



Chinese/ Spanish-Speaking Bilingual Junior Attorney

Troy Law, PLLC (Flushing, New York)

Position Type: Full-time

Practice Area(s): Employment

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

Description:

TROY LAW, PLLC is the NUMBER ONE WAGE AND HOUR LITIGATION FIRM in Downtown Flushing, NY. We engage in aggressive litigation on behalf of blue-collar immigrant workers against employers who violate federal and state laws.

Seeking a BILINGUAL JUNIOR ASSOCIATE to support all aspects of our fast-paced business.

Primary responsibilities include research and drafting discovery requests and responses, motions, and other forms of correspondence to courts, interviewing clients in Chinese and/or Spanish, appearing before federal and state court, and preparing for and conducting depositions.

This position is a great opportunity for bilingual attorneys with a demonstrated interest in economic justice/ poverty alleviation.

Fluency in Chinese/ Spanish is a requirement.

Admission to the NY Federal Bar is a must. (Note: Recent law graduates who have passed the bar but have not yet been admitted should apply only once they are admitted to the bar and to the district court as well.)

Requirements

Fluency in Chinese/ Spanish is a must!

Applicant must be already admitted to New York Federal District Court Bar, and preferably in the District of New Jersey as well.

An ideal candidate is diligent, detailed-oriented, well-versed in research and articulate on a professional level and able to work independently.

To apply, send a resume with cover letter, legal writing sample, writing sample in either Chinese or Spanish, school transcript, & list of cases in which you appeared as the attorney of record for.

Please note that successful candidates must be available for an in-person interview in Flushing, New York. The scheduling is flexible.

Desired Class Level: LLM, Graduate/Alumni

Posting Date: February 28, 2019

Expiration Date: March 28, 2019

Contact: Ms Tiffany Troy
HR Coordinator
41-25 Kissena Blvd, Suite 119 Flushing, New York
11355 United States
<http://troypllc.com>

Resume Receipt: E-mail

Default email for resumes.: recruit@troypllc.com

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

ID: 4333

Experienced Wage and Hour Attorney (Flushing, New York)

Troy Law, PLLC (Flushing, New York)

Position Type: Full-time

Practice Area(s): Employment

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

Description:

TROY LAW, PLLC is the NUMBER ONE WAGE AND HOUR LITIGATION FIRM located in downtown Flushing, NY.
Seeking an EXPERIENCED EMPLOYMENT LAW LITIGATION ASSOCIATE.

Primary responsibilities include managing and assigning cases to junior associates, directing the researching and drafting of discovery requests and responses, motions, and other forms of correspondence to courts, supervising intakes of clients in Chinese and/or Spanish, appearing before federal and state court, and preparing for and conducting depositions.

This position is a great opportunity for attorneys with a demonstrated interest in employment wage-and-hour law.

Requirements:

Candidates must have at least two (2) years of relevant TRIAL experience in wage-and-hour and employment discrimination law before US district courts;

who is Admitted in New York Federal Bar for at least one (1) year, and preferably in New Jersey;

The ideal candidate is diligent, detailed-oriented, well-versed in research and articulate on a professional level and able to work independently.

Ability to speak Chinese and/or Spanish preferred, but not required.

To apply, send a resume with writing sample, cover letter, school transcript, & list of cases in which you appear as the attorney of record. Please apply only if you meet all of the requirements above.

Summarize your Employment Law Trial Experience in a Table Format with the following pertinent information:

Complaint Filing Date;

Court;

Index Number;

Brief Description of Nature of Case (Wage-and-Hour or Employment Discrimination, including whether the case is a class-action case); and

Your involvement in the case (in intake, computation of damages, motion drafting, and other pertinent information).

All your information will be kept confidential.

Please note that successful candidates must be

available for an in-person interview in Flushing, New York. The scheduling is flexible.

Desired Class Level: LLM, Graduate/Alumni

Posting Date: February 28, 2019

Expiration Date: March 28, 2019

Contact: Ms Tiffany Troy
HR Coordinator
41-25 Kissena Blvd, Suite 119 Flushing, New York
11355 United States
<http://troypllc.com>

Resume Receipt: E-mail

Default email for resumes.: recruit@troypllc.com

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

ID: 4334

Fellowship in Environmental Law and Policy

The UCLA School of Law (Los Angeles, CA)

Position Type: Fellowship

Description:

UCLA School of Law's Emmett Institute on Climate Change and the Environment is now accepting applications for the UCLA Emmett/Frankel Fellowship in Environmental Law and Policy for the academic years 2019-2021. These fellowships are full-time, two-year faculty positions beginning in the summer of 2019. The position involves research and writing in the law and policy of climate change and the environment; the potential for teaching; and assisting with Institute projects such as conferences and workshops. A substantial component of the Fellow's work will focus on China's regulatory and policy approaches to climate change and air pollution.

The Emmett Institute on Climate Change and the Environment is dedicated to creating and advancing legal and policy solutions to climate change and other environmental challenges, and to training the next generation of leaders to address these issues. The program fosters informed debate and analysis to educate the public, policymakers, business leaders, and others on critical environmental issues.

Fellows work on issues relating to environmental law and policy, including climate change, and will generate policy-oriented publications and other products for the Institute, in collaboration with UCLA Law faculty. The Fellow will also support University of California collaborations with Chinese decision-makers, researchers, and subnational regulators on climate change issues. In that vein, the Fellow will conduct research, including legal and policy analysis, on climate change and air pollution solutions in China, California and other jurisdictions. The fellow will also assist in the development and implementation of trainings for subnational regulatory officials from China and California. Specific areas of research, relating both to China and to other jurisdictions, may include:

- Co-benefits in mitigation of air pollution and GHG emissions;
- Carbon neutrality and mid-century decarbonization pathways in California and China;
- GHG emission reductions in power, transportation, and building sectors;
- Carbon trading and pricing scheme; and
- Climate financing.

The specific configuration of responsibilities for the successful candidate will be developed in consultation with UCLA Law faculty and the Emmett Institute's Executive Directors. Research with a focus on China will be undertaken at the direction of Professor Alex Wang.

Candidates should possess a J.D. earned within the past several years or expected before June 30, 2019; a strong academic record; excellent analytical and writing skills; and demonstrated interest and background in environmental law and policy. Candidates with Chinese language skills (oral and written) and prior experience working on law and policy matters in China are especially encouraged to apply. The salary is anticipated to be approximately \$70,000 per year plus a competitive benefits package. UCLA School of Law has a special interest in enriching its intellectual environment through further diversifying the range of perspectives represented within the faculty.

Applicants should apply online at <https://recruit.apo.ucla.edu/apply/JPF04183>. Please submit a letter discussing qualifications and interests, a resume, a transcript of studies in law school, a writing sample of no more than ten pages, and contact information for three references.

Applications should be received by Friday, March 15, 2019 but will be considered thereafter until the position is filled.

Visit our website at <https://www.law.ucla.edu/emmett> for more information about our program.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: UC Nondiscrimination & Affirmative Action Policy (<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>).

Desired Class Level: Graduate/Alumni
Posting Date: February 28, 2019
Expiration Date: March 15, 2019
Contact: Ms. Edna Sasis Director of the Institute for Food Laws & Regulations Boc 951476 Los Angeles, California 90095-1476 United States
Resume Receipt: E-mail
Default email for resumes.: sasis@law.ucla.edu
Additional Documents: Cover Letter, Writing Sample
ID: 4338

Litigation Attorney

Taylor Law Office (Morgantown, WV)

Position Type: Full-time

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

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 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: March 31, 2019

Contact: Emily Taylor

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

Via Email: etaylor@taylorlawofficewv.com

Via Mail:

Taylor Law Office

Attn: Emily Taylor

330 Scott Avenue, Suite 3

Morgantown, WV 26508

Via Email:

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

Desired Class Level: Graduate/Alumni

Posting Date: February 28, 2019

Expiration Date: March 31, 2019

Contact: Emily A Taylor
Office Manager
34 Commerce Drive, Suite 201 Morgantown , West Virginia 26501 United States
<http://taylorlawofficewv.com/>

Resume Receipt: E-mail

Default email for resumes.: etaylor@taylorlawofficewv.com

Additional Documents: Cover Letter, Writing Sample, Other Documents

ID: 4339

PULSE Fellowship in Artificial Intelligence, Law, and Policy

The UCLA School of Law (Los Angeles, CA)

Position Type: Fellowship

Description:

UCLA School of Law's Program on Understanding Law, Science, and Evidence, or PULSE, is now accepting applications for the PULSE Fellowship in Artificial Intelligence, Law, and Policy for the academic years 2018-2020. This fellowship is a full-time, two-year faculty position with a start date of July 1, 2019. The position primarily involves sustained research and writing on the social, economic, and legal implications of artificial intelligence and machine learning. The position will also involve teaching and assisting with PULSE projects, such as conferences and workshops.

Progress in artificial intelligence and machine learning has advanced rapidly in recent years, and additional advances may proceed at an accelerating pace. Large recent progress in automated translation, face and voice recognition, anticipating criminal sentencing consequences, and automated radiological diagnosis are just a few among many salient examples. Similar technologies will alter many aspects of human life, yielding societal disruption and a need for governance.

Rather than focusing on colorful fictional treatments or relatively immediate consequences, the PULSE fellow will engage in careful, critical advance thinking about large-scale potential impacts. The fellow will evaluate methods for assessment and prediction, as well as legal, economic, institutional, regulatory, and other forms of preparation and response. The fellow's research will culminate in the authorship of papers suitable for publication in law journals or other respected legal, scholarly, and policy outlets. Throughout, the fellow will work in collaboration with Professor of Law Edward A. Parson and PULSE Co-Director Richard M. Re, among other UCLA faculty.

PULSE explores the complex connections between law, evidence, science, and technology. PULSE engages in cutting-edge and interdisciplinary research and programming to examine how basic "facts" about our world, provided through science and credited as evidence, influence venues of law and policy making. PULSE is co-directed by UCLA School of Law Dean Jennifer L. Mnookin and Assistant Professor of Law Richard M. Re.

Candidates for the PULSE fellowship should possess a J.D. or other advanced degree, a strong academic record, excellent analytical and writing skills, and demonstrated interest or background in the fields of law and science, artificial intelligence, or social risk assessment. Candidates

with previous academic, research, or professional experience in artificial intelligence, machine learning, computer science, or related fields of science and technology are especially encouraged to apply. The salary is anticipated to be approximately \$90,000 per year plus a competitive benefits package. UCLA School of Law has a special interest in enriching its intellectual environment through further diversifying the range of perspectives represented within the faculty.

Applicants should apply online at <https://recruit.apo.ucla.edu/JPF04325>. Please submit a letter discussing your qualifications, scholarly and professional aims, and the interests you would wish to pursue while holding the fellowship; a resume; a transcript of studies in law school or graduate school; a writing sample of no more than ten pages; and contact information for three references.

To ensure full consideration, applications should be received by Wednesday, March 13, 2019 but will be considered thereafter through April 10, 2019 or until the position is filled.

Visit our website at <http://www.law.ucla.edu/pulse> for more information about our program.

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status. For the complete University of California nondiscrimination and affirmative action policy see: UC Nondiscrimination & Affirmative Action Policy (<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>).

Desired Class Level: 3L, Graduate/Alumni
Posting Date: February 28, 2019
Expiration Date: April 10, 2019
Contact: Ms. Edna Sasis Director of the Institute for Food Laws & Regulations Boc 951476 Los Angeles, California 90095-1476 United States
Resume Receipt: E-mail
Default email for resumes.: sasis@law.ucla.edu
Additional Documents: Cover Letter, Writing Sample
ID: 4336

Charleston Attorney (Grant Funded Position)

Legal Aid of West Virginia

Position Type: Full-time**Description:****Charleston Attorney**

Immediate opening for an attorney in the West Virginia Legal Aid of West Virginia's Charleston office to coordinate, support and manage the provision of free legal help by volunteer attorneys to children and families at a two schools in the Charleston West Side Neighborhood. This position is a grant funded position which will continue until **September 30, 2020**.

LAWV offers a great family friendly work environment and excellent benefit package which includes medical, dental and life insurance and paid leave. Working for LAWV offers you the opportunity to advocate for equal justice for vulnerable West Virginians. If you are passionate about serving others and want to do rewarding work, please send cover letter and resume via email to jobs@lawv.net by **Wednesday, March 13, 2019**. EOE Qualified women, minorities and people with disabilities are encouraged to apply.

Desired Class Level: Graduate/Alumni**Posting Date:** February 27, 2019**Expiration Date:** March 13, 2019**Contact:** Ms. Kerry LeMasters
Administrative Director
Administrative Director Legal Aid 922 Quarrier Street
Charleston, West Virginia 25301 United States**Resume Receipt:** E-mail**Default email for resumes.:** jobs@lawv.net**Additional Documents:** Cover Letter, Writing Sample**ID:** 4329

WVU Assistant / Associate General Counsel

WVU

Position Type: Full-time**Description:**

The General Counsel's Office at West Virginia University is accepting applications for the position of Assistant OR Associate General Counsel. This position will report directly to the General Counsel and will represent and advocate the legal interests of West Virginia University, the WVU Board of Governors, the President, West Virginia University Research Corporation ("WVURC"), West Virginia University Innovation Corporation ("UIC"), and others on legal matters affecting the University by rendering a broad array of legal services as assigned, including, without limitation:

- Provide direct policy-making input and advice on matters of substantial magnitude related to critical University activities, policy questions and operation procedures and, as needed, draft, modify, or review institutional policies, procedures, and practices.
- Review, draft, and negotiate contracts on behalf of the University, WVURC, and UIC.
- As directed from time to time by the General Counsel, assist in litigation relating to the University or affiliated entities.
- Provide advice on issues related to the Family Educational Rights and Privacy Act (FERPA), the West Virginia Freedom of Information Act (WV FOIA), Family Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and/or the Health Insurance Portability and Accountability Act (HIPAA).
- Assist the University, WVURC and UIC, and support staff assigned to the University, WVURC and UIC, for federal, state, and industry sponsored contract and research grant solicitation, negotiation, administration, and compliance.
- Provide advice on issues related to higher education law, health care law, corporate law, employment, compliance with regulations governing federal research, immigration, trademark, and/or intellectual property.
- Conduct legal research and draft memoranda.
- Provide, under supervision of GC, high quality advice to the Board on legal matters affecting the University, WVURC, and UIC.
- All other duties as may be assigned from time to time by the GC.

Qualifications

- Both levels, Assistant and Associate General Counsel, require a J.D. degree from an accredited law school.
- Assistant General Counsel has no experience requirement.
- Associate General Counsel position required two (2) years of experience in two or more of the following

areas: higher education law, contract drafting, transactional work, litigation, health care law, corporate law, employment, compliance with regulations governing federal research, immigration, trademark, and intellectual property.

Requirements

- Currently licensed to practice law in West Virginia or become licensed in an agreed upon timeframe.
- Valid driver's license
- Excellent oral and written skills.
- Strong legal research and writing skills.
- Ability to work collegially in a diverse, complex environment.

To apply, please click here for the job posting.

About WVU

At West Virginia University, we pride ourselves on a tireless endeavor for achievement. We are home to some of the most passionate, innovative minds in the country who push their limits for the sake of progress, constantly moving the world forward. Our students, faculty and staff make this institution one of the best out there, and we are proud to stand as one voice, one university, one WVU. Find out more about your opportunities as a Mountaineer at <http://hr.wvu.edu/>.

West Virginia University is an Equal Opportunity/Affirmative Action Employer and the recipient of an NSF ADVANCE award for gender equity. The University values diversity among its faculty, staff and students, and invites applications from all qualified individuals, including minorities, females, individuals with disabilities and veterans.

Desired Class Level: Graduate/Alumni
Posting Date: February 26, 2019
Expiration Date: March 26, 2019
Contact: Human Resources
Resume Receipt: Other (see below)
How to Apply: https://wvu.taleo.net/careersection/staff/jobdetail.ftl?job=10190&tz=GMT-05%3A00
Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample
ID: 4324

Attorney

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

Position Type: Full-time**Description:**

Labor and employment law firm seeks to add an attorney with at least 3+ years of experience. EMPLOYMENT LAW EXPERIENCE REQUIRED. LABOR/UNION EXPERIENCE PREFERRED. The firm's practice includes all aspects of labor and employment law on behalf of unions and individual plaintiffs as well as in class and collective actions, including claims regarding: wage and hour violations, sexual harassment, employee discipline, whistleblower retaliation, and contract negotiations. Responsibilities will include all aspects of discovery, arbitration, hearing, and/or trial. The attorney will work directly with clients and other attorneys in the firm often in a team environment. The position involves travel throughout the United States.

Candidates must be motivated and possess the ability to work well on a team, but also be energetic self-starters with initiative. The position requires strong research and writing skills, the ability to communicate effectively, a creative approach to litigation, and a commitment to social justice. NO telephone calls. Please submit a cover letter, resume, references, transcript, and independent writing sample to recruitment@kcnlaw.com. For more information about the firm, visit KCNF.

Desired Class Level: Graduate/Alumni

Posting Date: February 25, 2019

Expiration Date: March 20, 2019

Contact: Elaine L, Fitch
818 Connecticut Ave., NW, Suite 1000 Washinton,
District of Columbia 20006 United States

Resume Receipt: E-mail

Default email for resumes.: recruitment@kcnlaw.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 4319

Permanent Staff (EHRA NF)

The University of North Carolina School of Law (Chapel Hill, NC.)

Position Type: Full-time

Description:

The Career Development Office (CDO) at the University of North Carolina School of Law facilitates the career exploration and job search process for its students, recent graduates, and alumni. This position is responsible for providing career advising to students and managing a portfolio of career planning and professional development programs, events, and administrative processes. This position reports to the Assistant Dean for Career Development.

The Director of Diversity Initiatives provides counseling and programming designed to inform and assist law students and alumni interested in opportunities for our students to contribute to diversity, in addition to offering general career counseling and event programming/participation.

Juris Doctor from an accredited law school and two years of professional experience.

1. A minimum of two years of professional experience required, with preference given to those with significant experience advising students and alumni in a career development office.
2. Excellent writing, administrative, and interpersonal skills.
3. Familiarity with diversity, inclusion and equity work in the legal profession/education.
4. Familiarity with North Carolina legal market
5. Familiarity with the UNC School of Law.

The University of North Carolina at Chapel Hill is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or status as a protected veteran.

Apply here: <http://unc.peopleadmin.com/postings/156344>

If you experience any problems accessing the system or have questions about the application process, please contact the Office of Human Resources at (919) 843-2300 or send an email to employment@unc.edu

Please note: The Office of Human Resources will not be able to provide specific updates regarding position or application status.

Desired Class Level: Graduate/Alumni

Posting Date: February 20, 2019

Expiration Date: February 28, 2019

Contact: The Office of Human Resources
HR Consultant
Chapel Hill, North Carolina United States

Resume Receipt: Other (see below)

How to Apply: <https://unc.peopleadmin.com/postings/156344>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 4303

Staff Attorney 1

Kentucky Department of Public Advocacy (Kentucky)

Position Type: Full-time

Description:

The Kentucky Department of Public Advocacy (DPA) is nationally recognized as a model statewide public defender system with an exceptional training and education program. Our defense teams ensure the criminal justice process is fair, results are just, and individual liberties are protected.

We are hiring an entry-level staff attorney to join the criminal defense team in the Morehead trial office.

Kentucky DPA looks for individuals who have demonstrated a desire to help the poorest and often the most vulnerable in their communities. The ideal candidate exhibits exceptional planning / organizational skills, is self-directed and comfortable working with their defense team which includes other attorneys, investigators, alternative sentencing workers and office administrative legal staff. We seek persons who understand it is a privilege to represent our clients and we do so on behalf of the people of Kentucky.

Duties and Responsibilities include, but are not limited to, the following:

- Represents indigent criminal defendants in misdemeanor and juvenile cases vigorously, effectively, ethically, and with integrity.
- Conducts client interviews and maintains notes and records of pertinent case facts sufficient to provide proper client representation.
- Researches legal issues and writes clear, concise motions.
- Obtains knowledge of the case through discovery and investigation sufficient to provide advice to clients regarding disposition.
- Develops a theory of the case that is consistent with the facts and the law.
- Willing to try appropriate cases.
- Duties are performed primarily in both office and courtroom settings.
- Travel is required.

Minimum Requirements

EDUCATION: See Special Requirements.

EXPERIENCE, TRAINING, OR SKILLS: NONE

Substitute EDUCATION for EXPERIENCE: NONE

Substitute EXPERIENCE for EDUCATION: NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.): Must be admitted to practice law and in good standing in the Commonwealth of Kentucky or comply with SCR 2.111 Limited certification of admission to practice or SCR 2.112 Attorney participants in defender or legal services programs. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

Working Condition:

Duties are performed primarily in both office and courtroom settings. Travel is required.

Probationary Period:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>

If you have questions about this advertisement, please contact Charles Landon at

CharlesO.Landon@ky.gov or 833-514-8981 .

An Equal Opportunity Employer M/F/D

Desired Class Level: Graduate/Alumni

Posting Date: February 20, 2019

Expiration Date: February 26, 2019

Contact: Patti Heying
Recruiter
5 Mill Creek Park Frankfort, Kentucky 40601 United States

Resume Receipt: E-mail

Default email for resumes.: Patti.Heying@ky.gov

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 4308

Staff Attorney 1

Kentucky Department of Public Advocacy (Kentucky)

Position Type: Full-time

Description:

The Kentucky Department of Public Advocacy (DPA) is nationally recognized as a model statewide public defender system with an exceptional training and education program. Our defense teams ensure the criminal justice process is fair, results are just, and individual liberties are protected.

We are hiring an entry-level staff attorney to join the criminal defense team in the Frankfort Trial Office.

Kentucky DPA looks for individuals who have demonstrated a desire to help the underprivileged and often the most vulnerable in their communities. The ideal candidate exhibits exceptional planning and organizational skills, is self-directed and also comfortable working with their defense team which includes other attorneys, investigators, alternative sentencing workers and office administrative legal staff. We seek persons who understand it is a privilege to represent our clients and we do so on behalf of the people of Kentucky.

Duties and Responsibilities include, but are not limited to, the following:

- Represents indigent criminal defendants in District Court cases vigorously, effectively, ethically, and with integrity.
- Conducts client interviews and maintains notes and records of pertinent case facts sufficient to provide proper client representation.
- Researches legal issues and writes clear, concise motions.
- Obtains knowledge of the case through discovery and investigation sufficient to provide advice to clients regarding disposition.
- Develops a theory of the case that is consistent with the facts and the law.
- Willing to try appropriate cases.
- Duties are performed primarily in both office and courtroom settings.
- Travel is required.

Minimum Requirements

EDUCATION: See Special Requirements.

EXPERIENCE, TRAINING, OR SKILLS: NONE

Substitute EDUCATION for EXPERIENCE: NONE

Substitute EXPERIENCE for EDUCATION: NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.): Must be admitted to practice law and in good standing in the Commonwealth of Kentucky or comply with SCR 2.111 Limited certification of admission to practice or SCR 2.112 Attorney participants in defender or legal services programs. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

Working Condition

Duties are performed primarily in both office and courtroom settings. Travel is required.

Probationary Period

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.pdf>

If you have questions about this advertisement, please contact Nathan Goodrich at nathan.goodrich@ky.gov or 502-564-7204 .

An Equal Opportunity Employer M/F/D

Desired Class Level: Graduate/Alumni

Posting Date: February 20, 2019

Expiration Date: February 26, 2019

Contact: Patti Heying
Recruiter
5 Mill Creek Park Frankfort, Kentucky 40601 United States

Resume Receipt: E-mail

Default email for resumes.: Patti.Heying@ky.gov

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 4309

Attorney
Babst Calland

Position Type: Full-time

Description:

Babst Calland, P.C. is a nationally recognized law firm with a focus on servicing clients in the energy industry. Babst Calland is headquartered in Pittsburgh with offices in Charleston, WV, Washington D.C. and State College, PA. Babst Calland's mineral title practice group employs more than 60 attorneys and the firm overall has more than 170 attorneys. Its clients include oil and gas exploration and production companies throughout the nation's most active mineral basins.

Babst Calland is now looking for a third year law student interested in joining the Charleston, WV office as a full time attorney to after graduation. The selected candidate will work with the mineral title practice group assisting in various tasks for clients in the oil & gas industry, including preparation of oil & gas title opinions, mineral ownership reports, division order title opinions and due diligence in connection with oil & gas assets acquisitions and sales. Candidates would be paired with a more experienced attorney and would go through a training program to learn more about the industry, law of various states nationally, how they apply to the real estate in question and understand client needs. Candidates will also be able to attend industry social events to learn how attorneys interact with the oil & gas industry.

Send resume and unofficial transcript to:

Steven M. Green
Attorney at Law
sgreen@babstcalland.com

300 Summers Street Suite 1000
Charleston, WV 25301
Direct 681.205.8951
Cell 304.989.4288
Fax 681-205-8814
www.babstcalland.com

Desired Class Level: 3L, Graduate/Alumni

Posting Date: February 14, 2019

Expiration Date: March 14, 2019

Contact: Steven Green
Attorney-at-Law
300 Summers Street Suite 1000 Charleston, West
Virginia 25301 United States

Resume Receipt: E-mail

Default email for resumes.: sgreen@babstcalland.com

Additional Documents: Cover Letter, Unofficial Transcript

ID: 4289

Entry Level Staff Attorney

Louisville-Jefferson County Public Defender Corporation (Louisville, KY)

Position Type: Full-time

Description:

The Louisville-Jefferson County Public Defender Corporation offers you the opportunity to be a litigator at an established and recognized public defender office. It is now accepting applications for entry level staff attorney positions from licensed lawyers to begin immediately. It is also accepting applications from recent law school graduates and 3rd year law students for entry level staff attorney positions to begin training Monday, August 19, 2019.

Staff attorneys at the Louisville-Jefferson County Public Defender's office must be members in good standing of the Kentucky Bar Association (see SCR 2.010). This may be accomplished by applying for admission in a timely manner (see SCR 2.022) and taking and passing the Kentucky Bar Examination, which is offered twice a year in February and July. If you are a licensed attorney in another state and a member in good standing of that state's bar, it may also be accomplished by seeking reciprocal admission pursuant to SCR 2.110 or by filing an application for a limited certificate of admission to practice law in an organized public defender program (see SCR 2.112).

Successful applicants will possess a background in criminal law and trial practice and/or equivalent law school courses or clinics. Applicants should also demonstrate strong advocacy and writing skills.

Forward (by mail or e-mail) a cover letter, résumé, transcript of law school grades, writing sample, videotaped example of advocacy in an actual or moot court litigation effort (if available), and a list of personal and professional references to:

Leo G. Smith
Executive Director/Chief Public Defender
Louisville-Jefferson County Public Defender Corporation
Advocacy Plaza
719 West Jefferson Street
Louisville, Kentucky 40202-2732

Desired Class Level: 3L, Graduate/Alumni

Posting Date: February 12, 2019

Expiration Date: March 12, 2019

Contact: Leo G. Smith
Executive Director
719 West Jefferson Street Louisville, Kentucky 40202-2732 United States

Resume Receipt: E-mail

Default email for resumes.: lgsmith@metrodefender.org

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 4286

Assistant Commonwealth's Attorney

Commonwealth of Virginia

Position Type: Full-time

Description:

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

Special Requirements: The applicant will be licensed to practice law in the Commonwealth of Virginia and in good standing with the State Bar.

Contact: A cover letter and resume may be sent via mail or email.

Title: Assistant Commonwealth's Attorney

Address: Wise County Commonwealth's Attorney's Office, Wise County Courthouse, Post Office Box 69, Wise, Virginia 24293.

Email: ranessa@wisecwa.info

Desired Class Level: Graduate/Alumni

Posting Date: February 6, 2019

Expiration Date: March 1, 2019

Contact: C.H. "Chuck" Slemph, III
P.O. Box 69 Wise, Virginia 24293 United States

Resume Receipt: E-mail

Default email for resumes.: ranessa@wisecwa.info

Additional Documents: Cover Letter

ID: 4275

Law and Policy Analyst - (19000435)

Center for Public Health Law Research, Beasley School of Law (Temple University)

Position Type: Full-time

Description:

The Policy Surveillance Program (Program) is a national initiative funded by the Robert Wood Johnson Foundation to increase the use of effective regulatory, legal, and policy solutions to improve public health. PSP is a part of the Center for Public Health Law Research (CPHLR) housed at Temple University's Beasley School of Law. CPHLR supports the widespread adoption of scientific tools and methods for mapping and evaluating the impact of law on health. The PSP and CPHLR team works by developing and teaching legal epidemiology methods; by researching laws and policies that improve health to support policy development and enactment; and by communicating and disseminating evidence to facilitate innovation.

PSP seeks applications from lawyers and law-school graduates to fill several full-time Law and Policy Analyst positions. The Analyst will form part of the dynamic and expanding team that consists of lawyers and other public policy professionals dedicated to using law to improve public health across the nation.

The Law and Policy Analyst is responsible for researching and analyzing statutory and regulatory laws across emerging public health topics for the creation of quantitative legal datasets. The creation of legal datasets involves proficient communication and time management, as well as the handling of multiple deadlines, and collaboration with staff members and external clients. The Analyst is responsible for writing literature scans, briefs and reports, manuscripts, and other materials for publication. Additional responsibilities include writing abstracts, and presenting at conferences and events to promote the organization's work. Performs other duties as assigned.

Required Education & Experience:

JD required and at least 1 year demonstrated of related research experience. Demonstrated outstanding legal research and writing skills, including statutory and regulatory research experience with LexisNexis, Westlaw, HeinOnline, and state legislative websites. Experience conducting literature scans, writing briefs and reports, manuscripts, and other materials for publication. An equivalent combination of education and experience may be considered.

Required Skills & Abilities:

- *Demonstrated verbal communication and presentation skills.
- *Analytic or scientific process skills, including the ability to observe, infer, measure, communicate and classify features in the law.
- *Demonstrated strong project management skills.
- *Demonstrated organizational skills and strong attention to detail.
- *Demonstrated ability to work collegially with others as part of a diverse team.

*Strong computer skills: Microsoft Office Suite (particularly Excel), collaborative document-sharing tools like Google Docs, Adobe Acrobat, and web-interfaces.

*Ability to write abstracts, and present at conferences and events to promote the organization's work.

Preferred:

* Background in public health

This position requires a background check

This position is a grant funded position.

Temple University values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, marital status, national origin, race, religion, sex, sexual orientation, veteran status or any other status protected by law.

Compliance Statement: In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the institution. Employees are also expected to understand and be in compliance with applicable laws, University and employment policies and regulations, including NCAA regulations for areas and departments which their essential functions cause them to interact.

To obtain additional information about Temple University please visit our website at www.temple.edu.

Temple University's Annual Security and Fire Safety Report contains statistics, policies, and procedures related to campus safety and can be found at:
<http://www.temple.edu/safety/asfr/>

You may request a copy of the report by calling Temple University's Campus Safety Services at 215-204-7900.

Primary Location: Pennsylvania-Philadelphia-Main Campus-Barrack Hall

Job: Staff
Schedule: Full-time
Shift: Day Job
Employee Status: Regular

Desired Class Level: Graduate/Alumni
Posting Date: February 6, 2019
Expiration Date: March 6, 2019
Contact: Andrew T. Campbell 1819 N. Broad Street Barrack Hall, Suite 300 Philadelphia, Pennsylvania 19122 United States
Resume Receipt: Other (see below)
How to Apply: https://temple.taleo.net/careersection/tu_ex_staff/jobdetail.ftl?job=19000435&tz=GMT-05%3A00&tzname=America%2FNew_York
Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

Health Law Fellow

West Virginia University College of Law

Position Type: Fellowship

Description:

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

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

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

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

Desired Class Level: Graduate/Alumni

Posting Date: February 1, 2019

Expiration Date: March 15, 2019

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

Resume Receipt: E-mail

Default email for resumes.: valarie.blake@mail.wvu.edu

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 4233

Document Review Attorney

DiCenzo Personnel Specialists

Position Type: Full-time

Practice Area(s): All Practice Areas

Description:

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

Great opportunity

Starting wage \$24 to \$26

Please call Angela at 412-766-0500 and send resume to dicenzo@yahoo.com

Desired Class Level: Graduate/Alumni

Posting Date: January 30, 2019

Expiration Date: March 30, 2019

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

Resume Receipt: E-mail

Default email for resumes.: dicenzo@yahoo.com

ID: 4253

Attorney

Tabor Lindsay & Associates (Charleston, WV)

Position Type: Full-time

Practice Area(s): Malpractice - Plaintiff

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

Description:

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

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

Desired Class Level: Graduate/Alumni

Posting Date: January 24, 2019

Expiration Date: March 1, 2019

Salary Range: Not Applicable

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

Resume Receipt: E-mail

Default email for resumes.: christy@taborlindsay.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 4239

Entry - level attorney

Lloyd & McDaniel

Position Type: Full-time

Description:

West Virginia

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

Additional Information/Benefits

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

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

Screening Requirements: Drug Screen, Criminal Background Check

Requirements

Job Skills/Requirements

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

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

Minimum requirements

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

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

Desired Class Level: Graduate/Alumni

Posting Date: January 18, 2019

Expiration Date: February 28, 2019

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

Resume Receipt: E-mail

Default email for resumes.: EGrimes@lloydmc.com

Additional Documents: Cover Letter

ID: 4227

LSAT Tutor

Professor Kirsha Trychta - WVU College of Law

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

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

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

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

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

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

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

Law Clerk

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

Position Type: Full-time

Description:

The Honorable James G. Arner, President Judge, is presently seeking resumes for the position of Law Clerk for the Court of Common Pleas of Clarion County, Pennsylvania.

The position is for **one** year beginning August 2019, and ending July 2020. Interested applicants are to submit their resume, which shall include no less than **three references, a writing sample, and a law school transcript** to the Honorable James G. Arner, c/o tjslike@co.clarion.pa.us no later than **March 1, 2019**.

Any documents mailed via U.S. Mail shall be addressed to: **Clarion County Court of Common Pleas, 421 Main Street, Suite 34 Clarion PA 16214**. Any documents submitted through email must be in pdf or docx format.

Questions concerning this position may be directed to Tammy Slike at (814) 226-4000, ext. 2110 or via email tjslike@co.clarion.pa.us.

Desired Class Level: 3L, Graduate/Alumni

Posting Date: January 17, 2019

Expiration Date: March 1, 2019

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

Resume Receipt: E-mail

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

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 4221

Senior Litigator

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

Position Type: Full-time

Practice Area(s): GOVERNMENT/SERVICE

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

Description:

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

Please send your resume and preferred salary range to jobs@wvago.gov with "Senior Litigator" in the subject line.

Desired Class Level: Graduate/Alumni

Posting Date: January 16, 2019

Expiration Date: March 1, 2019

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

Resume Receipt: E-mail

Default email for resumes.: jobs@wvago.gov

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 4214

Immigration Attorney

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

Position Type: Full-time

Practice Area(s): Immigration/Refuge

Description:

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

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

Posting Date: January 15, 2019

Expiration Date: October 1, 2019

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

Resume Receipt: E-mail

Default email for resumes.: lbarton@mglaw.com

Additional Documents: Cover Letter, Writing Sample

ID: 4211

Associate

Robert Dunlap Esquire, PLLC (Beckley, WV)

Position Type: Full-time

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

Description:

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

Desired Class Level: Graduate/Alumni

Posting Date: January 7, 2019

Expiration Date: March 31, 2019

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

Resume Receipt: E-mail

Default email for resumes.: robertdunlapesq@gmail.com

Additional Documents: Writing Sample

ID: 4186

Junior Attorney

Amazon (Seattle, Washington)

Position Type: Full-time

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

Description:

Associate Corporate Counsel - Data Center Leasing & Networking

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

Apply now

DESCRIPTION

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

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

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

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

BASIC QUALIFICATIONS

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

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

- A good sense of humor

PREFERRED QUALIFICATIONS

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

- Experience drafting transactional documents

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

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

Desired Class Level: Graduate/Alumni

Posting Date: January 7, 2019

Expiration Date: March 31, 2019

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

Resume Receipt: E-mail

Default email for resumes.: blancoca@amazon.com

ID: 4189

Associate Attorney

Johnstone & Gabhart, LLP (Charleston, WV)

Position Type: Full-time

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

Description:

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

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

Desired Class Level: Graduate/Alumni

Posting Date: January 3, 2019

Expiration Date: February 28, 2019

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

Resume Receipt: E-mail

Default email for resumes.: lfuller@wvlaw.net

Additional Documents: Writing Sample

ID: 4170

Judicial Law Clerk

21st Circuit Judge Jay Courier (Keyser WV)

Position Type: Full-time

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

Description:

Judicial Clerk Opening:

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

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

Heather Spielmaker, J.D.

Assistant Dean, Meredith Career Services Center

West Virginia University College of Law

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

304.293.8229 | Fax: 304.293.6891 |
law.wvu.edu

Desired Class Level: Graduate/Alumni

Posting Date: January 3, 2019

Expiration Date: February 28, 2019

Contact: Heather Spielmaker
Assistant Dean of Career Services

Resume Receipt: Other (see below)

How to Apply: Heather Spielmaker

Additional Documents: Cover Letter

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

ID: 4172

Staff Attorney

Legal Aid Society (Louisville, KY)

Position Type: Full-time

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

Description:

BARGAINING UNIT POSITION DESCRIPTION

STAFF ATTORNEY

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

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

Reports to Advocacy Director or other designated manager.

Essential Job Functions:

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

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

Qualifications:

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

Physical Requirements:

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

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

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

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

Other:

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

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

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

Desired Class Level: Graduate/Alumni

Posting Date: January 3, 2019

Expiration Date: February 28, 2019

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

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

Default email for resumes.: adoyle@laslou.org

How to Apply: magnew@laslou.org
<http://www.laslou.org/aboutus/our-employment.html>.

ID: 4171

Post Grad Fellows for 2019

City of Chicago Department of Law (Chicago, IL)

Position Type: Full-time

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

Description:

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

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

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

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

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

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

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

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

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

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

Application Process

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

Application Materials

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

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

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

Rev 12/18

CITY OF CHICAGO DEPARTMENT OF LAW

EMPLOYER VIEWBOOK FOR LAW STUDENTS, LAW GRADS, AND LAWYERS

MISSION STATEMENT

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

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

Edward N. Siskel, Corporation Counsel

Rahm Emanuel, Mayor

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

Department of Law Practice Areas

ADMINISTRATION

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

LEGISLATIVE

- Legal Counsel

LITIGATION

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

PROSECUTION

- Building & License Enforcement
- Legal Information & Prosecutions

TRANSACTIONAL

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

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

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

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

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

PAID AND VOLUNTEER OPPORTUNITIES WITH THE DEPARTMENT OF LAW

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

For application procedures, please see pages 5-6.

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

VOLUNTEER EXTERN, LAW CLERK, FELLOW, AND ATTORNEY POSITIONS

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

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

EXTERNSHIP PROGRAM

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

VOLUNTEER LAW CLERK PROGRAM

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

SUMMER LAW CLERK PROGRAM

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

POST-GRADUATE FELLOWSHIP PROGRAM

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

APPLICABLE TO ALL PROGRAMS ABOVE

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

- Applicants should note in Cover Letter if they have/are eligible for a 711 License
- City residency is not required for volunteers

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

PAID ATTORNEY AND LAW CLERK POSITIONS

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

PAID ATTORNEY POSITIONS

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

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

PAID LAW CLERK POSITIONS

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

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

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

Administrative (ADM) – Litigation

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

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

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

Participant Feedback on Work in ADM:

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

Affirmative Litigation Division (ALD) – Litigation

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

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

ALD (cont'd)

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

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

representatives from those Departments.

Student and Volunteer Attorney Opportunities in ALD: The Affirmative Litigation

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

Participant Feedback on Work in ALD:

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

Appeals – Litigation

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

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

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

Appeals (cont'd)

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

Student and Volunteer Attorney Opportunities in Appeals: The Appeals Division

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

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

Participant Feedback on Work in Appeals:

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

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

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

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

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

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

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

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

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

as well as other state and federal regulatory matters.

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

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

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

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

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

Participant Feedback on Work in AERC:

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

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

work for your 1L summer."

Building & License Enforcement (BLE) – Prosecution

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

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

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

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

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

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

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

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

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

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

Student and Volunteer Attorney Opportunities in BLE: Participants with a

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

Participant Feedback on Work in BLE:

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

Collections, Ownership & Administrative Litigation (COAL) – Litigation

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

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

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

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

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

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

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

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

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

Participant Feedback on Work in COAL:

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

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

Constitutional & Commercial Litigation (ConCom) – Litigation

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

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

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

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

Student and Volunteer Attorney Opportunities in ConCom:

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

hearings and trials.

Participant Feedback on Work in ConCom:

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

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

Employment Litigation (ELIT) – Litigation

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

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

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

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

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

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

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

Student and Volunteer Attorney Opportunities in ELIT:

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

Participant Feedback on Work in ELIT:

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

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

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

Federal Civil Rights Litigation (FCRL) – Litigation

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

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

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

FCRL (cont'd)

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

Student and Volunteer Attorney Opportunities in FCRL:

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

Participant Feedback on Work in FCRL:

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

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

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

Finance & Economic Development (Finance) – Transactional

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

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

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

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

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

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

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

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

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

Student and Volunteer Attorney Opportunities in Finance:

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

Participant Feedback on Work in Finance:

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

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

Labor – Litigation

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

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

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

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

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

Student and Volunteer Attorney Opportunities in Labor:

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

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

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

Legal Counsel – Legislative

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

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

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

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

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

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

Student and Volunteer Attorney Opportunities in Legal Counsel:

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

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

Summer Law Clerk

City of Chicago Department of Law (Chicago, IL)

Position Type: Summer

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

Description:

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

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

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

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

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

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

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

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

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

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

Airfield Operations, and more).

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

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

Application Process:

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

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

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

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

CITY OF CHICAGO DEPARTMENT OF LAW

EMPLOYER VIEWBOOK FOR LAW STUDENTS, LAW GRADS, AND LAWYERS

MISSION STATEMENT

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

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

Edward N. Siskel, Corporation Counsel

Rahm Emanuel, Mayor

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

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Department of Law Practice Areas

ADMINISTRATION

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

LEGISLATIVE

- Legal Counsel

LITIGATION

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

- Torts

PROSECUTION

- Building & License Enforcement
- Legal Information & Prosecutions

TRANSACTIONAL

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

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

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

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

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

PAID AND VOLUNTEER OPPORTUNITIES WITH THE DEPARTMENT OF LAW

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

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

For application procedures, please see pages 5-6.

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

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VOLUNTEER EXTERN, LAW CLERK, FELLOW, AND ATTORNEY POSITIONS

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

EXTERNSHIP PROGRAM

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

VOLUNTEER LAW CLERK PROGRAM

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

SUMMER LAW CLERK PROGRAM

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

Series

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

POST-GRADUATE FELLOWSHIP PROGRAM

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

APPLICABLE TO ALL PROGRAMS ABOVE

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

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

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PAID ATTORNEY AND LAW CLERK POSITIONS

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

PAID ATTORNEY POSITIONS

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

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

PAID LAW CLERK POSITIONS

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

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

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

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Administrative (ADM) – Litigation

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

Attorney General. This work includes issues relating to police accountability

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

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

Participant Feedback on Work in ADM:

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

Affirmative Litigation Division (ALD) – Litigation

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

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

Attorneys in the Affirmative Litigation Division work

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ALD (cont'd)

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

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

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

Participant Feedback on Work in ALD:

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

Appeals – Litigation

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

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

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Appeals (cont'd)

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

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

Participant Feedback on Work in Appeals:

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

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

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

Substantive Work: AERC Division attorneys practice in the following

areas:

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

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

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AERC (cont'd)

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

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

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

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

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

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

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AERC (cont'd)

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

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

for the City's contractors.

Participant Feedback on Work in AERC:

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

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

Building & License Enforcement (BLE) – Prosecution

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

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

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

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BLE (cont'd)

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

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

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

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

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

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

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

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

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BLE (cont’d)

Participant Feedback on Work in BLE:

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

Collections, Ownership & Administrative Litigation (COAL) – Litigation

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

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

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

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

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

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

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

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COAL (cont'd)

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

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

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

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

Participant Feedback on Work in COAL:

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

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

Constitutional & Commercial Litigation (ConCom) – Litigation

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

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ConCom (cont'd)

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

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

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

Student and Volunteer Attorney Opportunities in ConCom:

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

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

Participant Feedback on Work in ConCom:

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

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

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Employment Litigation (ELIT) – Litigation

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

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

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

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

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

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

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

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

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ELIT (cont'd)

Student and Volunteer Attorney Opportunities in ELIT:

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

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

Participant Feedback on Work in ELIT:

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

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

Federal Civil Rights Litigation (FCRL) – Litigation

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

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

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

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

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FCRL (cont'd)

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

Student and Volunteer Attorney Opportunities in FCRL:

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

Participant Feedback on Work in FCRL:

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

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

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Finance & Economic Development (Finance) – Transactional

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

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

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

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

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

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

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

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Finance (cont’d)

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

Student and Volunteer Attorney Opportunities in Finance:

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

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

Participant Feedback on Work in Finance:

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

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

Labor – Litigation

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

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Labor (cont'd)

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

also handle suspension hearings.

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

Desired Class Level: 3L, Graduate/Alumni
Posting Date: December 14, 2018
Expiration Date: March 1, 2019
Contact: Bonnie Tunick Chicago, Illinois United States
Resume Receipt: E-mail
Default email for resumes.: Bonnie.Tunick@cityofchicago.org
Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample
ID: 4109

Associate

Lyne Ranson Law Office, PLLC (Charleston)

Position Type: Full-time

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

Description:

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

Desired Class Level: Graduate/Alumni

Posting Date: November 30, 2018

Expiration Date: March 22, 2019

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

Resume Receipt: E-mail

Default email for resumes.: Lyne@LyneRanson.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 4032

Maryland Army National Guard - Part-time

Maryland Army National Guard - Staff Judge Advocate

Position Type: Part-time

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

Description:

PART-TIME

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

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

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

No prior military experience required.

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

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

Further information at:

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

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

Desired Class Level: Graduate/Alumni

Posting Date: November 15, 2018

Expiration Date: November 14, 2019

Contact: Wayne Xu

Resume Receipt: E-mail

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

Additional Documents: Cover Letter

ID: 3944

Associate Attorney - Part time - Full time

Adams Legal Group (Morgantown, WV)

Position Type: Full-time

Practice Area(s): Criminal - Defense, Litigation, Malpractice - Plaintiff, Negligence & Personal Injury

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

Description:

IMMEDIATE OPENING!

Small downtown Morgantown, WV law firm, with general practice has an immediate opening for an entry-level/associate attorney who is motivated and who is comfortable working in a fast-paced law firm environment. Primary practice areas include criminal defense, family law, and some personal injury cases. Must be willing to handle all areas of practice.

Responsibilities Include The Following

Assist in all aspects of civil, criminal and family-law litigation, including conducting discovery, taking and defending depositions, motion practice, pretrial hearings, and trial. Must be able to communicate effectively and appropriately with clients, client representatives, and opposing attorneys. Needs to work collaboratively with other firm attorneys and support staff to provide excellent client service; and perform other related duties as assigned. This is a contract position and compensation is commensurate with receivables. Applicants are encouraged to supplement hours with criminal or other appointment work, as/if necessary.

Requirements Include the Following:

Membership in good standing with the WV State Bar; prefer 1-2 years of experience. Resume/CV, references, and writing sample are required. Related law firm experience preferred, but judicial clerkship and other relevant job experience considered. Excellent legal research and writing skills. Strong organizational and time management skills; and proficient computer skills including legal research and Microsoft Office-related products. Must be able to work within a team environment and communicate clearly and concisely, both orally and in writing, with clients and other team members. Must be motivated and a self starter. Must be able to work independently; however, guidance and mentoring will be provided.

Desired Class Level: Graduate/Alumni

Posting Date: October 25, 2018

Expiration Date: March 18, 2019

Salary Range: Not Applicable

Contact: William S. Adams
Owner

344 high street morgantown, West Virginia 26505
United States
<http://www.adams-legal.com>

Resume Receipt: E-mail

Default email for resumes.: badams@adams-legal.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 3801

Law Clerk 2019-2020

NJ Courts (Trenton, NJ)

Position Type: Full-time

Practice Area(s): All Practice Areas

Description:

Law Clerk 2019-2020

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

Salary Information

Supreme Court - \$65,580

Superior Court Appellate Division - \$59,875

Superior Court Assignment Judge - \$54,886

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

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

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

Tax Court - \$50,562

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

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

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

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

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

June 18, 2018).

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

Qualifications

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

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

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

Supplemental Information

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

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

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

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

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

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

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

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

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

The Judiciary of New Jersey is an Equal Opportunity/Affirmative Action
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