly work environment and excellent benefit package which includes a 403(b) retirement savings, medical, dental and life insurance, and generous paid leave.

Beckley Attorney:

As a staff attorney in the Beckley office, you will represent clients facing a variety of legal problems, including public and private tenant rights, expungement, public benefits, Social Security, divorce and custody issues, and unemployment. This attorney will be a member of a dynamic team, and will regularly engage in new challenges with opportunities for creative problem solving. You will have direct responsibility for interacting with clients, and representing them in court and in administrative forums, with support from and collaboration with other attorneys and community partners. While experience is helpful, Legal Aid values the dedication and commitment of new attorneys, and offers an outstanding training regimen with in-office, program-wide, and multi-state training support. This is currently a defined term position which ends on September 30, 2023.

Beckley/Princeton Attorney:

This attorney position will work throughout Nicholas, Fayette, Raleigh, Wyoming, Mercer, and McDowell Counties, and may be based out of either our Princeton or Beckley office. Frequent travel among these counties is required. The selected candidate will be instrumental in helping clients, particularly those with children in the household, break the cycle of poverty. The coalfields of southern West Virginia have historically been home to the majority of the state's miners and their families. This once-booming region literally fueled the nation. However, the vast decline in the coal industry has left much of this area economically depressed and families in need. This position is a chance to work on the front lines in the battle against poverty and family instability, while serving to rebuild communities.

Lovers of natural beauty and outdoor activities will find plenty of recreational opportunities, including hiking, mountain biking, climbing and kayaking. The wonders of the New River Gorge National Park, with some of the best whitewater rapids in the world, are a short drive

away. Skiers and snowboarders will appreciate the quick trip to Winterplace ski resort with its 27 trails, terrain park and 10 lifts.

If you are passionate about serving others and want to do rewarding work, please send your cover letter and resume to [jobs@lawv.net](mailto:jobs@lawv.net) by Monday, October 17, 2022. Applications will be considered until the position is filled. LAWV is an organization dedicated to equity, justice and inclusion and our organization culture reflects that by seeking and supporting employees from diverse backgrounds and perspectives. EOE qualified women, people with disabilities, minorities, or members of traditionally underrepresented groups are encouraged to apply.

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**Posting Date:** October 5, 2022

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**Expiration Date:** October 17, 2022

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

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [jobs@lawv.net](mailto:jobs@lawv.net)

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** please send your cover letter and resume to [jobs@lawv.net](mailto:jobs@lawv.net)

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**ID:** 10108

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## **Business Transactions Associate**

Moore & Van Allen (Charlotte, NC)

**Job Type:** Full-time

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**Job Location(s):**

Charleston, South Carolina United States

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**Job Description:**

The firm's Business team in Charleston, SC is searching for a Business Transactions Associate. The team practices in the areas of business, mergers and acquisitions, securities, financial services, economic incentives, and commercial real estate law; and represents financial institutions, institutional investors, and venture capital funds in their private equity investments and mezzanine/subordinated debt finance transactions.

Candidates should have three to five years of experience primarily in a commercial transactional practice – commercial real estate, mergers and acquisitions, debt finance and private equity/venture capital are all relevant areas of experience. Preferred candidates will have experience in drafting and negotiating transactional documentation and have the skills necessary to assist and ultimately take a lead role in a broad variety of commercial transactions. Candidates should also have excellent written and verbal communication ability and excellent academic credentials. Competitive compensation packet includes full benefits.

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**Posting Date:** October 5, 2022

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**Expiration Date:** November 11, 2022

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**Contact:** Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina 28202 United States

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

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

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**How To Apply:** <https://lawcruit.micronapps.com/sup/JobPostingDetails.aspx?lawfirm=MW4ybw==&JobId=MW1nNDE=&at=OF9DRw==>

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

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**Visual ID:** 10105

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## Christine A. Brunswick Public Service Fellowship

American Bar Association

**Position Type:** Fellowship

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

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**Job Location(s):** Chicago, Illinois (United States)

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**Description:**

What is the Christine A. Brunswick Public Service Fellowship?

The Public Service Fellowship program was developed in 2008 to address the need for tax legal assistance, and to foster an interest in tax-related public service among those individuals who participate. In 2013, the Public Service Fellowship was re-named the Christine A. Brunswick Public Service Fellowship in honor of the late Christine A. Brunswick, the Section's former Executive Director for over 20 years. Christine was a strong proponent of advancing public service efforts in tax law and fostering a fair and equitable tax system. Under her leadership, the Tax Section has devoted significant resources to further that goal. The PSF program is funded entirely by tax-deductible donations to the Tax Section's Tax Assistance Public Service (TAPS) Endowment Fund.

Apply for the Fellowship

The Section of Taxation is pleased to announce that it is now accepting applications for its Christine A. Brunswick Public Service Fellowship program class of 2023-2025. Applications are due November 10, 2022.

2023-2025 Christine A. Brunswick Public Service Fellowship Application

Virtual Information Sessions

If you are considering hosting a fellow, applying for a fellowship or supporting an applicant, check out our virtual information sessions below.

Organizations considering hosting a fellow

JD or LLM Students, Clerks, or Recent Graduates considering applying

Law Professors and Career Offices interested in supporting or recruiting applicants

Current Fellows

2022 - 2024 Christine A. Brunswick Public Service Fellow Anna Gooch

2022 - 2024 Christine A. Brunswick Public Service Fellow

Anna Gooch is a Research Fellow with the Center for Taxpayer Rights, and also assists low-income taxpayers through pro bono work with the Villanova Federal Tax Clinic and the Justice and Diversity Center of San Francisco. Prior to joining the Center for Taxpayer Rights, Anna worked as an International Tax Consultant at Deloitte in San Francisco. She received her JD, MBA, and LLM from Villanova University. Anna will work with the Center for Taxpayer Rights to develop an LITC Support Center which will match LITC with pro bono attorneys, create trainings and resources for LITC practitioners, and identify barriers to taxpayer's rights and identify solutions.

"The Christine A. Brunswick Fellowship allows me to support all low-income taxpayer clinics and the invaluable work that they do in their communities and nationally by providing access to pro bono volunteers, training, and other resources. The Fellowship also gives me tools for growing personally and professionally. For both opportunities, I am forever grateful."

Anna Gooch

2021-2023 Christine A. Brunswick Public Service Fellow Nirali Patel

2021 - 2023 Christine A. Brunswick Public Service Fellow

Nirali Patel, a graduate of Roger Williams University School of Law in Rhode Island, will work with Greater Boston Legal Services. Her project will focus on misclassified employees and the treatment of employers who continuously misclassify their employees.

"The fellowship gives me the opportunity to help people that have been wrongfully misclassified as independent contractors. In such a short time at Greater Boston Legal Service, I have already connected with coalitions, community members, and colleagues that will support me on my project. Knowing that I will have a positive impact on the most vulnerable population is the best part of the fellowship. "

Nirali Patel

Nirali Patel will join the current 2020-2022 Christine A. Brunswick Public Service Fellows. 2020-22 Christine A. Brunswick Public Service Fellows Shailana Dunn-Wall (left) and Terri Morris (right)

2020-2022 Christine A. Brunswick Public Service Fellows

Shailana Dunn-Wall, a graduate of University of Nebraska College of Law, will work with Legal Aid of Nebraska to educate residents throughout Nebraska on the benefits of the Earned Income Tax Credit in an effort to increase the percentage of eligible taxpayers who claim the credit by filing a tax return.

"The Christine A. Brunswick Fellowship is an incredible opportunity and a program that I will forever be grateful to have been able to participate in. In just over one year as a Fellow I have managed cases, assisted pro se individuals during tax court calendar calls, written six articles explaining tax concepts to clients, and taught community members about tax through webinars, individual meetings are CLEs. Legal Aid of Nebraska houses the only Low Income Taxpayer Clinic in the state and when I was able to join the program as part of my Fellowship, the number of attorneys serving low income individuals with tax issues doubled- allowing us to assist significantly more clients than previous years. "

Shailana Dunn-Wall

Terri Morris, a graduate of University of Richmond School of Law, will work with the Community Tax Law Project of Richmond, Virginia, on their Fight Against Financial Abuse project. Through this initiative, Terri will advocate, educate and engage local domestic violence survivors on tax issues surrounding financial abuse.

"The Christine A. Brunswick Public Service Fellowship has provided me with an amazing opportunity to do impactful work in my community and connect with wonderful tax professionals. This Fellowship has also given me a strong foundation for a career as a tax attorney."

Terri Morris

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**Posting Date:** October 5, 2022

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**Expiration Date:** November 10, 2022

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**Contact:** American Bar Association  
Illinois United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** Taxlserve@americanbar.org

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**Requested Document Notes:** <https://www.americanbar.org/content/dam/aba/administrative/taxation/awards/psf/psf-application-2023-2025.pdf>

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**ID:** 10113

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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

Among Dorsey's many distinguished alumni are U.S. Supreme Court Justice Harry Blackmun, noted law professor and scholar William Prosser, Minnesota's first woman judge Betty Washburn, former U.S. Vice President and Ambassador to Japan Walter Mondale, U.S. Senator Amy Klobuchar, former Corporation Counsel of the City of New York Zachary Carter, and U.S. Secretary of Agriculture Tom Vilsack. 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)

- Top 100 Adoption-Friendly Workplace (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 612-492-5033.

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**Posting Date:** October 5, 2022

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**Expiration Date:** November 11, 2022

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**Contact:** Brianna Rod  
50 South 6th Street Minneapolis, Minnesota 55402 United States

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

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

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**Visual ID:** 10107

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## Family Law Attorney (Robins Kaplan Fellow)

Mid-Minnesota Legal Aid (Minneapolis, MN)

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

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

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**Job Description:**

Mid-Minnesota Legal Assistance (MMLA) and Robins Kaplan, LLP are seeking a full-time Staff Attorney for MMLA's Minneapolis office as part of its family law unit. MMLA's family law unit provides legal representation in family law matters in which custody is at issue, with an emphasis on achieving safety for victims of abuse and obtaining child support orders in those cases. This position will start as soon as possible after an offer is extended. This position allows for a hybrid work environment.

MMLA and Robins Kaplan are equal opportunity employers, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. We welcome information about how your experience can contribute to serving our diverse client communities. Applicants are encouraged to share in their cover letter how they can further our goal of equal justice for all. We are committed to a discrimination- and harassment-free workplace.

**BACKGROUND:** MMLA's mission is to advocate for the legal rights of disadvantaged people to have safe, healthy, and independent lives in their communities. MMLA provides civil legal representation to clients with low incomes and seniors in 21 counties in central Minnesota, and to people with disabilities throughout the state. MMLA's Minneapolis office primarily serves clients who reside in Hennepin and Anoka Counties. MMLA receives funding from a variety of public and private sources and enjoys strong support from the organized bar. The attorney in this position will be an employee of Robins Kaplan LLP working full-time in MMLA's family law unit.

**RESPONSIBILITIES:**

- Apply the principles of MMLA's Racial Justice Values Statement in all interactions.
- Advise and provide full representation to clients in a variety of family law matters.
- Assist with community outreach and education on family law issues as needed.
- Consult with community clinic attorneys as needed when they work on family law cases.
- Engage with the Legal Services Advocacy Project (LSAP) to advise on legislative issues related to family law and their impact on our client communities.
- Maintain a docket with court cases analyzing each case and resolving legal issues in a timely manner.
- Maintain case and client information in compliance with MMLA protocols and ethical obligations.
- By virtue of being an employee of Robins Kaplan:
- Promptly provide Robins Kaplan necessary information for conflict checks.
- Disclose employment relationship with Robins Kaplan when appearing before a court or administrative tribunal.
- Complete and return timesheets to Robins Kaplan on a weekly basis.
- Provide Robins Kaplan with information on CLE course attendance as requested.
- Other duties as assigned.

**QUALIFICATIONS:**

- Must be licensed to practice law in the state of Minnesota or eligible for admission by reciprocity.
- Must have at least three years of experience practicing family law. Five + years of experience preferred.
- Demonstrated interest in and commitment to the needs of people with low incomes and other vulnerable clients.
- Commitment to working as a team member to serve clients' needs.
- 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.
- Language proficiency in Arabic, Hmong, Oromo, Somali, or Spanish preferred.
- Diverse economic, social, and cultural experiences preferred.

**SALARY:** \$60,000 to \$67,000, depending on experience. The salary for this position is based on MMLA's salary schedule. As an employee of Robins Kaplan, LLP the attorney in this position will be on Robins Kaplan's payroll, will receive generous paid time off (PTO) based on MMLA's PTO schedule, and will be eligible for Robins Kaplan's staff benefits package.

**APPLICATIONS:** Submit resume and cover letter expressing interest in the position online at <https://mylegalaid.org/employment> 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 Micaela Schuneman at [mschuneman@mylegalaid.org](mailto:mschuneman@mylegalaid.org).

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

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

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<b>Posting Date:</b> October 5, 2022
<b>Expiration Date:</b> November 11, 2022
<b>Contact:</b> Legal Secretary Cathy Sobotka 430 North 1st Avenue Minneapolis, Minnesota 55401 United States
<b>Resume Receipt:</b> Other (see below)
<b>How To Apply:</b> <a href="https://mylegalaid.org/employment">https://mylegalaid.org/employment</a>
<b>Additional Documents:</b> Cover Letter
<b>Visual ID:</b> 10112

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## Loan Specialist (Commercial) GS-11/12

Department of Energy (Washington, DC)

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**Job Type:** Full-time

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

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**Job Description:** This position is part of the Loan Programs Office, DOE. As a Loan Specialist (Commercial), you will provide assistance to Senior Portfolio Manager(s), on discrete project assignments, and to the designated Supervisory Loan Specialist (Portfolio Manager) on research necessary for the assessment of credit and project risks, associated with high-value loans for innovative or commercially ready clean energy generation, and component manufacturing projects, and advanced technology vehicles.

**As a Loan Specialist (Commercial) you will:**

- Provide assistance to senior level management on discrete project assignments by performing research necessary for the assessment of credit and project risks associated with high-value loans.
- Participates on a team addressing technical, legal-economic, and financial feasibility aspects of high-value loans for large scale projects.
- Monitors day-to-day occurrences related to individual transactions, and prepares transaction and project reports for the supervisor on pre-determined frequencies, with an emphasis on variables that provide early warning signs of credit deterioration.
- Participates in the preparation of materials and information for risk mitigation efforts including the negotiation of new terms with borrowers or other creditors, in the event of potential or actual distress or non-performance.
- Creates spreadsheets, and utilizes financial analysis software programs to review, analyze, and create financial documents.

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**Posting Date:** October 5, 2022

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**Expiration Date:** November 11, 2022

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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/job/681246600>

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**Visual ID:** 10114

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## **BANKRUPTCY ATTORNEY**

Cole Schotz PC

**Job Type:** Full-time

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**Job Location(s):**

Hackensack, New Jersey United States

New York, New York United States

Wilmington, Delaware United States

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**Job Description:**

**COLE SCHOTZ P.C.**

**BANKRUPTCY ATTORNEY- DELAWARE, NEW JERSEY OR NEW YORK OFFICES:**

Seeking a bankruptcy attorney with 2+ years of experience to join our Delaware, New Jersey or New York offices and be part of a team working on matters in New Jersey, New York, Delaware, Maryland, Texas and Florida. We seek a motivated individual devoted to meeting the highest standards of excellence and serving clients, and who wants to be part of an established and dynamic office and firm. Bar admission in one or more states in which the Firm has an office and where the candidate desires to be resident is required. Strong academic credentials and excellent oral and written communication skills are required. Litigation experience is a plus.

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

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**Posting Date:** October 4, 2022

**Expiration Date:** November 10, 2022

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**Contact:** Chief Human Resources Officer Gayle Englert  
25 Main Street Hackensack, New Jersey 07601 United States

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**Resume Receipt:** Online

**Visual ID:** 10102

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## Assistant District Attorney

Westmoreland County District Attorney's Office

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**Position Type:** Full-time

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

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

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**Description:**

The Westmoreland County District Attorney's Office is seeking applicants for one Full-Time Assistant District Attorney position. Westmoreland County is a Third-Class county in western Pennsylvania with a population of approximately 350,000 residents.

The Westmoreland County District Attorney's Office is a dedicated professional team of attorneys, detectives, victim and witness advocates, and support staff committed to protecting victims and pursuing justice.

An employee in this position has a very wide range of responsibilities including but not limited to: advising police officers on how to conduct their criminal investigations, making charging decisions, pretrial litigation (including conducting preliminary hearings and omnibus pretrial hearings), evaluating evidence and plea negotiations, interviewing and advising victims and witnesses, conducting juvenile proceedings, conducting both bench trials and jury trials, and protecting criminal convictions in the appellate courts (including Federal courts).

Experienced attorneys as well as newly admitted attorneys are welcome to apply. Successful candidates will be required to establish residency in Westmoreland County within six months of hiring and will not be authorized to practice law outside of the District Attorney's Office.

Resumes, writing samples and references should be mailed to the Honorable Nicole W. Zicarelli, District Attorney, Westmoreland County District Attorney's Office, 2 North Main Street, Suite 206, Greensburg, PA, 15601.

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**Posting Date:** October 3, 2022

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**Expiration Date:** November 30, 2022

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**Contact:** Peter Caravello  
Assistant District Attorney  
2 North Main Street Greensburg

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**Resume Receipt:** E-mail

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**Default email for resumes.:** pcaravel@co.westmoreland.pa.us

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**Additional Documents:** Writing Sample

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**Requested Document Notes:** Resumes, writing samples and references should be mailed to the Honorable Nicole W. Zicarelli, District Attorney, Westmoreland County District Attorney's Office, 2 North Main Street, Suite 206, Greensburg, PA, 15601

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**ID:** 10097

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## Deputy County Attorney I, II, III or IV

Cochise County (Bisbee, AZ)

**Position Type:** Full-time

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**Geographic Preference:** Southwest (AZ, NM)

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

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**Description:**

Deputy County Attorney I, II, III or IV

APPLY

Salary

See Position Description

Location

Bisbee, AZ

Job Type

A Regular, Full Time

Department

County Attorney's Office

Job Number

090322

DEPUTY COUNTY ATTORNEY I, II, III or IV

CLOSES: Position is open until filled with applications reviewed upon receipt. May close at anytime.

ANTICIPATED HIRING RANGE: \$75,000 - \$110,000 annually dependent upon qualifications, plus a comprehensive benefits package to include membership in the Arizona State Retirement System

APPLICATION MATERIALS REQUIRED: Application, cover letter, resume and Bar Letter of Good Standing

PLEASE NOTE: All positions require a post offer, pre-employment background screening

ATTORNEY I: Initiates, engages, and defends litigation; performs legal research; reviews and prepares legal documents; renders legal advice to clients; performs factual investigations.

ATTORNEY II (in addition to Attorney I Duties): Supervises junior staff; handles appeals.

ATTORNEY III (in addition to Attorney I and II): Supervises and reviews work of staff attorneys; performs organization and administrative duties.

ATTORNEY IV : Under general supervision, supervises professional legal services of unusual difficulty; performs other legal services as assigned. Supervises and reviews the work of staff attorneys serving as Attorney I, II and III.

ESSENTIAL FUNCTIONS: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Minimum Qualifications

ATTORNEY I: Graduation from an accredited law school and admission to the State Bar of Arizona. Must possess and maintain a valid Arizona driver's license and ability to be covered by county insurance.

ATTORNEY II: Graduation from an accredited law school, admission to the State Bar of Arizona, and a minimum of two (2) years of relevant legal experience. Must possess and maintain a valid Arizona driver's license and ability to be covered by county insurance.

ATTORNEY III: Graduation from an accredited law school, admission to the State Bar of Arizona, and a minimum of four (4) years of relevant legal experience. Must possess and maintain a valid Arizona driver's license and ability to be covered by county insurance.

PREFERENCE: Preference may be given to candidates with experience in criminal, appellate, and/or dependency case law.

ATTORNEY IV: Graduation from an accredited law school; admission to the State Bar of Arizona; ten (10) years of relevant legal experience; significant trial or litigation experience required; must possess and maintain a valid Arizona driver's license and the ability to be covered by county insurance.

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

PREFERRED QUALIFICATIONS: Preference may be given to individuals with governmental experience.

Knowledge, Skills & Abilities

Attorney I / Working knowledge of:

principles and practices of law;  
legal procedures and administrative proceedings;  
methods and practices of pleadings;  
judicial procedures and the rules of evidence;  
principles, methods, materials, practices and references utilized in legal research.

Attorney II / Considerable knowledge of:

principles and practices of law;  
legal procedures and administrative proceedings;  
methods and practices of pleadings;  
judicial procedures and the rules of evidence;  
principles, methods, materials, practices and references utilized in legal research.

Attorney III / Thorough knowledge of:

principles and practices of law;  
legal procedures and administrative proceedings;  
methods and practices of pleadings;  
judicial procedures and the rules of evidence;  
principles, methods, materials, practices and references utilized in legal research.

Attorney IV / Exceptional knowledge of:

principles and practices of law;  
legal procedures and administrative proceedings;  
methods and practices of pleadings;  
judicial procedures and the rules of evidence;  
principles, methods, materials, practices and references utilized in legal research.

Attorney I / Good skill in:  
applying legal knowledge and training on behalf of public entities.

Attorney II / Considerable skill in: applying legal knowledge and training on behalf of public entities.

Attorney III / Considerable knowledge of:  
applying legal knowledge and training on behalf of public entities.  
principles and practices of management and supervision.

Attorney I / Working skill in:  
analyzing, appraising, and organizing facts, evidence, and precedents;  
rendering logical, clear and effective written reports and oral arguments;  
determining alternative courses of action;  
presenting and arguing cases in court and handle unanticipated problems smoothly.

Attorney II / Good skill in:  
analyzing, appraising, and organizing facts, evidence, and precedents;  
rendering logical, clear and effective written reports and oral arguments;  
determining alternative courses of action;  
presenting and arguing cases in court and handle unanticipated problems smoothly.

Attorney III / Considerable skill in: analyzing, appraising, and organizing facts, evidence, and precedents;  
rendering logical, clear and effective written reports and oral arguments;  
determining alternative courses of action;  
presenting and arguing cases in court and handle unanticipated problems smoothly.

Attorney IV / Considerable skill in:  
applying legal knowledge and training;  
determining alternative courses of action;  
analyzing, appraising, and organizing facts, evidence, and precedents;  
rendering logical, clear, and effective written reports and oral arguments;  
presenting and arguing cases in court and handle unanticipated problems smoothly.

Attorney I, II, III, IV / Ability to:  
establish and maintain effective working relationships with employees, other agencies, and the public;  
follow written and verbal instruction;  
read, write and speak English;  
communicate effectively verbally and in writing.

#### WORK ENVIRONMENT:

Work is primarily performed under general supervision. Incumbent generally performs work in a typical office or court setting with appropriate climate controls.

#### PHYSICAL REQUIREMENTS:

Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Light Work: Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds requires a good deal of walking, standing or involves sitting most of the time.

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reasonable accommodations will be made for those that are able to perform the essential functions of the job with or without accommodation.

Agency

Cochise County

Address

Cochise County 1415 Melody Lane, Building F

(Arizona Superior Court, Cochise Co. P.O. Box 204)

Bisbee, Arizona, 85603

Phone

County: (520) 432-9700

Courts: (520) 432-8503

Website

<http://www.cochise.az.gov>

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**Posting Date:** October 3, 2022

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**Expiration Date:** November 30, 2022

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**Contact:** Rachel E. Raynes

Deputy County Attorney

Cochise County 1415 Melody Lane, Building F (Arizona Superior Court, Cochise Co. P.O. Box 204) Bisbee, Arizona 85603 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [RRaynes@cochise.az.gov](mailto:RRaynes@cochise.az.gov)

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** APPLICATION MATERIALS REQUIRED: Application, cover letter, resume and Bar Letter of Good Standing

PLEASE NOTE: All positions require a post offer, pre-employment background screening

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**ID:** 10098

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## Life Sciences Patent Law Clerk

Arnold & Porter

**Job Type:** Full-time

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

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**Job Description:**

Arnold & Porter, an international law firm, is seeking a Life Sciences Patent Law Clerk or Patent Agent for the Intellectual Property practice group in the Washington DC office. The Patent Law Clerk/ Patent Agent will be directly supervised by an attorney and get individualized patent law training. Ideal candidates will be organized, detail-oriented and able to follow up on instructions independently. Benefits include a competitive salary and a tuition reimbursement program when applicable.

Please include a cover letter, resume, school transcripts (please include each school), and writing sample with your online application. Incomplete applications will not be considered.

Responsibilities include but are not limited to:

- Preparing and filing new patent applications and other patent prosecution documents.
- Conducting client technology and patent portfolio assessments.
- Supporting business development.
- Managing large domestic and foreign dockets.
- Other duties as assigned.

Qualifications:

- Ph.D. and significant graduate level experience.
- Broad training in the biological sciences are sought, with expertise in plant biology, biochemistry, genetics, chemistry, microbiology, entomology, immunology or chemical engineering highly preferred.
- Research experience or training in RNA silencing, genome editing, nucleic acids chemistry, microbiomes, quantitative genetics, process and reactor design, separation technologies, thermodynamics and kinetics is desirable.
- Excellent academic credentials and references.
- Law school or prior legal training or enrollment in law school is not required.
- Ability to maintain a high level of confidentiality.
- Strong problem solving skills.
- Ability to prioritize and manage time effectively working in a fast-paced environment while exhibiting a strong attention to detail.
- Excellent organization and communications skills, both oral and written.
- Ability to handle a variety of tasks simultaneously.
- Exceptional client service both internal and external.

*Arnold & Porter Kaye Scholer LLP is an equal opportunity and affirmative action employer that does not discriminate on the basis of race (inclusive of traits historically associated with race, including hair texture and protective hairstyles), ethnicity, color, creed, religion, national origin, sex (which includes pregnancy, childbirth, breastfeeding and related medical conditions), age, marital or partnership status, familial status, sexual orientation, gender, gender identity, gender expression, transgender, physical or mental disability, medical condition, family leave status, citizenship status, immigration status, ancestry, genetic information,*

*military or veteran status, or any other characteristic protected by local, state, or federal laws, rules, or regulations. All qualified applicants will receive consideration for employment without regard to any characteristic protected by local, state, or federal laws, rules, or regulations.*

*Arnold & Porter Kaye Scholer LLP endeavors to make [www.arnoldporter.com](http://www.arnoldporter.com) accessible to any and all users. If you would like to contact us regarding the accessibility of our website or need assistance completing the application process, please contact Director of Support Staff Stephanie Denmark at +1 202.942.6068. This contact information is for accommodation requests only and cannot be used to inquire about the status of applications.*

*For our EEO Policy Statement, please [click here](#). If you would like more information about your EEO rights as an applicant under the law, please [click EEO is the LAW and the Supplement poster](#).*

*Arnold & Porter is an EO Employer – M/F/Veteran/Disability/Sexual Orientation/Gender Identity.*

*Arnold & Porter Kaye Scholer LLP uses E-Verify, which is a web-based system, to confirm the eligibility of our employees to work in the United States. As an E-Verify employer, we verify the identity and employment eligibility of newly hired employees by electronically matching information provided by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS). We use E-Verify because we are a federal contractor containing the Federal Acquisition Regulation (FAR) E-Verify clause. Please see the posters for details regarding E-Verify or contact Arnold & Porter's Human Resources Department for more information. E-Verify Participation Poster and Right-to-work Poster.*

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**Posting Date:** October 3, 2022

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**Expiration Date:** November 9, 2022

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**Contact:** Stephanie Heeg  
601 Massachusetts Avenue Northwest Washington, District of Columbia 20001 United States

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

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**How To Apply:** <https://www.arnoldporter.com/en/careers/professional-staff/current-opportunities>

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**Visual ID:** 10100

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## Real Estate Litigation Attorney (Remote)

Talkov Law Corp.

**Job Type:** Full-time

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**Job Location(s):**

California United States

Fresno, California United States

San Diego, California United States

Los Angeles, California United States

United States

Riverside, California United States

Sacramento, California United States

Newport Beach, California United States

San Jose, California United States

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**Job Description:**

Talkov Law is looking for a recent law school graduate to join the best firm you've never heard of!

Our team of experienced, fully remote attorneys and staff are eager to teach another hardworking attorney (or law clerk waiting on bar results) the practice of Real Estate Litigation. Position includes partnership opportunities based upon performance.

This position is **permanently remote**. The ideal candidate will excel in critical thinking, problem solving, developing strategy, and client relations. Why write memos for the partner when you can learn how to be a real attorney starting today? If you're ready to get in on the ground floor of a rapidly growing law firm, an excellent communicator, and eager to grow professionally, we want to hear from you!

Responsibilities:

- Drafting motions, complaints, discovery, briefs, and letters
- Negotiations of settlements with opposing attorneys
- Legal research and writing including
- Developing legal strategies
- Client consultations
- Learning the practice and business of law
- Report directly to the Managing Partner

Qualifications:

- Experience or strong interest in litigation or real estate
- Desire to work at a technology focused law firm
- Strong computer and Internet skills
- Proficient with Google Workspaces (Gmail and Google Sheets) and Microsoft Office products (Word & Excel)
- Excellent time management, communication, and problem-solving skills

- High degree of autonomy, self-motivation, and creativity
- Membership in the State Bar of California or first time bar exam results pending

Benefits:

- Competitive Salary and Bonuses
- Opportunity for Second Year Attorneys to Earn Between \$130,000 and \$190,000 annually, depending upon performance
- Full Healthcare Benefits (100% of Premiums Paid by Employer)
- 401(k) with Employer Match up to 3%
- Paid Time Off (PTO) and Sick Leave
- Employer Sponsored Events
- Leadership Opportunities in a Rapidly Expanding Law Firm
- Partnership Track Position

Membership in the State Bar of California or first time bar results pending

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**Posting Date:** October 3, 2022

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**Expiration Date:** November 7, 2022

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**Contact:** Layla Ong  
Marketing Director  
11622 El Camino Real San Diego, California 92130 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** scott@talkovlaw.com

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**Additional Documents:** Unofficial Transcript

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**Visual ID:** 10096

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## Associate Attorney

Barr & Morgan

**Job Type:** Full-time

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

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**Job Description:** We are looking to hire an associate with 0-3 year's experience for a boutique commercial litigation and transactional firm in Stamford, Connecticut.

The position requires active admission to the bars of both Connecticut and New York, but most critically Connecticut.

The ideal applicant must have the ability (and willingness) to hit the ground running because the position will provide immediate responsibility in State and Federal litigation as well as focused transactional matters. Moot court experience will prove very helpful. This is a partnership tract position with massive growth potential for the perfect candidate.

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**Posting Date:** September 30, 2022

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**Expiration Date:** November 5, 2022

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**Contact:** John Morgan  
Partner  
84 West Park Place Stamford, Connecticut 6901 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** [jmorgan@pmpalawyer.com](mailto:jmorgan@pmpalawyer.com)

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**Visual ID:** 10090

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## LEGAL PROJECTS MANAGER

Immigrant ARC (New York)

**Position Type:** Full-time

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

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

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**Description:**

JOB DESCRIPTION LEGAL PROJECTS MANAGER

At Immigrant ARC we aim to foster a diverse, inclusive, and equitable environment where everyone

feels empowered to be their whole selves and is treated with dignity and respect. We welcome applications from qualified individuals, irrespective of their race, skin color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, disability status, or any other characteristic. We encourage anyone who feels qualified to apply regardless of gaps in resume, unconventional career paths, or other factors.

Employment Type & Hours: full-time, 40 hours per week (salaried)

Wage: \$53,000 - \$64,000 annual salary, commensurate with experience.

Experience: J.D. preferred, will consider DOJ Accredited Representatives or experienced paralegals.

Benefits: Flexible schedule, medical and dental (fully covered for employee), unlimited sick and vacation days, professional development opportunities, other benefits as applicable.

Location: New York City based. Job will require regular presence in New York City Immigration Court.

### Immigrant ARC (I-ARC)

I-ARC is a coalition of immigration legal advocates that works on increasing access to justice and access to counsel for all immigrant New Yorkers. We were inspired to collaborate in January of 2017 during the Muslim Travel Ban and committed to shaping and advocating for all immigrant New Yorkers.

We are a community of advocates dedicated to seeking justice shoulder to shoulder with our immigrant clients. We are guided by the needs of the immigrant clients with whom we work.

Our community includes over 80 legal service providers in New York State. We come together in solidarity with all New Yorkers who believe in fair and just immigration policies and who share our collective outrage at the injustices confronting immigrant communities. We use our knowledge of immigration law and practice to empower each other and the communities we serve to collectively fight systemic oppression and seek respect and dignity for all. We recognize that access to justice for immigrant communities is inextricably linked to the broader fight for racial justice. We commit to working alongside all others who are fighting to achieve a vision of a more just and equitable world.

Position Available

I-ARC is seeking a Legal Projects Manager. Reporting to the Executive Director ("ED"), the Legal Projects Manager works closely with the ED and engages with all members of the staff.

The Legal Projects Manager is responsible for organizing several key programs at I-ARC including our newly developing Friend of the Court program and our Court Observation Program, among others.

Critical duties include organizing law students and legal volunteers and to create systems to improve access to counsel for immigrant New Yorkers. The Legal Projects Manager may be called upon to provide defined support to other team members.

#### Duties and Responsibilities

In addition to other duties that may be assigned in the future, the Legal Projects Manager will have the following responsibilities:

- Organizing. Regularly tackles and completes messy projects and unrefined tasks, in a spirit consistent with the organization's mission, values, and theory of change with or without direct instruction.
- Skill-building. Unlock the capacity of our volunteer network.
- Capacity-Building. Utilizing law students and recent graduates, maintaining an excellent rapport to encourage newcomers in the legal field.
- Connection. Create space for volunteers and law students to connect both with each other and the broader community.
- Create collaborative materials. Working with I-ARC members to identify existing community outreach materials and work with members and I-ARC staff and partners to create materials not otherwise available to educate immigrant communities.
- Systems organization. Maintaining portions of the website dedicated to your key projects.
- Outreach. Working with I-ARC members to organize volunteer drives and ensure proper coverage for the projects.
- Training. Working with the Training Working Group and providing logistical support in organizing trainings for those involved in programs, including managing RSVPs and obtaining, organizing, and maintaining necessary documents for Continuing Legal Education accreditation.
- Administrative Support with Legal Work. Help organize collaborative meetings, assist with liaison requests from member organizations and help organize working groups to ensure collaboration among immigration providers in New York State.

#### Qualifications

- J.D. with some knowledge of immigration law, will consider DOJ Accredited Representative or paralegal with commensurate experience
- Spanish or other language skills preferred
- Excellent writing skills
- High energy and a boundless work ethic
- Capacity to track and systematize information
- Ability to stay highly organized and multitask in a dynamic environment, and to work quickly and accurately under pressure
- Independence, good judgment, and diplomatic skills
- Professionalism and excellent interpersonal skills
- Exemplary capacity to maintain confidentiality and discretion
- Excellent oral and written communication skills
- Comfort communicating with outside partners to ask for information

- A track record for exercising sound judgement and forethought even in the execution of mundane tasks
- A track record for going the extra mile at work, consistently taking initiative, thinking ahead, putting in the extra effort, and delivering beyond expectations;
- Interest in human rights, and/or advocacy

#### Work Environment/Physical Demands

The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Work will be performed in a remote office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

#### How to Apply

Please send your resume to [jobs@immigrantarc.org](mailto:jobs@immigrantarc.org). Subject line: Legal Projects Manager Application.

In the body of your email please provide short answers to the following three questions:

1. What connects you to I-ARC's mission;
2. What are you passionate about? What gets you excited to tackle each day?
3. We are excited to play a role in developing our team's skills. Where do you see yourself in the next 3-5 years?

I-ARC is an equal opportunity employer with a strong commitment to diversity. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. We strongly encourage people of color, transgender, and non-binary people to apply.

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**Posting Date:** September 30, 2022

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**Expiration Date:** October 31, 2022

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**Contact:** Benson Lenni  
New York, New York United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [jobs@immigrantarc.org](mailto:jobs@immigrantarc.org)

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**Requested Document Notes:** How to Apply  
Please send your resume to [jobs@immigrantarc.org](mailto:jobs@immigrantarc.org). Subject line: Legal Projects Manager Application. In the body of your email please provide short answers to the following three questions:

1. What connects you to I-ARC's mission;
2. What are you passionate about? What gets you excited to tackle each day?
3. We are excited to play a role in developing our team's skills. Where do you see yourself

in the next 3-5 years?

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**ID: 10091**

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## **Leslie J. Winner Public Interest - Civil Rights Fellowship**

North Carolina Justice Center (Raleigh, NC)

**Job Type:** Fellowship

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**Job Location(s):**  
Raleigh, North Carolina United States

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**Job Description:**  
The North Carolina Justice Center is seeking a Leslie J. Winner Public Interest and Civil Rights Fellow. The Winner Fellowship allows a recent law school graduate to spend two years as a staff attorney at the North Carolina Justice Center, the state's leading private, nonprofit, anti-poverty organization.

The North Carolina Justice Center is dedicated to transforming North Carolina's prosperity into opportunity for all. Our organization comprises projects that provide in-depth expertise on seven major policy areas. Our staff of litigators, researchers, community educators, public policy advocates, and communications specialists use our unique five-strategy approach to improve the lives of North Carolinians with low incomes.

The Fellowship is generously funded by the Z. Smith Reynolds Foundation in honor of Leslie Winner, who has been a champion for the people of North Carolina. Winner spent much of her career as a public servant and public interest lawyer working on issues such as civil rights, gender equity, affordable housing, public education, and higher education. She retired in 2016 after eight years of distinguished service to the Z. Smith Reynolds Foundation and nearly 40 years of service to North Carolina.

### **Qualifications**

The Fellow must be eligible for admission to the North Carolina bar by the commencement of the Fellowship. Applicants must have graduated from law school in 2021 or 2022 or be expected to graduate in 2023. Applicants should possess strong research, writing, and analytical skills and a demonstrable passion for and commitment to social and economic justice. In addition, applicants should be interested in and committed to developing the skills to handle public interest litigation. A successful candidate will demonstrate a commitment to improving social justice and racial equality.

### **The Role**

The Winner Fellow will work alongside other litigation staff of the Justice Center. The Fellow will have the opportunity to participate in high-impact trial level and appellate litigation in a wide range of civil rights and poverty law areas, including consumer, housing, education, employment, criminal justice, health, and public benefits. The Justice Centers' litigation strategies are part of a multi-disciplinary approach to advocacy that integrates legal, policy, public engagement, research, and communications strategies. While the position will primarily assist with the Justice Centers' litigation efforts, the Winner Fellow will be exposed to all aspects of the Justice Centers' work.

### **NCJC Benefits**

The Justice Center offers committed and inspired co-workers a competitive salary (DOE, minimum starting

salary \$49,345) and excellent benefits to enhance staff quality of life, including but not limited to six weeks of paid time off, paid parental leave, thirteen holidays, \$100 monthly parking stipend, retirement plan contribution and match, FSA, medical, dental, vision, disability, and life insurance coverage. **This position is in the Justice Center's bargaining unit, represented by the National Organization of Legal Service Workers, UAW Local 2320.**

Page Break

**To Apply**

For the 2023-2025 Fellowship (commencing between August and September 2023), applicants must complete an application using the following link North Carolina Justice Center - Leslie J. Winner Public Interest and Civil Rights Fellowship - 2023-2025 ([paylocity.com](https://paylocity.com))

The Justice Center is an equal opportunity employer. People of color and individuals from diverse backgrounds are encouraged to apply for available positions. The Justice Center does not discriminate based on a person's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, ethnic background, citizenship status, age, disability, veteran status, or genetic information.

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<b>Posting Date:</b> September 30, 2022
<b>Expiration Date:</b> November 6, 2022
<b>Contact:</b> Josh Laurore 224 South Dawson Street Raleigh, North Carolina 27601 United States
<b>Resume Receipt:</b> Other (see below)
<b>How To Apply:</b> <a href="https://recruiting.paylocity.com/Recruiting/Jobs/Details/1323336">https://recruiting.paylocity.com/Recruiting/Jobs/Details/1323336</a>
<b>Visual ID:</b> 10095

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## Project Manager - (Remote) Afghan Projects

VECINA (Austin Texas)

**Position Type:** Full-time

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

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

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**Description:**

Project Manager - Afghan Projects remote positions

Organizational Background:

VECINA's mission is to empower immigrant justice advocates by mentoring attorneys, educating communities, and mobilizing volunteers. Our primary activities revolve around training and mentoring pro bono attorneys and other volunteers who are providing pro bono legal assistance to refugees, asylum seekers, and unaccompanied immigrant children.

At VECINA we firmly believe that diversity makes the world a better place and brings immeasurable value to our work. People of color, LGBTQ+ individuals, and individuals from diverse backgrounds or immigrant communities are strongly encouraged to apply. VECINA does not discriminate on the basis of race, color, national origin, ethnic background, citizenship status, religion, gender, gender identity, sexual orientation, age, or disability.

Position Description:

We are hiring a Project Manager to join our team assisting with the mentoring, training, and support of pro bono attorneys and other volunteers assisting Afghan newcomers. The Project Manager will work closely with VECINA staff, and also with staff at partner organizations to design and implement scalable models that engage volunteers and provide much needed legal assistance to Afghan asylum seekers.

Duties:

- Manage the placement of cases and projects with pro bono attorneys and teams.
- Assist with the coordination and implementation of technical assistance for attorneys providing pro bono representation in a variety of types of legal matters for Afghan clients.
- Check in with pro bono teams for case updates.
- Ensure that case tasks are being completed in accordance with deadlines.
- Communicate with and field non-legal questions from volunteers.
- Liaise with partner organizations regarding projects, clinics, and other logistical needs.
  
- Assist the team with the development and publication of training materials and resources.
- Maintain up-to-date and precise data for the project.
- Create project reports for the Project Director and VECINA team.
- Provide other support to the team as needed.

Qualifications:

- Commitment to immigrant and social justice.
- Strong attention to detail.



- Good communication skills, including ability to both give and take direction.
- Minimum of a high school diploma/GED or foreign equivalent.
- Ability to work well independently and be a self-starter in a deadline driven environment.
- Strong computer skills, including with data entry in Microsoft Excel, Google Sheets, or other spreadsheet program.
- Ability to read, write, and speak in English is required.
- Dari/Farsi or Pashto fluency is strongly preferred.
- Experience working with immigrant communities preferred.

Work Hours: This is a full time, 40 hour per week position.

Location: This opportunity is remote from within the United States. High speed internet required.

Compensation: \$50,000 per year, plus paid time off, health, and retirement benefits.

Term: This position has received an initial funding commitment of 12 months, but will continue as long as funding is secured.

Apply: Please email resume and cover letter to [jobs@vecina.org](mailto:jobs@vecina.org) with the subject line "Project Manager Position Application." We will be unable to respond to applicants who have not followed the instructions.

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**Posting Date:** September 30, 2022

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**Expiration Date:** October 31, 2022

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**Contact:** Jennie Guilfoyle  
Legal Director  
2028 E Ben White Blvd. #240-4899 Austin, Texas 78741 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [jobs@vecina.org](mailto:jobs@vecina.org)

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** Apply: Please email resume and cover letter to [jobs@vecina.org](mailto:jobs@vecina.org) with the subject line "Project Manager Position Application." We will be unable to respond to applicants who have not followed the instructions.

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**ID:** 10092

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**Remote Seasonal Tax Researcher**

H&amp;R Block

**Job Type:** Part-time, Full-time**Job Location(s):** United States**Job Description:**

Job Description JOB SUMMARY This is a remote position. This seasonal role researches, analyzes, evaluates, and answers individual income tax questions from Tax Professionals and tax client via online and phone communication tools. ESSENTIAL DUTIES AND RESPONSIBILITIES Evaluates individual, corporate, partnership, international, estate, and trust, tax questions to ascertain the exact nature of the issue, researches applicable tax law and regulations, makes recommendations providing the correct tax treatment for the client. Researches moderately complex tax situations and determines solutions utilizing available research materials. Performs other duties as assigned. QUALIFICATIONS Undergraduate degree in business related field or commensurate tax experience. Graduate degree in accounting, tax, or law, or progress towards completion of such degree, is desirable. A Circular 230 designation (attorney, CPA, or EA) is also highly desirable. A minimum of one year tax research, tax preparation or related experience. Knowledge of tax law sufficient to understand and explain most elements of personal taxation as they apply to H&R Blocks client demographics. Knowledge of tax research principles, procedures, and techniques to effectively interpret, analyze and correctly formulate solutions for moderately complex tax situations. Demonstrated ability to understand and explain most elements of individual income taxation through strong verbal and written communication skills. Ability to perform assignments in a thorough and accurate manner. Ability to treat confidential information with professionalism and discretion. Ability to work effectively in a diverse work group.

Strong knowledge of tax law, or tax accounting Strong research and writing skills with legal databases

**Posting Date:** September 30, 2022**Expiration Date:** November 5, 2022**Contact:** Glenn B. Brown  
1301 Main Street 1 H&R Block Way Kansas City, Missouri 64105 United States**Resume Receipt:** Other (see below)**Default email address for resumes:** careers@thetaxinstitute.com**How To Apply:** [https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25515&siteid=5710&pk\\_vid=82652c92e6225cf516644763657c19e7#jobDetails=3323456\\_5710](https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25515&siteid=5710&pk_vid=82652c92e6225cf516644763657c19e7#jobDetails=3323456_5710)**Additional Documents:** Cover Letter, Unofficial Transcript**Visual ID:** 10088

## Staff Attorney (Remote) Afghan Projects

VECINA (Austin Texas)

**Position Type:** Full-time

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

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

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**Description:**

Staff Attorney Remote  
Afghan Projects

Organizational Background:

VECINA's mission is to empower immigrant justice advocates by mentoring attorneys, educating communities, and mobilizing volunteers. Our primary activities revolve around training and mentoring pro bono attorneys and other volunteers who are providing pro bono legal assistance to refugees, asylum seekers, and unaccompanied children.

At VECINA we firmly believe that diversity makes the world a better place and brings immeasurable value to our work. People of color, LGBTQ+ individuals, and individuals from diverse backgrounds or immigrant communities are strongly encouraged to apply. VECINA does not discriminate on the basis of race, color, national origin, ethnic background, citizenship status, religion, gender, gender identity, sexual orientation, age, or disability.

Position Description:

We are hiring a Staff Attorney to assist with the mentoring, training, and support of pro bono attorneys and other volunteers assisting Afghan newcomers. The Staff Attorney will work closely with VECINA staff, as well as staff at partner organizations, to design and implement scalable models that engage volunteers and provide much needed legal assistance to Afghan asylum seekers.

Duties:

- Work collaboratively with the VECINA team in developing and refining training materials, sample forms and documents, checklists, and other items needed for case training, quality control, and efficiency;
- Serve as one of the staff leads on the national "Ask-An-Expert" technical assistance platform, including answering questions from legal practitioners regarding Afghan asylum cases.
- Provide live (virtual or in-person) trainings as needed;
- Mentor pro bono attorneys representing Afghan asylum seekers, including leading group meetings; staffing office hours for pro bonos; and reviewing and providing feedback on pro bono asylum filings
- Identify, analyze, and respond to legal or procedural changes that affect asylum seekers, including statutory changes, proposed regulations, and decisions of the Board of Immigration Appeals and federal courts;

- Use Clio case management system to communicate with teams, upload documents, review packets, and other case management needs;
- Support the VECINA team as needed.

Qualifications:

- Licensed to practice law and in good standing in any state or territory in the U.S.
- Committed to immigrant and social justice.
- At least three (3) years of immigration law experience, including experience representing affirmative asylum seekers.
- Strong attention to detail.
- Excellent communication skills, including ability to both give and take direction.
- Ability to work well independently and be a self-starter in a deadline driven environment.
- Comfortable with technology such as Zoom, Google Meet, Google Sheets, and case management software;
- Experience serving the Afghan refugee community preferred.

Work Hours: This is a full time, 40 hour per week position.

Location: This opportunity is remote. High speed internet required.

Compensation: Salary commensurate with experience beginning at \$70,000, plus paid time off, health, and retirement benefits.

Term: This position has received an initial funding commitment of 12 months, but will continue as long as funding is secured.

Apply: Please email resume and cover letter to [jobs@vecina.org](mailto:jobs@vecina.org) with the subject line "Staff Attorney Position Application." We will be unable to respond to applicants who have not followed the instructions.

---

**Posting Date:** September 30, 2022

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**Expiration Date:** October 31, 2022

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**Contact:** Jennie Guilfoyle  
Legal Director  
2028 E Ben White Blvd. #240-4899 Austin, Texas 78741 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [jobs@vecina.org](mailto:jobs@vecina.org)

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** Apply: Please email resume and cover letter to [jobs@vecina.org](mailto:jobs@vecina.org) with the subject line "Staff Attorney Position Application." We will be unable to respond to applicants who have not followed the instructions.

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**ID:** 10093

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## Staff Attorney or Law Graduate Immigration Court Helpdesk

ICWC

**Job Type:** Full-time

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**Job Location(s):** San Francisco, California United States

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**Job Description:**

**The Immigration Center for Women and Children (ICWC) seeks a full-time staff attorney or recent law school graduate to participate in the Immigration Court Helpdesk (ICH) and Family Group Legal Orientation Program (FGLOP) for the San Francisco Immigration Court.** The Immigration Court Helpdesk (ICH) and Family Group Legal Orientation Program (FGLOP) are court-based legal education programs for non-detained respondents appearing before the court with information about court practices and procedures, available legal options, and other relevant topics. Because immigrants in court proceedings are not entitled to legal representation at the government's expense, ICH and FGLOP prepare unrepresented individuals to understand the immigration court process and navigate a complex legal system on their own.

ICWC is a non-profit legal organization providing affordable immigration services to underrepresented immigrants in California. ICWC strives to provide security and stability for children who are abused, abandoned or neglected and for immigrants who are survivors of domestic violence, sexual assault and other violent crimes. The offices primarily work with federal immigration laws that allow marginalized immigrants apply for work authorization and permanent residency. More information about ICWC is available at [www.icwclaw.org](http://www.icwclaw.org).

**Duties and Responsibilities:**

The staff attorney will work with the Immigration Court Helpdesk (ICH) and the Family Group Legal Orientation Program (FGLOP). These court support services include: providing information and consultations to respondents in individual and group settings, serving as a Friend of the Court to unrepresented respondents before the Immigration Judge at Master Calendar Hearings, offering pro-se (self-help) workshops and materials to respondents, and assisting respondents in finding pro bono legal representation. The staff attorney will collaborate with other attorneys, legal assistants and administrative assistants at ICWC on this project.

The staff attorney will have room for growth after year one - to provide direct immigration legal services to survivors of domestic violence, sexual assault and other violent crimes. Those duties would include: conducting client intake, case assessment, and ongoing case management; researching and drafting legal documents and attending court hearings. The attorney will work collaboratively with social service and law enforcement agencies. The attorney's casework would involve providing relief under the Violence Against Women Act (VAWA), the U visa, asylum and Special Immigrant Juvenile Status (SIJS) cases. The attorney may supervise law students and other volunteers.

This position could develop into a supervising attorney role, depending on attorney's previous experience. For law graduates awaiting bar results, we could apply for your DOJ Accreditation in advance of your admittance to the bar.

**Requirements:**

- Juris Doctor degree or recent law graduates
- Either (1) Bar admission - California bar preferred but not required or (2) Applicants who have sat for the 2022 bar exam.
- Spanish language fluency required. **Please indicate your language capacity in your application.**

Other Qualifications:

- Experience: 0-10 years of experience in immigration law practice
- U visa, VAWA, SIJS, and/or asylum experience (including law school clinic experience and internships) preferred
- Strong writing skills and meticulous attention to detail
- A demonstrated interest in low-income legal services and/or a commitment to immigrants' rights
- Ability to work effectively with victims of domestic violence and sexual assault
- Ability to work effectively and communicate with law enforcement, representatives of government and English/Spanish media

**Benefits package includes** medical, dental, vision, retirement plan, FSA (flexible spending account for healthcare and commuting expenses), and reimbursement for preventative wellness activities. Generous paid-time off, in addition to office closures for state and federal holidays and a week-long winter break. **A relocation stipend is also available.**

To apply - please attach (1) your resume and (2) a cover letter addressed to Managing Attorney, Danielle Fritz - danielle@icwclaw.org

Job Type: Full-time

Salary: Starting salary for a licensed attorney is \$70,000 annually. Starting salary for law graduates is \$63,000 annually.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Referral program
- Relocation assistance
- Vision insurance

Spanish fluency required

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**Posting Date:** September 30, 2022

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**Expiration Date:** November 5, 2022

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**Contact:** Denise Macias  
634 South Spring Street Los Angeles, California 90014 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** danielle@icwclaw.org

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

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**Visual ID:** 10089

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## Attorney

U.S. Attorney's Office-Northern District of WV (West Virginia )

**Position Type:** Full-time

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

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

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**Description:**

USAO NORTHERN DISTRICT OF WEST VIRGINIA  
WHEELING, CLARKSBURG, ELKINS, MARTINSBURG  
ATTORNEY  
WV  
UNITED STATES  
2022-AUSA-WVN-04

**About the Office:**

The United States Attorney's Office (USAO) for the Northern District of West Virginia (NDWV) is responsible for representing the United States of America in criminal prosecutions for violations of federal law, civil lawsuits by and against the federal government, and actions to collect judgments and restitution on behalf of victims and taxpayers. The USAO-NDWV currently has 55 employees and contractors, and includes offices located in Wheeling, Clarksburg Elkins, and Martinsburg, West Virginia.

As the federal agency whose mission is to ensure the fair and impartial administration of justice for all Americans, the Department of Justice is committed to fostering a diverse and inclusive work environment. To build and retain a workforce that reflects the diverse experiences and perspectives of the American people, we welcome applicants from the many communities, identities, races, ethnicities, backgrounds, abilities, religions, and cultures of the United States who share our commitment to public service.

As the federal agency whose mission is to ensure the fair and impartial administration of justice for all Americans, the Department of Justice is committed to fostering a diverse and inclusive work environment. To build and retain a workforce that reflects the diverse experiences and perspectives of the American people, we welcome applicants from the many communities, identities, races, ethnicities, backgrounds, abilities, religions, and cultures of the United States who share our commitment to public service.

**Job Description:**

United States Attorney William Ihlenfeld is seeking to hire an experienced, highly qualified litigator to handle civil rights enforcement matters, civil Health Care Fraud Litigation (including COVID-19 fraud), as well as a criminal caseload. Responsibilities will increase and assignments will become more complex as training and experience progress. The incumbent will have the unique opportunity to work in both the Civil and Criminal Divisions within the U.S. Attorney's Office and be part of a dedicated team helping to enforce federal laws.

All initial attorney appointments to the Department of Justice are made on a 14-month (temporary) basis pending favorable adjudication of a background investigation. Temporary appointments may be extended or made permanent without further competition. Residency: Assistant United States Attorneys generally must reside in the district to which he or she is appointed or within 25 miles thereof. See 28 U.S.C. Section 545 for district-specific information.

The position will be located in one of our four offices depending upon the selection of a successful candidate.

**Qualifications:**

Required Qualifications: Applicants must have a J.D. degree, be an active member of the bar



(any U.S. jurisdiction) and have at least three (3) years post J.D. legal or other relevant experience. However, the incumbent must become a member of the West Virginia bar within one year of entering on duty. The applicant must possess superior oral and written communication skills as well as strong interpersonal skills, exhibit good judgment, and have demonstrated capacity to function with minimal guidance in a highly demanding environment. The applicant will be expected to do his/her own legal research and writing and shall be substantially self-sufficient in preparing day-to-day correspondence and pleadings. Applicants must possess computer literacy skills to include experience with automated research, electronic court filing, electronic mail and word processing systems.

Salary:

AUSA pay is administratively determined based on the years of professional attorney experience. The range of base pay is \$56,983 to \$133,701 plus locality. (31.53% for the Martinsburg area and 16.2% for the rest of the district.)

Travel:

Travel will be required to assist with cases in all offices, as well as for training.

Application Process:

Applicants interested should apply at <https://www.usajobs.gov/job/679693800>

Resumes should include complete dates (beginning month and year and ending month and year) for all periods of employment. Please ensure that your resume notes month/year of bar membership information.

The point of contact for questions about this announcement is First Assistant United States Attorney Randolph J. Bernard, 304-234-0100.

Applicants should familiarize themselves and comply with the relevant rules of professional conduct regarding any possible conflicts of interest in connection with their applications. In particular, please notify this Office if you currently represent clients or adjudicate matters in which this Office is involved and/or you have a family member who is representing clients or adjudicating matters in which this Office is involved so that we can evaluate any potential conflict of interest or disqualification issue that may need to be addressed under those circumstances.

Applicants should familiarize themselves and comply with the relevant rules of professional conduct regarding any possible conflicts of interest in connection with their applications. In particular, please notify this Office if you currently represent clients or adjudicate matters in which this Office is involved and/or you have a family member who is representing clients or adjudicating matters in which this Office is involved so that we can evaluate any potential conflict of interest or disqualification issue that may need to be addressed under those circumstances.

Application Deadline:

Monday, October 10, 2022

Relocation Expenses:

Relocation expenses will NOT be authorized

Number of Positions:

1

Updated September 26, 2022

\* \* \*

Department Policies

Equal Employment Opportunity: The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law,

there will be no discrimination because of race, color, religion, national origin, sex - including gender identity, sexual orientation, or pregnancy status - or because of age (over 40), physical or mental disability, protected genetic information, parental status, marital status, political affiliation, or any other non-merit based factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. For more information, please review our full EEO Statement.

**Reasonable Accommodations:** This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with disabilities are encouraged to contact one of the Department's Disability Points of Contact (DPOC) to express an interest in being considered for a position. See list of DPOCs.

**Suitability and Citizenship:** It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Congress generally prohibits agencies from employing non-citizens within the United States, except for a few narrow exceptions as set forth in the annual Appropriations Act (see, <https://www.usajobs.gov/Help/working-in-government/non-citizens/>). Pursuant to DOJ component policies, only U.S. citizens are eligible for employment with the Executive Office for Immigration Review, U.S. Trustee's Offices, and the Federal Bureau of Investigation. Unless otherwise indicated in a particular job advertisement, qualifying non-U.S. citizens meeting immigration and appropriations law criteria may apply for employment with other DOJ organizations. However, please be advised that the appointment of non-U.S. citizens is extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis. All DOJ employees are subject to a residency requirement. Candidates must have lived in the United States for at least three of the past five years. The three-year period is cumulative, not necessarily consecutive. Federal or military employees, or dependents of federal or military employees serving overseas, are excepted from this requirement. This is a Department security requirement which is waived only for extreme circumstances and handled on a case-by-case basis.

**Veterans:** There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, [www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf) for a copy of SF 15, which lists the types of 10-

point preferences and the required supporting document(s). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that their retirement was due to a permanent service-connected disability or that they were transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

USAO Residency Requirement: Assistant United States Attorneys must reside in the district to which appointed or within 25 miles thereof. See 28 U.S.C. 545 for district specific information.

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. The Department of Justice cannot control further dissemination and/or posting of information contained in this vacancy announcement. Such posting and/or dissemination is not an endorsement by the Department of the organization or group disseminating and/or posting the information.

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**Posting Date:** September 29, 2022

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**Expiration Date:** October 10, 2022

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**Contact:** Mrs. Kyla Stanley  
P.O Box 591 Wheeling, West Virginia 26003 United States  
<https://www.justice.gov/usao-ndwv/about>

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

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**Default email for resumes.:** [kyla.stanley@usdoj.gov](mailto:kyla.stanley@usdoj.gov)

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**How to Apply:** pPLICANTS interested should apply at <https://www.usajobs.gov/job/679693800>

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**Requested Document Notes:** Application Process:  
Applicants interested should apply at <https://www.usajobs.gov/job/679693800>

Resumes should include complete dates (beginning month and year and ending month and year) for all periods of employment. Please ensure that your resume notes month/year of bar membership information.

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**ID:** 10084

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## Attorney

New York State Office of the Attorney General Legal Recruitment (New York)

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**Position Type:** Full-time

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

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

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**Description:**

Division of Regional Affairs  
Extreme Risk Protection Order Unit – Multiple Locations Assistant Attorney General  
Reference No. ERPO\_AAG\_3505

Application Deadline is October 21, 2022

The New York State Office of the Attorney General (OAG) is hiring a team of talented and motivated attorneys to work on a statewide initiative to protect New Yorkers from gun violence. Recently, Governor Hochul signed Executive Order 19 which directs the New York State Police (NYSP) to file Extreme Risk Protection Orders (ERPOs). The OAG is charged with representing the NYSP in final ERPO hearings held in Supreme Courts throughout the State. ERPOs are a critical part of New York's efforts to promote public safety and keep its residents safe from gun violence. These positions offer an exciting opportunity for attorneys to help shape the State's practice in this new and important area of the law.

The newly hired attorneys will be part of the inaugural cohort of the OAG's Extreme Risk Protection Order Unit. Attorneys will represent the NYSP in obtaining ERPOs, civil court-issued orders pursuant to CPLR Section 6343, that prohibit people who are found to be dangerous to themselves or others from temporarily purchasing or possessing a firearm, rifle, or shotgun. This is a fast-paced practice area and attorneys will gain experience conducting witness interviews and preparing for testimony, evidentiary hearings and other hearing-related tasks. Attorneys will be responsible for identifying and gathering relevant records and preparing witnesses in a compressed timeframe.

The selected attorneys will be part of a motivated team of colleagues doing this work throughout the State, sharing experience, training and resources. These positions will be part of the OAG's Regional Offices in Binghamton, Buffalo, Plattsburgh, Poughkeepsie, Rochester, Syracuse, Utica, Watertown and Westchester. The selected attorneys will be hired as Assistant Attorneys General (AAGs) and report to the attorneys in charge (AAGICs) of the Regional Offices. These positions involve regular travel within the attorney's designated region for court appearances and witness interviews and may include occasional overnight trips.

In addition to their work on ERPO matters, the AAGs' duties will include occasionally representing the State in other types of defensive and affirmative litigation. The Regional Offices represent the State, its agencies and officers in a wide range of federal and state court litigation, affirmative and defensive.

Suitable candidates for the AAG positions must possess the following minimum qualifications:

- At least two (2) years of post-graduate legal experience is required;
- Prior litigation experience is a plus;
- Strong writing, organizational, interpersonal communication and problem-solving skills; and
- A demonstrated commitment to public service.

Applicants must reside in (or intend to soon become a resident of) New York State and be admitted to practice law in New York State. In addition, the Public Officers Law requires that attorneys in the Office be citizens of the United States. A two (2) year commitment upon being hired is a condition of employment.

As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State through a wide variety of occupations. To learn more about Assistant Attorney General compensation,

please click here. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. Additionally, the OAG offers a robust Workplace Flexibilities Program with multiple options for employees, including telecommuting (up to two days per week) and alternative work schedules.

Per Office of the Attorney General policy, confirmation of vaccination status is a condition of employment for this position. If you are not fully vaccinated, you may be required to provide regular negative COVID-19 PCR test results at a frequency determined by the agency. The agency will consider religious and reasonable accommodations. For more information, please contact [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov).

Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal opportunity employer and is committed to workplace diversity.

#### HOW TO APPLY

Applications are being received online. To apply, please click on the following link: [ERPO\\_AAG\\_3505](#)

To ensure consideration, applications must be received by close of business on October 21, 2022.

Applicants must be prepared to submit a complete application consisting of the following:

- Cover Letter
  - You may address to Legal Recruitment.
  - Specify your location preference(s): Binghamton, Buffalo, Plattsburgh, Poughkeepsie, Rochester, Syracuse, Utica, Watertown and Westchester.
  - Indicate why you are interested in this position and what makes you a strong candidate.
- Resume
- Writing Sample
- List of three (3) references
  - Only submit professional references, supervisory references are preferred.
  - Indicate the nature and duration of your relationship to each reference.
  - Include contact information and email addresses for each reference.
  - Please note, your references will not be contacted until after you interview for the position.

If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.

For more information about the OAG, please visit our website: [ag.ny.gov](http://ag.ny.gov)

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**Posting Date:** September 29, 2022

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**Expiration Date:** October 21, 2022

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**Contact:** Wendy Dorival  
Legal Recruitment  
28 Liberty, 16th Floor New York, New York 10005 United States

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

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**How to Apply:** If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment via email at [recruitment@ag.ny.gov](mailto:recruitment@ag.ny.gov) or phone at 212-416-8080.

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

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**ID:** 10085

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## **Contract Specialist GS-7/9 (Full performance level GS-12)**

Department of Energy (Washington, DC)

**Job Type:** Full-time

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**Job Location(s):** Oak Ridge, Tennessee United States

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**Job Description:** This job will close when we have received **50 applications** which may be sooner than the closing date.

This position is part of the Office of Science - Consolidated Service Center. As a Contract Specialist, you will provide professional contracting support to procurements for DOE programs, projects or initiatives. Assignments are designed to increase knowledge, skill and abilities in the disciplines associated with contract management and to provide exposure to and understanding of the processes, techniques, policies and guidance materials that are specific to DOE contracting activities.

**As a Contract Specialist, you will:**

- Serve as a contract specialist processing requisitions and determining the appropriate method of procurement.
- Utilize the DOE contract writing system to process requisitions and contract actions.
- Collaborate with a senior specialist or supervisor to determine the adequacy and completeness of description of the work, which involves research of various manuals and catalogs, or discussions with manufacturer's representatives or requisitioning sources to identify and initiate corrective actions.
- Work with a senior specialist to ensure compliance with the specifications on advertised procurements and recommends award in accordance with the evaluation factors established in the solicitation, lowest priced technically acceptable proposal, for example. For negotiated procurements, (generally following FAR Part 15 procedures), the incumbent contacts offerors or contractors to negotiate with the offeror based on the submitted proposal the terms and conditions of the contract.

**Position comes with non-competitive promotional potential to the GS-12.**

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**Posting Date:** September 29, 2022

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**Expiration Date:** November 5, 2022

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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/job/679569900>

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**Visual ID:** 10081

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## Staff Attorney

Children's Law Center (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:**

Staff Attorney, Healthy Together (Medical-Legal Partnership)  
Full Time  
Children's Law Center, Washington, DC, US  
30+ days ago  
Requisition ID: 1058  
Apply  
Salary Range: \$54,500.00 To 65,658.00 Annually

Who We Are

At Children's Law Center, everything we do is focused on one thing - delivering better client outcomes for kids and families in DC. Our staff are empowered to open minds, shape decisions, and offer solutions. We encourage intellectual curiosity, innovation, diversity, and mutual respect.

Our greatest assets are our people. We strive to attract and cultivate a vibrant, creative, and diverse community. We recognize that people with diverse backgrounds, experiences and perspectives fuel our ability to provide the best outcomes for our clients. Our staff drive Children's Law Center's mission with their leadership, result-orientated mindset, and commitment to cultural humility and centering the needs of our clients. We are looking for an individual who enjoys working in a fast-paced, team-oriented environment, likes to be challenged, and values the opportunity to make a difference.

Children's Law Center's success depends on recruiting and retaining individuals who possess and value these attributes.

Program Description

Healthy Together is a medical-legal partnership for DC's children. Children's Law Center partners with Children's National Health System, Mary's Center and Unity Health Care to provide legal services to children and families who have health-harming legal needs. Through the partnership, Children's Law Center advocates for landlords to adhere to the law and fix housing conditions that harm a child's health, ensures school systems provide appropriate, quality educational programs to students with disabilities, and holds government agencies and health insurance providers accountable for providing medical necessary services to children. By focusing on critical social determinants of health and working side-by-side with the community, Healthy Together reduces the health inequities and racial disparities that many of our client families face.

Job Summary

The Healthy Together Staff Attorney is responsible for providing high quality legal representation and legal assistance to parents and caregivers with limited financial resources where legal solutions are required to address children's health problems. Healthy Together Staff Attorneys also perform community and medical partner outreach activities.

The primary responsibility of the Healthy Together Staff Attorney is to represent parents and caregivers in education/special education, health care access and housing matters, along with



representation in other legal service matters as needed. The Staff Attorney is also responsible for conducting intakes with potential clients and providing advice and referral information. Many of the clients are Spanish-speaking and therefore the Staff Attorney must be bilingual in English and Spanish. The Staff Attorney works from Children's Law Center's main office (when staff returns to the office) and may also work from one of our medical or community settings as needed. This role has an established career path with the potential for promotion to a Senior Attorney.

## Job Responsibilities

### Case Handling

Provide high-quality direct legal representation in extended representation cases for parents/caregivers to address health-harming legal needs of their children.

Carry a caseload of approximately 30 extended representation cases in the areas of education/special education, health care access, housing conditions, public benefits and other poverty law areas as needed.

Ensure timely and accurate input of case information into case management system and adhere to applicable policies and protocols, including case planning, case-handling timelines, and case notes/timekeeping policies in order to achieve positive outcomes for client families. Per CLC's policy, this is a minimum of 30 hours to be entered weekly, to include other job duties.

### Handle Healthy Together Intakes

Serve as a point of contact for community members and receive referrals from the Healthy Together Program Director, attorneys, health care and other community partners.

Conduct preliminary and subsequent intake interviews with potential clients to determine legal issue, and whether and how Children's Law Center can assist the potential client and family.

Enter intake information into our case management database and conduct intakes within Children's Law Center guidelines.

Independently assess whether potential clients need full representation, brief service, advice, referral, or information.

Conduct legal research and/or identify other community resources for intakes.

### Referrals, Advice, and Brief Service to Parents and Caregivers

Provide brief advice, counsel, and referral information to parents and caregivers in need of legal assistance to address health-harming legal needs of their children.

Provide brief service to parents and caregivers in need of legal assistance in the areas of education/special education, health care access, housing conditions, public benefits and other poverty law areas. Examples of brief service include but are not limited to: helping parents and caregivers with initial child Supplemental Security Income applications and requests for reconsideration; ghost-writing letters for parents requesting evaluations or other services from school; writing letters to landlords and/or property managers detailing housing conditions concerns, request remediation, and providing notice; providing troubleshooting assistance through phone calls or emails to agency personnel to try to resolve a legal problem.

Recommend cases for extended representation.

Revise and/or prepare outreach and education materials such as tip-sheets, referral sheets, know your rights flyers, etc. to improve the efficacy and timeliness of legal service delivery to parents and caregivers.

### Medical Partner Relationship-Building, Site Management and Community Outreach

Nurture and build relationships with Children's National, Mary's Center, and/or Unity to expand impact and increase effectiveness of Healthy Together.

Provide consultation, training and technical assistance to healthcare partners in legal needs screening and substantive legal areas.

Provide trainings and outreach geared to caregivers and patient families in client advocacy support and specific legal areas related to children's health outcomes.

Develop, provide input on, and implement medical-legal partnership processes with a focus on

any clinic location where Staff Attorney is located.

Engage in Evaluation and Data Management Activities

Ensure timely and accurate input of case and intake information into case management system and adhere to applicable policies and protocols, including but not limited to case planning, intake and case-handling timelines, and case notes/timekeeping policies.

Maintain accurate, timely data entry for non-case-related activities including but not limited to medical partner trainings and consultations, community outreach efforts, systemic advocacy and/or coalition activities.

Participate in and Contribute to Learning, Systemic Advocacy and Coalition-Building Opportunities

Attend and participate in all Healthy Together staff meetings, CLC attorney and staff meetings, and other internal committees and working groups as requested by the Program Director.

Provide support to Children's Law Center Policy Team in areas of expertise to address the systemic needs of the Children's Law Center client community.

Participate in community partner coalitions or external committees as needed and requested by the Program Director.

Qualifications

A demonstrated commitment to social, economic, and racial justice.

Strong legal analysis and research, writing and oral advocacy skills.

Cultural humility as shown through demonstrated openness to self-reflection and commitment to understanding and respecting other cultural experiences and points of view and viewing individuals as the experts on their own culture and experience.

Exceptional interpersonal, communication and relationship-building skills.

Excellent organizational and time management skills.

Demonstrated capacity to work independently and collaboratively.

Intellectual aptitude and curiosity.

Bilingual English/Spanish communication skills strongly preferred.

Required Skills and Experience

JD and DC Bar membership or immediate eligibility to waive in required.

Experience in legal services or other community lawyering. Experience that will be considered includes job experience, law school clinics, clerkships, and internships.

Salary and Benefits

The salary for this position ranges from \$54,500- \$65,658 annually for applicants with 0-5 years' relevant experience plus a sign-on bonus. Children's Law Center offers a generous benefits package that includes medical, dental, vision, and short- and long-term disability insurance; employer-provided retirement contributions; flexible spending plans; and vacation, sick, holiday, family and medical leave. Children's Law Center is a 501(c)(3) organization.

Employees with federal student loan debt can apply for Public Service Loan Forgiveness. For more information, go to <https://myfedloan.org/borrowers/special-programs/pslf>.

Additionally, the DC Bar Foundation's Loan Repayment Assistance Program provides renewable one-year, interest-free, forgivable loans up to \$12,000 per year for qualified Children's Law Center attorneys. For more information, see <https://dctbarfoundation.org/lrap/>.

Application Instructions

To apply, please submit a cover letter and resume as one PDF file via CLC's careers page (<https://childrenslawcenter.org/get-involved/careers/>).

Children's Law Center is committed to fostering a diverse and inclusive environment. If you believe that you need accommodation to search for, or apply for, one of our positions please

send an email to [Jobs@ChildrensLawCenter.org](mailto:Jobs@ChildrensLawCenter.org). In your email, please include the accommodation you are requesting and the job title you are applying for. It may take up to three business days to receive a response to your request.

#### Hybrid Working Conditions

Children's Law Center is currently operating on a hybrid work schedule. All employees are expected spend time both working remotely and working in-person from Children's Law Center's office. Hybrid working expectations vary depending upon role and program responsibilities.

#### Vaccine Mandate

D.C. Mayor Muriel Bowser has required that government employees receive the COVID-19 vaccine and all eligible booster shots or be granted medical or religious exemption from the mandate. Due to some of our grant funding and partnerships, Children's Law Center must follow this mandate. Prior to beginning employment at Children's Law Center, all new employees must be fully vaccinated, including all eligible booster shots, and provide proof thereof as a condition of employment unless the candidate applies and is approved for an exemption as an accommodation due to a medical condition or a religious belief.

#### Background Checks

Candidates who receive a conditional offer of employment will be subject to a background check.

#### EEO

Children's Law Center is an Equal Opportunity Employer. We are committed to equal employment opportunities for all applicants and existing employees. We evaluate qualified applicants without regard to ancestry, age, color, disability, genetic information, gender identity, gender expression, marital status, military or veteran status, national origin, race, religion, sex, sexual orientation, and any other basis protected by federal, state, or local law, ordinance, or regulation. We invite you to visit us here to learn more about our company and our career opportunities (<https://childrenslawcenter.org/get-involved/careers/>).

#### DEI Statement

Children's Law Center is dedicated to building a world that is inclusive in approach and has equal opportunities and equitable outcomes for all. Our organization is committed to developing and supporting a robustly diverse, equitable, inclusive and anti-racist community, where all members can create and feel a sense of belonging. Through our collective deliberate efforts, we work toward racial and social justice for children and families in DC.

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**Posting Date:** September 29, 2022

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**Expiration Date:** October 31, 2022

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**Contact:** Sean P. McCollough  
501 3rd Street Northwest, 8th Floor Washington, District of Columbia 20001 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [spmccollough@childrenslawcenter.org](mailto:spmccollough@childrenslawcenter.org)

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** To apply, please submit a cover letter and resume as one PDF file via CLC's careers page (<https://childrenslawcenter.org/get-involved/careers/>).

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## Staff Attorney

Children's Law Center (Washington, DC)

**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:**

Guardian ad Litem Staff Attorney  
Full Time Washington, DC, US  
30+ days ago Requisition ID: 1001 Apply  
Who We Are

At Children's Law Center, everything we do is focused on one thing - delivering better client outcomes for kids and families in DC. Our staff are empowered to open minds, shape decisions, and offer solutions. We encourage intellectual curiosity, innovation, diversity, and mutual respect.

Our greatest assets are our people. We strive to attract and cultivate a vibrant, creative, and diverse community. We recognize that people with diverse backgrounds, experiences and perspectives fuel our ability to provide the best outcomes for our clients. Our staff drive Children's Law Center's mission with their leadership, result-orientated mindset, and commitment to cultural humility and centering the needs of our clients. We are looking for an individual who enjoys working in a fast-paced, team-oriented environment, likes to be challenged, and values the opportunity to make a difference.

Children's Law Center's success depends on recruiting and retaining individuals who possess and value these attributes.

### Job Summary

This position is part of our Guardian ad litem program. Attorneys in our Guardian ad litem program represent children who are the subject of abuse and neglect cases in DC's Family Court. Staff attorneys work closely with CLC social workers, investigators and special education attorneys to advocate, formally and informally, to advance the best interests of clients with regard to their safety, permanency, physical and mental health and education.

CLC is committed to providing high quality representation. To achieve this goal, new attorneys participate in an intensive training and Onboarding process before representing clients and receive close supervision during their first year of practice. In addition, CLC maintains reasonable caseloads (max of 35) and provides ongoing training opportunities for all attorneys. Staff are required to input time, case notes and case documents into our case management system as the file of record for the clients and to assist with supervision, professional development, case planning as well as CLC's outcome evaluation work.

GAL Staff attorneys manage a case load of approximately 35 cases. Staff attorneys advocate, formally and informally, to advance the best interests of clients, maintain notes in the case management system, and keep their supervisor informed of all significant developments in their cases.

In addition to their duties in representing their clients, attorneys work with multidisciplinary teams consisting of an investigator, social worker, and special education attorney. CLC

endeavors to maintain a collaborative and collegial workplace where staff attorneys assist colleagues on their cases and provide emergency and holiday coverage when possible to assist in maintaining that environment.

#### Duties/Responsibilities

##### Case Handling: Advocacy

Provide high-quality direct legal representation. Independent investigation.

Client-centered advocacy.

Creative and zealous advocacy

Regular client contact and information sharing.

Attend all court dates and timely file all appropriate pleadings for clients.

Timely and accurately document casework in case management system.

##### Case Handling: CLC Obligations

Ensure timely and accurate input of case information into case management system and adhere to applicable policies and protocols, including case planning notes, litigation protocol, timekeeping policy, client visitation and contact protocol, case closure form, and supervision standards in order to achieve positive outcomes for client families.

Attend and actively participate in regular supervision to brainstorm case strategies, keep the supervisor informed, and ensure quality of representation.

Refer cases to SW team or ED team for collaboration for assistance with service identification, caregiver assessment, external teaming issues, etc.

May provide assignments, training and/or supervision to law clerks (not mandatory).

Participate in and contribute to Learning, Systemic Advocacy and Appellate Practice

Provide support to Children's Law Center Policy Team in areas of expertise to address the systemic needs of the Children's Law Center client community. Direct case stories, trend issues or client data are used to provide background and advocacy for legislative or interagency initiatives as well as used in testimony on behalf of clients in DC Council.

Identify and elevate cases to the Appellate Team in accordance with the Targeted Appellate Strategy Issue List (TASIL). TASIL issues are precedent or court rules that CLC has identified need further clarification, challenge or adjustment.

Participate in all required trainings, meetings, and other CLC events including but not limited to: Litigation Meetings.

Supervision.

Case Rounds.

Attorney Meetings.

Thursday Training.

GAL Staff Meetings.

Professional Development

Use Core Competencies to set annual goals and review them quarterly to for professional development. Core Competencies include:

Use of supervision for shared thinking.

An understanding of cultural humility /implicit bias.

Independent judgement and decision making.

Teaming ability.

Work Life Balance.

Demonstrated Expertise.

Demonstrated ability to work independently.

Time Management and Prioritization.

Ability to be self-reflective and give/receive constructive and corrective feedback.

Skills/Abilities

A demonstrated commitment to social, economic, and racial justice.  
Cultural humility as shown through demonstrated openness to self-reflection and commitment to understanding and respecting other cultural experiences and points of view, and viewing individuals as the experts on their own culture and experience.  
A combination of strong legal skills, self-reflection, and leadership skills.  
Strong litigation, legal analysis, research, writing, and oral advocacy skills.  
Demonstrated capacity to work independently and collaboratively.  
Strong independent judgement and decision-making skills.  
Strong interpersonal, communication, and relationship-building skills.  
Excellent organizational and time management skills, and demonstration of work/life balance.  
Bilingual English/Spanish communication skills strongly preferred.  
Experience in legal services, child welfare law or other community lawyering a plus.  
Education/Experience

JD and DC Bar membership or immediate eligibility to waive into the DC Bar required.  
Valid Driver's license required.  
Salary and Benefits

The salary for this position ranges from \$54,500- \$65, 658 annually for applicants with 1-5 years' experience plus a sign-on bonus. Children's Law Center offers a generous benefits package that includes medical, dental, vision, and short- and long-term disability insurance; employer-provided retirement contributions; flexible spending plans; and vacation, sick, holiday, family and medical leave. Children's Law Center is a 501(c)(3) organization.  
Employees with federal student loan debt can apply for Public Service Loan Forgiveness. For more information, go to <https://myfedloan.org/borrowers/special-programs/pslf>.

Additionally, the DC Bar Foundation's Loan Repayment Assistance Program provides renewable one-year, interest-free, forgivable loans up to \$12,000 per year for qualified Children's Law Center attorneys. For more information, see <https://dctbarfoundation.org/lrap/>.

#### Application Instructions

To apply, please submit the following materials in one PDF file: cover letter, resume and 3 professional references.

Children's Law Center is committed to fostering a diverse and inclusive environment. If you believe that you need accommodation to search for, or apply for, one of our positions please send an email to [Jobs@ChildrensLawCenter.org](mailto:Jobs@ChildrensLawCenter.org). In your email, please include the accommodation you are requesting and the job title you are applying for. It may take up to three business days to receive a response to your request.

#### Hybrid Working Conditions

Children's Law Center is currently operating on a hybrid work schedule. All employees are expected spend time both working remotely and working in-person from Children's Law Center's office. Hybrid working expectations vary depending upon role and program responsibilities.

#### Vaccine Mandate

D.C. Mayor Muriel Bowser has required that government employees receive the COVID-19 vaccine and all eligible booster shots or be granted medical or religious exemption from the mandate. Due to some of our grant funding and partnerships, Children's Law Center must follow this mandate. Prior to beginning employment at Children's Law Center, all new employees must be fully vaccinated, including all eligible booster shots, and provide proof thereof as a condition of employment unless the candidate applies and is approved for an exemption as an

accommodation due to a medical condition or a religious belief.

#### Background Checks

Candidates who receive a conditional offer of employment will be subject to a background check.

#### EEO

Children's Law Center is an Equal Opportunity Employer. We are committed to equal employment opportunities for all applicants and existing employees. We evaluate qualified applicants without regard to ancestry, age, color, disability, genetic information, gender identity, gender expression, marital status, military or veteran status, national origin, race, religion, sex, sexual orientation, and any other basis protected by federal, state, or local law, ordinance, or regulation. We invite you to visit us here to learn more about our company and our career opportunities (<https://childrenslawcenter.org/get-involved/careers/>).

#### DEI Statement

Children's Law Center is dedicated to building a world that is inclusive in approach and has equal opportunities and equitable outcomes for all. Our organization is committed to developing and supporting a robustly diverse, equitable, inclusive and anti-racist community, where all members can create and feel a sense of belonging. Through our collective deliberate efforts, we work toward racial and social justice for children and families in DC.

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**Posting Date:** September 29, 2022

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**Expiration Date:** October 31, 2022

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**Contact:** Sean P. McCollough  
501 3rd Street Northwest, 8th Floor Washington, District of Columbia 20001 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [spmccollough@childrenslawcenter.org](mailto:spmccollough@childrenslawcenter.org)

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** Application Instructions

To apply, please submit the following materials in one PDF file: cover letter, resume and 3 professional references.

Children's Law Center is committed to fostering a diverse and inclusive environment. If you believe that you need accommodation to search for, or apply for, one of our positions please send an email to [Jobs@ChildrensLawCenter.org](mailto:Jobs@ChildrensLawCenter.org). In your email, please include the accommodation you are requesting and the job title you are applying for. It may take up to three business days to receive a response to your request.

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**ID:** 10083

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## Associate Attorney

Guevara Law, P.C. (Cedar Park, Texas)

**Position Type:** Full-time

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**Practice Area(s):** Administrative, Government Contracts, Municipal, Zoning & Land Use

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

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**Job Location(s):** Cedar Park, Texas (United States)

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**Description:**

The Associate Attorney will be an energetic and self-motivated candidate with 2 to 5 years of government, municipal and/or public law experience and be a member of the firm's Administrative, Government & Public Law and Municipal Law Practice Groups representing small towns and municipalities in and around Texas on state and local government matters. This is a full-time, in-office position based in Cedar Park, reporting to the Founding and Managing Shareholder and head of the practice groups. The firm has a flexible work environment, including capability for hybrid work, following the onboarding period, however, such is heavily dependent on client needs. Compensation will be commensurate with relevant experience. The ideal candidate will have considerable prior experience dealing with public information matters under the Texas Public Information Act and state open records statutes, in addition to experience in contract law, land use, planning and zoning and environmental law. Additionally, the ideal candidate possesses some level of experience in municipal prosecution (or is inclined to quickly garner expertise in this area of the law), and will serve as a municipal prosecutor, managing respective municipal clients' criminal court dockets and prosecuting Class C misdemeanor offenses.

**Required Qualifications:**

- A law degree from an ABA-accredited law school and is a member in good standing to practice law in Texas;
- Minimum 2 years' experience handling municipal and local government law matters;
- Exceptional interpersonal and communication skills, including ability to convey complex legal concepts in lay terms to elected or appointed city officials and department heads and, speak effectively in small groups, before large audiences at public meetings, and in the courtroom.
- Strong legal-research and writing skills;
- Excellent analytical and organizational skills;
- Ability to multitask and manage multiple competing deadlines;
- Must be willing to travel monthly, including one to two overnight stays, as required;
- Proficiency with Microsoft Office and the use of law firm technology tools, such as client billing software; and
- A willingness to take the initiative to identify and solve business and legal issues.

**Preferred Qualifications:**

- Understanding of the legislative development process, including ordinance and resolution drafting;
- Municipal or felony prosecutorial experience, including first chair trial experience;
- Experience with water rights under the Texas Water Code and other water laws and statutes;
- Experience with engineering processes;
- General understanding of Texas municipal procurement statutes;
- Experience in drafting and negotiating a variety of commercial contracts; and
- A willingness to work extended hours as needed to accommodate work demands.

Compensation is competitive with opportunity for bonus, for hours billed above the yearly billable hourly requirement. Reimbursement of monthly health coverage premiums (medical,

dental and vision, only) is considered after 90-days of employment.

Interested candidates should forward their resume, a cover letter, a recent writing sample, along with 3 references and salary expectations. To learn more about the firm, please visit [guevaralawtx.com](https://www.guevaralawtx.com).

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**Posting Date:** September 28, 2022

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**Expiration Date:** October 31, 2022

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**Contact:** Mr. Arthur L. Bryan, II  
Senior Counsel  
201 S. Lakeline Blvd., Suite 704 Cedar Park, Texas 78613 United States  
<https://www.guevaralawtx.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [netosha@guevaralawtx.com](mailto:netosha@guevaralawtx.com)

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

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**Requested Document Notes:** Other Documents: 3-References

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**ID:** 10078

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## Entry-Level Associate

Frith Anderson & Peake, PC (Roanoke, VA)

**Job Type:** Full-time

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

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**Job Description:** AV rated Roanoke law firm is accepting applications for an entry-level associate for its civil litigation practice. Candidate must be licensed to practice in Virginia with a strong academic background and excellent writing, research, and interpersonal skills. Candidate must have knowledge of handling of all aspects of litigation (pre-litigation, discovery, motions practice, alternative dispute resolution, and trial). Our firm's hands-on approach provides an excellent opportunity for attorneys seeking to develop practical litigation skills quickly under the supervision of an experienced attorney. In addition to research and drafting, associates will have the opportunity to take depositions, handle motions, and participate in trial practice during their first year of employment. Employment opportunity is immediate. Compensation commensurate with experience.

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**Posting Date:** September 28, 2022

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**Expiration Date:** November 4, 2022

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**Contact:** Shellie C Dotterer  
Executive Director  
29 Franklin Road SW Roanoke, Virginia 24011 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** sdotterer@faplawfirm.com

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

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**Additional Documents Notes:** References

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**Visual ID:** 10075

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## Experienced Associate

Frith Anderson & Peake, PC (Roanoke, VA)

**Job Type:** Full-time

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

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**Job Description:** AV rated Roanoke-based law firm is accepting applications for an experienced attorney to join its civil litigation practice. The ideal candidate will have at least 3-5 years of litigation experience and be licensed to practice in Virginia or have recently completed a judicial clerkship. Candidate must have strong academic background, excellent writing, research, and interpersonal skills and a demonstrated track record of competent handling of all aspects of litigation (pre-litigation, discovery, motions practice, alternative dispute resolution, and trial) with little supervision, and second-chair and/or first-chair trial experience in state or federal court. Qualified candidates will be considered for part-time or full-time remote work options. Employment opportunity is immediate. Compensation commensurate with experience.

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**Posting Date:** September 28, 2022

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**Expiration Date:** November 4, 2022

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**Contact:** Shellie C Dotterer  
Executive Director  
29 Franklin Road SW Roanoke, Virginia 24011 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** [sdotterer@faplawfirm.com](mailto:sdotterer@faplawfirm.com)

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

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**Additional Documents Notes:** References

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**Visual ID:** 10076

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## **Associate Attorney (Phoenix)**

Zinda Law Group, PLLC

**Job Type:** Full-time

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

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**Job Description:**

Zinda Law Group is looking for an ambitious and passionate Associate Attorney join our team in Arizona This is a remote opportunity but we would like someone who can periodically come into our Phoenix office. Our Associate Attorneys work alongside our Senior Attorneys on diverse personal injury dockets. From day one, our Associate Attorneys work directly with clients; draft demands, motions, and pleadings; and handle discovery. Once they've demonstrated their abilities, our Associate Attorneys take and defend depositions, argue motions in court, handle mediations, and take witnesses at trial. This is an excellent opportunity to gain hands-on training with a nationwide law firm.

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 Arizona State Bar;
- Experience drafting and responding to motions;
- Substantial knowledge of Arizona Rules of Civil Procedure.

**Compensation and Benefits:**

- 1+ years of experience preferred but recent law school graduates are encouraged to apply;
- Ability to work remotely;
- Opportunities for ongoing training and mentoring;
- Opportunities to advance and grow within the firm.
- Contingency fee referral bonus opportunities;
- Paid time off and paid holidays;
- IRA plan with company contribution match;
- Medical, vision, and dental insurance;
- Paid parental leave.

Proof of the Covid-19 vaccination is required.

To apply, please send a resume and cover letter through the following link:

<https://zdfirm.bamboohr.com/jobs/view.php?id=509>

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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<b>Posting Date:</b> September 27, 2022
<b>Expiration Date:</b> November 3, 2022
<b>Contact:</b> Christie Feyen 8834 North Capital of Texas Highway Austin, Texas 78759 United States
<b>Resume Receipt:</b> Other (see below)
<b>How To Apply:</b> <a href="https://zdfirm.bamboohr.com/jobs/view.php?id=509">https://zdfirm.bamboohr.com/jobs/view.php?id=509</a>
<b>Additional Documents:</b> Cover Letter
<b>Visual ID:</b> 9293

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**Trial Attorney**

U.S. Department of Labor Office of Regional Solicitor (Cleveland, OH) (Cleveland, Ohio)

**Position Type:** Full-time**Practice Area(s):** Labor**Job Location(s):** Cleveland, Ohio (United States)**Description:**

The Cleveland Office of the Regional Solicitor has responsibility for civil litigation in U.S. District Courts and before administrative law judges under the Fair Labor Standards Act, Mine Safety and Health Act, Occupational Safety and Health Act, Black Lung Benefits Act, Employment Retirement Income Security Act, Family and Medical Leave Act, Public Contracts Act, Section 503 of the Rehabilitation Act, and over 180 diverse federal laws enforced by the Department of Labor's agencies. The Cleveland Office also furnishes legal advisory services in connection with many of these statutes and Executive Orders. Legal advice and assistance is also given to the Office of the United States Attorney in regard to the criminal prosecution of cases and defensive actions under such statutes as the Fair Labor Standards Act, Labor-Management Reporting and Disclosure Act, Mine Safety and Health Act, Occupational Safety and Health Act and other federal statutes and Executive Orders. This office is responsible for legal advice and litigation under various whistleblower statutes. This office also represents the various agencies within the Department in internal matters before the Merit Systems Protection Board, the Equal Employment Opportunity Commission, in the Federal District Courts and before Arbitrators.

As a Trial Attorney (Labor), the incumbent is responsible for the analysis, preparation and litigation of factually, technically and legally complex cases brought in the Region by the Secretary of Labor under statutes and executive orders administered by the Department's various enforcement agencies. The incumbent also handles internal labor and employment-related litigation involving Department of Labor employees within the Region, including appeals of personnel actions to the Merit Systems Protection Board, claims of discrimination filed with the Equal Employment Opportunity Commission, and cases arising under Executive Order 11491 dealing with federal union-management activities.

The incumbent is responsible for cases assigned at all stages of litigation. Based on knowledge of all assigned program areas, as well as an understanding of relevant DOL programs, the incumbent analyzes cases and, with increasing independence, identifies, evaluates and resolves all factual, legal, and policy issues; considers and discusses options; draws sound conclusions; and makes appropriate recommendations to the Regional Solicitor, Associate Regional Solicitor, Deputy Regional Solicitor, or program counsel. The incumbent researches more complex and significant matters, using specialized research tools. The incumbent writes original legal documents, conveying in writing relevant facts, law and policy in complex and significant matters.

The incumbent reviews assigned cases to determine whether to recommend litigation. The incumbent prepares legal analyses and litigation recommendations for the Regional Solicitor, Deputy Regional Solicitor, Associate Regional Solicitor or other supervising attorneys, evaluating cases in terms of the factual evidence, the legal and procedural issues involved, and other considerations that bear on the propriety of litigation. If the Regional Solicitor authorizes litigation, the incumbent is expected to handle the case under the guidance, supervision and instruction of the Regional Solicitor, Associate Regional Solicitor, Deputy Regional Solicitor and/or Counsel for the assigned program area, or an attorney of higher grade.

The incumbent plans and handles all phases of trial preparation, including preparing complaints and answers to complaints (in defensive actions); as appropriate, participating in or coordinating client agencies' investigations; preparing discovery requests and responses; representing the Department at depositions; preparing pleadings, legal memoranda, and briefs; and representing the Department at pre-trial hearings.

The incumbent may direct all phases of the Department's case during the trial, developing a pre-trial plan, entering into appropriate stipulations; examining and cross-examining fact and expert witnesses; using evidentiary and procedural rules at trial; and responding to judicial concerns.

The incumbent may also serve as a liaison with the United States Attorneys and other federal agencies where appropriate. In certain cases, the incumbent may be sworn in as a Special Assistant U.S. Attorney, and conduct all or a portion of a criminal trial.

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**Posting Date:** September 27, 2022

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**Expiration Date:** October 17, 2022

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**Contact:** Leah A Williams  
1240 East 9th Street Cleveland, Ohio 44199 United States  
<https://www.dol.gov/agencies/sol>

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

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**How to Apply:** <https://www.usajobs.gov/job/679557300>

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

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**Requested Document Notes:** The following documents must be submitted by 11:59 p.m. (ET) on the vacancy closing date. Warning: If you submit a document using the same document title, the 2nd submission will OVERWRITE the 1st submission. You are not required to submit a document if it does not apply to you.

-Resumes are required: Provide a resume either by creating one in USAJOBS or uploading one from your profile. To receive full consideration for relevant and specialized experience, please list the month, year, and the number of work hours worked for the experience listed on your resume. We also suggest that you preview the vacancy questions, and confirm that your resume supports your question responses.

-Cover letters are required: Please submit a cover letter no longer than one page explaining why you are interested in working for the U.S. Department of Labor, Office of the Solicitor. Please note any special language skills, if applicable.

Note: Although a cover letter is required, it will not be used to verify experience.

-Writing Samples are required: Please submit a writing sample of no longer than 20 pages. It is acceptable to submit an excerpt from a longer writing sample.

- Bar Certification: Should you be selected for this position, you will be required to submit documentation verifying that you are an active member in good standing of a Bar in any State, District of Columbia, Puerto Rico, or any Territorial Court under the U.S. Constitution. This letter and/or certificate should be dated within the last six months of the closing date of this job announcement.



- Transcript(s): Should you be selected for this position, you will be required to submit documentation verifying that you have completed your first professional law degree. Applicants who claim substitution of education for experience with an LL.M must submit a copy of their transcripts for verification.

Applicants selected for employment that are not current DOL employees will be required to provide proof of citizenship, or non-citizenship as allowable in Excepted Service hiring through P.L. 112-10, and the E-Verify system will be used to confirm the employment eligibility of all new hires.

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**ID:** 10070

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## Immigration Associate Position

Blessinger Legal PLLC

**Job Type:** Full-time

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**Job Location(s):** Falls Church, Virginia United States

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**Job Description:**

**Who We Are:**

Blessinger Legal PLLC is a boutique immigration firm in the Washington, DC metropolitan area dedicated to helping clients navigate the complex immigration process. The attorneys at Blessinger Legal PLLC work diligently to ensure that every client receives top-notch representation in all aspects of their immigration case. Blessinger Legal PLLC represents clients in matters before the Immigration Court, U.S. Citizenship and Immigration Services, Immigration and Customs Enforcement, the Board of Immigration Appeals, the federal district courts, and the Fourth Circuit Court of Appeals.

**Position Summary:**

*Removal Team*

You will be responsible for representing individuals in Immigration Court. Depending on your bar admission, you may represent clients before the domestic relations court in Virginia, Maryland, or the District of Columbia for custody and special immigrant juvenile findings. With regard to removal work, we have a practice that focuses on fear-based relief (asylum, withholding of removal, Convention Against Torture), Cancellation of Removal for Certain Non-Permanent Residents, Cancellation of Removal for Permanent Residents, Adjustment of Status, NACARA, Requests for Prosecutorial Discretion, among other applications.

*Affirmative Team*

You will meet regularly with clients for consultations and affidavits. You will also prepare clients for interviews before U.S. Citizenship and Immigration Services, the U.S. Department of State, and the Asylum Office. You will primarily work on Family-based Petitions, Naturalization, Adjustment of Status, Asylum cases, affirmative NACARA applications, Waivers of Inadmissibility, VAWA, T-visas, I-360 (VAWA and SIJS), Employment Authorization Document, and Non-Immigrant and Immigrant Visa applications, among others.

*Both Teams*

Both teams will be drafting briefs or arguments and researching innovative, legal ways to help our clients. We always welcome our attorneys to think outside the box for possible solutions to our clients'™ immigration problems.

**General Duties and Responsibilities:**

*Representation:*

- Provides direct representation of detained and non-detained cases for affirmative and defensive humanitarian relief. This includes representation for Asylum, Withholding of Removal, Protection under the Convention against Torture,

Special Immigrant Juvenile Status, Board of Immigration Appeals, U-Visas, T-Visas, waivers of inadmissibility, applications for employment authorization, and Cancellation of Removal.

- Represents clients before USCIS and in local state courts for custody/SIJS hearings.
- Manages potential client follow-up after intake, including assessment of legal relief.
- Remains abreast of new developments in the law and trains support staff on the law.
- Supervises legal assistants, interns, and law clerks on relevant aspects of direct representation.
- Undertakes own administrative functions, including casework (e.g., preparation of all aspects of filings), with administrative staff support.
- This list is illustrative and not a complete list of all job functions.

### **Competencies Required:**

#### *Legal Proficiency:*

The Associate Immigration Attorney demonstrates a solid understanding of legal concepts allowing the ideal applicant to provide competent and client-centered services with limited supervision. The Associate Immigration Attorney effectively advocates through written and oral work and assists support staff in doing the same. The Associate Immigration Attorney has experience litigating immigration cases before the Immigration Court and conducting client interviews before USCIS. The Associate Immigration Attorney can competently supervise legal assistants, law clerks, interns, and support staff on client relationships, legal strategy, research, and writing. The Associate Immigration Attorney demonstrates cultural competency and trauma-informed practices.

#### *Administrative:*

The Attorney ensures that all administrative aspects of their position (and of their supervisees) are carried out without managerial intervention, including timekeeping, file upkeep, database upkeep, meeting deadlines, etc.

### **Required Qualifications:**

- A U.S. law degree (J.D.) and admission to any state bar or the District of Columbia
- At least one year of relevant experience in immigration law (criminal or family law experience a plus)
- Driver's license

### **Preferred Qualifications:**

- Licensed to practice law in Maryland or Virginia, eligible to waive into the Maryland or Virginia bar, or willing to sit for the next scheduled bar exam
- Written and oral Spanish fluency

### **Training Provided:**

- We offer a training schedule for new employees, including pre-recorded and live legal training sessions on the firm's practice areas and office procedures.
- The firm provides a stipend for continuing legal education classes, up to \$750 annually

**Benefits Offered:**

- Competitive Salary
- Health and Dental Insurance through Blue Cross Blue Shield
- Flexible Spending Account
- Paid Time Off (80 hours) and Paid Holidays (President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day)
- 401K w/ Company Match after one year of Employment (Firm matches 50% of all voluntary contributions up to 3% of salary).
- Bar Dues for one bar membership reimbursed.

**COVID-19 considerations:**

- We provide hand sanitizer and masks.
- We also have limited in-person appointments with clients.

Please submit a cover letter, resume, and legal writing sample of no more than ten pages to [careers@blessingerlegal.com](mailto:careers@blessingerlegal.com). The cover letter must address bar licensure, Spanish fluency, driver's license, and salary expectations. Position open until filled.

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**Posting Date:** September 26, 2022

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**Expiration Date:** October 30, 2022

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**Contact:** Eileen P. Blessinger  
7389 Lee Highway Falls Church, Virginia 22042 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** [careers@blessingerlegal.com](mailto:careers@blessingerlegal.com)

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**Visual ID:** 10063

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## Law Clerk

Oregon Judicial Department

**Job Type:** Full-time

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**Job Location(s):**

Klamath Falls, Oregon United States

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**Job Description:**

Application Deadline is 10/20/22.

Klamath County Circuit Court, the 13th Judicial District within the Oregon Judicial Department (the judicial branch of government) is hiring a Law Clerk.

Are you looking for a change of pace? Are you seeking a slower, more deliberate way of life but are worried small-town living can't offer the kind of career and compensation you need? The Klamath County Circuit Court in beautiful Southern Oregon is seeking a highly motivated, energetic person to be our next Law Clerk!

Klamath Falls, Oregon is a beautiful mid-sized city in the mountains of Southern Oregon. The City of Klamath Falls and Klamath County offer a dramatically lower cost of living compared to larger urban areas in the Pacific Northwest, over 300 days of sunshine per year, excellent schools, and an endless supply of year-round outdoor recreation, parks and activities. With just over 20,000 residents, Klamath Falls is small enough to offer a sense of community and affordable living while still offering all the amenities and conveniences of a more densely populated region. If you've been wanting a better work-life balance and more bang for your hard-earned buck, this just might be the place for you.

Why Oregon Judicial Department?

- Affordable health insurance – we pay up to 99% of your premium.
- Pay equity – pay based on experience and education, not former wages.
- Public Service Loan Forgiveness – we are an eligible employer.
- Separate sick leave and vacation leave accruals – you don't have to use vacation time if you get sick.
- Eligibility to join Public Employees Retirement System (PERS) after six months.
- Although OJD employees are paid monthly, for information purposes, the hourly equivalent rate for the Law Clerk classification is \$28.13 - \$45.81, and the annual salary range is \$58,512 - \$95,292 (before PERS eligibility). Candidates new to the department are not typically hired at the highest steps of the range.
- Oregon Judicial Department will pay you 5% allowance for your bilingual skills (includes ASL) if you can pass a skill test and are assigned to use those skills on the job!

Important How-To and Requirements Information

- Workday times out after approximately 15 minutes of inactivity.
- Prepare your cover letter before starting your Workday application.
- REQUIRED: a cover letter AND a completed work history, either through your completion of the Job History (internal candidate) or Work Experience (external candidate) portion of your Workday profile, OR by attaching an updated resume.
- Your cover letter and work history must demonstrate how you meet the *Minimum Qualifications, Special Qualifications, and Requested Skills and Attributes*, listed below.
- You must follow all Instructions to be considered for this position.
- Failure to provide a completed work history and cover letter will result in your removal from consideration.

Interviews: Interviews will be scheduled within two weeks of the application deadline.

#### *As a Law Clerk...*

As the court's law clerk, you will provide legal research and draft various legal documents in all case types for five judges in Klamath County and one judge in Lake County. In addition to these duties, you will be the court's Probate Commissioner and directly support the Probate Judge to handle simple to complex issues with probate matters. You will also serve as the lead mediator in all Landlord/Tenant matters and will have some involvement with family law facilitation and support.

The court needs an excellent communicator who can respond with tact and diplomacy to a variety of court customers, agency and community stakeholders, fellow court staff and its judges. You will have frequent interaction with people who may be facing challenging life circumstances, highly stressful situations, or trauma. You will need to be organized because the workload can be heavy at times, and you should have a desire to learn about the different case types and their business processes that come before the court.

This position offers a rare opportunity for those at any point in their legal career to gain experience in the legal system from the judicial perspective as well as provide future career and networking opportunities.

Assigned tasks may be changed to accommodate workload and organizational needs. We welcome all candidates who are inspired by our work and mission. Veterans are highly encouraged to apply.

What can help you get a chance to interview?

It's important to know your application will be read by an actual person, not a computer algorithm. When we read your cover letter, we are looking to see if you are writing to us, at OJD, and whether you have addressed the Requested Skills and Attributes listed below. Using a generic cover letter is likely not going to get you an interview, so please take the time needed to personalize your cover letter.

#### Instructions for Cover Letter, Work History or Resume

This recruitment requires a cover letter and a complete work history that addresses the Requested Skills and Attributes. To be considered for this position, you must follow these instructions:

##### Resume/Work History

- Attach your updated resume in the Resume / CV / Cover Letter section of the application. The attached resume file should include your name.

OR

- Complete the Job History/Work Experience portion of your Workday profile if you are not using an updated resume.

##### Cover Letter

- Attach your cover letter (not to exceed two pages) in the Resume / CV / Cover Letter section of the application. The attached cover letter file should include your name.
- In the body of your cover letter, please include responses to all eight Requested Skills and Attributes listed below; academic accomplishments will also be considered (see below).
- Address the cover letter "To the Hiring Manager."

Failure to follow these above points may result in rejection of your application.

All application materials will be evaluated for consistency of information, and your letter will be evaluated for grammar, spelling, punctuation, and language use in addition to demonstrated experience.

#### Minimum Qualifications

(These must be evident in your resume or work history for full consideration.)

You must possess a Juris Doctor degree (or equivalent) from an ABA-accredited academic institution by the start date of employment.

#### Special Qualifications

(These must be verifiable in your application.)

None.

#### Requested Skills and Attributes

(These must verifiable in your application and addressed in your cover letter for full consideration.)

- Active membership with the Oregon State Bar is preferred but not required.
- Experience handling or researching probate matters, landlord/tenant matters, or family law matters is desirable.
- Experience performing a variety of clerical or administrative support tasks with frequent deadlines or shifting priorities.
- Experience interacting with people who are facing challenging life circumstances, highly stressful situations, or trauma.
- Experience maintaining accuracy and meeting deadlines despite frequent interruption or distracting surroundings.
- Experience explaining processes, procedures, or policies to a wide audience, and refraining from giving legal advice.
- Experience identifying and safeguarding confidential information and materials.
- Experience using computers to enter and retrieve data, perform legal research, and complete a variety of tasks.

#### WORKING CONDITIONS

- This is a full-time position and the work schedule currently is 8:00 a.m. to 5:00 p.m. Monday through Friday. It is not eligible for overtime compensation for hours worked in excess of 40 per work week.
- Occasional after-hours work may be required.
- Frequent phone and in-person contact with people from diverse backgrounds.
- Frequent phone and in-person contact with people who may be facing challenging life circumstances or highly stressful situations.
- Regular use of the following equipment: telephone, personal computer with multiple monitors, copy machine, fax machine, and scanner.

#### ADDITIONAL INFORMATION

##### Criminal Background Check

You will be subject to a criminal background check if you are a finalist. Adverse results are evaluated on a case-by-case basis and may result in disqualification if the circumstances are directly related to the duties and responsibilities of the position.

### United States Employment Eligibility

OJD does not offer visa sponsorships. If you are hired, you will be required to fill out the US Department of Homeland Security's I-9 form confirming you are able to work in the US.

### Future Vacancies

Apply now if you are interested in this or future vacancies. This job announcement may be used to fill future vacancies in this class of work.

### Veterans' Preference

Eligible veterans who meet the qualifications will be given preference in the recruitment process. To receive preference, veterans must attach the appropriate documentation after they receive an email in their Workday in box requesting the information to verify eligibility. The action item, asking veterans to attach their documentation, will arrive after they have submitted their initial application materials. Visit the Oregon job opportunities Veterans web page for additional details, information, and resources.

### Conduct Expectations

Because of the Oregon Judicial Department's role in providing justice and upholding the rule of law, employees of the Department are required to meet the highest standards of professional conduct and ethics while on the job, and also to maintain those same high standards when taking actions in their personal lives that could reflect on the Department. As an employee, you will be expected to preserve the confidentiality of information received in the course of OJD employment.

### Pay Equity

As an employer, the Oregon Judicial Department complies with Oregon's pay equity law. We determine salary from applicable professional experience and education. For more information on pay equity, [click here](#).

### Employee Benefits

[Click here](#) to access information specific to Oregon Judicial Department employee benefits.

### Questions and Support

- If you require an alternate format to complete the application process, call 503-986-5930, or TTY: Oregon Relay Service 711 for the hearing impaired. Be prepared to describe the alternate format needed.
- Workday related information and resources are available at <https://www.oregon.gov/jobs/Pages/index.aspx>.
- For questions about a specific Oregon Judicial Department job posting, call 503-986-5930.

THE OREGON JUDICIAL DEPARTMENT IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER COMMITTED TO WORK FORCE DIVERSITY.

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**Posting Date:** September 26, 2022

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**Expiration Date:** October 29, 2022

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**Contact:** Nichalas McClaghry  
Recruiter



1241 State St Salem, Oregon 97301 United States

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

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**How To Apply:** [https://oregon.wd5.myworkdayjobs.com/SOR\\_External\\_Career\\_Site/job/Klamath-Falls--Judicial--Klamath-County-Circuit-Court/Law-Clerk\\_REQ-107893](https://oregon.wd5.myworkdayjobs.com/SOR_External_Career_Site/job/Klamath-Falls--Judicial--Klamath-County-Circuit-Court/Law-Clerk_REQ-107893)

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**Additional Documents:** Cover Letter

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**Visual ID:** 10059

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## **Researcher, Crisis and Conflict**

Human Rights Watch - Development & Outreach Department (New York, NY)

**Job Type:** Full-time

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

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**Job Description:**

**FULL-TIME JOB VACANCY**

**RESEARCHER**

**Crisis and Conflict Division**

**Multiple Locations Considered**

**Application Deadline: October 16, 2022**

Human Rights Watch (HRW) is seeking candidates for the position of Researcher within the Crisis and Conflict Division. The Researcher should have expertise and experience working on human rights crises and documenting laws of war violations during situations of armed conflict. This should include an understanding of the impact of conflict and crisis situations on women, children, older people, people with disabilities, and others at particular risk.

Responsibilities include research, often in high-risk environments, writing and multimedia work with short deadlines, advocacy with governments, armed groups, companies and others, international media work to defend the human rights of people caught in armed conflict and political and security crises, and collaborating with partner organizations and colleagues across the organization.

This is a full-time position that reports to the Director of the Crisis and Conflict Division based in Washington D.C. The position will preferably be based in one of HRW's major offices.

Due to Covid-19, many of our global offices are operating in reduced capacities. The successful candidate may be required to work remotely as local mandates necessitate. We recognize that this moment, during the pandemic, is a uniquely difficult time for most people, particularly those with caregiving responsibilities, and we aim to be as flexible and supportive as possible in both the recruitment for and onboarding of this position.

***Responsibilities:***

1. Research and document human rights abuses by collecting and analyzing information from a wide variety of sources, including through interviews with victims and witnesses and the analysis of physical evidence or photographs and videos of weapons used and their impact, as well as by monitoring reports from and speaking with government officials, local media, healthcare workers, NGOs, journalists, diplomats, security forces, and others;
2. Write and publicize reports, briefing papers, letters, news releases, op-eds, and submissions to international bodies based on research findings, including through an active social media presence;
3. Collaborate with colleagues in the multimedia team to produce videos and other visual materials that convey research findings and advocacy messages;
4. Assist in the development and implementation of local, regional, and international strategies to change abusive laws, policies, and practices and to hold those most responsible for serious abuses to account;

5. Respond promptly to queries from the media, public, and colleagues in the human rights community;
6. Identify and highlight key political and human rights trends and emerging issues, and analyze abuses within the broader political, social, and economic context to highlight factors contributing to abuses and avenues for effective change;
7. Project HRW's concerns into public debates and to generate tangible pressure on human rights abusers and to find innovative approaches in light of the obstacles and resources available;
8. Respond to and/or anticipate news events in order to press human rights issues; to assess when and where to make public interventions such as op-eds; and think creatively about using the web and social media to generate public support for human rights issues and further advocacy goals;
9. Contribute to internal HRW policy debates on issues relevant to their expertise and areas of focus;
10. Assist the director of the division and HRW's Development Department with fundraising;
11. Work closely with colleague NGOs and local human rights organizations to ensure that HRW's work complements and enhances their work;
12. Deliver outputs in a timely manner and maintain consistency with the agreed strategy and priorities of the division and organization; and
13. Carry out any other duties as required.

***Candidate Profile:***

The successful candidate will be a collaborative, strategic, and flexible researcher, writer, advocate, and public spokesperson who is ready and willing to deploy to areas affected by armed conflicts, political unrest, and other human rights crises, sometimes on short notice. The candidate should have experience documenting laws of war violations during armed conflicts and/or the use of excessive force during situations of political unrest, as well as expertise in identifying the types of weapons used in such situations. The successful candidate should be willing to work in a fast-paced, multicultural environment.

***Qualifications:***

**Education:** An advanced degree or an equivalent level of experience in international relations, journalism, law, history or social sciences is required.

**Experience:** A minimum of three years of relevant experience in research and documentation is required.

**Required Skills and Knowledge:**

1. Proven track record of working in dynamic situations, including ability to conduct interviews with victims, witnesses, officials, and a wide range of other people, is required.
2. Ability to think strategically in dynamic situations to develop and implement realistic and effective local and international advocacy and media strategies is required.
3. Ability to identify, research, analyze, and effectively communicate important human rights developments in the area of crisis and conflict work is required.
4. Ability to efficiently distil information about crisis and conflict work so as to focus time and effort on

issues of greatest importance or issues that are most capable of being influenced is required.

5. Ability to write and edit accurate, persuasive, well-organized, analytical, and timely reports and press releases is required.
6. Strong knowledge of international human rights and humanitarian law is required.
7. Excellent oral and written communication skills in English, including public speaking skills, are required. Proficiency in at least one language relevant to the research position is highly desirable, such as Russian, Spanish, French, or Arabic.
8. Experience managing physical and digital security in dynamic and at times dangerous environments is required.
9. Ability to multi-task effectively, including having good planning and organizing skills and ability to work under pressure are required.
10. Ability to manage issues related to stress and resilience in a challenging and fast-paced job is required.
11. Experience working with colleagues, staff, vendors, and partners from diverse backgrounds in a positive, collaborative, and inclusive team environment is required.
12. Strong interpersonal skills in order to work collaboratively within HRW as well as with local partners, government officials, media, and other external partners is required.
13. Experience working with innovative technologies to document human rights violations, such as remote sensing and the use of open source techniques, is highly desirable.
14. Experience and relevant training to identify the types of weapons used and their impact during situations of armed conflict and political unrest is highly desirable.

**Other:** This role requires regular domestic/international travel, sometimes with short notice, to conduct research missions, including in conflict areas. Candidates must be prepared and willing to work flexible hours to accommodate developing and urgent events as needed.

**Salary and Benefits:** HRW seeks exceptional applicants and offers competitive compensation and employer-paid benefits. HRW will pay reasonable relocation expenses and will assist employees in obtaining necessary work authorization, if required; citizens of all nationalities are encouraged to apply.

**How to Apply:** Please apply immediately or by **October 16, 2022** by visiting our online job portal at <https://careers.hrw.org/> and submitting a CV/Resume and letter of interest. No calls or email inquiries, please. Only complete applications will be reviewed, and only shortlisted candidates will be contacted.

If you are experiencing technical difficulties with your application submission, or if you require a disability-related accommodation, please email [recruitment@hrw.org](mailto:recruitment@hrw.org). Due to the large response, application submissions via email will not be accepted and inquiries regarding the status of applications will go unanswered.

***Human Rights Watch is strong because it is diverse. We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. Human Rights Watch does not discriminate on the basis of disability, age, gender identity and expression, national origin, race and ethnicity, religious beliefs, sexual orientation, or criminal record. We welcome all kinds of diversity. Our employees include people who are parents and nonparents, the self-***

***taught and university educated, and from a wide span of socio-economic backgrounds and perspectives on the world. Human Rights Watch is an equal opportunity employer.***

***Human Rights Watch*** is an international human rights monitoring and advocacy organization known for its in-depth investigations, its incisive and timely reporting, its innovative and high-profile advocacy campaigns, and its success in changing the human rights-related policies and practices of influential governments and international institutions.

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**Posting Date:** September 26, 2022

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**Expiration Date:** October 29, 2022

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**Contact:** Human Resources  
350 Fifth Avenue, New York,, New York 10118 United States

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

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**How To Apply:** <https://boards.greenhouse.io/humanrightswatch/jobs/6403481002>

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**Additional Documents:** Cover Letter

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**Visual ID:** 10060

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## **Staff Attorney**

Northwest Immigrant Rights Project

**Job Type:** Full-time

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

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**Job Description:**

**STAFF ATTORNEY POSITION**

**Detained Immigrant Advocates Unit**

**Tacoma, WA**

**Full Time, Exempt**

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

**ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:**

Founded in 1984, NWIRP is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. Each year, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 150 countries and speak over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP has a staff of over 120 and an annual budget of over \$15 million. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.

**Detained Immigrant Advocates Unit in Tacoma, WA**

The Detained Immigrant Advocates Unit (DIA Unit) is one of two units in NWIRP's Tacoma office providing direct legal services to people detained in the Northwest Detention Center in Tacoma, WA, a regional immigration detention facility where immigration officials detain up to 1,575 community members.

**SUMMARY:**

Northwest Immigrant Rights Project (NWIRP) seeks a **full-time bilingual attorney** to provide direct representation and community outreach and education to immigrant community members in Washington State. The applicants must be fluent in English and another language (Spanish is a preferred language in addition to English, but we will consider other bilingual candidates). The selected candidate must be able to start the position as soon as possible.

Under NWIRP's current COVID policies, new staff members must provide proof of COVID-19 vaccination (unless eligible for an exemption) and must wear a face mask while in all common areas at the job location. The position will be eligible for a hybrid model of work, with an expected two days in the office per week (but the candidate may choose to be fully in the office). A minimum two-year commitment to the position is preferred.

As a staff attorney, you will provide individual consultations, direct representation, and community outreach and education to immigrant community members seeking immigration protections before U.S. Citizenship and Immigration Services (USCIS) and the immigration courts in Tacoma and Seattle, the Board of Immigration Appeals, and the Ninth Circuit Court of Appeals. The staff attorney may also be assigned work

relating to other immigration matters. The staff attorney will be managing a high-volume workload with complex legal issues in immigration and criminal law.

This position is expected to travel to immigration courts in Seattle or Tacoma and USCIS offices in Seattle, Spokane or Yakima in Washington State (and occasionally in Portland, Oregon). A valid driver's license will be required in order to meet these expectations. The position may involve evening and weekend work hours.

#### **BENEFITS AND COMPENSATION:**

The beginning annual salary for licensed attorneys with no prior experience is \$72,490.34 and is higher for attorneys with specific types of experience. For example, for someone with 10 years of qualifying experience, the annual salary would be \$95,302; 20 years = \$110,948.

NWIRP is proud to be a unionized employer and this full-time position is covered by NWIRP's Collective Bargaining Agreement (CBA). NWIRP offers a generous benefits package, including:

- Fully paid health, vision & dental plans for employee-level coverage with employer-funded HRA and HSA options
- FSA and Dependent Care accounts
- Employer contribution of 3% of salary to 403(b) retirement plan
- Paid health-related leave (12 days per year)
- Generous paid vacation (16 days during your first year)
- 12 weeks of paid parental leave after 6 months of employment, plus the ability to extend with state paid leave
- 14 paid holidays with the ability to float 5 holidays
- Subsidized transit pass if based out of Seattle
- Employer-paid disability/life/AD&D coverage; Long-term care insurance
- 4 weeks of paid sabbatical after every five years of employment at NWIRP
- Eligibility to earn compensatory time
- Opportunities for paid professional development
- Relocation bonus and reimbursement for eligible new employees, per NWIRP's CBA

#### **COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION:**

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

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

#### **RESPONSIBILITIES:**

All staff attorneys are expected to:

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

- Provide direct representation to persons submitting affirmative applications with USCIS and the Department of State;
- Conduct intakes, by phone and in person, and interview clients to gather or clarify information;
- Conduct case analysis to determine eligibility for immigration protections/status under the immigration laws;
- Maintain a working knowledge of significant policies, laws, practices, and trends in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal legal system;
- Establish, organize, and maintain files up to date;
- Perform administrative tasks related to grant reporting such as timekeeping, submitting timesheets, tracking training, and other duties in a timely manner;
- Participate in NWIRP's outreach, community education, and development efforts; and
- Perform other tasks and responsibilities assigned by supervisory staff depending upon NWIRP's needs.
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**Physical demands:** While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; utilize a phone, computer, keyboard, pen, and paper. Occasional work on night and weekend hours. Travel may be required. Travel reimbursements apply.

**Emotional demands:** While performing the duties of this job, the employee is regularly required to discuss topics including, but not limited, to discrimination; child abuse, neglect, abandonment; domestic abuse; violence, and psychological trauma. Working in a detention center environment.

#### **SKILLS AND QUALIFICATIONS:**

- Law degree;
- Admission to the practice of law in a U.S. State (or having passed a State Bar and are awaiting admission);
- Demonstrated commitment to advancing and defending the rights of immigrants and willingness to support NWIRP's mission, vision, and values;
- Fluent in English **and a second language** (see specific needs above) (additional languages are encouraged);
- Familiarity working with interpreters;
- Demonstrated interest in advocating for people in detained settings;
- Commitment to creating a welcoming and professional inclusive environment for staff and clients;
- Excellent written and oral communication skills, and ability to organize information in a clear and concise manner, including strong problem solving, research, and analytical skills;
- Ability to provide trauma-informed and culturally inclusive legal representation;
- Prior experience working with survivors of domestic violence or sexual assault is preferred;
- Previous work with remote legal assistance is preferred;
- Special consideration will be given to attorneys with at least two years of prior relevant legal experience;
- Have a strong sense of judgment and decision-making;
- Strong organizational skills;
- Ability to work independently as well as in a team environment;
- Proficiency in use of web-based software, Microsoft Office applications, including Word and Excel, and web peer-to-peer communication platforms; Familiar with G-suite tools like Google Docs, Google Sheets, and Gmail; and
- The applicant must have a valid driver's license as the position involves some travel.

#### **REPORTS TO:**

Supervising Attorney



**TO APPLY:**

You will need to upload a single file document including your cover letter, resume, and list of 3 references via our careers page: <https://secure3.entertainmentonline.com/ta/90199.careers?CareersSearch>. For your cover letter, please indicate the position(s) and locations you would like to be considered for, and describe 1) how your lived or work experience make you a good fit for this role; and 2) what are some challenges you are aware of that pose barriers to providing legal advocacy to immigrant client populations in immigration detention. Full consideration will be given to those who **apply by October 13, 2022**, but applications will be accepted on a rolling basis until the positions are filled.

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**Posting Date:** September 26, 2022

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**Expiration Date:** October 30, 2022

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

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

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

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**Visual ID:** 10065

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## Associate Governmental Program Analyst

Department of Fair Employment and Housing

**Job Type:** Full-time

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**Job Location(s):**

Elk Grove, California United States

Riverside, California United States

Oakland, California United States

Los Angeles, California United States

Bakersfield, California United States

Fresno, California United States

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**Job Description:**

The incumbent performs a variety of tasks under the general supervision of the Staff Services Manager I. The Associate Governmental Program Analyst (AGPA) provides professional, quality service and accurate information to the public by accepting, investigating, and resolving the more varied and complex complaints of housing discrimination, denial of services by a public accommodation, and acts of hate violence under the Fair Employment and Housing Act, the Ralph Civil Rights Act and the Unruh Civil Rights Act. This is a full journey-level position.

This is a continuous and year-long posting with the following quarterly cutoffs:

**EMPLOYMENT TEAM 2**

- January 15
- April 15
- July 15
- October 15

***Candidates must have eligibility and submit applications in each quarter by the cutoff date in order to be considered for that round of recruitment.***

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate: Experience in or knowledge of complete investigative techniques, methodology and/or settlement of complaints. Ability to communicate effectively both verbally and in writing and establish and maintain cooperative working relationships with co-workers, members of the public, and display excellent customer service skills. Ability to operate a computer and knowledge of Excel and Word software programs. Ability to interpret and apply laws and regulations to specific situations. Ability to follow oral and written instruction and established procedures. Ability to gather and analyze facts and evidence; reason logically, draw valid conclusions, and make appropriate recommendations and participate effectively in investigations and interviews. Ability to prepare written documents and accurate detailed reports clearly and concisely. Experience working as a project leader or coordinating the efforts of representatives on projects. Ability to speak a second language (bilingual) or American Sign Language preferred, but not required.

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**Posting Date:** September 25, 2022

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**Expiration Date:** November 1, 2022

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**Contact:** Cristina S Granado  
2218 Kausen Drive, Suite 100 ELK GROVE, California 95624 United States

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

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**How To Apply:** <https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=288098>

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

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**Visual ID:** 9283

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## **LAW CENTER DIRECTOR, ASSIST, ASSOC OR FULL PROFESSOR**

The University of Wisconsin Law School (Madison WI)

**Position Type:** Full-time

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

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**Job Location(s):** Madison, Wisconsin (United States)

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**Description:**

GREAT LAKES INDIGENOUS LAW CENTER DIRECTOR, ASSIST, ASSOC OR FULL PROFESSOR  
APPLY NOW(OPENS IN A NEW WINDOW)JOB NO:256905-FA  
WORK TYPE:FACULTY-FULL TIME, ONSITE  
DEPARTMENT:LAW/LAW SCHOOL/LAW SCHOOL  
LOCATION:MADISON  
CATEGORIES:FACULTY

**JOB SUMMARY:**

The Director of the Great Lakes Indigenous Law Center (GLILC) articulates, implements, and communicates a long-range vision for the Center. Duties include the administration and management of the Great Lakes Indigenous Law Center, developing and teaching classes related to Federal Indigenous or tribal law, fundraising, obtaining grants, and promoting the work, image, and reputation of the GLILC.

**RESPONSIBILITIES:**

Teach courses and conduct research on Federal Indigenous Law, Tribal Law, or other legal subjects of importance regarding Native Nations and Indigenous people.

Formulate and articulate the Law School's vision, mission, and strategies for serving Native tribes in Wisconsin and beyond, as well as our students.

Develop and oversee courses, externships, initiatives, partnerships, and collaborations to achieve the goals of the Center.

Create, implement, and evaluate programs and services for communities we serve.

Communicate GLILC's vision, mission, and strategies to Native tribes in Wisconsin, the Midwest, and beyond, as well as to all constituencies of the Law school and University.

Promote the work, image, and reputation of the GLILC through public relations, marketing, advocacy, and other outreach.

Fundraise, including obtain gifts and grants to support the Center's goals.

**INSTITUTIONAL STATEMENT ON DIVERSITY:**

Diversity is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background - people who as students, faculty, and staff serve Wisconsin and the world.

For more information on diversity and inclusion on campus, please visit: [Diversity and Inclusion](#)

**EDUCATION:**

Required

Terminal Degree

JD or the equivalent

**QUALIFICATIONS:**

The University of Wisconsin Law School seeks entry-level and lateral candidates who show scholarly excellence or promise, as evidenced by publications, works in progress, or a research agenda. Applicants should have relevant experience such as teaching, legal practice, or a judicial clerkship. All candidates must have potential or proven success in conducting research and publishing papers in top-tier journals, and in teaching appropriate to their stage in career. To be hired at the associate or full professor level, candidates must have previous tenure-track experience and a record of excellent research, teaching, and service. Experience working with an Indigenous tribe in a professional capacity is preferred.

Once hired, faculty members are evaluated and advancement is determined by contributions in teaching, research, and service to the Law School, the university, and the profession. Candidates must meet criteria for a tenure-track faculty appointment at UW-Madison.

**COVID-19 CONSIDERATIONS:**

UW-Madison continues to follow necessary health and safety protocols to protect our campus from COVID-19. All employees remain subject to the COVID-19 Workplace Safety Policy: <https://policy.wisc.edu/library/UW-5086>. Please visit <https://covidresponse.wisc.edu> for the most up-to-date information.

**WORK TYPE:**

Full Time: 100%

It is anticipated this position requires work be performed in-person, onsite, at a designated campus work location.

**APPOINTMENT TYPE, DURATION:**

Ongoing/Renewable

**ANTICIPATED BEGIN DATE:**

AUGUST 22, 2023

**SALARY:**

Minimum \$140,000 ACADEMIC (9 months)

Depending on Qualifications

**ADDITIONAL INFORMATION:**

This vacancy is being announced simultaneously with Job #256906, Great Lakes Indigenous Law Center Director, Assist, Assoc or Full Teaching Professor; please note that only one vacancy exists.

Having two job postings allows the UW Law School to consider candidates with both tenure-track faculty credentials and non-tenure-track faculty credentials for this position.

This position will have an official start date of the Fall 2023 semester, but may start earlier by mutual agreement.

**HOW TO APPLY:**

All applicants must submit an application electronically through the Jobs at UW website:

<https://jobs.wisc.edu/>. To begin the application process at [jobs.wisc.edu](https://jobs.wisc.edu/), please search for job 256905 or 256906, and click on the "Apply Now" button. You will be asked to upload the following as one complete file upload:

1. CV - Required
2. Letter of Interest - Required
3. List of References - Optional

Review of applications through the Jobs at UW website will begin immediately and continue through the full consideration date. The deadline for ensuring full consideration is October 9, 2022; however, the position will remain open and applications may be considered until the position is filled.

**CONTACT:**

Justin Boehm

[justin.boehm@wisc.edu](mailto:justin.boehm@wisc.edu)

608-890-4466

Relay Access (WTRS): 7-1-1 (out-of-state: TTY: 800.947.3529, STS: 800.833.7637) and above

Phone number (See RELAY\_SERVICE for further information. )

**OFFICIAL TITLE:**

Professor(FA020) or Associate Professor(FA030) or Assistant Professor(FA040)

**DEPARTMENT(S):**

A451000-LAW SCHOOL/LAW SCHOOL/LAW SCHOOL

**EMPLOYMENT CLASS:**

Faculty

**JOB NUMBER:**

256905-FA

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.

If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: <https://employeeedisabilities.wisc.edu/disability-accommodation-information-for-applicants/>

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

The Annual Security and Fire Safety Report contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the University of Wisconsin Police Department.

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**Posting Date:** September 23, 2022

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**Expiration Date:** October 31, 2022

---

**Contact:** Michael States

JD

975 Bascom Mall, Room 4313 Madison, Wisconsin 53706-1399 United States

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

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**How to Apply:** All applicants must submit an application electronically through the Jobs at UW website: <https://jobs.wisc.edu/>. To begin the application process at [jobs.wisc.edu](https://jobs.wisc.edu/), please search for job 256905 or 256906, and click on the "Apply Now" button. You will be asked to upload the following as one complete file upload:

1. CV - Required
2. Letter of Interest - Required
3. List of References - Optional

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**Additional Documents:** Cover Letter

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**ID:** 10061

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## **LAW CENTER DIRECTOR, ASSIST, ASSOC, TEACHING PROFESSOR**

The University of Wisconsin Law School (Madison WI)

**Position Type:** Full-time

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

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**Job Location(s):** Madison, Wisconsin (United States)

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**Description:**

GREAT LAKES INDIGENOUS LAW CENTER DIRECTOR, ASSIST, ASSOC, TEACHING PROFESSOR  
APPLY NOW(OPENS IN A NEW WINDOW)JOB NO:256906-AS  
WORK TYPE:ONSITE, STAFF-FULL TIME  
DEPARTMENT:LAW/LAW SCHOOL/LAW SCHOOL  
LOCATION:MADISON  
CATEGORIES:TEACHING AND INSTRUCTION OF FOR-CREDIT COURSES

**JOB SUMMARY:**

The Director of the Great Lakes Indigenous Law Center (GLILC) articulates, implements, and communicates a long-range vision for the Center. Duties include the administration and management of the Great Lakes Indigenous Law Center, developing and teaching classes related to Federal Indigenous or tribal law, fundraising, obtaining grants, and promoting the work, image, and reputation of the GLILC.

**Essential Responsibilities:**

Teach courses on Federal Indigenous Law, Tribal Law, or other legal subjects of importance regarding Native Nations and Indigenous people.

Formulate and articulate the Law School's vision, mission, and strategies for serving Native tribes in Wisconsin and beyond, as well as our students.

Develop and oversee courses, externships, initiatives, partnerships, and collaborations to achieve the goals of the Center.

Create, implement, and evaluate programs and services for communities we serve.

Communicate GLILC's vision, mission, and strategies to Native tribes in Wisconsin, the Midwest, and beyond, as well as to all constituencies of the Law school and University.

Promote the work, image, and reputation of the GLILC through public relations, marketing, advocacy, and other outreach.

Fundraise, including obtain gifts and grants to support the Center's goals.

**RESPONSIBILITIES:**

Teaching Professor (TL022)

Teaching Assistant Professor (TL055)

Teaching Associate Professor (TL056)

**INSTITUTIONAL STATEMENT ON DIVERSITY:**

Diversity is a source of strength, creativity, and innovation for UW-Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

The University of Wisconsin-Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background - people who as students, faculty, and staff serve Wisconsin and the world.

For more information on diversity and inclusion on campus, please visit: [Diversity and Inclusion](#)

**EDUCATION:**

Required

Terminal Degree  
JD, or the equivalent

**QUALIFICATIONS:**

The University of Wisconsin Law School seeks entry-level and lateral candidates whose previous work experience or contributions can be characterized by excellence, distinction, and innovation in law, legal services, teaching, administration, or another field. Hiring rank will be commensurate with years of relevant experience. To be hired at the Associate or Full Teaching Professor level, candidates must have a record of excellent teaching and service.

Experience working with an Indigenous tribe in a professional capacity is preferred.

**COVID-19 CONSIDERATIONS:**

UW-Madison continues to follow necessary health and safety protocols to protect our campus from COVID-19. All employees remain subject to the COVID-19 Workplace Safety

Policy: <https://policy.wisc.edu/library/UW-5086>. Please visit <https://covidresponse.wisc.edu> for the most up-to-date information.

**WORK TYPE:**

Full Time: 100%

It is anticipated this position requires work be performed in-person, onsite, at a designated campus work location.

**APPOINTMENT TYPE, DURATION:**

Ongoing/Renewable

**ANTICIPATED BEGIN DATE:**

AUGUST 22, 2023

**SALARY:**

Minimum \$90,000 ANNUAL (12 months)

Depending on Qualifications

**ADDITIONAL INFORMATION:**

This vacancy is being announced simultaneously with Job #256905, Great Lakes Indigenous Law Center Director, Assist, Assoc or Full Professor; please note that only one vacancy exists. Having two job postings allows the UW Law School to consider candidates with both tenure-track faculty credentials and non-tenure-track faculty credentials for this position.

The official start date for this position will be Fall 2023 semester, but may start earlier by mutual agreement.

**HOW TO APPLY:**

All applicants must submit an application electronically through the Jobs at UW website: <https://jobs.wisc.edu/>. To begin the application process at [jobs.wisc.edu](https://jobs.wisc.edu/), please search for job 256906 or 256905, and click on the "Apply Now" button. You will be asked to upload the following as one complete file upload:

1. CV - Required
2. Letter of Interest - Required
3. List of References - Optional

Review of applications through the Jobs at UW website will begin immediately and continue through the full consideration date. The deadline for ensuring full consideration is October 9, 2022; however, the position will remain open and applications may be considered until the position is filled.

**CONTACT:**

Justin Boehm  
[justin.boehm@wisc.edu](mailto:justin.boehm@wisc.edu)

608-890-4466

Relay Access (WTRS): 7-1-1 (out-of-state: TTY: 800.947.3529, STS: 800.833.7637) and above  
Phone number (See RELAY\_SERVICE for further information. )



OFFICIAL TITLE:  
Teaching Professor(TL022) or Assistant Teaching Professor(TL055) or Associate Teaching  
Professor(TL056)  
DEPARTMENT(S):  
A451000-LAW SCHOOL/LAW SCHOOL/LAW SCHOOL  
EMPLOYMENT CLASS:  
Academic Staff-Renewable  
JOB NUMBER:  
256906-AS

The University of Wisconsin is an Equal Opportunity and Affirmative Action Employer. We promote excellence through diversity and encourage all qualified individuals to apply.

If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: <https://employeeedisabilities.wisc.edu/disability-accommodation-information-for-applicants/>

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

The University of Wisconsin System will not reveal the identities of applicants who request confidentiality in writing, except that the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

The Annual Security and Fire Safety Report contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the University of Wisconsin Police Department.

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**Posting Date:** September 23, 2022

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**Expiration Date:** October 31, 2022

---

**Contact:** Michael States  
JD  
975 Bascom Mall, Room 4313 Madison, Wisconsin 53706-1399 United States

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

---

**How to Apply:** All applicants must submit an application electronically through the Jobs at UW website: <https://jobs.wisc.edu/>. To begin the application process at [jobs.wisc.edu](https://jobs.wisc.edu/), please search for job 256906 or 256905, and click on the "Apply Now" button. You will be asked to upload the following as one complete file upload:

1. CV - Required
2. Letter of Interest - Required
3. List of References - Optional

Review of applications through the Jobs at UW website will begin immediately and continue through the full consideration date. The deadline for ensuring full consideration is October 9, 2022; however, the position will remain open and applications may be considered until the position is filled.

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**Additional Documents:** Cover Letter

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**ID:** 10062

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## Attorney - 3rd Year Law Student & Fellow/Clerk

King County

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

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**Job Location(s):**

Seattle, Washington United States

Kent, Washington United States

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**Job Description:**

The Department of Public Defense (DPD) seeks thoughtful, creative, energetic advocates to join our dynamic and diverse team of public defense attorneys. DPD is actively recruiting 3rd year law students, judicial clerks, and fellows to begin employment after August 2023.

DPD provides robust legal representation to indigent clients in felonies, misdemeanors, juvenile defense, family defense (dependency cases), involuntary commitment (mental illness), sex offender commitment, and inquests. We work with the community to dismantle the systems that oppress our clients, to make the traditional systems that remain as restorative as possible, and to advocate for pathways that will allow our clients to succeed. We also advocate to reduce the harm and reach of the criminal legal system and the civil legal systems that restrict our clients' liberty and to address systemic racism. We strive to create a flexible workplace culture that is inclusive, respectful, and supportive, premised on a shared anti-oppression framework.

DPD is looking for attorneys who want to be a part of the fight on behalf of our clients. Our attorneys work in teams with skilled investigators, mitigation specialists, paralegals, and other support staff to provide client-centered representation. We encourage attorneys to go to trial and our attorneys are supported by experienced supervisors. Expert services are regularly funded, in keeping with state court rules. Through its robust training program, DPD provides frequent in-house trainings and opportunities to participate in the best national trainings.

Successful candidates will be dedicated, hard-working advocates, with the ability to develop excellent trial, research, and writing skills. An ability to think critically and creatively in a fast-paced environment is essential in this role, as well as a passion for public defense and a demonstrated commitment to representing indigent persons. Strong candidates will also possess the ability to receive feedback constructively and to reflect on and modify performance accordingly.

The scope of representation expected of an attorney is determined by the nature of the case assignment and the Rules of Professional Conduct. Caseload standards are established in accordance with the State Supreme Court's Standards for Indigent Defense, union bargaining agreements, and the Washington State Bar Association Guidelines. Attorneys in DPD are expected to participate in ongoing training to improve their level of practice.

**Who May Apply:**

**Attorney - 3rd-Year Law Student:** This recruitment is open to 3rd year law student candidates graduating between December 2022 and June 2023 and may be used to fill current and/or future career service and term-limited temporary positions in any of the Department's four divisions and/or office locations in King County.

- **Fellow/Clerk:** This recruitment is open to attorney applicants engaged in legal fellowships or clerkships and may be used to fill future career service and term-limited temporary positions in any of the department's four divisions and/or office locations in King County.
- Fellow/Clerk candidates hired through this recruitment will be considered by DPD for initial salary placement at Steps 2 through 4 (\$78,361.14-\$103,617.95), dependent upon experience.

Interviews will be conducted on a rolling basis. All candidates selected for an interview will be interviewed using videoconference technology.

*First consideration will be given to candidates who apply prior to September 1, 2022. Once all positions are filled the posting will be closed.*

### **Experience, Qualifications, Knowledge, Skills**

#### **Attorney - 3rd-year Law Student/Clerk/Fellow:**

- JD from an accredited law school by December 2022 through June 2023.
- Demonstrated commitment to advocacy on behalf of marginalized communities.
- Excellent demonstrated analytical, research, writing, and oral advocacy skills.
- Ability to manage a caseload in a fast-paced environment.
- Plans to take the Washington State Bar Examination in July 2023 or, for clerks and fellows, admission to the bar in another state that would enable qualification under Rule 8.
- A valid Washington State driver's license or the ability to travel throughout King County in a timely manner.

#### **ALSO DESIRED:**

- Proficiency in languages other than English, particularly Spanish.
- Clinical training in public defense.
- Criminal defense experience.
- Lived experience involving the criminal legal system.
- Other lived experience shared by DPD's clients.

#### **Work Location**

DPD employees enjoy a flexible, hybrid in-office/telecommute workplace structure, and attorneys should expect to work both in the office and remotely, while being required to report to other locations, such as courts or jail facilities. DPD prioritizes frequent and robust client contact and in-

person court presence. DPD maintains physical offices in the following locations:

- Dexter Horton Building, 710 Second Avenue, Seattle
- Jefferson Street Building, 1401 East Jefferson, Seattle
- Meeker Street Building, 420 West Harrison Street, Kent
- 908 Jefferson St. Seattle

If assigned to the civil commitment unit, assignments are to hospitals/treatment centers throughout the county.

Rotation of staff practice area and/or work location occurs based on the needs of our clients.

### **Work Schedule**

The normal work schedule is Monday through Friday, with some night and weekend work. This position meets the provisions of the Fair Labor Standards Act and is not eligible for overtime.

### **Forms and Materials Required**

1. An online application completed at [www.kingcounty.gov/jobs](http://www.kingcounty.gov/jobs). The employment history should go back long enough to include all relevant experience.
2. A cover letter no more than two pages summarizing your experience and how you meet the required qualifications, knowledge, and skills for the position.
3. A resume.
4. A short self-authored writing sample (in .doc, .docx, or .pdf format) prepared for this selection process.

**For more information, or if you have questions about this position or process, please contact:**

Falisha Forgash

Human Resource Analyst

[fforgash@kingcounty.gov](mailto:fforgash@kingcounty.gov)

### **Job Duties**

**Based on assignment, include the following:**

- Provide legal representation to and advocacy for indigent clients.
- Communicate effectively, including with individuals who lack English proficiency.
- Handle all aspects of representation, from arraignment through trial and, if necessary, sentencing and post-trial.
- Engage in a robust motions practice involving research, writing, and arguing pretrial motions.
- Conduct plea negotiations and mitigation.
- Locate, work with, and prepare experts in various fields.

- Provide client-driven representation that includes frequent and detailed communication with the client, choosing the most effective medium for the client.
- Work with clients who may be experiencing mental illness, drug addiction, or other issues.
- Work with young adults, youth, and children.
- Work closely with and in some instances lead a team of investigators, mitigation specialists, and paralegals to develop and implement legal strategies and properly assess and address client needs.
- Handle on-call 24-hour coverage, which, per attorney, currently occurs approximately one week a year, or two Saturday calendars.
- Other duties as assigned.

**Please note:** Candidates will be offered positions based upon performance in the selection process and the needs of the work unit.

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<b>Posting Date:</b> September 22, 2022
<b>Expiration Date:</b> October 28, 2022
<b>Contact:</b> Cassandra Montgomery Administrative Specialist III 710 2nd Avenue Seattle, Washington 98104 United States
<b>Resume Receipt:</b> Other (see below)
<b>How To Apply:</b> <a href="https://www.governmentjobs.com/careers/kingcounty/jobs/3658632/attorney-3rd-year-law-student-fellow-clerk?keywords=attorney&amp;pagetype=jobOpportunitiesJobs">https://www.governmentjobs.com/careers/kingcounty/jobs/3658632/attorney-3rd-year-law-student-fellow-clerk?keywords=attorney&amp;pagetype=jobOpportunitiesJobs</a>
<b>Additional Documents:</b> Cover Letter, Writing Sample, Other Documents
<b>Visual ID:</b> 10058

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## Contract Specialist

Department of Energy (Washington, DC)

**Job Type:** Full-time

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**Job Location(s):**

Pittsburgh, Pennsylvania United States

Golden, Colorado United States

Morgantown, West Virginia United States

Washington, District of Columbia United States

Albany, New York United States

Idaho Falls, Idaho United States

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**Job Description:**

The Department of Energy is responsible for defining and advancing America's energy policy, technology, and security. Through our national laboratories and distinctive range of program centers we discover, deliver, and manage the energy breakthroughs that keep the nation and its economy safe and secure through the 21st century and beyond!

The Department of Energy is seeking motivated and highly-qualified candidates for exciting positions available in multiple locations throughout the United States.

**The mission of the Energy Department** is to ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions.

**As a Contract Specialist, you may:**

- Solicit, evaluate, negotiate, and award contracts with commercial organizations, educational institutions, nonprofit organizations, and State, local or foreign governments for furnishing products, services, construction or research and development to the Federal Government
- Administer contracts by assuring compliance with the terms and conditions of contracts, including resolution of problems concerning the obligations of the parties
- Terminate contracts by analyzing, negotiating, and settling claims and proposals
- Analyze and evaluate cost or price proposals and accounting systems data
- Plan, establish, or review contracts, programs, policies, or procedures
- Formulate and administer policies and procedures to ensure achievement of Federal socioeconomic goals, such as those affecting small business, labor surplus areas, and disadvantaged business firms
- Develop acquisition strategies and direct or manage procurement
- Provide staff advisory services in one or more of the specializations in this occupation

You must meet the Basic Requirement listed in the "Education Requirements" section and the "Specialized Experience" to qualify for this series as described below. **SPECIALIZED EXPERIENCE REQUIREMENTS:** A qualified candidate's online application and resume must demonstrate at least one year of specialized experience equivalent to the next lower grade level in the Federal service. Specialized experience for this position is defined as: **GS-07:** You must have one year of experience at a level of difficulty and responsibility equivalent to the GS-05 grade level in the Federal service. Experience is defined as: Assisting in developing appropriate solicitation packages that meet all legal, regulatory, and policy requirements in response to the needs of the agency; Identifying applicable business practices and market conditions that evaluate bid/offer or responsiveness, contractor responsibility, and contractor performance; Assisting with the evaluation of contractual agreements within a set timeframe, in order to ensure technical protocol. OR Education:

Applicants may substitute education for the required experience. To qualify based on education for this grade level you must have successfully completed one full academic year of graduate education or law school or superior academic achievement. OR Combination of education and experience: A combination of education and experience may be used to qualify for this position as long as the applicant possess specialized experience and graduate education beyond the first year of graduate study that together meet the requirements for this position. GS-09: You must have one year of experience at a level of difficulty and responsibility equivalent to the GS-07 grade level in the Federal service. Experience is defined as: Assisting in developing appropriate solicitation packages that meet all legal, regulatory, and policy requirements in response to the needs of the agency; Identifying applicable business practices and market conditions that evaluate bid/offer or responsiveness, contractor responsibility, and contractor performance; Assisting with the evaluation of contractual agreements within a set timeframe, in order to ensure technical protocol; Conducting a variety of routine, limited analyses requiring professional knowledge of contract management. OR Education: have successfully completed two full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D. B. OR Combination of Education and Experience: A combination of education and experience may be used to qualify for this position as long as the applicant possess specialized experience and graduate education beyond the first two years of graduate study that together meet the requirements for this position. GS-11: Applicants must also possess at least one year of specialized experience at or equivalent to the GS-09 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must demonstrate the following: applying acquisition, contract and procurement regulations to prepare solicitations containing appropriate provisions, clauses, terms and conditions that communicate requirements to industry; evaluating responses to solicitations for price reasonableness, compliance with terms and conditions, and adequacy of competition; coordinating contract/financial assistance actions with appropriate program/project managers to ensure contract information and documentation is accurate, complete and timely; and/or ensure acquisitions are compatible with overall mission, objectives, and projected program requirements and are consistent with mission requirements. OR FOR THE GS 11- have successfully completed a 3 full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree NOTE: There is no substitution of education for specialized experience at the GS-12 and above. GS-12: Applicants must also possess at least one year of specialized experience at or equivalent to the GS-11 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must demonstrate the following: evaluating responses to solicitations for price reasonableness, compliance with terms and conditions, and adequacy of competition; applying acquisition, contract and procurement regulations to prepare solicitations containing appropriate provisions, clauses, terms and conditions that communicate requirements to industry; and/or administering contracts to include contract scope determinations, contract modifications, supplemental agreements, justifications, approval reviews/fair opportunity evaluations and claims disputes, and contract terminations. GS-13: Applicants must also possess at least one year of specialized experience at or equivalent to the GS-12 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must demonstrate the following: analyzing, evaluating, approving, or redirecting the strategy, plans, and techniques of pre-award and post-award functions involving highly specialized acquisitions; evaluating responses to solicitations for price reasonableness, compliance with terms and conditions, and adequacy of competition; conducting acquisition planning and contract pre-award functions to include: determining method of procurement and contract type, documenting the acquisition strategy, and obtaining appropriate approvals; administering contracts to include contract scope determinations, contract modifications, supplemental agreements, justifications, approval reviews/fair opportunity evaluations and claims disputes, and contract terminations; and/or interpreting and applying relevant laws, regulations, policies, standards, or procedures to specific contracting issues. GS-14: Applicants must also possess at least one year of specialized experience at or equivalent to the GS-13 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must demonstrate the following: planning, establishing, or reviewing contracts, programs, policies, or procedures; negotiations techniques to conduct contract negotiations and deal with high level business and industry; evaluating or implementing contracting programs; leading or supervising contracting professionals providing contracting services for the acquisition of a wide range of supplies, services and/or construction; and/or contracting experience that demonstrated the ability to perform the full range of highly complex pre-award and post award activities

utilizing a variety of types of contracts. GS-15: Applicants must also possess at least one year of specialized experience at or equivalent to the GS-14 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must demonstrate the following: developing acquisition strategies and directing or managing procurements; providing staff advisory services in one or more of the specializations in this occupation; overseeing contractual actions and phases of the contract program; reviewing and analyzing the effects of proposed legislation and other regulations on acquisition programs; serving as an agency technical authority in the areas of acquisition and procurement; and/or developing policies, procedures, and guidelines pertaining to procurement. OPM Qualification Standards for the GS-1102 series can be found at the following website: OPM Qualification Standards for the GS-1102 series.

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**Posting Date:** September 22, 2022

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**Expiration Date:** October 29, 2022

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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/job/650901500>

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**Visual ID:** 9412

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## Contract Specialist GS-7/15 (Remote or In Person)

Department of Energy (Washington, DC)

**Job Type:** Full-time

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**Job Location(s):**

Albany, Oregon United States

Pittsburgh, Pennsylvania United States

Morgantown, West Virginia United States

Idaho Falls, Idaho United States

Washington, District of Columbia United States

Golden, Colorado United States

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**Job Description:**

These positions are to be filled under the OPM Government-Wide Direct Hire Authority for STEM Positions or Infrastructure Investment and Jobs Act (IIJA - P.L. 117-58). This serves as a public notice for the use of the Direct Hire Authority in accordance with 5 U.S.C. 3327 and 5 CFR 330. Under this recruitment procedure, applications will be accepted for each location/ installation identified. There may or may not be actual/projected vacancies at the time of your application.

**This series includes positions that manage, supervise, perform, or develop policies and procedures for professional work involving the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts. The work requires knowledge of the legislation, regulations, and methods used in contracting; and knowledge of business and industry practices, sources of supply, cost factors, and requirements characteristics.**

- **As a Contract Specialist, you may:** Solicit, evaluate, negotiate, and award contracts with commercial organizations, educational institutions, nonprofit organizations, and State, local or foreign governments for furnishing products, services, construction or research and development to the Federal Government
- Administer contracts by assuring compliance with the terms and conditions of contracts, including resolution of problems concerning the obligations of the parties
- Terminate contracts by analyzing, negotiating, and settling claims and proposals
- Analyze and evaluate cost or price proposals and accounting systems data
- Plan, establish, or review contracts, programs, policies, or procedures
- Formulate and administer policies and procedures to ensure achievement of Federal socioeconomic goals, such as those affecting small business, labor surplus areas, and disadvantaged business firms
- Develop acquisition strategies and direct or manage procurement
- Provide staff advisory services in one or more of the specializations in this occupation

Multiple locations exist including remote work.

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**Posting Date:** September 22, 2022

**Expiration Date:** October 29, 2022

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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/job/650901500#>

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**Visual ID:** 9413

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## Assistant Public Defender

Public Defender Corporation for the Tenth Judicial Circuit (Beckley)

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**Position Type:** Full-time

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

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

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**Description:**

Raleigh County Public Defender Corporation has an immediate opening for a Full-time Assistant Public Defender.

Experience is preferred but not required. Applicants must be licensed to practice in West Virginia and be in good standing with the State Bar. Benefits include paid leave and holidays, life and health insurance, and participation in the WV Public Employee Retirement System. Salary is commiserate with experience.

How to apply: Applicants may send cover letter, resume, and professional references to Stacey Fragile, Chief Public Defender, [sfragile@raleighdefender.org](mailto:sfragile@raleighdefender.org)

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**Posting Date:** September 21, 2022

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**Expiration Date:** November 30, 2022

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

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [sfragile@raleighdefender.org](mailto:sfragile@raleighdefender.org)

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**Additional Documents:** Cover Letter

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**ID:** 10056

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## Judicial Law Clerk

Mercer County Court House (Mercer PA)

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**Position Type:** Full-time

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

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

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**Description:**

Mercer County Court of Common Pleas (Mercer, PA) currently has an immediate opening for a Judicial Law Clerk. This is a full-time position; 35 hours per week; 8:30 a.m. to 4:30 p.m., Monday through Friday. The successful candidate will be an employee of Mercer County, subject to the control of the Courts.

There is a comprehensive benefits package, including paid holidays. An optional health insurance component does require an employee contribution.

The 2022 salary is \$41,927.25; extra compensation is available by processing Protection From Abuse petitions.

The applicant must be a graduate of an accredited law school. If not already licensed to practice in Pennsylvania, successful completion of the Pa. Bar exam is required within one year of the date of hire by Mercer County.

Interested candidates should submit the following:

- A letter of interest in the position
- Complete resume
- Law School transcript
- Writing sample

This information may be submitted via email, or regular mail to:

Bo D. McCleary, District Court Administrator

Mercer County Courthouse

North Diamond Street

Mercer, PA 16137

Tel: (724) 662-3800 ext. 2516

Email: [bmcclery@mercercountypa.gov](mailto:bmcclery@mercercountypa.gov)

Submissions will be accepted until October 21st, 2022 at 4:30 p.m.

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**Posting Date:** September 21, 2022

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**Expiration Date:** October 21, 2022

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**Contact:** Bo D. McCleary  
District Court Administrator  
North Diamond Street Mercer, Pennsylvania 16137 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [bmcclery@mcc.co.mercer.pa.us](mailto:bmcclery@mcc.co.mercer.pa.us)

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

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**ID:** 10055

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## **PROJECT RENEW STAFF ATTORNEY**

Appalachian Research & Defense Fund of Kentucky (AppalReD)

**Position Type:** Full-time

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

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**Job Location(s):** Prestonsburg, Kentucky (United States)

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**Description:**

PROJECT RENEW STAFF ATTORNEY VACANCY

AppalReD Legal Aid is recruiting for a Project Renew staff attorney in its Barbourville Office located at 700 Pitzer Street, Barbourville, KY. For over 50 years, this well-established legal services program has been serving low-income and other vulnerable clients in a 37-county area, which includes the Appalachian Mountains of eastern Kentucky and the rolling hills of south-central Kentucky. AppalReD Legal Aid operates a network of five field offices with a staff of 26 attorneys, 4 paralegals, and supporting personnel. Each office has excellent facilities and the necessary equipment to permit the staff to function as a first-class law firm.

This position is part of Project Renew which is funded by an Appalachian Regional Commission (ARC) INSPIRE grant and will focus on the civil legal needs of people in recovery from substance use disorder (SUD) to help them increase stability and overcome barriers to employment. AppalReD Legal Aid staff attorneys are generalists who handle varied caseloads in traditional poverty law areas like family law, housing, consumer, public benefits, and expungement. This position's focus will likely lead to more work in areas such as expungement, public benefits, and consumer bankruptcy. This position will be expected to assist with community legal education and outreach and to make connections with SUD recovery programs in the region.

Applicants should have a strong interest in serving the legal needs of people in recovery, in working in a rural area, and in the problems of Appalachia. License to practice law in Kentucky or eligibility for admission without examination or limited admission is preferred, but May 2022 law school graduates will be considered. Salary ranges from \$43,189 to \$64,650 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 and particularly in working on serving the civil legal needs of people in recovery. Applicants should also enclose a writing sample and list of references. Selected applicants will be asked to visit the Barbourville office and possibly AppalReD Legal Aid's administrative office in Prestonsburg. For further information and questions, interested applicants may call Robert C. Johns at (606) 889-1984.

Submission Deadline: Friday, October 14, 2022

An Equal Opportunity Employer

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**Posting Date:** September 21, 2022

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**Expiration Date:** October 14, 2022

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**Contact:** Ms. Lori Elam  
HR Dept.

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

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

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**How to Apply:** 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

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

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**ID:** 10054

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## Attorney of Chief Hearing Examiner

The West Virginia Department of Homeland Security (Charleston, WV)

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**Position Type:** Full-time

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

---

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

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**Description:**

West Virginia Department of Homeland Security

The West Virginia Department of Homeland Security is seeking an attorney to fill the position of Chief Hearing Examiner. The duties and requirements for this position are detailed in W. Va. Code Sec. 15A-9-1 et seq. The Chief Hearing Examiner will be responsible for hearing employee grievances and making rulings in level one grievance proceedings for the various divisions in the department and hearing appeals from decisions of the State Fire Commission. The person filing this position will be responsible for presiding over hearings on a wide range of employment grievances and will issue written orders granting or denying employee grievances. The Chief Hearing Examiner serves as the head of the department's Office of Administrative Hearings and will be an integral part of the department's legal team. A successful candidate will be appointed to the position of Chief Hearing Officer by the Secretary of Homeland Security. The Chief Hearing Examiner must be a member of the West Virginia State Bar and will work out of the State Capitol building in Charleston, West Virginia. . Salary is negotiable and is set by the Secretary of Homeland Security.

Any interested attorney should submit a cover letter, resume, writing sample and transcript to be considered for the position.

Address materials to: Mr. Philip Sword, Assistant Attorney General

You must have passed the bar to be considered for this position.

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**Posting Date:** September 20, 2022

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**Expiration Date:** November 30, 2022

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**Contact:** Philip Sword  
Assistant Attorney General  
1900 Kanawha Blvd., East Building 1, Suite W-400 Charleston  
<https://dhs.wv.gov/Pages/default.aspx>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** philip.sword@wv.gov

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

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**ID:** 10051

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## Litigation Attorney

Taylor Law Office (Morgantown, WV)

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**Position Type:** Full-time

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

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

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**Description:**

Litigation Attorney

Description:

Taylor Law Office has an immediate opening for a full-time litigation attorney. The ideal candidate should have at least three years of experience in insurance defense, but others with less experience are encouraged to apply. This individual should possess excellent client relationship skills, along with excellent written and oral communication skills. West Virginia Bar admission is required. The position requires significant client contact and the ability to excel when working independently. Superior client communication, writing, research, computer and organizational skills are a must. Attractive Benefits package, which includes Health, Vision, Dental, and Life Insurance, 401 (k) Plan, and Paid Vacation. This is an excellent opportunity to join a busy and growing practice area of an established firm.

Expiration Date: October 31, 2022

Contact: Emily Taylor

How to Apply: Interested applicants should send their cover letter and resume to:

Via Mail:

Taylor Law Office

Attn: Emily Taylor

330 Scott Avenue, Suite 3

Morgantown, WV 26508

Via Email:

etaylor@taylorlawofficewv.com

Additional Documents: Two legal writing samples (no more than 10 pages), two or more references

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**Posting Date:** September 20, 2022

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**Expiration Date:** October 31, 2022

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**Contact:** Emily A Taylor  
Office Manager  
34 Commerce Drive, Suite 201 Morgantown , West Virginia 26501 United States

<http://taylorlawofficewv.com/>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** etaylor@taylorlawofficewv.com

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

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**ID:** 10050

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## **Private Investment Funds Associate (#739)**

Dorsey & Whitney LLP (Minneapolis, MN)

**Job Type:** Full-time

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

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**Job Description:**

Dorsey & Whitney LLP is seeking a Private Investment Funds Associate with at least three years of experience to join the Corporate Group in our Dallas office. This associate will work with sponsors of and investors in investment funds (including private equity, real estate and credit funds) and other investment vehicles in structuring, offering, managing, investing and related regulatory matters.

The following qualifications are required:

- at least three years of experience with investment fund formation and offerings (both domestic and offshore funds)
- experience in formation of private fund investment funds, fund/sponsor management companies and fund general partners;
- client-service orientation
- top academic credentials
- Texas bar admission

The following qualifications are a plus:

- working knowledge of applicable securities laws and regulations (Securities Act of 1933, the Investment Company Act and the Investment Advisers Act)
- familiarity with applicable tax and ERISA issues relevant to funds
- underlying private equity deal experience
- reviewing and negotiating fund documents on behalf of institutional investors
- managed accounts and single investor funds;
- compliance procedures for investment advisers and other private investment fund regulatory and compliance matters
- bilingual or multilingual

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

Among Dorsey's many distinguished alumni are U.S. Supreme Court Justice Harry Blackmun, noted law professor and scholar William Prosser, Minnesota's first woman judge Betty Washburn, former U.S. Vice President and Ambassador to Japan Walter Mondale, U.S. Senator Amy Klobuchar, former Corporation Counsel of the City of New York Zachary Carter, and U.S. Secretary of Agriculture Tom Vilsack. 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)
- Top 100 Adoption-Friendly Workplace (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 612-492-5033.

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**Posting Date:** September 20, 2022

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**Expiration Date:** October 27, 2022

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**Contact:** Brianna Rod  
50 South 6th Street Minneapolis, Minnesota 55402 United States

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

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

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**Visual ID:** 10052

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## IMMIGRATION ATTORNEY

Richard Tarzia, Esq. (NEW YORK NY)

**Job Type:** Full-time

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

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**Job Description:** *Associate Immigration Attorney*

Small boutique immigration law firm seeks an experienced Immigration Attorney (6 months+). Must have some immigration court experience. Bar admission (Any state, NY preferred) is required. No heavy case load.

Major Responsibilities:

- Immigration court and USCIS interview appearances.
- Draft legal documents, motions, briefs, and appeals. (Will train)
- Scrutinize legal documents drafted by legal assistants or attorneys
- Independently handle caseloads.
- Advise clients on legal matters.

To be considered, please attach resume, cover letter and, a writing sample.

Salary commensurate with relevant experience. Salary review every year based on performance. Generous Paid Vacation, personal and sick days.

Job Type: Full-time Preferred, will consider qualified part-time or per diem candidate.

Pay: \$75-\$95,000- Full Time, Per Diem will be based on experience.

Some Immigration Court Experience Preferred. We will train the right person. NY/NJ License preferred.

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**Posting Date:** September 19, 2022

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**Expiration Date:** October 17, 2022

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**Contact:** Richard Tarzia  
Owner  
22 East Broadway New York, New York 10002 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** rtarzia@comcast.net

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

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**Visual ID:** 10009

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## Law Clerk

Washington County Courthouse (Washington, PA)

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**Position Type:** Full-time

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

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

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**Description:**

There is a Law Clerk position available with Judge Gary Gilman 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.

Position includes medical coverage and vacation time.

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

The Honorable Gary Gilman  
Washington County Courthouse  
One South Main Street, Suite 2001  
Washington, PA 15301

Or email the documents to: [robin.cole@washingtontcourts.us](mailto:robin.cole@washingtontcourts.us)

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**Posting Date:** September 19, 2022

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**Expiration Date:** October 31, 2022

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**Contact:** Robin Cole  
Secretary to Judge Gilman  
One South Main Street, 3rd floor Washington, Pennsylvania 15301 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [robin.cole@washingtontcourts.us](mailto:robin.cole@washingtontcourts.us)

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

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**ID:** 10047

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## Post-Grad 1-Year Law Clerk – Prosecutor’s Office

Clark County District Attorney's Office (Las Vegas, NV)

**Position Type:** Full-time

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**Practice Area(s):** Appellate, Crminal - Prosecution, GOVERNMENT/SERVICE, CRIMINAL JUSTICE

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

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**Job Location(s):** Las Vegas, Nevada (United States)

**Description:**

Most prosecutors in the Clark County District Attorney’s Office begin their careers as Law Clerks. The Clark County District Attorney’s Office employs Law Clerks in the Criminal, Juvenile, and Civil Divisions.

- Law Clerks in the Criminal & Juvenile Divisions are full-time employees assigned to the Criminal Appeals Unit or Child Welfare Unit for a one-year term position.

- Law Clerks in Criminal Appeals responsibilities include:

- o drafting responses to appellate briefs
- o drafting oppositions to post-conviction writs of habeas corpus
- o drafting oppositions to various other post-conviction motions

- A Law Clerk in the Child Welfare Unit performs research for use in child abuse and neglect cases litigated in Family Court, and in advising the Department of Family Services on policy and procedure, adoptions and foster care licensing issues, and compliance with federal laws and regulations.

- Upon passing the Nevada Bar, Law Clerks are deputized, and may begin to handle some courtroom responsibilities.

- Law Clerks begin to receive training in responsibilities of Deputy District Attorneys after several months of handling Law Clerk duties.

- Law Clerks apply for Deputy District Attorney positions during the year term.

- Bar membership is not required. JD at time of employment is required. Students in the last year of law school are encouraged to apply.

Current 3Ls are eligible for this position. Bar membership is not required.

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**Posting Date:** September 19, 2022

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**Expiration Date:** November 1, 2022

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**Salary Range:** 60,000 - 69,999

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**Contact:** Ms. Nell Christensen  
Chief of Recruiting  
200 E Lewis Ave Las Vegas, Nevada 89101 United States  
<http://clarkcountynv.gov>

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

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**How to Apply:** All applications must be submitted online through Clark County's website.  
Please follow the directions for applying detailed on the website.  
[https://www.governmentjobs.com/careers/clarkcounty/jobs/3641135/law-clerk?  
keywords=law%20clerk&pagetype=jobOpportunitiesJobs](https://www.governmentjobs.com/careers/clarkcounty/jobs/3641135/law-clerk?keywords=law%20clerk&pagetype=jobOpportunitiesJobs)

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

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**Requested Document Notes:** Resume is required at time of online application. Transcripts and writing samples are required prior to interview.

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**ID:** 10048

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## **Privacy & Cybersecurity Associate or Senior Attorney (#737)**

Dorsey & Whitney LLP (Minneapolis, MN)

**Job Type:** Full-time

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**Job Location(s):**  
Denver, Colorado United States

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**Job Description:**

Dorsey & Whitney LLP is seeking an experienced Privacy and Cybersecurity Associate or Senior Attorney to join our Denver office. This associate or senior attorney will have the opportunity to work on a wide variety of matters, including counseling on privacy and data security matters, handling security incidents, drafting privacy and security-related policies and agreements, and assisting with privacy and security matters in transactions, including mergers and acquisitions and licensing. This is an opportunity to take significant responsibility over current matters and have substantial client contact.

Dorsey's Cybersecurity, Privacy & Social Media practice, part of Dorsey's Technology Commerce Practice Group, focuses on providing practical legal solutions to help global businesses address the challenge of cybersecurity in a networked and mobile world. We have a thriving practice and growing team, with attorneys in the U.S., U.K. and Asia. Our team services a range of clients, from Fortune 100 multinational corporations to start-ups, on all aspects of privacy and cybersecurity and works with exciting technologies like facial recognition, drones, machine learning, and connected IoT devices.

Qualified candidates will have:

- At least three years of experience in data privacy work, including security/data breach incident response and counseling, internal privacy and data security-related policies and incident response plans, negotiating and drafting technology vendor agreements or the data privacy/security terms of such agreements, privacy compliance counseling and regulatory guidance, privacy policy drafting, cybersecurity assessments/risk audits, and M&A diligence and transaction experience related to privacy and data security;
- Excellent communication and writing skills;
- Top academic credentials; and a
- A JD degree from an ABA-accredited law school

Colorado bar admission preferred.

For Denver applicants only (as required by the Colorado Equal Pay Act): The starting salary for associate positions in our Denver office is \$180,000. Pay is determined based on a variety of factors including, but not limited to, depth of experience in the practice area. Associates are eligible to participate in Dorsey's associate bonus program, subject to the program's conditions and restrictions.

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:

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- Development and Infrastructure
- Energy & Natural Resources
- Food, Beverage & Agribusiness
- Healthcare
- Technology

Among Dorsey's many distinguished alumni are U.S. Supreme Court Justice Harry Blackmun, noted law professor and scholar William Prosser, Minnesota's first woman judge Betty Washburn, former U.S. Vice President and Ambassador to Japan Walter Mondale, U.S. Senator Amy Klobuchar, former Corporation Counsel of the City of New York Zachary Carter, and U.S. Secretary of Agriculture Tom Vilsack. 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)
- Top 100 Adoption-Friendly Workplace (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 612-492-5033.

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**Posting Date:** September 16, 2022

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**Expiration Date:** October 22, 2022

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**Contact:** Brianna Rod  
50 South 6th Street Minneapolis, Minnesota 55402 United States

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

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

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**Visual ID:** 10043

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## Securities Litigation and Marketing Associate

The Rosen Law Firm, P.A.

**Job Type:** Full-time

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**Job Location(s):**

New York, New York United States

Philadelphia, Pennsylvania United States

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**Job Description:**

Prominent national plaintiffs' firm specializing in securities class actions and complex shareholder litigation seeks a new graduate or an associate with 0 to 3 years of litigation experience for its Jenkintown, PA office. We are one of the leading plaintiffs' securities class actions firms in the nation, having been recognized by courts and peers alike. Our busy practice provides younger attorneys with significant responsibilities in the handling of our cases.

The ideal candidate will have the following skill set and qualities:

- capable of working independently
- prior sales or customer service experience
- proficiency with Excel
- excellent verbal communication skills
- knowledge of the financial markets
- excellent writing skills
- excellent research skills
- self-disciplined
- positive attitude

Please email your resume to [resumes@rosenlegal.com](mailto:resumes@rosenlegal.com).

The Rosen Law Firm represents investors throughout the globe, concentrating its practice in securities class actions and shareholder derivative litigation. Rosen Law Firm was Ranked No. 1 by ISS Securities Class Action Services for number of securities class action settlements in 2017. The firm has been ranked in the top 4 each year since 2013 and has recovered hundreds of millions of dollars for investors.

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**Posting Date:** September 16, 2022

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**Expiration Date:** October 23, 2022

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**Contact:** Phillip Kim

275 Madison Ave., 34th Floor New York, New York 10016 United States

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**Resume Receipt:** Email Resume, Online

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

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

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**Visual ID:** 10044

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## **Staff Services Manager I (Supervisory)**

Department of Fair Employment and Housing

**Job Type:** Full-time

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**Job Location(s):**

Elk Grove, California United States

Los Angeles, California United States

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**Job Description:**

Under the general supervision of the Staff Services Manager II (SSM II) the incumbent performs a variety of tasks with minimal oversight and substantial authority. The Staff Services Manager I (SSM I) functions as the lead in a supervisory capacity, coordinating and planning case processing.

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**Posting Date:** September 16, 2022

---

**Expiration Date:** October 22, 2022

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**Contact:** Cristina S Granado

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

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

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**How To Apply:** Please use the link below to review the position and to submit your application package.  
<https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=328960>

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**Visual ID:** 10040

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**ASSISTANT PUBLIC DEFENDER (Spring Class 2023)**

The Maryland Office of the Public Defender (Maryland)

**Position Type:** Full-time**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)**Job Location(s):** , Nationwide (United States)**Description:****ASSISTANT PUBLIC DEFENDER POSITIONS**

(Spring Class 2023)

The Maryland Office of the Public Defender (OPD) seeks dynamic, dedicated, and client-centered litigators to serve as Assistant Public Defenders in offices across Maryland. Following a lengthy hiring freeze and an unprecedented number of retirements and turnover, OPD is excited to hire attorneys to join offices across Maryland. OPD currently has opportunities for candidates at all experience levels. Offers will be made for specific jurisdictions based on the candidate's stated geographic limitations and preferences as well as OPD's needs. Successful candidates for these positions will begin their employment with OPD on a rolling basis between October, 2022 and February, 2023. All selected candidates, regardless of start date, will attend OPD's Gideon's Promise program together on February 1, 2023.

Our vision is for Justice, Fairness, and Dignity for All and we are committed to our core values of a culture of excellence, client-centered representation, tenacious advocacy, and remain united as a

team in achieving our mission. At OPD we use our legal education and experience to fight for justice and fairness, no matter what and we refuse to remain silent in the midst of human suffering. Our unique talents, identities, educational backgrounds, and perspectives guide us in representing our clients. We stand up against prejudice, systemic racism, and inequity in all of the spaces we occupy. OPD seeks candidates that will join us in providing compassionate, competent, zealous, and client-centered representation to all of our clients. Learn more about our mission and commitment to diversity, equity, and inclusion.

**POSITION OVERVIEW & PRIMARY RESPONSIBILITIES**

Assistant Public Defenders combine their demonstrated dedication to the representation of indigent clients with their strong litigation skills to provide exceptional representation. With training and support, attorneys in these positions are expected to work independently in managing an active caseload while simultaneously working in a team-oriented environment focused on

a client- centered approach to advocacy.

- Ability to competently and resourcefully prepare for and manage an active caseload.
- Effectively and compassionately communicate with clients, colleagues, and service providers to ensure optimal outcomes for clients.

- Continuously seek professional and personal development through trainings, continuing legal education, and trial skills courses.

- Ensure clients are consistently heard and respected.

- Passionate and zealous representation of clients charged with criminal and traffic matters at every stage of the criminal process.

**CORE COMPETENCIES AND REQUIREMENTS:**

- Demonstrated commitment to serving communities who have been pushed to the margins.
- Clear dedication to upending systemic racism, prejudice, and unfairness in the criminal justice system.
- Compassion.
- Ability to communicate effectively with people with different backgrounds and lived experiences.
- Ability to thrive in a fast-paced, diverse, team-oriented environment.



- Exceptional organizational, legal, and administrative skills necessary to handle a high caseload.
- All offers will be contingent on membership in good standing with the bar in advance of the scheduled start date.<sup>1</sup>

HOW TO APPLY: If you wish to be considered please fill out the state wide application found here.

Additionally, click here to fill out the supplemental form and please submit the following items in one email to [opd-jobs.law@maryland.gov](mailto:opd-jobs.law@maryland.gov): (1) current resume, (2) cover letter addressing the above

qualifications, (3) a list of references; and (4) law school transcript (if within 3 years of graduation). In the subject line of the email please indicate "Assistant Public Defender." Incomplete applications will not be considered.

CLOSING DATE: NOVEMBER 11, 2022

WE HIGHLY ENCOURAGE CANDIDATES TO APPLY AS SOON AS POSSIBLE OFFERS WILL BE MADE ON A ROLLING BASIS

The Maryland Office of the Public Defender is proud to be an equal opportunity employer. We are

committed to building a culturally diverse staff and strongly encourage people historically underrepresented in the practice of law to apply. Assistant Public Defenders are full -time employees who serve at the pleasure of the Public Defender. Criminal Procedure Art., Section 16-203(d). Assistant Public Defenders cannot engage in the private practice of law while in this position.

1 To be eligible for these positions you must be admitted to the bar in advance of December, 2022.

Accordingly most current law students are not eligible. For candidates awaiting bar results, offers

will be made contingent on admission to a bar in advance of the set start date. Attorneys barred in

another state must become members of the Maryland Bar within of start date.

---

**Posting Date:** September 15, 2022

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**Expiration Date:** November 11, 2022

---

**Contact:** Christopher Mayer  
Office Manager  
Maryland United States

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** [opd-jobs.law@maryland.gov](mailto:opd-jobs.law@maryland.gov)

---

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

---

**Requested Document Notes:**

HOW TO APPLY:

fill out the supplemental form and please submit the following items in one email to [opd-jobs.law@maryland.gov](mailto:opd-jobs.law@maryland.gov): (1) current resume, (2) cover letter addressing the above qualifications, (3) a list of references; and (4) law school transcript (if within 3 years of graduation). In the subject line of the email please indicate "Assistant Public Defender." Incomplete applications will not be considered.

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**ID:** 10033

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## **ASSISTANT PUBLIC DEFENDER I: (Fall Class 2023)**

The Maryland Office of the Public Defender (Maryland)

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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):** , Nationwide (United States)

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**Description:**

ASSISTANT PUBLIC DEFENDER I:  
LOCATIONS THROUGHOUT MARYLAND (FALL CLASS 2023)

The Maryland Office of the Public Defender (OPD) seeks dedicated and client-centered litigators for its Fall Class 2023 to serve as Assistant Public Defenders in District Court locations throughout the State of Maryland. OPD provides superior representation to indigent defendants throughout the State of Maryland. We are committed to building a culturally diverse staff and strongly encourage people historically underrepresented in the practice of law to apply. OPD's vision is for Justice, Fairness, and Dignity for All and we are committed to our core values of a culture of excellence, client-centered representation, tenacious advocacy, and remain united as a team in achieving our mission. Learn more about our mission and commitment to diversity, equity, and inclusion.

**OVERVIEW OF THE POSITION:**

An Assistant Public Defender combines their demonstrated commitment with their strong and zealous litigation skills to provide exceptional representation on behalf of their clients. Candidates with limited/moderate amount of criminal trial experience interested in joining OPD to do criminal trial work are invited to apply. Offers will be made for specific jurisdictions based on OPD's needs and the candidate's stated geographic limitations and preferences. Successful candidates for these positions will begin their employment with OPD in late August/early September 2023.

**PRIMARY RESPONSIBILITIES:**

- Zealous representation of indigent defendants charged with misdemeanor criminal and traffic matters.
- Ability to competently and resourcefully prepare for and manage an active caseload; including, but not limited to the handling of bail review hearings, District Court trials, preliminary hearings, violation of probation hearings, and modification of sentence hearings.
- Effectively and compassionately communicate with clients, colleagues, and providers for optimal client outcome.
- Continuously seek professional development through trainings, continuing legal education and trial skills courses.

**CORE COMPETENCIES AND REQUIREMENTS:**

- Demonstrated commitment to serving communities who have been pushed to the margins.
- Clear dedication to upending systemic racism, prejudice, and unfairness in the criminal justice system.
- Compassion.
- Strong interpersonal skills and the ability to communicate effectively with people with different backgrounds and lived experiences.
- Ability to thrive in a fast-paced, diverse, team-oriented environment.
- Exceptional organizational, legal, and administrative skills necessary to handle a high

caseload.

- Exposure to the proceedings and pace of the District Court (litigation experience or judicial clerkship helpful).
- All offers will be contingent on membership in good standing with the bar in advance of the scheduled start date<sup>1</sup> (unfortunately, this means most third year law students are not eligible)<sup>2</sup>. Non-Maryland attorneys must commit to becoming a member of the MD bar within 18 months of their start date.

**HOW TO APPLY:**

To be considered for this position please click here to fill out the application and please submit the following items in one email to [opd-jobs.law@maryland.gov](mailto:opd-jobs.law@maryland.gov): (1) current resume, (2) cover letter, (3) a list of three references, and (4) a law school transcript (if within 3 years of graduation). In the subject line of the email please indicate "Fall Class 2023." Incomplete applications will not be considered.

**CLOSING DATE:** OCTOBER 24, 2022

The Maryland Office of the Public Defender is proud to be an equal opportunity employer. Assistant Public Defenders are full-time employees who serve at the pleasure of the Public Defender. Criminal Procedure Art., Section 16-203(d). Assistant Public Defenders cannot engage in the private practice of law while in this position.

1 Are you barred and available to start before February, 2023? Apply to the Spring Class 2023 and

let us know your availability on the application form.

2 Are you a 3L who will not be admitted to the bar by August, 2023 but looking for a position with

OPD post-graduation? Click here to learn more about applying to OPD as a third year law student.

---

**Posting Date:** September 15, 2022

---

**Expiration Date:** October 24, 2022

---

**Contact:** Christopher Mayer  
Office Manager  
Maryland United States

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** [opd-jobs.law@maryland.gov](mailto:opd-jobs.law@maryland.gov)

---

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

---

**ID:** 10034

---

## Attorney 1 - Bureau for Medical Services

West Virginia Department of Health and Human Resources (Parkersburg, WV )

**Position Type:** Full-time

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

---

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

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**Description:**

Attorney 1 - Bureau for Medical Services  
WV Department of Health and Human Resources

40 reviews  
Charleston, WV 25301

\$45,042 - \$83,326 a year - Full-time

Responded to 75% or more applications in the past 30 days, typically within 1 day.

[Apply now](#)

Job details

Salary  
\$45,042 - \$83,326 a year

Job Type

Full-time

Qualifications

Work authorization (Required)

Bachelor's (Preferred)

Benefits

Pulled from the full job description

Dental insurance

Employee discount

Health insurance

Health savings account

Paid time off

Retirement plan

[Show 1 more benefit](#)

Full Job Description

\*Please note, by clicking APPLY, you are requesting that a DHHR Recruitment Team Member reach out to you regarding further pertinent application steps.

Nature of Work

Department of Health and Human Resources (DHHR)/Bureau for Medical Services (BMS)/Kanawha

Co.-Under direct supervision of the general counsel, service as lead attorney for the WV Bureau for Medical Services (BMS) Managed Care Organizations (MCO) Program. This includes drafting and updating large MCO contract/agreement; be very familiar with all federal MCO statutes, regulations and guidance; providing legal research and advice on an Ad Hoc basis for BMS leadership and other staff related to Managed Care; engaging in written and telephonic correspondence with BMS's federal partner, the Center for Medicare and Medicaid Services (CMS) related to WV's MCO Program; engaging in written and telephonic communication with representatives from WV related to the MCO program; attending regular conference calls and meetings with WV's Medicaid MCO's and WV MCO's consulting and actuarial vendor and MCO broker; assisting WV BMS staff with all contract enforcement related actions against MCO's such as corrective action plans; also serve as lead attorney for WV CHIP. Perform legal research and advise as needed by BMS/CHIP leadership and other employees, including interpretation of federal and state statutes and regulations, court cases and other guidance. Most research would be related to Managed Care but could extend to into other Medicaid or CHIP related areas. Work with leadership on creating an annual legislative agenda and draft; review and communicate with legislative staff in support to the legislative agenda, mostly related to Managed Care. Perform other duties as required for legal support of BMS and CHIP; May include drafting and filing State Plan Amendments (SPA) for WV Medicaid Plan; responding to Freedom of Information Act (FOIA) Requests; overseeing litigation in which BMS is involved; working on issues related to providers for BMS Medicaid; reviewing and advising on policy manual provisions; reviewing and approving procurement documents; working on Medicaid Waiver related documents. Other related duties as assigned. #DHHRJOBS

#### Minimum Qualifications

Training: Graduation from a regionally accredited or American Bar Association accredited law school.

Special requirement for the Department of Tax and Revenue: Admission to the West Virginia State Bar before the end of a probationary period which may not exceed twelve (12) months.

\*\*\*DETAILS OF RELATED EXPERIENCE MUST BE SHOWN IN THE WORK EXPERIENCE SECTION OF YOUR ONLINE APPLICATION\*\*\*

Job Type: Full-time

Pay: \$45,042.00 - \$83,326.00 per year

#### Benefits:

Dental insurance  
Employee discount  
Health insurance  
Health savings account  
Paid time off  
Retirement plan  
Vision insurance  
Schedule:

8 hour shift  
Day shift  
Monday to Friday  
Education:

Bachelor's (Preferred)  
Work Location: One location

Hiring Insights

Application response rate: 77%

Hiring 1 candidate for this role

Job activity  
Posted 2 days ago

2 days ago

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

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**Posting Date:** September 15, 2022

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**Expiration Date:** October 31, 2022

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**Contact:** Joshua Kirwan  
Recruitment and Retention Specialist  
Parkersburg, West Virginia United States

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

---

**How to Apply:** <https://www.indeed.com/?from=gnav-viewjob>

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**Additional Documents:** Cover Letter

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**ID:** 10038

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## Child Advocate Attorney

West Virginia Department of Health and Human Resources (Parkersburg, WV )

**Position Type:** Full-time

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

---

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

---

**Description:**

Child Advocate Attorney  
WV Department of Health and Human Resources

Parkersburg, WV 26102

\$45,129 - \$83,488 a year - Full-time

WV Department of Health and Human Resources

40 reviews

Read what people are saying about working here.

[Apply now](#)

[Job details](#)

[Salary](#)

\$45,129 - \$83,488 a year

[Job Type](#)

Full-time

[Qualifications](#)

Admission to practice law in the State of West Virginia (Preferred)

Work authorization (Preferred)

[Benefits](#)

Pulled from the full job description

401(k)

Dental insurance

Health insurance

Life insurance

Paid time off

Retirement plan

[Show 2 more benefits](#)

[Full Job Description](#)

\*Please note, by clicking APPLY on Indeed, you are requesting that a DHHR Recruitment Team Member reach out to you regarding further pertinent application steps.

Nature of Work - Under administrative direction, represents children, unless otherwise provided, in establishing paternity, establishing child support orders, enforcing support orders, proceeding in Uniform Reciprocal Enforcement of Support Act (URESA) cases, making recommendations regarding child support or spousal support, enforcing spousal support obligations, and related matters including, but not limited to, providing informational pamphlets to the public, instituting collection proceedings, and complying with state and federal statutory and regulatory



requirements, Child Advocate Office policy, and audit requirements. Responsible for applying federal and state law mandates and federal code of regulations, and state policies and procedures in the provision of equal services to applicants for services of the Child Advocate Office. Responsible for coordination of all duties to be performed by administrative support staff, and for maintaining regional statistical records necessary to ensure federal and state reporting requirements of the IV-D program are met. Responsible for ensuring that federal audit requirements are met through performance standards and compliance to the federal requirements. Directly supervises and assumes all responsibility for all work and all personnel of the regional office, and is responsible for implementing a state-administered cost-effective regional Child Advocate Office, and for initiating measures to ensure the program operates in an effective and efficient manner. Supports the child advocate program, and will publicize the program's services and promote the Child Advocate Office throughout the communities to which assigned by the State Office. May be temporarily assigned from one geographical area to another geographical area. Performs related work as required.

#### Minimum Qualifications

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

Experience: Two years of full-time or equivalent part-time paid experience as an attorney.\_\_\_\_  
\*\*

Substitution: Full-time or equivalent part-time paid professional employment with the Child Advocate Office, (including experience as a Child Advocate Office Legal Assistant) or with a child support agency for another state may substitute for the required experience on a year-for-year basis.

SPECIAL REQUIREMENT: Availability of a car for continuous use is a specific requirement of employment.

Job Type: Full-time

Pay: \$45,129.00 - \$83,488.00 per year

Benefits:

401(k)  
Dental insurance  
Health insurance  
Life insurance  
Paid time off  
Retirement plan  
Tuition reimbursement  
Vision insurance  
Schedule:

8 hour shift  
Day shift  
Monday to Friday  
License/Certification:

Admission to practice law in the State of West Virginia (Preferred)  
Work Location: One location

Hiring Insights  
Application response rate: 77%

Hiring 1 candidate for this role

Urgently hiring

Job activity  
Posted 30+ days ago

30+ days ago

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

---

**Posting Date:** September 15, 2022

---

**Expiration Date:** October 31, 2022

---

**Contact:** Joshua Kirwan  
Recruitment and Retention Specialist  
Parkersburg, West Virginia United States

---

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

---

**Default email for resumes.:** joshua.p.kirwan@wv.gov

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**How to Apply:** <https://www.indeed.com/job/child-advocate-attorney-6499371b851eea03>

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**Additional Documents:** Cover Letter

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**ID:** 10035

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## DHHR Legislative Affairs Counsel

West Virginia Department of Health and Human Resources (Parkersburg, WV )

**Position Type:** Full-time

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

---

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

---

**Description:**

DHHR Legislative Affairs Counsel  
WV Department of Health and Human Resources

Charleston, WV 25301

\$80,000 - \$90,000 a year - Full-time

WV Department of Health and Human Resources

40 reviews

Read what people are saying about working here.

Apply now

Job details

Salary

\$80,000 - \$90,000 a year

Job Type

Full-time

Qualifications

Doctorate (Required)

governmental or public affairs: 4 years (Preferred)

Benefits

Pulled from the full job description

401(k)

Dental insurance

Flexible spending account

Health insurance

Life insurance

Paid time off

Show 3 more benefits

Full Job Description

This position develops and manages the Department's legislative program to ensure the programmatic goals of the DHHR and its bureaus and offices are achieved. The position is a member of the executive team charged with managing the Department's communications with members of the W. Va. Legislature and U.S. Congress and with influencing statutory changes impacting the

Department's management of the state's health and human resources.

Specific responsibilities include, but are not all inclusive:

Keep the Secretary's Office current and fully informed on all state and federal legislative matters;  
Engage with the secretary, deputy secretaries, general counsel, and bureau commissioners to identify legislative needs and formulate legislative proposals for submission to the Governor's Office;  
Proposes strategies to amend and improve statutes and legislative rules;  
Responsible for building legislative interest and understanding of legislation introduced by the Department annually;  
Establish and manage key relationships with other state agencies, elected officials at all levels, and advocates to maintain day-to-day understanding of state activities and possible impact to DHHR;  
Maintain a constant presence developing, building, and expanding relationships with public officials in the Capitol building as the Department's main point of contact;  
Identify and secure bill sponsors and create educational fact sheets and documentation in support of legislative and budget initiatives;  
Communicate the Department's positions on bills to members of the Legislature, and ensure effective oral and written communication with key legislators, particularly those on the Department's committees of reference;  
Respond to requests from legislators and legislative staff in a timely and professional manner;  
Provide weekly legislative updates to DHHR staff during the legislative session;  
Attend and participate in legislative liaison meetings to maintain close coordination with other state agencies and the Governor's Office on all legislative issues;  
Identify, develop, and lead strategic policy initiatives to advance department goals in collaboration with the secretary, deputy secretaries, general counsel, and bureau commissioners;  
Engage with various boards and commissions of the Department and other agencies to determine legislative needs or advice on policy directions;  
Represent the Department's interests on state legislative matters with external stakeholders;  
Coordinate with and coach Department staff to prepare for appearances at legislative committees or other meetings and hearings;  
Work with DHHR's Budget Director to develop strategies to achieve the Department's financial goals by securing passage of its budget requests;  
Coordinate and assist the Budget Director with fiscal notes, and develop communications on fiscal impacts as necessary;  
Assist in analyzing, researching, and formulating official legislative testimony, PowerPoint presentations and talking points;  
Periodically testify before the Legislature on the Department's behalf;  
Monitor federal legislative proposals and policies; and  
Oversee timetable and drafting of bills, rules, annual reports, and legislative audit responses.

#### MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

1. Four years of professional experience in a governmental, public affairs, or business organization with primary responsibility for the research, development, planning and review of legislative and/or regulatory programs.

AND

2. Must be admitted to the practice of law in the state of West Virginia.

#### PREFERRED QUALIFICATIONS

Understanding of the functions of DHHR and its role in state government  
Understanding of the state's legislative process  
Understanding of federal and state laws, policies, and issues affecting the Department  
Experience advocating complex issues on behalf of an entity at the Legislature

Experience drafting statutes, legislative rules, annual reports, and audit responses  
Understanding of the principles of public administration  
Experience developing and implementing public policy  
Proficiency in oral and written communication  
Ability to problem solve and execute decisions  
Ability to work in a complex political environment  
Excellent government relations, negotiation, and consensus building skills  
High energy, maturity, independent judgment, and leadership skills  
Job Type: Full-time

Pay: \$80,000.00 - \$90,000.00 per year

Benefits:

401(k)  
Dental insurance  
Flexible spending account  
Health insurance  
Life insurance  
Paid time off  
Parental leave  
Retirement plan  
Vision insurance  
Schedule:

Monday to Friday

Education:

Doctorate (Required)  
Experience:

governmental or public affairs: 4 years (Preferred)  
Work Location: One location

Hiring Insights  
Application response rate: 77%

Hiring 1 candidate for this role

Job activity  
Employer reviewed job 13 days ago

Posted 28 days ago

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

---

**Posting Date:** September 15, 2022

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**Expiration Date:** October 31, 2022

---

**Contact:** Joshua Kirwan  
Recruitment and Retention Specialist  
Parkersburg, West Virginia United States

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

---

**How to Apply:** <https://www.indeed.com/?from=gnav-homepage>

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**Additional Documents:** Cover Letter

---

**ID:** 10037

---

## General Counsel

West Virginia Department of Health and Human Resources (Parkersburg, WV )

**Position Type:** Full-time

---

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

---

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

---

**Description:**

<https://www.indeed.com/job/general-counsel-62500b32ad6be41d>

General Counsel  
WV Department of Health and Human Resources

40 reviews  
Charleston, WV 25301

\$80,000 - \$90,000 a year - Full-time

Responded to 75% or more applications in the past 30 days, typically within 1 day.

[Apply now](#)

Job details

Salary  
\$80,000 - \$90,000 a year

Job Type

Full-time

Qualifications

Work authorization (Required)

practicing law: 5 years (Preferred)

Benefits

Pulled from the full job description

Dental insurance

Employee discount

Health insurance

Life insurance

Paid time off

Parental leave

Show 2 more benefits

Full Job Description

Under the direction of the DHHR General Counsel in close collaboration with the Director of the Office of Health Facilities ("OHF"), performs advanced and complex legal work related to the laws impacting mental health and long-term care programs and any additional applicable laws. Performs related work as required. This position serves as the General Counsel for the OHF.

Examples of Work

Serves as principal legal advisor to the seven state-owned and -operated health facilities as well as to OHF and program leadership.

Assists in the development of OHF policies that properly align with the strategic vision and goals of

the agency and health care more broadly.

Works closely with federal, state, and local government agencies and non-governmental entities to keep abreast of health law, proactively guide policy, and help plan use of state resources and assets wisely in order to address health care opportunities, issues, and concerns.

Plans and oversees special projects to evaluate the effectiveness of policies, propose alternative solutions, and recommend appropriate actions for improvement.

Reviews and approves a variety of contracts, MOUs/MOAs and other agreements.

Provides recommendations and guidance to OHF leadership and employees on records management, FOIAs, litigation discovery, regulation compliance, privileged correspondence, and other related administration and support.

Performs legal research and provides legal recommendations to the Director and DHHR General Counsel.

With the input of subject matter experts, researches, drafts, reviews, updates, maintains, and explains agency related legislation and legislative rules aimed at protecting and advancing the health of patients and residents and upholding the regulatory responsibilities of the agency.

Provides legal research and guidance in preparation for and in response to public health emergencies.

Reviews, compiles, and drafts response to Freedom of Information Act (FOIA) requests.

In conjunction with DHHR General Counsel and Legislative Affairs Counsel, guides OHF staff on legislative process and strategy.

Represents the OHF before legislative committees to advocate legislation and policy initiatives.

Guides in drafting response to legislative inquiries.

Responds to inquiries from local, state, and federal agencies as required.

Undertakes and directs legal research as required.

Consults with other attorneys on behalf of the OHF.

Represents the Director as necessary or directed with external organizations both orally and in writing, including frequent contacts with governmental officials, the courts, legislators and their staff, lobbyists, representatives of the provider community, business leaders, and state residents.

Performs highly responsible legal work in connection with criminal and civil law, mental health law, health care law, etc., as well as the intersection with and impact of other laws, rules, and policies with the potential to impact health and safety of patients and communities.

Monitors litigation involving OHF and makes settlement recommendations to agency leadership.

Consults with agency staff on compliance issues, the interpretation of court opinions and statutes, the application of rules and regulations, and related matters where a serious legal issue is involved.

Knowledge, Skills and Abilities

Knowledge of federal and state statutes, administrative rules, court opinions, and Attorney General opinions.

Knowledge of general law.

Knowledge of judicial procedure, legislative procedure, and bill and rule preparation.

Knowledge of government operation.

Skill in written and oral communication.

Ability to engage in, contribute to, and lead cross-disciplinary teams and initiatives.

Ability to analyze, appraise and organize facts, and present such materials in a clear and logical form for oral or written presentation.

Ability to perform complex legal work in the drafting of legal instruments, proposed legislation, and legal opinions.

Minimum Qualifications

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

Experience: Five years of full-time or equivalent part-time paid employment in the practice of law.

Substitution for Experience Requirement: One year of full-time or equivalent part-time paid employment as an attorney with the agency to which assigned shall be considered the equivalent of two years of experience



Preference may be given to individuals with experience in health or health related law.

How to Apply:

Interested persons must submit the following application materials:

Cover Letter

Resume

Professional References (at least three, with current contact information)

This job is not in the classified service and is not covered under the Administrative Rule of the WV Division of Personnel. Therefore, online applications are not accepted for this position. Interested persons must apply directly to the hiring agency as indicated above.

Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

Job Type: Full-time

Pay: \$80,000.00 - \$90,000.00 per year

Benefits:

Dental insurance

Employee discount

Health insurance

Life insurance

Paid time off

Parental leave

Retirement plan

Vision insurance

Schedule:

8 hour shift

Application Question(s):

Do you have admission to practice law in the State of West Virginia?

Experience:

practicing law: 5 years (Preferred)

Work Location: One location

Hiring Insights

Application response rate: 77%

Hiring 1 candidate for this role

Job activity

Employer reviewed job 24 days ago

Posted 28 days ago

28 days ago

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

---

**Posting Date:** September 15, 2022

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**Expiration Date:** October 31, 2022

---

**Contact:** Joshua Kirwan  
Recruitment and Retention Specialist  
Parkersburg, West Virginia United States

---

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

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**How to Apply:** <https://www.indeed.com/?from=gnav-viewjob>

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**Additional Documents:** Cover Letter

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**ID:** 10036

---

## Assistant Prosecuting Attorney

Anthony Ciliberti (Fayetteville, WV)

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**Position Type:** Full-time

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

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

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**Description:**

The Office of the Prosecuting Attorney for Fayette County, West Virginia, has an opportunity for a qualified candidate to live and work in the home county of our Nation's newest national park, the New River Gorge National Park and Preserve. We are seeking to fill the position of Assistant Prosecuting Attorney for Fayette County, West Virginia. Duties will primarily include the prosecution of misdemeanor and felony criminal cases. Prior courtroom experience a plus, but not required. Position includes generous benefits package with paid sick and annual leave, state recognized holidays, pension through the Public Employees Retirement System, 401(k), health insurance, dental and vision insurance. Salary commensurate with experience. Please submit a cover letter and resume to Anthony Ciliberti, Jr., Prosecuting Attorney, at the following email address: [anthony.ciliberti@fayettecountywv.gov](mailto:anthony.ciliberti@fayettecountywv.gov). Deadline to apply is October 13, 2022.

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**Posting Date:** September 14, 2022

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**Expiration Date:** October 13, 2022

---

**Contact:** Anthony Ciliberti  
Prosecuting Attorney  
108 East Maple Ave Fayetteville, West Virginia 25840 United States

---

**Resume Receipt:** E-mail

---

**Default email for resumes.:** [anthony.ciliberti@fayettecountywv.gov](mailto:anthony.ciliberti@fayettecountywv.gov)

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**Additional Documents:** Cover Letter

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**ID:** 10024

---

## Assistant Public Defender

Seventeenth Judicial Circuit Public Defender Corporation (Morgantown, WV)

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**Position Type:** Full-time

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**Practice Area(s):** Criminal - Defense

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**Geographic Preference:** Morgantown

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

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**Description:**

POSITION: ASSISTANT PUBLIC DEFENDER

POSITION OVERVIEW: Accountable to the Public Defender and responsible for providing legal representation to indigent client of the Public Defender Corporation.

QUALIFICATIONS: Must be a licensed member of the West Virginia State Bar or eligible to be licensed.

PREFERRED: Experience with: felony jury trials, pretrial motions, general criminal law, abuse and neglect and juvenile cases, appellate work, general computer knowledge, including Office 365.

HOURS: Normal work hours Monday-Friday 8:30 a.m. – 5:00 p.m.; includes a one hour unpaid lunch; minimum work of 37.50 hours per week. Occasional on-call hours for mental hygiene proceedings. Additional hours as needed to fulfill obligations to clients.

BENEFITS: Health insurance, PTO, including holidays, annual and sick leave, PERS (Public Employees Retirement System).

PAY: Salary range of \$60,000 - \$70,000. Salary commensurate with experience and qualifications.

RESPONSIBILITIES:

- Representation of indigent persons in misdemeanor and felony cases, juvenile, abuse and neglect, mental hygiene, extraditions, habeas corpus, appeals, court hearings and general trial proceedings.
- Maintaining confidentiality in all office-related matters, consistent with the West Virginia Rules of Professional Conduct, or other applicable PDC policies.

- Demonstration of good working knowledge of PDC policies and procedures.
- Attendance at, and participation in certain, PDC or other meetings, trainings, and conferences.
- Maintaining a cordial and professional attitude towards clients, families, employees and the community at large.
- Willingness to engage in the "holistic defense" model and assist clients in their needs inside and outside of the courtroom.

**SOCIAL JUSTICE:**

The Seventeenth Judicial Circuit Public Defender Corporation is an Equal Opportunity Employer.

Please send resume, writing sample and list of references to:

Justin M. Hershberger, Public Defender, Seventeenth Judicial Circuit Public Defender Corporation,  
265 Spruce Street, Suite 300, Morgantown, West Virginia 26505, or by email to:  
justin@mondefender.org or facsimile to: 304-974-0410.

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**Posting Date:** September 14, 2022

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**Expiration Date:** October 31, 2022

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**Salary Range:** 60,000 - 69,999

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**Contact:** Mr. Justin M Hershberger  
Public Defender  
265 Spruce Street Suite 300 Morgantown, West Virginia 26505 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** justin@mondefender.org

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

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**ID:** 10029

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## Chief Assistant Prosecuting Attorney

Anthony Ciliberti (Fayetteville, WV)

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**Position Type:** Full-time

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

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

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**Description:**

The Office of the Prosecuting Attorney for Fayette County, West Virginia, has an opportunity for a qualified candidate to live and work in the home county of our Nation's newest national park, the New River Gorge National Park and Preserve. We are seeking to fill the position of Chief Assistant Prosecuting Attorney. Duties will include assisting with office and employee management, the prosecution of felony and misdemeanor criminal cases and other matters, and helping to prevent the Prosecuting Attorney from embarrassing himself. Prior trial and courtroom experience required. Position includes generous benefits package with paid sick and annual leave, state recognized holidays, pension through the Public Employees Retirement System, 401(k), health insurance, dental and vision insurance. Salary up to \$90,000.00 annually and commensurate with experience. Please submit a cover letter and resume to Anthony Ciliberti, Jr., Prosecuting Attorney, at the following email address: [anthony.ciliberti@fayettecountywv.gov](mailto:anthony.ciliberti@fayettecountywv.gov). Deadline to apply is October 13, 2022.

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**Posting Date:** September 14, 2022

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**Expiration Date:** October 13, 2022

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**Contact:** Anthony Ciliberti  
Prosecuting Attorney  
108 East Maple Ave Fayetteville, West Virginia 25840 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [anthony.ciliberti@fayettecountywv.gov](mailto:anthony.ciliberti@fayettecountywv.gov)

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**Additional Documents:** Cover Letter

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**ID:** 10023

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## **Patent Associate - Mechanical (#735)**

Dorsey & Whitney LLP (Minneapolis, MN)

**Job Type:** Full-time

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**Job Location(s):** Denver, Colorado United States

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**Job Description:**

Dorsey's Patent group is seeking an associate in Denver with at least three years of experience and a technical background in mechanical engineering or a related field. You will join an exceptional team of attorneys, agents, paralegals, and staff servicing a wide array of clients – from large multinational corporations to entrepreneurs and innovative startup companies. You will have responsibility for an active docket of patent prosecution matters – from drafting applications through all phases of domestic and foreign patent prosecution. You will have the opportunity to counsel clients on patent strategy, and gain exposure to conducting searches and preparing patentability, invalidity, and non-infringement opinions. In our general practice firm, there are also opportunities to support litigation and transactional practices.

The following qualifications are required:

- USPTO and Colorado bar admission;
- At least three years of patent attorney or agent experience;
- Bachelor's Degree in Mechanical Engineering, Aerospace Engineering, Physics, or equivalent; and
- Strong academic performance and writing ability.

For Denver applicants only (as required by the Colorado Equal Pay Act): The starting salary for associate positions in our Denver office is \$180,000. Pay is determined based on a variety of factors including, but not limited to, depth of experience in the practice area. Associates are eligible to participate in Dorsey's associate bonus program, subject to the program's conditions and restrictions.

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

Among Dorsey's many distinguished alumni are U.S. Supreme Court Justice Harry Blackmun, noted law professor and scholar William Prosser, Minnesota's first woman judge Betty Washburn, former U.S. Vice President and Ambassador to Japan Walter Mondale, U.S. Senator Amy Klobuchar, former Corporation Counsel of the City of New York Zachary Carter, and U.S. Secretary of Agriculture Tom Vilsack. 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)
- Top 100 Adoption-Friendly Workplace (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 612-492-5033.

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**Posting Date:** September 14, 2022

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**Expiration Date:** October 21, 2022

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**Contact:** Brianna Rod  
50 South 6th Street Minneapolis, Minnesota 55402 United States

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

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

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**Visual ID:** 10026

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## Several Assistant Public Defender

Public Defender Corporation First Circuit (Morgantown, WV)

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**Position Type:** Full-time

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

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

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**Description:**

The Newly established Public Defender's Office in Morgantown is looking to fill several Assistant Public Defender Positions. These Positions are anticipated to begin in December 2022.

Responsibilities include: Representation of indigent persons in misdemeanor and felony cases, juvenile, abuse and neglect, mental hygiene, extraditions, habeas corpus, appeals, court hearings and general trial proceedings. Willingness to engage in the "holistic defense" model and assist clients in their needs inside and outside of the courtroom.

Salary Range: \$60,000 - \$70,000 Salary commensurate with experience and qualifications.

Please send resume, references, and writing sample to:

Justin M. Hershberger, Public Defender,

Seventeenth Judicial Circuit Public Defender Corporation

265 Spruce Street, Suite 300

Morgantown, West Virginia 26505

or by email to: [Justin@mondefender.org](mailto:Justin@mondefender.org) or facsimile to 304-974-0410

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**Posting Date:** September 14, 2022

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**Expiration Date:** December 30, 2022

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**Contact:** Justin M. Hershberger  
Public Defender  
P.O. Box 347 Wheeling

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [hershberger@wheelingpdc.org](mailto:hershberger@wheelingpdc.org)

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**Additional Documents:** Writing Sample

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**ID:** 10028

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## Litigation Associate

Nelson Mullins Riley & Scarborough

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**Position Type:** Full-time

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**Practice Area(s):** Litigation

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

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### Description:

#### Overview

Nelson Mullins is adding an Associate to its Litigation group in the West Virginia office! As an AmLaw100 firm, this will offer a unique opportunity to a lateral associate who wants to be part of a thriving practice. The ideal candidate has experience in complex litigation.

#### A Day in the Life

In the heart of downtown Huntington, our West Virginia office is within walking distance of the scenic Ohio River, Marshall University, and a variety of shopping and dining options. You will be joining a highly skilled team of attorneys who have substantial courtroom experience at the state and federal levels. Want to know more about the West Virginia office? Find out Why Nelson Mullins from Managing Partner of the West Virginia office, Marc Williams, or check out the office here.

All candidates are asked to submit the following application materials:

Cover letter  
Resume  
Copy of law school transcript

#### We Know You

You have at least three years of meaningful experience in commercial litigation, product liability, and/or other complex litigation preferred. You are well-versed in preparing for, taking and defending depositions, and you have prior experience in drafting dispositive, expert, and/or discovery motions. You're a first-rate communicator whose written and oral advocacy skills are outstanding. Excellent academic credentials are required, and West Virginia Bar admission strongly preferred.

#### Who We Are

At Nelson Mullins, we help advance our clients' business goals through flexibility, business sense, and tireless advocacy based on a deep understanding of their business worlds. A team of more than 900 attorneys, policy advisors, e-discovery professionals, and other business professionals work side-by-side with you towards shared goals. With more than 100 diversified practice areas, including government relations, and policy services, as well as our Encompass e-discovery and information governance services, the Firm provides lateral attorneys joining us with a broad bench from which to pull in practitioners who can team with you to provide client services.

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**Posting Date:** September 13, 2022

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**Expiration Date:** October 15, 2022

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**Contact:** Ashley Taylor Lampkin  
Legal Recruiter and Development Coordinator  
1320 Main Street Meridian/17th Floor Columbia, SC 29201 Columbia, South Carolina 29201 United

States

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

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**How to Apply:** <https://careers-nelsonmullins.icims.com/jobs/3146/litigation-associate/job>

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**Additional Documents:** Unofficial Transcript

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**ID:** 10019

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## Public Finance Attorney - housing group

Hawkins Delafield & Wood LLP

**Job Type:** Full-time

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

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**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.

Please send a resume, cover letter and law school transcript to [Bradafshar@hawkins.com](mailto:Bradafshar@hawkins.com)

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**Posting Date:** September 13, 2022

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**Expiration Date:** October 20, 2022

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

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**Resume Receipt:** Online

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

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**Visual ID:** 10018

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## Real Estate Finance Associate - Washington, D.C.

Ballard Spahr LLP (Philadelphia, PA)

**Job Type:** Full-time

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

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**Job Description:**

Our real estate finance practice seeks to hire an experienced associate to join our Finance Department in our Washington, D.C. office. Qualified candidates should have 2-4 years of commercial real estate finance experience and strong academic credentials. Experience in CMBS lending, agency lending, portfolio lending and/or commercial loan servicing would be helpful. Active D.C., Virginia or Maryland bar is preferred. Great opportunity to become part of our long standing national finance practice which has closed transactions in all 50 states with exposure to both existing and emerging market opportunities, structured finance, affordable housing finance, preferred equity originations and commercial loan servicing (including performing and non-performing loans). Additionally, the position provides the opportunity to consistently work one-on-one with partners and senior counsel while gaining direct client contact in a collegial and flexible work environment.

Ballard Spahr LLP is a more than 600 lawyer firm with 15 offices across the U.S. and is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

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. In connection with this policy, we will require proof of vaccination. We believe this is the best way for us to fulfill our legal obligation to provide a safe workplace, which has been and continues to be a top priority as we manage the many challenges of the pandemic. If you have any questions regarding the firm's vaccination policy, please contact our Chief Human Resources Officer, John DiBattista, at [dibattistaj@ballardspahr.com](mailto:dibattistaj@ballardspahr.com).

**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.**

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**Posting Date:** September 13, 2022

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**Expiration Date:** October 20, 2022

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

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

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**How To Apply:** <https://selfapply.ballardspahr.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=1&FilterJobCategoryID=4&FilterJobID=718>

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**Additional Documents:** Unofficial Transcript

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**Visual ID:** 10022

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## Research Fellow: LEGAL RESEARCH & THE UNITED NATIONS

Human Rights Voices (New York, NY)

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**Job Type:** Fellowship

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

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**Job Description:** A small human rights non-profit organization with a special interest in antisemitism and the welfare of Israel is seeking applications from qualified candidates to fill a position as a research fellow. Qualified candidates must have a law degree (a junior lawyer or recent law graduate) and have taken relevant courses in international law or have international institutional work experience. The job combines advocacy work and administrative duties with substantive research including monitoring United Nations activities in the context of Israel, terrorism, non-proliferation, and human rights law. Candidates should have excellent writing skills, be detail-oriented, flexible, and willing to do whatever is required in a small-team environment. The position is predominantly remote, with attendance at select UN meetings in New York. Ability to thrive in non-office environment is a necessity. If a non-US citizen, a current green card or visa permitting work in the United States is a must. Salary commensurate with experience. Please apply by emailing a RESUME and TRANSCRIPT with your cover letter to [swillig@hrvoices.org](mailto:swillig@hrvoices.org)

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**Posting Date:** September 13, 2022

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**Expiration Date:** October 20, 2022

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**Contact:** Sarah Willig  
2585 Broadway New York,, New York 10025 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** [swillig@hrvoices.org](mailto:swillig@hrvoices.org)

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**Additional Documents:** Unofficial Transcript

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**Visual ID:** 10020

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## 2023 Graduate Law Clerk

San Diego County District Attorney's Office

**Job Type:** Full-time

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**Job Location(s):** San Diego, California United States

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**Job Description:**

The San Diego County District Attorney's Office offers a Graduate Law Clerk Program to recent law school graduates who are awaiting California Bar Examination results. Graduate Law Clerks are assigned to all divisions of the office within San Diego County. Under the supervision of Deputy District Attorneys, they will conduct legal research, respond to defense motions and litigate those motions in court, conduct preliminary hearings, handle a vast array of court hearings, and assist with jury trials. A Graduate Law Clerk will focus on every aspect of case preparation and litigation in order to build the skills necessary to become a smart, ethical advocate for the People.

The Graduate Law Clerk Program offers full-time paid positions, and Graduate Law Clerks will be expected to work 40 hours a week. The position begins each August (with occasional March positions for mid-year graduates), soon after taking the California Bar Examination. Graduate Law Clerks are employed on a temporary basis for a period of no longer than one year.

Our hiring process is competitive. We seek to hire dedicated and passionate law school students who aspire to pursue a career in criminal prosecution. Employment as a Graduate Law Clerk is NOT a guarantee or promise of employment as a Deputy District Attorney in the future. However, we hope our Graduate Law Clerks will eventually apply for a position as a Deputy District Attorney during open recruitment for that position.

Applicants must have graduated from an accredited law school within the last twelve (12) months AND must have applied for and be eligible to take the next California State Bar Examination.

To apply for the Graduate Law Clerk position, please submit a (1) Cover Letter, (2) Resume, (3) Writing Sample (not to exceed five typed pages), (4) Two Letters of Recommendation, (5) Official or Unofficial Transcript, and (6) only if you have previously worked for the San Diego County District Attorney's Office, the names of any supervisors to whom you have been previously assigned or other DDAs from our Office who can speak to your work. Please submit the materials as a SINGLE PDF through email to [recruiting@sdcca.org](mailto:recruiting@sdcca.org). The applications are due on Friday, October 14, 2022, by 12:00 PM (PST).

Cover letters addressed to:

Robert Eacret, Jessica Coto & Vanessa Gerard, Hiring Deputies – Graduate Law Clerk Program

San Diego County District Attorney's Office

330 W. Broadway, Suite 940

San Diego, CA 92101

Under the supervision of Deputy District Attorneys, they will conduct legal research,

respond to defense motions and litigate those motions in court, conduct preliminary hearings, handle a vast array of court hearings, and assist with jury trials. A Graduate Law Clerk will focus on every aspect of case preparation and litigation in order to build the skills necessary to become a smart, ethical advocate for the People.

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**Posting Date:** September 12, 2022

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**Expiration Date:** October 16, 2022

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**Contact:** Nicole Jourdain  
330 W. Broadway San Diego, California 92101 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** recruiting@sdcca.org

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

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**Additional Documents Notes:** To apply for the Graduate Law Clerk position, please submit a (1) Cover Letter, (2) Resume, (3) Writing Sample (not to exceed five typed pages), (4) Two Letters of Recommendation, (5) Official or Unofficial Transcript, and (6) only if you have previously worked for the San Diego County District Attorney's Office, the names of any supervisors to whom you have been previously assigned or other DDAs from our Office who can speak to your work. Please submit the materials as a SINGLE PDF through email to recruiting@sdcca.org. The applications are due on Friday, October 14, 2022, by 12:00 PM (PST).

Cover letters addressed to:  
Robert Eacret, Jessica Coto & Vanessa Gerard, Hiring Deputies – Graduate Law Clerk Program  
San Diego County District Attorney's Office  
330 W. Broadway, Suite 940  
San Diego, CA 92101

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**Visual ID:** 10000

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## **Alan R. and Barbara D. Finberg Fellowship**

Human Rights Watch - Development & Outreach Department (New York, NY)

**Job Type:** Fellowship

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**Job Location(s):**

New York, New York United States

Washington, District of Columbia United States

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**Job Description:**

**Alan R. and Barbara D. Finberg Fellowship**

**Application Deadline: October 10, 2022**

Established in memory of Alan R. and Barbara D. Finberg, early supporters of Human Rights Watch (HRW), this fellowship is open to candidates who hold an advanced (graduate) degree or have a degree granted by June 2023 in the fields of law, journalism, international relations, area studies, or other relevant disciplines from universities worldwide. Candidates with LL.B. degrees or advanced degrees in other relevant disciplines may also be considered.

Human Rights Watch is strengthened profoundly by the diversity of our staff and our differences in background, culture, experience, national origin, religion, sexual orientation, and more. We actively seek and welcome applications from people of diverse racial and ethnic backgrounds, women, LGBTI persons, and persons with disabilities.

Due to COVID-19, many of our global offices are operating in reduced capacities. The successful candidate may be required to work remotely as local mandates necessitate. We recognize that this moment, during the pandemic, is a uniquely difficult time for most people, particularly those with caregiving responsibilities, and we aim to be as flexible and supportive as possible in both the recruitment for and onboarding of this position.

**JOB DESCRIPTION:**

Fellows typically work full-time for one year in Human Rights Watch's New York or Washington, D.C. office. In some instances, other locations may be considered. The fellowship begins in September 2023.

Fellows monitor human rights developments in various countries, conduct on-site/in-office investigations, draft reports and/or other materials on human rights conditions, and engage in advocacy and media outreach aimed at publicizing and curtailing human rights violations.

Past fellows have conducted research and advocacy on numerous different issues in countries all over the world. Examples include projects on: international alternatives to immigration detention; migrant workers' rights in Gulf countries; barriers to secondary education for Syrian refugee children in Jordan; hazardous child labor in artisanal gold mining in Tanzania; threats to local communities from unrehabilitated coal mines in South Africa; and the private takeover of public housing in New York City.

Human Rights Watch will ensure that fellows receive training and mentorship, including regular and timely feedback and guidance on professional growth. Human Rights Watch is committed to ensuring a balanced workload for Fellows and monitoring staff well-being.

**QUALIFICATIONS:**

**Education:** An advanced (graduate) degree in the fields of law, journalism, international relations, area studies, or other relevant disciplines is required. LL.Ms are also eligible. LL.B. degrees or advanced degrees in other relevant disciplines may also be considered.

**Experience:** Prior research experience, including experience conducting interviews, ideally in the context of human rights research, is required.

**Related Skills and Knowledge:**

1. Demonstrated strong background in international human rights and commitment to building a career in human rights are required.
2. Excellent oral and written communications skills in English are required.
3. Proficiency in another language in addition to English is strongly desired, as is familiarity with countries or regions where serious human rights violations occur.
4. Self-motivation, ability to multi-task effectively, including having good planning and organizing skills and ability to work under pressure are required.
5. Strong initiative and follow-through, exceptional analytical skills, the capacity to think creatively and strategically, excellent editing skills, perseverance and flexibility while maintaining HRW's high methodological standards are required.
6. Strong interpersonal skills to work collaboratively within HRW, as well as with external partners, are required.
7. Demonstrated awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations are required.
8. Ability to make sound decisions consistent with functions is required.

**Salary and Benefits:** The salary range for 2023-2024 fellows, if it is based in the United States, begins at \$65,000. Our salaries vary by location; if the position were to be based outside of the US, the salary would not be a direct conversion of the US salary but would rather be situated within the relevant local salary grade based on the experience of the successful candidate. Human Rights Watch offers comprehensive employer-paid benefits, including medical, dental, vision, disability and life insurance, a retirement savings plan and at least twenty (20) days of vacation per year. HRW will pay reasonable relocation expenses and will assist employees in obtaining necessary work authorization, if required; citizens of all nationalities are encouraged to apply.

**Application Deadline:** Please apply immediately or by 11:59 PM ET on **October 10, 2022** by visiting our online job portal at <https://careers.hrw.org/> and attaching a **CV/resume, letter of interest, and a brief writing sample (unedited by others)**. No calls or email inquiries, please. Only complete applications will be reviewed. Due to the large number of applications, only shortlisted candidates will be contacted further.

Please note that only shortlisted candidates will be contacted to submit the following: two letters of recommendation and an official law or graduate school transcript.

Successful applicants should be available for an interview from mid-December 2022 to early January 2023.

Please direct inquiries, including technical difficulties with your application submission or if you require a disability-related accommodation to submit your application, to [fellowship@hrw.org](mailto:fellowship@hrw.org). Due to the large response, application submissions via email will not be accepted and inquiries regarding the status of

applications will go unanswered.

For more information, please see the FAQs: Fellowship FAQs.

***Human Rights Watch is strong because it is diverse. We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. Human Rights Watch does not discriminate on the basis of disability, age, gender identity and expression, national origin, race and ethnicity, religious beliefs, sexual orientation, or criminal record. We welcome all kinds of diversity. Our employees include people who are parents and nonparents, the self-taught and university educated, and from a wide span of socio-economic backgrounds and perspectives on the world. Human Rights Watch is an equal opportunity employer.***

***Human Rights Watch*** is an international human rights monitoring and advocacy organization known for its in-depth investigations, its incisive and timely reporting, its innovative and high-profile advocacy campaigns, and its success in changing the human rights-related policies and practices of governments and international institutions.

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<b>Posting Date:</b> September 12, 2022
<b>Expiration Date:</b> October 19, 2022
<b>Contact:</b> Human Resources 350 Fifth Avenue, New York,, New York 10118 United States
<b>Resume Receipt:</b> Other (see below)
<b>How To Apply:</b> <a href="https://boards.greenhouse.io/humanrightswatch/jobs/6343265002">https://boards.greenhouse.io/humanrightswatch/jobs/6343265002</a>
<b>Additional Documents:</b> Cover Letter, Writing Sample
<b>Visual ID:</b> 10016

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## **Aryeh Neier Fellowship**

Human Rights Watch - Development & Outreach Department (New York, NY)

**Job Type:** Fellowship

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**Job Location(s):**

New York, New York United States

Washington, District of Columbia United States

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**Job Description:**

**2023-2025 Aryeh Neier Fellowship Opportunity**

**Human Rights Watch / American Civil Liberties Union Foundation**

**Application Deadline: October 10, 2022**

The American Civil Liberties Union Foundation (ACLU) and Human Rights Watch (HRW) invite applications for the Aryeh Neier Fellowship. The fellow will work with both organizations on joint initiatives to strengthen respect for human rights in the United States.

For over 100 years, the ACLU has been our nation's guardian of liberty, working in courts, legislatures, and communities to defend and preserve the individual rights and liberties guaranteed by the Constitution, laws, and treaties of the United States. Whether it's ending mass incarceration, achieving full equality for the LGBT community, advancing racial justice, establishing new privacy protections for our digital age, or preserving the right to vote or the right to have an abortion, the ACLU takes up the toughest civil liberties and civil rights cases and issues to defend all people from government abuse and overreach. With more than one million members, activists, and supporters, the ACLU is a nationwide organization that fights tirelessly in all 50 states, Puerto Rico, and Washington, D.C., for the principle that every individual's rights must be protected equally under the law, regardless of race, color, religion, gender, sexual orientation, gender identity or expression, age, disability, national origin, marital status, citizenship, disability, veteran status record of arrest or conviction, or any other characteristic protected by applicable law.

Human Rights Watch is an international human rights monitoring and advocacy organization known for its in-depth investigations, its incisive and timely reporting, its innovative and high-profile advocacy campaigns, and its success in changing the human rights-related policies and practices of influential governments and international institutions.

Human Rights Watch and the ACLU created the fellowship in 2002 with generous funding from the Open Society Institute to honor the legacy of Aryeh Neier. As executive director of the ACLU and then of Human Rights Watch, Aryeh Neier helped develop both organizations into powerful forces for justice and human rights.

A special committee from both organizations will select the fellow, who will begin the two-year fellowship in September 2023. They will most likely be placed in the New York City offices of Human Rights Watch and the ACLU, spending a year at each; however, the fellow should be open to placement in the organizations' offices in other locations in the US.

Due to COVID-19, many of HRW's global offices are operating in reduced capacities. The successful candidate may be required to work remotely as local mandates necessitate. We recognize that this moment, during the pandemic, is a uniquely difficult time for most people, particularly those with caregiving responsibilities, and we aim to be as flexible and supportive as possible in both the recruitment for and onboarding of this position.

**Responsibilities:**

1. Monitor human rights developments;
2. Conduct field research in the United States;
3. Draft reports and/or other materials on human rights conditions;
4. Engage in advocacy aimed at publicizing and curtailing human rights violations;
5. Assist with the development of litigation strategies; and
6. Carry out other tasks as may be required.

**Qualifications:**

**Education:** Candidates must hold a J.D. from a US law school or have a J.D. granted by June 2023.

**Experience:** Academic or work experience related to some aspect of the protection of human rights and civil liberties in the United States.

**Related Skills and Knowledge:**

1. Take and/or pass the bar exam prior to commencing the fellowship in September 2023.
2. Eligibility to practice law in the US during the second year of the fellowship.
3. Exceptional analytical skills, and an ability to write and speak clearly and persuasively.
4. Self-motivation with the ability to take initiative and follow through on projects to completion.
5. Ability to work independently as well as within a team.
6. Proficiency in one language in addition to English is preferred.
7. A demonstrated commitment to human rights and justice.

**Salary:** The fellow will receive \$65,000 in the first year, with a salary increase in the second year.

**Application Deadline:** Please apply immediately or by 11:59 PM ET on **October 10, 2022** by visiting our online job portal at <https://careers.hrw.org> and attaching a **CV/resume, letter of interest, and a brief writing sample (unedited by others)**. No calls or email inquiries, please. Only complete applications will be reviewed. Due to the large number of applications, only shortlisted candidates will be contacted further.

Please note that only shortlisted candidates will be contacted to submit the following: two letters of recommendation and an official law or graduate school transcript.

Successful applicants should be available for an interview from late November to mid-December 2022.

Please direct inquiries, including technical difficulties with your application submission or if you require a disability-related accommodation to submit your application, to [fellowship@hrw.org](mailto:fellowship@hrw.org). Due to the large response, application submissions via email will not be accepted and inquiries regarding the status of applications will go unanswered.

For more information, please see the FAQs: Fellowship FAQs.

This job description provides a general but not comprehensive list of the essential responsibilities and

qualifications required. It does not represent a contract of employment. The ACLU/HRW reserves the right to change the job description and/or posting at any time without advance notice.

***Human Rights Watch and the ACLU are strong because we are diverse. We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. Human Rights Watch does not discriminate on the basis of disability, age, gender identity and expression, national origin, race and ethnicity, religious beliefs, sexual orientation, or criminal record. We welcome all kinds of diversity. Our employees include people who are parents and nonparents, the self-taught and university educated, and from a wide span of socio-economic backgrounds and perspectives on the world. Human Rights Watch and the ACLU are equal opportunity employers.***

The ACLU comprises two separate corporate entities, the American Civil Liberties Union and the ACLU Foundation. Both the American Civil Liberties Union and the ACLU Foundation are national organizations with the same overall mission and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name "ACLU".

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<b>Posting Date:</b> September 12, 2022
<b>Expiration Date:</b> October 19, 2022
<b>Contact:</b> Human Resources 350 Fifth Avenue, New York,, New York 10118 United States
<b>Resume Receipt:</b> Other (see below)
<b>How To Apply:</b> <a href="https://boards.greenhouse.io/humanrightswatch/jobs/6343325002">https://boards.greenhouse.io/humanrightswatch/jobs/6343325002</a>
<b>Additional Documents:</b> Cover Letter, Writing Sample
<b>Visual ID:</b> 10015

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## **Associate Attorney**

The Brown Law Firm., P.C.

**Job Type:** Full-time

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

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**Job Description:** Boutique plaintiffs' securities litigation firm seeks to hire an associate to join its Midtown, Manhattan office at 767 Third Avenue. The firm has a thriving practice that consists of shareholder derivative litigation in federal and state courts throughout the country. This is a ground floor opportunity that encourages and rewards both professional and personal growth.

A few requirements:

- Must be used to working independently and as part of a collegial team
- Must have outstanding communication skills
- Must have excellent research and writing skills
- Must be proactive and detail-oriented.

Bonus points for knowledge or significant interest in:

- Securities law and laws governing corporate fiduciaries
- Financial markets
- Accounting standards and finance theory.

Prior experience working in Big Law, a plaintiffs' securities firm, or a firm focused primarily on complex litigation is also a plus.

For more information about the firm, please visit: <http://www.thebrownlawfirm.net>

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**Posting Date:** September 12, 2022

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**Expiration Date:** October 17, 2022

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**Contact:** Timothy Brown  
240 Townsend Square Oyster Bay, New York 11771 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** [tbrown@thebrownlawfirm.net](mailto:tbrown@thebrownlawfirm.net)

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

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**Visual ID:** 10008

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## **Criminal Defense Attorney (Juvenile Div.) - Albuquerque, NM**

New Mexico Law Offices of the Public Defender

**Job Type:** Full-time

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

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**Job Description:**

**Objectives Summary**

*Our department offers flexible work opportunities, including teleworking (a.k.a. working from home) and work schedules outside the typical 8 am to 5 pm schedule. Applicants selected for a position are encouraged to discuss these options with the hiring manager early in the hiring process to ensure the specifics of any terms and conditions of an approved flexible work arrangement are clearly understood.*

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**

Criminal Defense Attorney PD2, PD3 or PD4:

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

**Public Defender 2 (PD2):**

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

**Public Defender 3 (PD3)**

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

**Public Defender 4 (PD4)**

Positions at this level handle felony cases such as burglaries, drug crimes, property crimes and probation violations with limited supervision.

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

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

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

### **Minimum Qualifications**

PD2: Current license as an attorney issued by the New Mexico Supreme Court or eligible for limited license issued by New Mexico Supreme Court.

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

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

### **Employment Requirements**

Must possess and maintain a valid driver's license.

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

Default FLSA: Exempt.

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.

### **Benefits**

The State's General Services Department Risk Management Division, Employee Benefits Bureau (EBB),

is responsible for the procurement and oversight of employee benefits - including Medical, Pharmacy, Dental, Vision, Short & Long Term Disability, and Life Insurance. The State's Group Benefits Plan also offers COBRA, Flexible Spending Account Programs, and an Employee Assistance Program (EAP).

Erisa Administrative Services, Inc. (Erisa) is the State's Third Party Administrator. They provide benefits administration to all plan participants, and offer knowledgeable staff to answer your questions. To learn more about the benefits available please click [HERE](#).

In addition to the benefits listed above, the Law Offices of The Public Defender offers a retirement plan and a medical program for retirees. For more information regarding the plan you can visit the following websites:

Public Employees Retirement Association of New Mexico (PERA) (<https://www.nmpera.org/>)

New Mexico Retiree Health Care Authority (<https://www.nmrhca.org/>)

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<b>Posting Date:</b> September 12, 2022
<b>Expiration Date:</b> October 19, 2022
<b>Contact:</b> Elizabeth Holmes 505 Marquette Ave. NW Albuquerque, New Mexico 87102 United States
<b>Resume Receipt:</b> Other (see below)
<b>How To Apply:</b> <a href="https://www.governmentjobs.com/careers/lopdnm">https://www.governmentjobs.com/careers/lopdnm</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample
<b>Visual ID:</b> 10012

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## **TITLE 32 ATTORNEY-ADVISOR (GENERAL) GS-0905-13**

West Virginia Army National Guard (Charleston WV)

**Position Type:** Full-time

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

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

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**Description:**

Summary

TYPE OF APPOINTMENT: NATIONAL GUARD TITLE 32 EXCEPTED SERVICE POSITION

WEST VIRGINIA ARMY NATIONAL GUARD

JFHQ, CHARLESTON, WV

SELECTING SUPERVISOR & DUTY LOCATION: VICKIE ROHR, JFHQ, CHARLESTON, WV

This is NOT A bargaining position.

Please read the entire announcement, as important/legal guidance is throughout. To view the entire announcement, hit the print button.

Please see Required Documents tab for important information.

Learn more about this agency

HelpThis job is open to

Federal employees - Excepted service

Current excepted service federal employees.

Clarification from the agency

Open to Areas 1, 2, AND 3, please see "Additional Information" for Area definitions and important information.

HelpDuties

Position Description #D1240000

The position is located in the Joint Force Headquarters - State (JFHQ-ST), Office of the Staff Judge Advocate (SJA). The primary purpose of the position is to serve as the full-time professional legal adviser and support to the Adjutant General, the Commander of federally recognized Army and Air National Guards, and state/territory unique public defense or safety structures. Also serves as the principle professional legal adviser to the United States Property and Fiscal Officer (USPFO), state/territory National Guard senior leadership, state/territory National Guard directorates, and subordinate National Guard commanded units or state/territory level divisions. Performs other duties as assigned.

Details of the duties and responsibilities are contained in the applicable position description located online.

For a complete position description for this position, go to the FASCLASS website:

[https://acpol2.army.mil/fasclass/search\\_fs/search\\_fasclass.asp](https://acpol2.army.mil/fasclass/search_fs/search_fasclass.asp)

HelpRequirements

Conditions of Employment

NATIONAL GUARD MEMBERSHIP IS REQUIRED. If you are not sure you are eligible for military

membership, please contact a National Guard recruiter prior to applying for this position. This is an excepted service position that requires membership in military assignment in WV's National Guard, and is required prior to the effective date of placement. Selectee will be required to wear the military uniform. Acceptance of an excepted service position constitutes concurrence with these requirements as a condition of employment.

Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement. Males born after 31 December 1959 must be registered for Selective Service.

Federal employment suitability as determined by a background investigation.

May be required to successfully complete a probationary period.

Participation in direct deposit is mandatory.

U.S. Citizenship is required.

Required to obtain and maintain a satisfactory security clearance, AND, as a minimum, a completed National Agency Check (NAC) prior to assignment.

The agency will provide additional information regarding what information or documentation will be needed and how you can request of the agency a legally required exception from this requirement.

ADD CONDITIONS OF EMPLOYMENT FROM PD BEING ADVERTISED. THE ABOVE CONDITIONS OF EMPLOYMENT ARE STANDARD FOR ALL ANNOUNCEMENTS.

Qualifications

MINIMUM MILITARY GRADE: E-7 MAXIMUM MILITARY GRADE: O-4

(YOUR RANK MUST BE INCLUDED SOMEWHERE WITHIN YOUR WV HRO Form 300 and/or Resume)

YOU MUST FULLY SUBSTANTIATE IN YOUR OWN WORDS THAT YOU MEET THE REQUIREMENTS LISTED BELOW. WHEN EXPLAINING MINIMUM REQUIREMENTS AND SPECIALIZED EXPERIENCE YOU MUST GIVE EXAMPLES. DO NOT COPY FROM THE VACANCY ANNOUNCEMENT OR THE POSITION DESCRIPTION. EXPLAIN IT IN YOUR OWN WORDS AND GIVE EXAMPLES TO BE CONSIDERED FOR THIS VACANCY.

All personnel applying for this position who do not meet the minimum military grade requirement MUST provide the proper signed memorandum from your respective Military Personnel Office (MILPO for ARNG, FSS for ANG) to prove eligibility to obtain the required grade upon accepting the position. All personnel who exceed the maximum military rank must provide a memorandum explaining if selected for this position, you will accept an administrative reduction in rank. The memorandum must be submitted WITH your application to be considered for this position.

MINIMUM REQUIREMENTS: All series personnel must be competent at the next higher level before being eligible for that level. An applicant must have a validated understanding of the basic principles and concepts of the occupational series and grade.

SPECIALIZED EXPERIENCE: Must have at least 24 months work experiences as a professional Attorney Advisor. Knowledgeable of the Army National Guard mission requirements and Air National Guard mission requirements. Competent in providing legal interpretation and guidance to managers and senior leaders on Title 32 § 709, United States Code, National Guard Program. Able to recognize and identify complex constitutional, state-federal, and military-civilian jurisdictional issues frequently associated with the organization and administration of the Title 32 National Guard, and articulate them in the appropriate forum or context. Competent in providing legal interpretation and guidance to managers and senior leaders on 10 United States Code, and the state equivalent to the federal Uniform Code of Military Justice. Experienced in conducting legal research in connection with cases pending administrative hearings, trials before courts of original jurisdiction, or arguments in appellate courts. Experienced in addressing legal questions referred by administrative officials of the employing agency, such as questions concerning the interpretation and application of statutes, rules, and regulations as they pertain to contracts, claims, or other legal instruments involving private business, state, local, national, or foreign governments. Experienced in addressing questions regarding the

effects of provisions of proposed legislation or proposed changes in agency policies or regulations. Experienced in researching and providing legal advice in functional areas of Administrative, Labor, Medical and Physical Disability, and Ethics Law. Additionally, capable of providing legal assistance in accordance with prescribed instructions and within legal guidelines. Experienced in planning, coordinating, and formulating litigation strategies. Experienced in addressing complex and difficult legal questions and factual issues requiring extensive research, analysis and evaluation of available precedents. Experienced in dealing with issues in the functional areas and demonstrated abilities to quickly identify both the legal and judgmental issues. As a subject matter expert, experienced in determining the facts and recommending effective solutions with minimal guidance or supervision. Experienced in developing and providing solutions to conflicting or contradictory DoD regulations, directives, and policies, and other NGB or state 881legal guidance. Experienced in addressing and resolving complex and difficult legal case problems, legal questions, or issues involved in the drafting of interpretation or application of legislation, regulations, contracts, decisions, or opinions requiring a solution. Experienced in preparing memoranda of reports that outlined and analyzed the factual and legal issues. Experiences involved preparing legal documents or advisory opinions, participated in contract negotiations, and examined documents for legal sufficiency. Skilled as a legal litigator and experienced in preparing litigation reports, briefs, pleadings, and other papers associated with civil litigations. Experienced in addressing Federal Labor-Management relations and skilled as a participating collective bargaining member of the management negotiating team. Skilled as the subject-matter expert to address complex and constantly evolving area of Medical and Physical Disability and Domestic Operations Law; conducted legal research, investigation and negotiation, and provided legal advice, opinions, recommendations, and legal memoranda. Experienced in reviewing programs that required analysis of interrelated issues of effectiveness, efficiency, or productivity; and, developed recommendations to resolve issues and problems. Competencies were gained in developing recommendations for overall detailed plans, goals, and objectives for implementation and evaluation of the legal program. Experienced in addressing issues, problems or concepts and skilled in observations and analysis projections. Experiences included addressing difficult and sensitive issues based on variations in the nature of the processes evaluated, the diverse missions of the units assigned, and resource limitations. Experienced in compiling, reconciling, and correlating data from a various sources, separate service programs, and integral record systems. Experienced in researching, cross-checking information, and interpreting data to obtain accurate and relevant information. Experienced and skilled in collecting information, documenting data to substantiate and validate findings, facts, or violations of government policies, procedures, and instructions. Skilled in negotiating with those who resist responding or cooperating, due to such issues as organizational conflict, competing objectives, or limited resources. Skilled in influencing managers or other staff officials to accept and implement findings or recommendations. Competent to meet with senior military and civilian leadership, high-ranking managers to include Adjutants General, commanders, other staff judge advocates, or other external agencies such as, representatives of the local community and private support organizations, state and local government authorities, or attorneys on an ad-hoc basis.

#### Education

For entry into the Air National Guard JAG Corps/ Attorney-Adviser, it is mandatory to have a Bachelor of Laws or Juris Doctor degree in law issued by an ABA- accredited law school; and, must be admitted to practice law in the highest court of any U.S. state, commonwealth, territory or the District of Columbia.

#### Additional information

##### DEFINITION FOR AREAS OF CONSIDERATION:

Area 1 - Current on-board full-time support personnel in the WVNG: Permanent Technicians andAGRs

Area 2 - All members of the WVNG: ADSW, Temporary and Indefinite Technicians, and traditional members

Area 3 - All members of the National Guard nationwide and others when eligible for membership

YOU MUST BE (OR BECOME) A MEMBER OF THE WV NATIONAL GUARD TO BE ELIGIBLE FOR THIS VACANCY. RECRUITER INFORMATION CAN BE FOUND HERE: ARMY NATIONAL GUARD INQUIRIES - <http://www.wv.ngb.army.mil/join/recruiter/recruiters.aspx>

TYPE OF APPOINTMENT: EXCEPTED (DUAL STATUS) - PERMENENT -ENLISTED OR OFFICER OR BOTH

Permanent Change of Station: PCS funds are not available for this position.

Incentives: Relocation and Recruitment Incentives may be authorized for this position.

All WVNG positions are pending availability of resources and funds.

The WVNG is an Equal Employment Opportunity Employer. Selection of this position will be made without regard to race, color, religion, age, national origin, sex, non-disqualifying disability, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency (<https://www.sss.gov/RegVer/wfRegistration.aspx>).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an Alternate Application.

Close

Benefits

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Once the announcement has closed, your WV HRO Form 300 and/or resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. If you are minimally qualified, your documents will be compared to your responses on the assessment questionnaire to determine your level of experience. If you rate yourself higher than is supported by your application package, your responses may be adjusted and/or you may be excluded from consideration for this position. If you are found eligible, you will be referred to the selecting official for employment consideration.

HelpRequired Documents

To apply for this position, you must submit a complete Application Package which includes:

THE FORMS BELOW ARE REQUIRED. IF YOU DO NOT SUBMIT THESE FORMS YOU WILL BE DEEMED INELIGIBLE AND YOUR NAME WILL NOT BE REFERRED TO THE SELECTING OFFICIAL:

- A Technician Application - WV HRO Form 300 and/or Resume.

The HRO Form 300 must be filled out in its entirety. If the form is not filled out, you will not be considered for referral to the selecting official. "See attachment" in the job description, is not considered as completed.

Obtain a copy of the Technician Application, WV HRO Form 300 at the WVHRO website, [www.wv.ng.mil/HRO](http://www.wv.ng.mil/HRO)

- Your responses to the Qualifications Questionnaire; this questionnaire is filled out via the USA Jobs Announcement through [www.usajobs.gov](http://www.usajobs.gov)

ALL applications and supporting documents MUST be submitted through [www.usajobs.gov](http://www.usajobs.gov)



electronically and must be submitted prior to midnight of the closing date. Mailed, e-mailed, hand-delivered, and faxed applications will NOT be accepted or considered. Missing required documents will prevent you from being found eligible for this position and will prevent you from being referred to the selecting official.

DO NOT SUBMIT MEDICAL DOCUMENTATION; IF SELECTED FOR THIS POSITION PROOF OF VACCINATION WILL BE ASKED FOR AT THAT TIME.

If you are relying on your education to meet qualification requirements: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

HelpHow to Apply

To apply for this position, you must complete the online application/Occupational Questionnaire and submit the documentation specified in the Required Documents section of this announcement. To view the Occupational Questionnaire, click the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/11598207>

A complete application package must be submitted by 11:59 PM (EST) on the closing date of the announcement to receive consideration.

To begin, click Apply to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to select your documents to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and click to continue with the application process.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

CloseAgency contact information

Vickie Rohr

Phone

304-473-5283

Email

[vickie.m.rohr.civ@army.mil](mailto:vickie.m.rohr.civ@army.mil)

Address

WV USPFO

50 Armory Road  
Buckhannon, WV 26201  
US

**Next steps**

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

In the event you receive a non-eligible notification and you believe this decision was made in error; you have 5 working days from the day it was received in your inbox to send an appeal to the servicing Human Resources Office. The appeal will be sent via email to [ng.wv.wvarng.list.hrostaffing@army.mil](mailto:ng.wv.wvarng.list.hrostaffing@army.mil) and must include the following information: Announcement number, Announcement title, reason of non-eligibility that you received from USA Jobs, and your justification as to why this decision was erroneous. New documentation cannot be accepted after the closing date of this announcement and will not be used in an appeal request. The appeal process is APPLICANT driven. HRO will not accept appeals from selecting officials on the applicant's behalf and will not communicate with the selecting official regarding the appeal processes status.

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**Posting Date:** September 12, 2022

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**Expiration Date:** October 9, 2022

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**Contact:** Vickie Rohr  
Charleston, West Virginia United States

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

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**How to Apply:** To apply for this position, you must complete the online application/Occupational Questionnaire and submit the documentation specified in the Required Documents section of this announcement. To view the Occupational Questionnaire, click the following link:  
<https://apply.usastaffing.gov/ViewQuestionnaire/11598207>

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**ID:** 10013

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## Law Clerk

Judiciary of the U.S. Virgin Islands

**Job Type:** Full-time

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**Job Location(s):** U.S. Virgin Islands

U.S. Virgin Islands

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**Job Description:** Clerk for trial court judges in paradise! The Superior Court of the Virgin Islands is accepting applications for judicial clerkships. The clerkship is for one year, with the possibility of renewal for a second year. Reimbursements for some relocation expenses up to \$2,000 are allowable. To apply, please send a resume, transcript, writing sample and cover letter to: [human.resources@vicourts.org](mailto:human.resources@vicourts.org). More information about the Superior Court of the Virgin Islands can be also found at [www.vicourts.org](http://www.vicourts.org)

### **Nature of Work**

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

**Essential Functions** *(Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed)*

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

### **Knowledge, Abilities and Skills**

- Knowledge of general law, territorial code, established precedent, and sources of legal reference.
- Knowledge of court practices and procedures.
- Knowledge of legal terminology and concepts.
- Ability to communicate clearly and concisely, both orally and in writing, with a diverse group of people.

- Ability to research complex legal problems or questions and apply legal principles.
- Ability to represent the court in a respectful manner.
- Ability to establish and maintain effective working relationship with others.
- Skill in the operation of a personal computer with word processing and legal research software.

### **Working Conditions**

Work is performed primarily in an office setting or a courtroom.

### **Physical Demands**

Work is essentially sedentary with occasional walking, standing, bending, and transferring items under 25 pounds such as papers and files. Positions may require periods of extended sitting or computer use.

**Qualifications** *(Any combination of training and work experience which indicates possession of the knowledge, abilities and skills listed above. An example of an acceptable qualification for this position is:)*

Graduation from an accredited law school.

### **Licensure and Certification**

None

### **Salary**

\$58,995

To apply, please submit a letter of application **indicating the specific judge**, current resume (including three references), official final transcript, and at least two (2) writing samples, along with any other relevant documents to:

Nissa Bailey, MPA

Employee Relations Coordinator

Judicial Branch of the Virgin Islands

R.H. Amphlett Leader Justice Complex

P.O. Box 929

Christiansted, VI 00821

Phone: 340-713-6648 / Fax: 340-713-6605

E-mail: [human.resources@vicourts.org](mailto:human.resources@vicourts.org)

The Judicial Branch of the Virgin Islands is an equal opportunity employer.

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<b>Posting Date:</b> September 10, 2022
<b>Expiration Date:</b> October 17, 2022
<b>Contact:</b> Koya Ottley 8174 Subbase St. Thomas, 802 U.S. Virgin Islands
<b>Resume Receipt:</b> Email Resume, Online
<b>Default email address for resumes:</b> <a href="mailto:human.resources@vicourts.org">human.resources@vicourts.org</a>
<b>How To Apply:</b> <a href="mailto:human.resources@vicourts.org">human.resources@vicourts.org</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>Additional Documents Notes:</b> Resume, Application
<b>Visual ID:</b> 9663

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## **Associate Attorney**

Ford Marrin Esposito Witmeyer & Gleser, L.L.P. (New York, NY)

**Job Type:** Full-time

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

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**Job Description:** Associate position at Ford Marrin Esposito Witmeyer & Gleser, L.L.P., an established New York City firm with heavy emphasis on litigation. 1-4 years experience. Top 25% of graduating law school class and review experience.

Clerkship preferred, but not required. Experience in the field of insurance law a plus

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**Posting Date:** September 9, 2022

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**Expiration Date:** October 16, 2022

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**Contact:** Michael L. Anania  
Partner  
Wall Street Plaza 23rd Floor New York, New York 10005 United States

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**Resume Receipt:** Online

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

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**Visual ID:** 9998

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## Data Entry Representative

The Moore Law Firm PLLC (Morgantown, WV)

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**Position Type:** Part-time

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

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

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**Description:**

Company Name: The Moore Law Firm, PLLC  
Company Address: 62 High St, Morgantown, WV 26505  
Company Website: www.moorelawfirmwv.com  
Email: info@toyamahidekiconsultants.com  
Job Title: Data Entry Representative  
Telephone: (304) 721-3458

We are looking for a dedicated Data Entry Representative to work with a very unique and interesting team. You will be responsible for accurate data entry, file maintenance and record keeping. Position include maintaining attorney calendars and contact information, new client intake, file maintenance utilizing the firm's electronic records management system, and travel coordination and expense reimbursement.

Responsibilities

- Enter variety of data using current technology
- Prepare and sort documents for data entry
- Create and maintain logs for tracking purposes
- Review and enter data updates in the systems
- Review discrepancies in data received
- Advise supervisor of issues related to data

Qualifications:

- Previous experience in data entry or other related fields
- Excellent typing skills
- Strong organizational skills
- Deadline and detail-oriented

Compensation:

\$17.00/Hour

Performance-primarily based bonuses

Medical and dental coverage after 90 days.

Managers are actively reviewing all incoming applications. Please apply with a most recent version of your resume (if you have one) and be on the lookout for text, phone call, or email from one of our hiring managers.

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**Posting Date:** September 9, 2022

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**Expiration Date:** November 30, 2022

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**Contact:** Hideki Toyama

Head of Human Resources Department

62 High St, Morgantown, WV 26505 Morgantown, West Virginia 26505 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** info@toyamahidekiconsultants.com

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**ID:** 9997

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## **Labor & Employment Associate (#731)**

Dorsey & Whitney LLP (Minneapolis, MN)

**Job Type:** Full-time

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

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**Job Description:**

Dorsey is seeking an experienced Labor & Employment Associate to join our Minneapolis office. This mid-level or senior associate will be expected to take substantial responsibility for complex employment litigation matters, including wage and hour collective actions, class actions and high-value single plaintiff cases across employment subject matters. This is an excellent opportunity for someone with a proven foundation in employment litigation who is ready to take the next step in their career with one of the upper Midwest's premier firms. Preferred candidates will have substantive litigation and trial experience and should be prepared to make an immediate impact on case strategy and tactics, substantial brief writing, oral arguments, taking and defending depositions, and managing complex discovery, including ESI.

Qualified candidates will have:

- Four to six years of employment litigation and counseling experience in a law firm setting
- A team-based approach to the practice of law
- A commitment to diversity and personal practice development
- Excellent analytical and writing skills
- Excellent verbal communication

Admission to the Minnesota bar is required. Additional bar admissions in the upper Midwest (Iowa, Illinois, North Dakota, South Dakota, or Wisconsin) are a plus.

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

Among Dorsey's many distinguished alumni are U.S. Supreme Court Justice Harry Blackmun, noted law professor and scholar William Prosser, Minnesota's first woman judge Betty Washburn, former U.S. Vice President and Ambassador to Japan Walter Mondale, U.S. Senator Amy Klobuchar, former Corporation Counsel of the City of New York Zachary Carter, and U.S. Secretary of Agriculture Tom Vilsack. 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)
- Top 100 Adoption-Friendly Workplace (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 612-492-5033.

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**Posting Date:** September 9, 2022

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**Expiration Date:** October 16, 2022

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**Contact:** Brianna Rod  
50 South 6th Street Minneapolis, Minnesota 55402 United States

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

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

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**Visual ID:** 9850

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## **Pre-Litigation Paralegal (remote)**

Zinda Law Group, PLLC

**Job Type:** Full-time

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

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**Job Description:**

Zinda Law Group is an elite plaintiff's personal injury firm looking for ambitious, dynamic, driven, and passionate professionals to join our growing team. We are looking for a top notch Pre-Litigation Legal Assistant to join the team and help our clients get the justice they deserve. We have offices in Texas, Colorado, Arizona, and New Mexico, and serve clients throughout the nation. This opportunity is fully remote and will remain a remote position for the foreseeable future.

We are not your typical law firm, and by joining us, you will have the following opportunities, and many, many more, at your disposal:

- **Valuable, Rewarding Work:** Every day, you will be helping people. Our clients come to us after they have been through one of the worst days of their lives, and the work you do here will help them get the justice they deserve and get their lives back on track. Our paralegals play a critical role in our cases and often make life long connections with the people we help.
- **Career Advancement:** When working with us, you will always have the opportunity to succeed. Only at Zinda can a part-time admin assistant become the firm's Chief of Staff in only five years! We will actively support and encourage you to develop your career and grow as a professional.
- **Continuous Learning:** You will be mentored by and train with top professionals in your field from day one. Our in-house certifications and trainings will help you succeed no matter your level of experience.
- **Remarkable Colleagues:** When you join our team, you join a group of diverse individuals who are dedicated and passionate about the work they do every single day.

Responsibilities may include:

- Open new cases in the system and set up case for initial stages;
- Ensure medical records and investigation items are ordered;
- Assist clients with medical scheduling;
- Calendar deadlines and important dates;
- Draft correspondence;
- Assist with preparation of demands;
- Assist with event scheduling;
- Assist with pre-litigation event preparation;
- Organize and maintain legal files;
- Assist with office administration;
- Assist with potential client intake;
- Client communication and interaction to help answer questions and convey information about the case;

**Requirements:**

- Bachelor's degree, associate's degree, or paralegal certificate required;
- Prior personal injury law experience is a huge plus;
- Prior law firm experience is a huge plus;
- Bilingual in Spanish is a huge plus but not required;
- Must be highly organized and proficient with technology;
- Strong written and verbal communication;
- Comfortable handling sensitive subject matter and content;
- Excellent client service skills;
- Ability and willingness to follow detailed processes and systems;

Compensation & Benefits:

- Compensation Range: \$20-\$24/hour
- Paid Time Off and Paid Holidays;
- Paid Parental Leave;
- Retirement Plan with Generous Company Contribution Match;
- Medical, Dental, and Vision Insurance;
- Excellent Working Environment;
- Opportunities to work remotely;
- Opportunities for Ongoing Training and Mentoring by Our Outstanding Team;
- Opportunities to Advance and Grow in the Company.

To apply, please send a resume and cover letter.

Zinda Law Group is still fully 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.

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.

By submitting this application I understand Zinda Law Group may use review publicly available information about me in order to assess my suitability for employment.

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**Posting Date:** September 9, 2022

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**Expiration Date:** October 16, 2022

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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=572>

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**Additional Documents:** Cover Letter

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**Visual ID:** 9999

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## Law Clerk

Monmouth County Courthouse (New Jersey Courts) (New Jersey)

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**Position Type:** Full-time

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

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**Job Location(s):** Freehold, New Jersey (United States)

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**Description:**

I have an immediate opening for a law clerk position with Judge Adams at our Monmouth County vicinage, to finish the current 2022-2023 term which ends August 31, 2023. If you know of any interested law school graduates please have them send their application materials (resume, cover letter, transcripts, writing sample) to Tarika Jean-Pierre at [Tarika.Jean-Pierre@njcourts.gov](mailto:Tarika.Jean-Pierre@njcourts.gov) and cc me Melodia Juillet [melodia.juillet@njcourts.gov](mailto:melodia.juillet@njcourts.gov)

Judge information:

Judge Stacey Adams

Monmouth County Courthouse

71 Monument Park

Freehold, NJ 07601

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**Posting Date:** September 8, 2022

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**Expiration Date:** October 31, 2022

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**Contact:** Tarika Jean Pierre  
71 Monument Park Freehold, New Jersey 07601 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [Tarika.Jean-Pierre@njcourts.gov](mailto:Tarika.Jean-Pierre@njcourts.gov)

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

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**ID:** 9995

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## Multiple Assistant Public Defender Positions

Kanawha County Public Defender - 13th Judicial Circuit (Charleston, WV)

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**Position Type:** Full-time

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

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

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**Description:**

The Kanawha County Public Defender Office is seeking to fill multiple assistant public defender positions. Interested applicants may email their resumés to Zoe Shavers, Deputy Chief, at Zoe.A.Shavers@wvdefender.com. Salary is commensurate with experience.

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**Posting Date:** September 8, 2022

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**Expiration Date:** October 31, 2022

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**Contact:** Zoe Shavers

P.O. Box 2827 Charleston, West Virginia 25330-2827 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** zoe.a.shavers.shavers@wvdefender.com

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**ID:** 9994

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## Assistant Prosecutor

Kanawha County Prosecuting Attorney's Office (Charleston, WV)

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**Position Type:** Full-time

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

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

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**Description:**

Please apply with your resume.

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**Posting Date:** September 6, 2022

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**Expiration Date:** October 20, 2022

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**Contact:** Jennifer Dowdy Gordon

301 Virginia Street E. Charleston, West Virginia 25301 United States

<https://kanawha.us/prosecuting-attorneys-office/>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [jgordon@kanawhaprosecutor.com](mailto:jgordon@kanawhaprosecutor.com)

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**ID:** 9993

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## **Environmental and Natural Resources Law Associate | Phoenix**

Ballard Spahr LLP (Philadelphia, PA)

**Job Type:** Full-time

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

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**Job Description:**

We are seeking to hire two attorneys with 2-5 years of litigation or transactional experience and with particular expertise or interest in environmental and natural resources law. The firm's Environment and Natural Resources practice group represents clients at a regional and national level on a full spectrum of environmental issues ranging from permitting, compliance and enforcement to redevelopment and sustainable development projects. Our attorneys litigate traditional environmental matters and advise clients on emerging and evolving environmental opportunities and obligations. Group members also provide environmental counsel to the firm's transactional practices. Qualified candidates will have outstanding academic credentials and communication skills, both oral and written. This is an excellent opportunity to join a sophisticated environmental practice and work in a dynamic, expanding and team-oriented atmosphere while enjoying the benefits and resources of a national law firm. Active bar license in AZ preferred.

Ballard Spahr LLP is a more than 600 lawyer firm with 15 offices across the U.S. and is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Ballard Spahr offers an excellent benefits package which includes medical, prescription drug, dental and vision coverage; life insurance, short and long-term disability; 401(k) retirement savings plan; and a generous paid time off program. Additional benefits provided are health care and dependent care flexible spending accounts, and a health savings account; firm subsidized emergency child and elder care services; family and medical leave; employee assistance program; and a pre-tax transportation program.

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.**

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**Posting Date:** September 6, 2022

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**Expiration Date:** October 13, 2022

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

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

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**How To Apply:** <https://selfapply.ballardspahr.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=1&FilterJobCategoryID=4&FilterJobID=639>

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**Additional Documents:** Unofficial Transcript

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**Visual ID:** 9519

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## Public Defender 5 (Felony Division) - Albuquerque, NM

New Mexico Law Offices of the Public Defender

**Job Type:** Full-time

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

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**Job Description:**

**Objectives Summary**

*Our department offers flexible work opportunities, including teleworking (a.k.a. working from home) and work schedules outside the typical 8 am to 5 pm schedule. Applicants selected for a position are encouraged to discuss these options with the hiring manager early in the hiring process to ensure the specifics of any terms and conditions of an approved flexible work arrangement are clearly understood.*

For more information on living in Albuquerque, [click here](#).

Provide professional legal services representing juvenile and adult indigent clients, handle highly complex appeals or serve as lead counsel for serious violent felony or appeals and other highly complex litigation cases.

**Essential Functions**

Public Defender 5:

- Positions at this level handle all levels of criminal cases and legal matters including the most complex felonies, including high profile cases, such as capital cases.
- Can act with independence with little guidance.
- Has acquired sufficient knowledge and experience to handle an appellate caseload.
- Has knowledge and experience to prepare appellate briefs and argue cases before the Court of Appeals and for Supreme Court.
- Incumbents in positions at this level are recognized as an expert in one or more areas of criminal law.
- Positions at this level may also provide supervision from a lead work perspective to attorneys at lower levels and conduct in-house training for attorneys.
- Works independently and is able to recognize and resolve complex issues related to the caseload.
- Provide input to the performance review and development of attorneys at lower levels.
- Provides key input into the development of policies and procedures for the assigned organization unit and/or program.
- Trains, coordinates and advises less experienced public defender attorneys to include co-counseling.
- Conducts legal research/analysis of laws, precedents, legal issues, procedural rules, in preparation of cases.
- Reviews and investigates client cases to determine legal position and propose legal strategy.
- Prepares for litigation and appeal through initiation of legal documents, review of case information, obtaining evidence, conducting interviews, preparation of witnesses to testify.
- Researches changes in laws, legislation, rules court decisions, case precedents, to determine/anticipate legal problems and propose resolutions.
- Drafts/reviews, proposes and prepares reports, memoranda in opposition, briefs, legal documents, motions, correspondence, and appeals for clients.
- Counsels and advises clients on cases such as pleadings, arraignments, trials, appeals.

- Represents the client in legal matters, such as motions, hearings, litigation and appeals.
- Explains, interprets and keeps client informed on changes in law, court decisions, legal issues and problems.
- Attends seminars, training classes and reviews current professional literature to maintain and develop professional skill and knowledge.
- Conducts plea bargaining with District Attorneys and other parties to establish agreements to resolve cases.
- Follows through on case by ensuring client release, client payments.
- Performs related work as required.
- Depending on location: may assist with (CLIP) program or coordinate volunteer/intern/extern programs.

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

***Note: An employee with this classification may be required to perform at a PD5 level or duties of a lower classification without additional compensation. Employee will be required to show competence in all levels PD2 through PD5.***

### **Minimum Qualifications**

Current license as an attorney issued by the New Mexico Supreme Court or eligible for limited license issued by New Mexico Supreme Court and four (4) years of criminal law experience as a practicing attorney.

### **Employment Requirements**

Must possess and maintain a valid driver's license.

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

Default FLSA: Exempt.

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.

### **Benefits**

The State's General Services Department Risk Management Division, Employee Benefits Bureau (EBB), is responsible for the procurement and oversight of employee benefits - including Medical, Pharmacy, Dental, Vision, Short & Long Term Disability, and Life Insurance. The State's Group Benefits Plan also offers COBRA, Flexible Spending Account Programs, and an Employee Assistance Program (EAP).

Erisa Administrative Services, Inc. (Erisa) is the State's Third Party Administrator. They provide benefits administration to all plan participants, and offer knowledgeable staff to answer your questions. To learn more about the benefits available please click [HERE](#).

**Expiration Date:** October 13, 2022

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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>

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

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**Visual ID:** 9521

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## Remote Contract Attorney

MSD Partners, L.P. (New York, New York)

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**Position Type:** Part-time

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**Practice Area(s):** Corporate

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

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**Description:**

Role

Remote Contract Attorney

Description

A New York-based multi-strategy investment firm is seeking a licensed attorney to serve as an independent contractor and support the firm's internal Legal and Compliance team in reviewing, drafting and negotiating Non-Disclosure Agreements (NDA) that are entered into by the firm in connection with potential investment transactions. The Contract Attorney may also work on other commercial agreements depending on the firm's needs and the Contract Attorney's interests and qualifications.

The Contract Attorney will work 5 to 10 hours per week and all work will be performed completely remotely. The Contract Attorney should be available to work on most business days, but this is intended to be a flexible engagement and the hours may be worked before, during or after regular business hours depending on the Contract Attorney's schedule.

Qualifications & Desired Attributes

- 2+ years of legal experience, experience in the financial services industry is a plus
- JD from an accredited law school
- Current member of a U.S. State bar and in good standing
- Prior experience negotiating NDAs is strongly desired
- Prior experience with vendor agreements, engagement letters, access letters or other commercial agreements is a plus
- Exceptional attention to detail
- Highly organized with an ability to work independently
- Superior verbal and written communication skills
- Access to a computer and reliable phone and internet connections

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**Posting Date:** September 6, 2022

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**Expiration Date:** October 7, 2022

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**Contact:** Chris Lunde  
645 Fifth Avenue, 21st Floor New York, New York 10022 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** clunde@msdpartners.com

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**ID:** 9991

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## Staff Attorney

United States Court of Appeals for the Third Circuit (Philadelphia PA)

**Position Type:** Full-time

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

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

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**Description:**

AFF ATTORNEYS - LEGAL DIVISION

UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT

Position Title: Staff Attorney (term) Projected Number of Positions: 4 or 5 Location: Philadelphia, Pennsylvania

Term: 2 years, firm commitment (term extensions may be possible)

Start date: Fall 2023

Application Closing Date: Monday, October 10, 2022

Starting Salaries and Classification Levels for Projected Positions: \$72,340 (CPS CL27/25) and \$86,706 (CPS CL28/25), both with promotion potential to the next higher Classification Levels. Higher appointment levels may be available for attorneys with recent and relevant post-graduate legal work experience. Salary step increases are available upon successful completion of applicable requirements during employment.

**POSITION OVERVIEW AND OFFICE ENVIRONMENT**

Staff Attorney Offices were created in the United States Courts of Appeals by act of Congress in 1976. Staff attorneys serve the Court at large and are essential in furthering the disposition of cases before the Court.

In the Third Circuit, approximately twenty-five attorneys work with a dedicated administrative staff in a highly collegial environment. Term staff attorneys are a vital complement to our established group of supervisory attorneys and career attorneys. Term staff attorneys are hired at various levels of legal experience, and recent law school graduates work alongside and engage with attorneys with prior judicial clerkship or other professional experience.

Our office has been a launching point for a wide range of careers nationwide. Many of our former staff attorneys have become leaders in public interest, private sector, and academic settings.

Primary staff attorney duties include:

- Developing expertise in habeas corpus, immigration, civil rights and constitutional law, appellate jurisdiction, and federal civil and criminal procedure;
- Gaining familiarity with state and territorial laws of the Third Circuit;
- Drafting memoranda, per curiam opinions, and orders for the judges;
- Responding to questions from judges concerning individual cases, as needed; and
- Managing assigned cases.

**QUALIFICATIONS**

Ideal candidates are graduating law school students or recent graduates who possess:

- A strong academic background;
- Demonstrated research and writing ability;
  
- Excellent oral and written communication skills;
- Maturity, good judgment, and high ethical standards; and

- Flexibility and motivation in handling work assignments, and a positive work attitude.

#### APPLICATION INSTRUCTIONS, SELECTION PROCESS, AND TIMING

The hiring committee reviews applications via OSCAR (Online System for Clerkship Application and Review), <https://oscar.uscourts.gov/>. To ensure consideration of your application, create an OSCAR account, or log in to your existing account, and apply to our position listing in the Staff Attorney Office section.

Due to the volume of applications anticipated, emailed applications, paper applications, and late applications are unlikely to be acknowledged or considered. Telephone inquiries to the Court about this position are discouraged.

The following application materials are required:

- Cover letter;
- Resume;
- Law school transcript; and
- Writing sample, self-edited, demonstrating your ability to analyze a discrete legal issue. If you wish to submit a published article for consideration, please submit an additional, self-edited writing sample. Please save and upload your writing samples as a single document.

The selection process will include committee interviews either in Philadelphia or via videoconferencing. We anticipate that the process will continue through early 2023.

#### BENEFITS

Leave benefits include vacation and medical leave. Staff attorneys are covered by Social Security and are eligible to participate in group medical and life insurance and supplemental benefits programs.

Term staff attorneys generally are not eligible for retirement benefits unless transferring without a break in service from another retirement-eligible federal position.

#### CONDITIONS OF EMPLOYMENT

Candidates must be United States citizens, with limited exceptions. Positions with the United States Courts are excepted service appointments that are "at will" and can be terminated with or without cause by the Court. Employee appointments are provisional and contingent upon the satisfactory completion of a background investigation. Direct deposit of pay is required.

The selectee for this position is subject to a criminal record check and satisfactory adjudication by the employing office to be eligible for employment. Candidates will not be asked about their criminal history prior to receiving a tentative offer of employment. Candidates completing the AO-78 are not required to complete questions 18-20 regarding criminal history. Criminal history is not in itself disqualifying. All available information, past and present, favorable, and unfavorable, about the reliability and trustworthiness of an individual will be considered when making an employment suitability determination. Providing false and/or misleading information may be grounds for removal from the application and selection process, as well as disciplinary action if discovered after an individual's date of hire.

The Federal Judiciary recognizes the importance and value of diversity in its workforce.

Applicants from diverse groups and backgrounds are strongly encouraged to apply. The Court of Appeals for the Third Circuit is committed to equal opportunity for all applicants.

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**Posting Date:** September 6, 2022

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**Expiration Date:** October 10, 2022

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**Contact:** Hiring@ca3.uscourts.gov

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

---

**How to Apply:** <https://oscar.uscourts.gov>

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

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**Requested Document Notes:** The following application materials are required:

- Cover letter;
- Resume;
- Law school transcript; and
- Writing sample, self-edited, demonstrating your ability to analyze a discrete legal issue. If you wish to submit a published article for consideration, please submit an additional, self-edited writing sample. Please save and upload your writing samples as a single document.

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**ID:** 9990

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## Associate Patent Prosecution Attorney

Thomas | Horstemeyer, LLP

**Job Type:** Full-time

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**Job Location(s):** Atlanta, Georgia United States

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**Job Description:** Thomas | Horstemeyer is currently accepting resumes for an associate patent attorney in Atlanta, GA with 0-4 years of experience. Areas of responsibility will include patent preparation and prosecution, client counseling, and other legal duties. Candidates are required to be patent-barred or patent-bar eligible. Preferred candidates will have a degree in computer science, computer engineering, or electrical engineering. Software development experience is preferred, but not required.

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**Posting Date:** September 3, 2022

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**Expiration Date:** October 9, 2022

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**Contact:** Partner John L. Lyon  
Partner  
3200 Windy Hill Road SE Atlanta, Georgia 30339 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** j.lyon@thip.law

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

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**Visual ID:** 9972

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## Attorney

Legal Aid of West Virginia

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**Position Type:** Full-time

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

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

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**Description:**

Huntington Attorney

Legal Aid is seeking a skilled, motivated attorney to join our Huntington office.

This attorney position will get the opportunity to practice regularly in magistrate, family, and circuit court. The main areas of practice will include housing, family law, unemployment, custody, benefits, and domestic violence.

Primarily serving Cabell, Mason, and Wayne Counties, attorneys at Legal Aid in Huntington are on the front lines helping clients in a holistic manner. Service includes in-court representation, legal advice and information, community education, and assistance with filling out forms. We also work closely with several community partners. As a staff attorney, you will get to enjoy working from our newly-renovated office space which is centrally located in Downtown Huntington near the Courthouse and is within walking distance of multiple restaurants and shops.

If you are passionate about serving others and want to do rewarding work, please send your cover letter and resume to [jobs@lawv.net](mailto:jobs@lawv.net). Applications will be considered until the position is filled.

LAWV is an organization dedicated to equity, justice, and inclusion, and our organization culture reflects that by seeking and supporting employees from diverse backgrounds and perspectives. EOE qualified women, people with disabilities, minorities, or members of traditionally underrepresented groups are encouraged to apply.

---

**Posting Date:** September 2, 2022

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**Expiration Date:** October 31, 2022

---

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

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

---

**How to Apply:** [jobs@lawv.net](mailto:jobs@lawv.net)

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** If you are passionate about serving others and want to do rewarding work, please send your cover letter and resume to [jobs@lawv.net](mailto:jobs@lawv.net). Applications will be considered until the position is filled.

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**ID:** 9967

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**Attorney**

Legal Aid 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:**

Charleston Attorney

Legal Aid of West Virginia (LAWV) is seeking a skilled motivated attorney to join our Charleston Office. LAWV offers a great family friendly work environment and excellent benefit package which includes medical, dental and life insurance, and paid leave.

As an Attorney in our Charleston office, you will get the opportunity to practice regularly in magistrate, family, and circuit court. The main areas of practice will include housing, family law, unemployment, custody, benefits, and domestic violence. Primarily serving Kanawha and Boone counties, you will be on the front lines helping clients in a holistic manner. Service includes in-court representation, legal advice and information, community education, and assistance with filling out forms. We also work closely with several community partners.

The Charleston office serves 7 counties and is the largest office in our firm. This position offers a chance to work with a diverse group of advocates and clients on a variety of social justice and poverty issues. While the main office is in Charleston, outdoor enthusiasts will be delighted to learn that we are just a stone's throw from some of the state's most beautiful landmarks, including the New River Gorge, Kanawha State Forest, and the Hatfield/McCoy Trail. Additionally, the nearby Elk, Kanawha, and Coal rivers offer some of the best kayaking opportunities. Lovers of the arts and culture can spend their days exploring the Clay Center for the Arts and Science and the Capitol Market, and their nights enjoying a great meal at one of our many local restaurants. And if you are looking to get away for a weekend, Charleston is a few hours from Columbus, Cleveland, Cincinnati, Lexington, and Pittsburgh.

If you are passionate about serving others and want to do rewarding work, please send your cover letter and resume to [jobs@lawv.net](mailto:jobs@lawv.net). Applications will be considered until the position is filled.

LAWV is an organization dedicated to equity, justice and inclusion and our organization culture reflects that by seeking and supporting employees from diverse backgrounds and perspectives. EOE qualified women, people with disabilities, minorities, or members of traditionally underrepresented groups are encouraged to apply.

**Posting Date:** September 2, 2022**Expiration Date:** October 31, 2022

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

**Resume Receipt:** Other (see below)**How to Apply:** <mailto:jobs@lawv.net>**Additional Documents:** Cover Letter

**Requested Document Notes:** If you are passionate about serving others and want to do rewarding work, please send your cover letter and resume to [jobs@lawv.net](mailto:jobs@lawv.net). Applications will be considered until the position is

filled.

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**ID: 9968**

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**Attorney**

Legal Aid of West Virginia

---

**Position Type:** Full-time

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

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

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**Description:**

Clarksburg Attorney

Legal Aid of West Virginia (LAWV) is seeking a skilled motivated attorney to join our Legal Help for Renter's Project in our Clarksburg office. LAWV offers a great family friendly work environment and excellent benefit package which includes medical, dental and life insurance and paid leave. This is a defined term position which ends on September 30, 2025.

As the Clarksburg MRAP Attorney, you will be a member of the Legal Help for Renter's Project, LAWV's partnership with the WV Housing Development Fund. The goal of this initiative is to provide legal assistance to eligible tenants with their holistic legal needs. This position will provide legal assistance involving barriers to tenants including, eviction defense, habitability, safety at home, and economic stability. This unit will work together to create novel approaches to address tenant issues across West Virginia. The unit will be guided by a Project Supervisor and work in concert with paralegals serving the statewide project.

If you are passionate about serving others and want to do rewarding work, please send your cover letter and resume to [jobs@lawv.net](mailto:jobs@lawv.net). Applications will be considered until the positions are filled.

LAWV is an organization dedicated to equity, justice and inclusion. Our organization seeks and supports employees from diverse backgrounds and perspectives. LAWV is an EOE: qualified women, people with disabilities, minorities, or members of traditionally underrepresented groups are encouraged to apply.

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**Posting Date:** September 2, 2022

---

**Expiration Date:** October 31, 2022

---

**Contact:** Ms. Kerry LeMasters

Administrative Director

Administrative Director Legal Aid 922 Quarrier Street Charleston, West Virginia 25301 United States

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

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**How to Apply:** <mailto:jobs@lawv.net>

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** f you are passionate about serving others and want to do rewarding work, please send your cover letter and resume to [jobs@lawv.net](mailto:jobs@lawv.net). Applications will be considered until the positions are filled.

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**ID:** 9969



**Attorney**

Legal Aid of West Virginia

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**Position Type:** Full-time

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

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

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**Description:**

Beckley Veterans Attorney

Legal Aid of West Virginia (LAWV) is seeking a skilled, motivated Veterans Attorney to join our Beckley office. LAWV offers a superb, family-friendly work environment and excellent benefit package which includes a 403(b) retirement savings, medical, dental and life insurance, and generous paid leave. While LAWV will seek continuation funds for the position, this is currently a defined term position which ends on September 30, 2023.

As the Veterans Attorney in the Beckley office, you will be working with Community Action Partnership agencies throughout southern West Virginia, serving veterans at risk at homelessness, under the federal Supportive Services for Veterans and Families (SSFV) grant. This attorney will be a member of a dynamic team and will regularly engage in new challenges with opportunities for creative problem solving. You will have direct responsibility for interacting with clients, and representing them in court and in administrative forums, with support from and collaboration with other attorneys and community partners. Frequent travel throughout southern West Virginia is required. Attention to detail is necessary. While experience is helpful, Legal Aid values the dedication and commitment of new attorneys and offers an outstanding training regimen with in-office, program-wide, and multi-state training support.

Lovers of natural beauty and outdoor activities will find plenty of recreational opportunities, including hiking, mountain biking, climbing and kayaking. The wonders of the New River Gorge National Park, with some of the best whitewater rapids in the world, are a short drive away. Skiers and snowboarders will appreciate the quick trip to Winterplace ski resort with its 27 trails, terrain park and 10 lifts.

If you are passionate about serving others and want to do rewarding work, please send your cover letter and resume to [jobs@lawv.net](mailto:jobs@lawv.net). Applications will be considered until the position is filled.

LAWV is an organization dedicated to equity, justice and inclusion and our organization culture reflects that by seeking and supporting employees from diverse backgrounds and perspectives. EOE qualified women, people with disabilities, minorities, or members of traditionally underrepresented groups are encouraged to apply.

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**Posting Date:** September 2, 2022

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**Expiration Date:** October 31, 2022

---

**Contact:** Ms. Kerry LeMasters

Administrative Director

Administrative Director Legal Aid 922 Quarrier Street Charleston, West Virginia 25301 United States

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

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**How to Apply:** [jobs@lawv.net](mailto:jobs@lawv.net)

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** If you are passionate about serving others and want to do rewarding work, please send your

cover letter and resume to [jobs@lawv.net](mailto:jobs@lawv.net). Applications will be considered until the position is filled.

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**ID:** 9970

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**Attorney**

Legal Aid of West Virginia

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**Position Type:** Full-time

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

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

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**Description:**

Parkersburg Attorney

Legal Aid of West Virginia (LAWV) is seeking a skilled, motivated attorney to join our organization in our Parkersburg office. LAWV offers a great family-friendly work environment and excellent benefit package which includes medical, dental and life insurance and paid leave. The selected candidate will join staff engaged in client-centered advocacy with frequent litigation, as well as outreach to the community and community partners.

The attorney position provides legal services to victims of domestic violence, primarily in family law but including any other legal issues facing the client including housing, benefits, barriers to self-sufficiency. This position works closely with local domestic violence programs and participates in outreach programs. Other areas of practice will include housing, family law, unemployment, and benefits.

If you are passionate about serving others and want to do rewarding work, please send your cover letter and resume to [jobs@lawv.net](mailto:jobs@lawv.net). Applications will be considered until the position is filled.

LAWV is an organization dedicated to equity, justice and inclusion and our organization culture reflects that by seeking and supporting employees from diverse backgrounds and perspectives. EOE qualified women, people with disabilities, minorities, or members of traditionally underrepresented groups are encouraged to apply.

---

**Posting Date:** September 2, 2022

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**Expiration Date:** October 31, 2022

---

**Contact:** Ms. Kerry LeMasters

Administrative Director

Administrative Director Legal Aid 922 Quarrier Street Charleston, West Virginia 25301 United States

---

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

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**How to Apply:** <mailto:jobs@lawv.net>

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** If you are passionate about serving others and want to do rewarding work, please send your cover letter and resume to [jobs@lawv.net](mailto:jobs@lawv.net). Applications will be considered until the position is filled.

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**ID:** 9971

## Supervising Attorney

Legal Aid of West Virginia

**Position Type:** Full-time

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

---

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

---

**Description:**

Parkersburg Supervising Attorney  
Legal Aid of West Virginia is seeking an energetic, skilled, and committed leader for its Parkersburg Office. Applicant must be a West Virginia licensed attorney with minimum three years of practice/management experience. Looking for a talented lawyer with strong supervisory and management skills. LAWV offers a great family friendly work environment and excellent benefit package which includes medical, dental and life insurance and paid leave.

As the Parkersburg Supervising Attorney, you will lead and supervise the work of three staff attorneys, a paralegal/advocates and a legal assistant; represent clients in a variety of poverty-law cases; and through planning, outreach, and case-handling decisions ensure that legal aid services are reaching where they are most needed across the Parkersburg service area.

If you are passionate about serving others and want to do rewarding work, please send your cover letter and resume to [jobs@lawv.net](mailto:jobs@lawv.net). Applications will be considered until the position is filled.

LAWV is an organization dedicated to equity, justice, and inclusion and our organization culture reflects that by seeking and supporting employees from diverse backgrounds and perspectives. EOE qualified women, people with disabilities, minorities, or members of traditionally underrepresented groups are encouraged to apply.

---

**Posting Date:** September 2, 2022

---

**Expiration Date:** October 31, 2022

---

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

---

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

---

**How to Apply:** <mailto:jobs@lawv.net>

---

**Additional Documents:** Cover Letter

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**Requested Document Notes:** f you are passionate about serving others and want to do rewarding work, please send your cover letter and resume to [jobs@lawv.net](mailto:jobs@lawv.net). Applications will be considered until the position is filled.

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**ID:** 9966

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## Staff Attorney

American Friends Service Committee (AFSC) (New Jersey)

**Position Type:** Full-time

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

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**Job Location(s):** Newark, New Jersey (United States)

---

**Description:**

Staff Attorney, Detention and Deportation Defense Initiative

Job Category: Legal

Requisition Number: STAFF001403

[Apply now](#)

**Posting Details**

Posted: January 4, 2022

Full-Time

Salary: \$65,000 USD per year

**Locations**

Showing 1 location

Newark, NJ 07102, USA

**Job Details**

**Description**

Status: Full-Time, Specific Term through June 30, 2023 (possible renewal upon receipt of funding)

Location: Newark, NJ

Application Deadline: Applications will be reviewed on a rolling basis.

For consideration, please attach your Cover Letter and Resume to the online application in addition to answering the Application Questions.

**SUMMARY OF PRINCIPAL RESPONSIBILITIES**

The Staff Attorney will be part of the Detention and Deportation Defense Initiative, a publicly-funded project that provides representation for immigrants in removal proceedings, including people in detention and who people who are living in their communities. The Staff Attorney is responsible for direct legal representation of immigrants in removal proceedings or otherwise facing removal. This position may require remote work until COVID-19 restrictions are lifted.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:** The key responsibilities of the Staff Attorney include the following:

Provide in-depth individual consultations and representation to indigent unrepresented immigrants before the Elizabeth, Newark and other Immigration Courts, the Board of Immigration Appeals, and federal District Courts and Courts of Appeals, as appropriate. Participate in meetings with government representatives, jail staff and service providers. Assist in the documentation of the project's experiences and in the preparation of AFSC quarterly reports and reports to funding sources. Manage caseload and maintain client files in good order, including photocopying applications, letters, supporting documentation, and follow up work. Maintain client and case information in

AFSC case management systems.

Work with AFSC's Social Worker to meet clients' social services' needs.

In collaboration with AFSC staff and other stakeholders, engage in policy and advocacy work concerning issues raised by clients and constituents.

Conduct presentations on immigration issues.

If representing detained clients, monitor conditions and access at the detention centers and jails for use in reports and advocacy activities.

Participate in AFSC staff meetings and case reviews.

#### MINIMUM QUALIFICATIONS

**EDUCATION:** Admission to a state bar required.

#### EXPERIENCE:

A minimum of one year experience (including law school clinical experience) with immigration law and procedures, with removal defense experience preferred.

Excellent legal skills and understanding of movement lawyering principles.

Bilingual English/Spanish or English/French highly desirable.

Strong written and oral communication skills including public speaking.

Self-motivated, detail oriented, well-organized, able to prioritize assignments and workload.

Ability to communicate effectively and build mutually respectful relationships with co-workers, clients, the public and donors.

Familiarity with software applications in a Windows and cloud-based environment .

Ability to work some evenings and weekends; ability to travel out of state.

#### OTHER REQUIRED SKILLS AND ABILITIES:

Commitment to Quaker values and testimonies. Understanding of and compatibility with the principles and philosophy of the American Friends Service Committee including non-violence and the belief in the intrinsic worth of every individual.

Understanding of and commitment to the principles, concerns, and considerations, of AFSC in regard to issues of race, class, nationality, religion, age, gender and sexual orientation, and disabilities. Demonstrated ability to work and communicate with diverse staff.

**COMPENSATION:** Salary Range 15 (starting at \$65,000, commensurate with experience) - Exempt - Comprehensive medical and hospitalization plan; term life, accident and salary continuation insurances, defined benefit pension plan, plus fringe benefits; participation in unemployment and worker's compensation and social security.

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, national origin, race, age, sex, gender identity, sexual orientation or disability.

AFSC maintains a deep commitment to a mandate of care for our staff and communities, and thus requires vaccination for COVID-19; as well as adherence to social distancing, masking, and office occupancy protocols.

AFSC's Central Office and some of its offices in the U.S. are unionized workplaces. This position is represented.

The American Friends Service Committee is a smoke-free workplace.

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**Posting Date:** August 30, 2022

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**Expiration Date:** October 31, 2022

---

**Contact:** Nicole Polley Miller  
Legal Services Director

54 Broad Street, Suite 201 Red Bank, New Jersey 07701 United States

---

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

---

**How to Apply:** <https://www.afsc.org/job-center>

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** For consideration, please attach your Cover Letter and Resume to the online application in addition to answering the Application Questions.

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**ID:** 9953

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## Supervising Attorney

American Friends Service Committee (AFSC) (New Jersey)

**Position Type:** Full-time

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

---

**Job Location(s):** Newark, New Jersey (United States)

---

**Description:**

Supervising Attorney, Detention and Deportation Defense Initiative

Job Category: Legal

Requisition Number: SUPER001440

[Apply now](#)

**Posting Details**

Posted: June 30, 2022

Full-Time

Salary: \$70,000 USD per year

**Locations**

Showing 1 location

Newark, NJ 07102, USA

**Job Details**

**Description**

Status: Full-Time, Specific Term through June 30, 2023 (possible renewal upon receipt of funding)

Location: Newark, NJ

Application Deadline: Applications will be reviewed on a rolling basis.

For consideration, please attach your Cover Letter and Resume to the online application in addition to answering the Application Questions.

**SUMMARY OF PRINCIPAL RESPONSIBILITIES**

The Supervising Attorney will be part of the Detention and Deportation Defense Initiative, a publicly-funded project that provides representation for immigrants in removal proceedings, including people in detention and people who are living in their communities. The Supervising Attorney is responsible for: direct legal representation; mentoring and supervising staff attorneys, senior staff attorneys and legal assistants; and participation in statewide and nationwide advocacy activities. This position may require remote work until COVID-19 restrictions are lifted.

**ESSENTIAL FUNCTIONS/RESPONSIBILITIES:** The key responsibilities of the Supervising Attorney include the following:

Provide in-depth individual consultations and representation to low income, unrepresented immigrant detainees before the Elizabeth, Newark, and other Immigration Courts, the Board of Immigration Appeals, and federal District Courts and Courts of Appeals, as appropriate. Provide training, supervision and support to AFSC Staff Attorneys, Senior Staff Attorneys, and Legal Assistants on substantive legal issues. Ensure quality legal service provision and staff development.



Manage caseload and maintain client files in good order, including photocopying applications, letters, supporting documentation, and follow up work. Maintain client and case information in AFSC case management systems.

Participate in meetings with Department of Homeland Security representatives, jail staff and service providers.

Compile quarterly narrative and statistical reports regarding case consultation and case representation. Assist in the documentation of DDDI's experiences and in the preparation of AFSC quarterly reports and reports to funding sources.

Conduct presentations on immigration issues.

Respond to the media to publicize government practices and policies and their impact on immigrants and their families.

If representing detained clients, monitor conditions and access at the detention centers and jails for use in reports and advocacy activities.

Participate in AFSC staff meetings and case reviews.

#### MINIMUM QUALIFICATIONS

**EDUCATION:** Admission to a state bar required.

#### EXPERIENCE:

A minimum of five years' experience with immigration law and procedures preferred, especially removal defense.

Excellent legal skills and understanding of movement lawyering principles.

Bilingual English/Spanish or English/French highly desirable.

Strong written and oral communication skills including public speaking.

Self-motivated, detail oriented, well-organized, and able to prioritize assignments and workload.

Ability to communicate effectively and build mutually respectful relationships with co-workers, clients, the public and donors.

Familiarity with software applications in a Windows and cloud-based environment.

Ability to work some evenings and weekends; ability to travel out of state.

#### OTHER REQUIRED SKILLS AND ABILITIES:

Commitment to Quaker values and testimonies. Understanding of and compatibility with the principles and philosophy of the American Friends Service Committee including non-violence and the belief in the intrinsic worth of every individual.

Understanding of and commitment to the principles, concerns, and considerations, of AFSC in regard to issues of race, class, nationality, religion, age, gender and sexual orientation, and disabilities. Demonstrated ability to work and communicate with diverse staff.

**COMPENSATION:** Salary Range 16 (starting at \$70,000, commensurate with experience) - Exempt - Comprehensive medical and hospitalization plan; term life, accident and salary continuation insurances, defined benefit pension plan, plus fringe benefits; participation in unemployment and worker's compensation and social security.

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability.

AFSC maintains a deep commitment to a mandate of care for our staff and communities, and thus requires vaccination for COVID-19; as well as adherence to social distancing, masking, and office occupancy protocols.

AFSC's Central Office and some of its offices in the U.S. are unionized workplaces. This position is represented under the Northeast Region's Collective Bargaining Agreement.

The American Friends Service Committee is a smoke-free workplace.

---

**Posting Date:** August 30, 2022

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**Expiration Date:** October 31, 2022

---

**Contact:** Nicole Polley Miller  
Legal Services Director  
54 Broad Street, Suite 201 Red Bank, New Jersey 07701 United States

---

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

---

**How to Apply:** <https://www.afsc.org/job-center>

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** For consideration, please attach your Cover Letter and Resume to the online application in addition to answering the Application Questions.

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**ID:** 9952

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## Assistant Attorney General-Appellate

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

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**Position Type:** Full-time

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**Practice Area(s):** Appellate

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

---

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

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**Description:**

**Assistant Attorney General / Criminal Appeals.** The Office of the West Virginia Attorney General currently is seeking attorneys for its Appellate Division. Responsibilities will include briefing and arguing appeals before the West Virginia Supreme Court of Appeals, the U.S. Court of Appeals for the Fourth Circuit, and other courts in a variety of matters including, but not limited to, direct criminal appeals. Experience with a judicial clerkship and/or two years of appellate practice are preferred. Candidates must also have an active WV law license or be eligible for admission.

To apply, please submit a brief cover letter, your resumé, a list of references, writing sample, and any other information you believe would allow our Office to evaluate your application to the following email address: [jobs@wvago.gov](mailto:jobs@wvago.gov) with "Appellate Attorney" in the subject line.

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**Posting Date:** July 25, 2022

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**Expiration Date:** November 30, 2022

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**Contact:** Lori Sovel  
Director of Human Resources  
1900 Kanawha Blvd., East State Capitol, Building 1, Room E-26 Charleston, West Virginia 25305  
United States

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**Resume Receipt:** E-mail

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

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

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**ID:** 9794

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## Family Law Attorney

Franklin County Legal Services (Chambersburg, Pennsylvania)

**Position Type:** Full-time

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**Practice Area(s):** ANY AREA NOT LISTED - OTHER

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

---

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

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**Description:**

Family Law Attorney Position Opening

Franklin County Legal Services ("FCLS") is a charitable, nonprofit agency located in Chambersburg, Pennsylvania. FCLS was founded in 2002. Our mission is to provide access to legal representation, advice, and education to low-income individuals with civil legal problems. Services are provided free of charge to the recipients of the services. Our work provides access to justice and helps meet basic human needs through the provision of civil legal services. Access to help for all types of civil legal problems is provided by FCLS with our primary in-house practice areas focusing on the greatest needs of family law, immigration, and landlord/tenant.

FCLS is seeking applicants for a full-time Family Law Attorney position. The Family Law Attorney will provide civil legal services to indigent clients, with a focus on child custody matters. The Family Law Attorney will participate with the Franklin County Bar Association's family law section and coordinate services with the Bar and Court as needed. The Family Law Attorney will participate in screening/advice sessions for potential clients. Position may involve remote work and travel.

The position is funded for two years with the possibility of extension.

**QUALIFICATIONS:**

- Graduate of an ABA accredited law school;
- Admission to the Pennsylvania Bar;
- Will consider law school graduates prior to Bar admission and attorneys licensed in another state;
- Experience in Pennsylvania Family Law preferred;
- Ability to work independently; and
- Strong commitment to public interest law.

**SALARY AND BENEFITS**

Salary range: \$50,000 to \$60,000 per year, depending upon experience

Generous paid leave, healthcare benefits, telework options, and professional/membership fees are provided. FCLS attorneys are eligible to apply for the PA IOLTA Board Loan Repayment Assistance Program offered by the Pennsylvania Bar Foundation.

HOW TO APPLY:

Submit resume and cover letter via email ([brittany@fcls.net](mailto:brittany@fcls.net)) to Brittany Henderson, Executive Director. Subject Line: Attorney Position.

Applications will be accepted until the position is filled. Equal Opportunity Employer.

Revised July 18, 2022

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**Posting Date:** July 19, 2022

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**Expiration Date:** July 19, 2023

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

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**Contact:** Ms. Gloria M. Keener  
Executive Director  
336 Lincoln Way East Suite B Chambersburg, Pennsylvania 17201 United States  
<http://www.fcls.net>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [brittany@fcls.net](mailto:brittany@fcls.net)

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**Additional Documents:** Cover Letter

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**ID:** 9773

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## Civil Trial Attorney

The United States Department of Justice, Antitrust Division (Washington, D.C.)

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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:**

CIVIL TRIAL ATTORNEY

ANTITRUST DIVISION (ATR)

ATTORNEY

WASHINGTON, DC

UNITED STATES

E22-06-005

About the Office:

The United States Department of Justice, Antitrust Division, is seeking highly qualified attorneys to serve as Trial Attorneys in its seven civil enforcement sections in Washington, DC. These sections are responsible for the enforcement of the antitrust laws, competition advocacy, and competition policy. They handle civil matters of regional, national, and international scope.

Our office places a high value on diversity of experiences and perspectives and encourages applications from individuals from all ethnic and racial backgrounds, veterans, LGBT individuals, and persons with disabilities.

Job Description:

The sections in Washington, DC, are responsible for civil antitrust investigations, enforcement, and litigation; review of merger filings; competition advocacy; and competition policy in multiple sectors of the economy, as described below:

Civil Conduct Task Force: investigating and prosecuting civil nonmerger matters across a broad range of industries.

Defense, Industrials & Aerospace Section: defense, avionics and aeronautics, industrial equipment, road and highway construction, and metals and mining and waste industries.

Financial Services, Fintech & Banking Section: financial services and technology, credit and debit cards, residential real estate services, book and ebook publishing, printing, concert ticketing, promotions, and venues.

Healthcare & Consumer Products Section: health insurance, healthcare, healthcare technology, wood products (including pulp, paper, and timber), grocery products (including dairy, bread, and beer), appliances, and retail products (including cosmetics and vitamins/supplements).

Media, Entertainment & Communications Section: broadcast media; newspapers; television and film production; audio and video streaming services; sports and recreation; gambling; and communications services, including internet, mobile wireless, commercial satellites, and telecommunications infrastructure and equipment.

Technology & Digital Platforms Section: computer hardware and software, high technology component manufacturing, internet-related businesses, and gig economy platforms.

Transportation, Energy, & Agriculture Section: aviation, railroads, trucking, ocean shipping, hotels, restaurants, travel services, electricity, oil field services, crops, seeds, fish, and livestock.

Responsibilities as a Trial Attorney in one of the Division's civil sections include merger review, civil investigations and litigation of anticompetitive conduct as well as public advocacy for policies that ensure an innovative and competitive marketplace. Attorneys in these sections frequently grapple with challenging cases involving technical complexity, technological change, barriers to entry and evolving competitive and regulatory landscapes. Attorneys in the Civil Conduct Task Force work almost exclusively on civil conduct matters, and generally do not work on merger review. Attorneys in the other civil litigating sections in DC work mostly on merger review, though will also have

opportunities to work on civil conduct matters.

**Qualifications:**

Your resume and supporting documentation will be used to determine whether you meet the position qualifications listed in this announcement. If you are minimally qualified for this position, your resume and supporting documentation will be sent to the hiring official for employment consideration. To qualify, an applicant must:

Be a citizen of the United States;

Possess a J.D. or equivalent degree, be an active member of the bar in good standing (any U.S. jurisdiction), and have at least one year of post J.D. legal experience to qualify at the GS-12 level, one and one-half years of post J.D. legal experience to qualify at the GS-13 level, two and one-half years of post J.D. legal experience to qualify at the GS-14 level, and/or at least four years of post J.D. legal experience to qualify at the GS-15 level;

Have experience in the investigation of potential civil antitrust violations, or general federal litigation experience, including civil cases; and

Demonstrate excellent writing, analytical, and interpersonal skills.

**Salary:**

Candidates are being solicited at the GS-12, 13, 14 and 15 levels, with salaries up to \$176,300 per annum, depending on qualifications and experience. <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2022/general-schedule/>

**Travel:**

Domestic and international travel may be required.

**Application Process:**

Applications will be accepted until April 4, 2023. To receive consideration, please reference announcement E22-06-005, and submit a resume, description of significant antitrust experience and/or litigation experience (including your role on each matter or litigation), and a writing sample/brief (no more than 15 pages). If you are a current or recent Federal employee, you must also submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

Please submit your application through USAJOBS ([www.usajobs.gov](http://www.usajobs.gov)).

If you do not already have a USAJOBS account, please create one before applying via the "Create an Account" link. You will be able to complete your profile and upload your resume and supporting documents prior to applying.

Once an account has been created, apply to the USAJOBS vacancy: <https://www.usajobs.gov/job/646656800>

Applicants should familiarize themselves and comply with the relevant rules of professional conduct regarding any possible conflicts of interest in connection with their applications. In particular, please notify this Office if you currently represent clients or adjudicate matters in which this Office is involved and/or you have a family member who is representing clients or adjudicating matters in which this Office is involved so that we can evaluate any potential conflict of interest or disqualification issue that may need to be addressed under those circumstances.

**Application Deadline:**

Tuesday, April 4, 2023

**Relocation Expenses:**

Relocation expenses are not authorized.

**Number of Positions:**

Many

Updated July 8, 2022

\* \* \*

**Department Policies**

**COVID-19 Vaccination:** Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as

protocols related to masking, physical distancing, testing, travel, and quarantine.

**Equal Employment Opportunity:** The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of race, color, religion, national origin, sex - including gender identity, sexual orientation, or pregnancy status - or because of age (over 40), physical or mental disability, protected genetic information, parental status, marital status, political affiliation, or any other non-merit based factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. For more information, please review our full EEO Statement.

**Reasonable Accommodations:** This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with disabilities are encouraged to contact one of the Department's Disability Points of Contact (DPOC) to express an interest in being considered for a position. See list of DPOCs.

**Suitability and Citizenship:** It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Congress generally prohibits agencies from employing non-citizens within the United States, except for a few narrow exceptions as set forth in the annual Appropriations Act (see, <https://www.usajobs.gov/Help/working-in-government/non-citizens/>). Pursuant to DOJ component policies, only U.S. citizens are eligible for employment with the Executive Office for Immigration Review, U.S. Trustee's Offices, and the Federal Bureau of Investigation. Unless otherwise indicated in a particular job advertisement, qualifying non-U.S. citizens meeting immigration and appropriations law criteria may apply for employment with other DOJ organizations. However, please be advised that the appointment of non-U.S. citizens is extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis. All DOJ employees are subject to a residency requirement. Candidates must have lived in the United States for at least three of the past five years. The three-year period is cumulative, not necessarily consecutive. Federal or military employees, or dependents of federal or military employees serving overseas, are excepted from this requirement. This is a Department security requirement which is waived only for extreme circumstances and handled on a case-by-case basis.

**Veterans:** There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, [www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf) for a copy of SF 15,



which lists the types of 10-point preferences and the required supporting document(s). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that their retirement was due to a permanent service-connected disability or that they were transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

USAO Residency Requirement: Assistant United States Attorneys must reside in the district to which appointed or within 25 miles thereof. See 28 U.S.C. 545 for district specific information.

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. The Department of Justice cannot control further dissemination and/or posting of information contained in this vacancy announcement. Such posting and/or dissemination is not an endorsement by the Department of the organization or group disseminating and/or posting the information.

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**Posting Date:** July 15, 2022

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**Expiration Date:** April 4, 2023

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**Contact:** Mr. Richard L. Parker  
Liberty Square Building 450 5th Street, NW Washington, District of Columbia 20530 United States

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

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**How to Apply:** <https://www.usajobs.gov/>

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**ID:** 9754

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## **Criminal Trial Attorney**

The United States Department of Justice, Antitrust Division (Washington, D.C.)

**Position Type:** Full-time

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

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**Job Location(s):** San Francisco, California (United States)  
New York, New York (United States)  
Chicago, Illinois (United States)  
Washington, District of Columbia (United States)

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**Description:**

CRIMINAL TRIAL ATTORNEY

ANTITRUST DIVISION (ATR)

ATTORNEY

UNITED STATES

E22-07-005

About the Office:

The United States Department of Justice, Antitrust Division, is seeking highly qualified attorneys to serve as Trial Attorneys in its criminal enforcement sections based in Washington DC, Chicago, New York, and San Francisco. These offices investigate and prosecute criminal violations of the federal antitrust and related laws, including those involving corporations and individual executives, and handle criminal matters of regional, national, and international scope.

Our office places a high value on diversity of experiences and perspectives and encourages applications from individuals from all ethnic and racial backgrounds, veterans, LGBT individuals, and persons with disabilities.

Job Description:

The Division's criminal enforcement program investigates and prosecutes price fixing, bid rigging, bribery, and other fraudulent schemes designed to undermine competition. Successful applicants will be given significant responsibility and have immediate involvement with matters of national importance. The attorneys hired can expect a collegial and stimulating environment working with experienced attorneys on cutting-edge matters, as well as the satisfaction of serving the public interest.

As a Trial Attorney in one of the criminal enforcement sections or offices noted above, responsibilities will include investigation and prosecution of price fixing, bid rigging, bribery, and other fraudulent schemes designed to undermine competition. These responsibilities will also include investigation of conduct designed to obstruct the government's investigation.

In furthering the work of the Division, Trial Attorneys will work closely with FBI and other law enforcement agents to develop investigative strategies; coordinate with various law enforcement agencies and offices throughout the United States and cartel agencies around the globe, and represent the United States before grand juries in districts throughout the United States and in District Court at arraignments, hearings, and trials.

Qualifications:

Your resume and supporting documentation will be used to determine whether you meet the position qualifications listed in this announcement. If you are minimally qualified for this position, your resume and supporting documentation will be sent to the hiring official for employment consideration.

To qualify, an applicant must:

Be a citizen of the United States;

Possess a J.D. or equivalent degree, be an active member of the bar in good standing (any U.S. jurisdiction), and have at least one full year of post J.D. legal experience to qualify at the GS-12

level; at least one and one-half years of post J.D. legal experience to qualify at the GS-13 level; two and one-half years of post J.D. legal experience to qualify at the GS-14 level, and/or at least four years of post J.D. legal experience to qualify at the GS-15 level;  
Have experience in the investigation of potential federal criminal or civil antitrust and/or white-collar criminal violations and litigation of such violations; and  
Have litigation experience, including criminal and/or civil trials.

**Salary:**

Candidates are being solicited at the GS-12, 13, 14 and 15 levels, with salaries up to \$176,300 per annum, depending on qualifications and experience. <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2022/general-schedule/>

**Travel:**

Domestic and international travel may be required.

**Application Process:**

Applications will be accepted until April 4, 2023. To receive consideration, please reference announcement E22-07-O05, and submit a resume, description of significant antitrust experience and/or litigation experience (including your role on each matter or litigation), and a writing sample/brief (no more than 15 pages). If you are a current or recent Federal employee, you must also submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect and a copy of your latest Notification of Personnel Action (SF-50).

Please submit your application through USAJOBS ([www.usajobs.gov](http://www.usajobs.gov)).

If you do not already have a USAJOBS account, please create one before applying via the "Create an Account" link. You will be able to complete your profile and upload your resume and supporting documents prior to applying.

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Applicants should familiarize themselves and comply with the relevant rules of professional conduct regarding any possible conflicts of interest in connection with their applications. In particular, please notify this Office if you currently represent clients or adjudicate matters in which this Office is involved and/or you have a family member who is representing clients or adjudicating matters in which this Office is involved so that we can evaluate any potential conflict of interest or disqualification issue that may need to be addressed under those circumstances.

**Application Deadline:**

Tuesday, April 4, 2023

**Relocation Expenses:**

Relocation expenses are not authorized.

**Number of Positions:**

Many

Updated July 8, 2022

\* \* \*

**Department Policies**

**COVID-19 Vaccination:** Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

**Equal Employment Opportunity:** The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of race, color, religion, national origin, sex - including gender identity, sexual orientation, or pregnancy status - or because of age (over 40), physical or mental disability, protected genetic information, parental status, marital status, political affiliation, or any other non-merit based factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be

hired and advanced on the basis of merit within the Department of Justice. For more information, please review our full EEO Statement.

**Reasonable Accommodations:** This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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**Suitability and Citizenship:** It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Congress generally prohibits agencies from employing non-citizens within the United States, except for a few narrow exceptions as set forth in the annual Appropriations Act (see, <https://www.usajobs.gov/Help/working-in-government/non-citizens/>). Pursuant to DOJ component policies, only U.S. citizens are eligible for employment with the Executive Office for Immigration Review, U.S. Trustee's Offices, and the Federal Bureau of Investigation. Unless otherwise indicated in a particular job advertisement, qualifying non-U.S. citizens meeting immigration and appropriations law criteria may apply for employment with other DOJ organizations. However, please be advised that the appointment of non-U.S. citizens is extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis. All DOJ employees are subject to a residency requirement. Candidates must have lived in the United States for at least three of the past five years. The three-year period is cumulative, not necessarily consecutive. Federal or military employees, or dependents of federal or military employees serving overseas, are excepted from this requirement. This is a Department security requirement which is waived only for extreme circumstances and handled on a case-by-case basis.

**Veterans:** There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, [www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf) for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s)). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that their retirement was due to a permanent service-connected disability or that they were transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

**USAO Residency Requirement:** Assistant United States Attorneys must reside in the district to which appointed or within 25 miles thereof. See 28 U.S.C. 545 for district specific information.

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. The Department of Justice cannot control further dissemination and/or posting of information contained in this vacancy announcement. Such posting and/or dissemination is not an endorsement by the Department of the organization or group disseminating and/or posting the information.

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**Posting Date:** July 15, 2022

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**Expiration Date:** April 23, 2023

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**Contact:** Mr. Richard L. Parker  
Liberty Square Building 450 5th Street, NW Washington, District of Columbia 20530 United States

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

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**How to Apply:** <https://www.usajobs.gov/>

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**ID:** 9753

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## Temporary Legal Research Attorney

Moore & Van Allen (Charlotte, NC)

**Job Type:** Part-time

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

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**Job Description:** Moore & Van Allen is currently searching for temporary attorneys with research experience, banking and/or commercial lending background is a plus. The ideal candidate will have strong research skills and experience with using Excel. Subject matter expertise is not required, but efficiency and accurate research capabilities are required.

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**Posting Date:** October 5, 2022

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**Expiration Date:** November 11, 2022

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

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

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

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**How To Apply:** <https://lawcruit.micronapps.com/sup/JobPostingDetails.aspx?lawfirm=MW4ybw==&JobId=MW1nMzAIMjU2MA==&at=OF9DRw==>

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

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**Visual ID:** 10106

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## **Corporate/Mining, Oil and Gas, and Energy Associate (#719)**

Dorsey & Whitney LLP (Minneapolis, MN)

**Job Type:** Full-time

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**Job Location(s):** Salt Lake City, Utah United States

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**Job Description:**

Dorsey & Whitney LLP is seeking an associate with two to four years of experience to join our Salt Lake City office, providing support to our Regulatory Affairs Practice Group on mining, oil and gas, and energy mergers, acquisitions, joint ventures, and other transactional matters. This associate will have the opportunity to work on national and international natural resource-related transactions with teams of Dorsey lawyers located across our 20 offices with an emphasis on nationally-based energy companies, unique Canadian/U.S. commerce intersections and Asian-Pacific international markets. Dorsey's Natural Resource Practice Group enjoys a strong and frequent working relationship among a string of offices that runs from Anchorage, through Seattle, Salt Lake City, and Denver to Washington, D.C. Dorsey has decades of experience successfully completing hundreds of deals and billions in worldwide transactions. Our firm has ranked in the top 25 in U.S. M&A deals completed for over 20 years, with a solid understanding of transactions of all sizes and complexity.

Qualified candidates will have:

- Two to four years of corporate experience, including substantial mergers and acquisitions experience;
- Experience working in the business/corporate group of a large law firm;
- Experience with natural resources or energy transactions is a plus;
- Utah bar admission
- Strong communication and writing skills; and
- Top academic credentials.

Candidates with additional Nevada, Wyoming, Texas, or Idaho bar admission preferred.

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 612-492-5033.

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**Posting Date:** September 11, 2022

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**Expiration Date:** October 18, 2022

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**Contact:** Brianna Rod  
50 South 6th Street Minneapolis, Minnesota 55402 United States

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

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**How To Apply:** [www.dorsey.com/attorneyjobs](http://www.dorsey.com/attorneyjobs)

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**Visual ID:** 9535

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