



**Associate Dean, Student Services**

William &amp; Mary Law School (Williamsburg, Virginia)

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

WILLIAM &amp; MARY LAW SCHOOL

**Position Summary**

The Associate Dean, Student Services is responsible for developing and implementing programs designed to help students develop personally and professionally. The Associate Dean, Student Services supports student organization leadership and provides individual personal and academic support.

Personal support includes counseling students facing difficult personal issues and issues related to the William & Mary Honor Code and Code of Student Conduct. And, issues related to short-term as well as chronic accessibility accommodations.

Academic support includes advising students on course selection, scheduling, graduation requirements, and dismissal. The Associate Dean works with the directors of the Law School Academic Success Program and Bar Prep Program, which are responsible for developing strategies and providing resources that encourage academic success and passing the Bar.

The Associate Dean supervises the Law School Registrar and manages all events related to entering students as well as all those related to graduation.

The Associate Dean works closely with University offices that provide student services.

**Required Qualifications**

- Baccalaureate degree required.
- Several years of progressively responsible related work experience required (for example, in student services, counseling, student advising or similar experience).
- Experience with collaboration and negotiation skills, including the ability to work effectively with students, faculty and staff.
- Demonstrated success in program management, leadership skills, and the ability to work effectively with a diverse population.
- Demonstrated ability to work independently, set priorities and meet deadlines with the ability to maintain confidentiality and be an effective team player and collaborator.
- Demonstrates exceptional verbal, written, organizational and interpersonal skills.

**Preferred Qualifications**

- JD degree preferred.
- Experience or degree in psychology, counseling, or a related field preferred.
- Work experience in higher education preferred.
- Prior supervisory experience preferred

To apply see job listed on William & Mary job postings link:

<https://jobs.wm.edu/postings/31170>

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**Desired Class Level:** 1L, 2L, 3L, LLM, Graduate/Alumni, Class Level

**Posting Date:** April 5, 2018

**Expiration Date:** May 1, 2018

**Contact:** Patricia Roberts  
Vice Dean and Clinical Professor of Law  
P.O. Box 8795 Williamsburg, Virginia 23187 United States

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

**Default email for resumes.:** perobe@wm.edu

**How to Apply:** <https://jobs.wm.edu/postings/31170>

**ID:** 3385

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**Attorney**

Southwestern PA Legal Services (Washington, PA)

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**Position Type:** Full-time

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

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**Description:** Attorney—Southwestern PA Legal Services seeks a full-time attorney to exclusively represent victims of abuse in Washington, Greene and Fayette Counties. An active license in Pennsylvania is required, as is a demonstrated commitment to advocate for abuse victims is preferred. Extensive local travel will be required. Minority applicants are encouraged. Send resume and at least two references to brian.gorman@splas.org.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** April 5, 2018

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**Expiration Date:** May 31, 2018

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**Contact:** Brian Gorman  
10 West Cherry Avenue Washington, Pennsylvania 15301 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** brian.gorman@splas.org

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**ID:** 3388

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**HUMAN RESOURCES MANAGER:**

Supreme Court of Appeals of West Virginia (Charleston WV)

**Position Type:** Full-time

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

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**Description:**

The Administrative Office of the Supreme Court of Appeals of West Virginia

Position Announcement

HUMAN RESOURCES EMPLOYMENT OPPORTUNITIES

Charleston, West Virginia

Position open until filled. Posted 2018 2-14 through 2018 3-12.

The Administrative Office of the Supreme Court of Appeals of West Virginia ("AO") announces the following professional opportunities within its Legal Division, headquartered in Charleston, West Virginia. The Legal Division provides advice and counsel, and a variety of legal and human resource services to the judiciary (judges and staffs) for the Court System of the State of West Virginia. The HR position included in this posting: Human Resources Manager, described as follows.

HUMAN RESOURCES MANAGER:

Salary: Commensurate with Credentials and Experience.

Position Purpose: The Human Resources Manager position is a mid-level management position responsible for establishing a human resource function for the West Virginia court system. The position leads a team of professionals by setting strategic goals and standards, and monitoring progress toward accomplishment of these goals. This is an Exempt Salaried position reporting directly to the Administrative Counsel. In addition, this is a start-up position with all of the related unique challenges and rewards of such a role.

Minimum Qualifications: The successful candidate must hold a Bachelor's degree in human resource management, business management or a related field. Master's degree preferred. The successful candidate must have a minimum of five (5) years of work experience in human resources, with increasing responsibility, as well as a minimum of two (2) years directly supervising an HR staff. Working familiarity with human resource based laws and regulations (local, state, federal), including principles applicable to a public employment environment are essential. The position requires moderate travel throughout the state.

Primary Duties and Responsibilities include:

- Managing and supervising the human resource staff including recruitment/selection, establishment of goals/objectives, training/development, and performance management.
  
- Supporting court staffing needs through development/implementation of a talent management process.
  
- Leading the audit and compliance efforts of the Legal Division by participating in development of policy/procedure/standards, auditing, investigating allegations of wrongdoing/non-compliance, provides recommendations as requested and appropriate.
  
- Developing, directing, and managing the total compensation-employee benefits function.
  
- Engaging with employees across the court system to build a position employee relations culture, address concerns, answer questions, and build opportunities for collaboration on court and community based projects.
  
- Preparing regular, routine, and special employee communications on any/all topics.
  
- Collaborating with the Education and Outreach Division to determine standards for employee education as well as subject matter content, and deliver education/training content to participants on an ongoing basis.
  
- Processing workers and unemployment compensation claims.
  
- Leading and administering the human resource department including budget and staff management.
  
- Performing other duties as assigned.

Skills and Qualifications include:

- Strong administrative, organizational, analytical, and time management skills; excellent and advanced communication (writing/oral), and problem-solving skills.
- Knowledge of the public employment environment, notably the state of West Virginia and its court system.
  
- Ability to present technical HR information to large groups.
  
- Proficient in technology and working familiarity with human resource information systems and processes and payroll systems, in addition to general Word Suite and related software.

- Ability to lead and work as part of a team as well as independently with minimal oversight and direction.
- Ability to establish and maintain effective working relationships with all level of court employees and administrative office employees.
- SHRM Certification preferred.

Criminal Background Check: All successful candidates must submit to a criminal background check.

COMPENSATION AND BENEFITS INCLUDE:

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

THE ADMINISTRATIVE OFFICE (AO) OF THE COURTS: The AO, located in Charleston, West Virginia, provides administrative direction and support to all elements of the state judiciary.

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

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

APPLICATION PROCESS: To apply for this position, please direct the following application materials to [Joan.Mullins@courtswv.gov](mailto:Joan.Mullins@courtswv.gov).

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

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<b>Desired Class Level:</b> 1L, 2L, 3L, LLM, Graduate/Alumni, Class Level
<b>Posting Date:</b> April 5, 2018
<b>Expiration Date:</b> May 31, 2018
<b>Contact:</b> Joan Mullins Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:Joan.Mullins@courtswv.gov">Joan.Mullins@courtswv.gov</a>
<b>Additional Documents:</b> Cover Letter, Other Documents
<b>ID:</b> 3387

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**TRIAL COURT SERVICES SENIOR MANAGER:**  
Supreme Court of Appeals of West Virginia (Charleston WV)

**Position Type:** Full-time

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

**Description:**

The Administrative Office of

The Supreme Court of Appeals of West Virginia

Position Announcement

COURT SERVICES EMPLOYMENT OPPORTUNITY

Charleston, West Virginia

Position open until filled. Posted 2018 2-13 through 2018 3-12.

The Administrative Office of the Supreme Court of Appeals of West Virginia ("AO") announces the following professional opportunity within its Court Services Division, headquartered in Charleston, West Virginia. The Division of Court Services provides technical assistance to the judiciary (judges and staffs) for the Court System of the State of West Virginia. The position is Trial Court Services Senior Manager, briefly described as follows.

**TRIAL COURT SERVICES SENIOR MANAGER:**

Salary: Commensurate with Credentials and Experience.

**Position Purpose:** The Trial Court Services Senior Manager is a senior level management position responsible for providing technical assistance to the trial courts (Circuit, Family, Magistrate), and overseeing court statistical services, access to justice administration, mental hygiene commissioners, professional services payment administration, and various court programs. The position leads a team of professionals by setting strategic goals and standards, and monitoring progress toward accomplishment of these goals. This is an Exempt Salaried position reporting directly to the Court Services Director. It is a start-up position with all of the related unique challenges and rewards of such a role. In addition, regular travel throughout the state is required.

**Minimum Qualifications:** The successful candidate must possess a Juris Doctor from an ABA accredited law school, be admitted to the practice of law in West Virginia, have five (5) years of experience as a legal practitioner and an additional two (2) years of experience in supervising others, preferably in conjunction with other administrative responsibilities. Will also consider applicants with a law degree (and eventually admitted to practice law) who either 1) have at least five (5) years of experience as a legal practitioner or 2) who have equivalent experience in court or legal administration.

**Primary Duties and Responsibilities include:**

- Providing leadership to and setting a platform for ongoing collaboration and collaborative problem-solving within the Trial Court Services Department toward meeting organizational goals.
- Managing, supervising, and providing direction for the Trial Court Services Department, including recruiting, hiring, and performance management.
- Coordinating the efforts of the various courts, their committees, and a professional AO team in preparing legal forms to be used state-wide.
  - Drafting and updating bench tools for the various trial courts, including bench books, bench cards, and manuals.
- Answering process questions from judges and their staff members.
- Working with the Legal Services Division in drafting court rules and proposed legislation/statutes.
- Communicating with stakeholders concerning to ensure services and deliverables meet organizational needs.
- Contributing in the development, maintenance, and publication of up-to-date policies, procedures, standards, and guidelines for application services development related work.
- Participating in the development and implementation of strategic planning and initiatives for the Court Services Division, including educational conferences and presentations.
- Performing other duties and work as assigned.

**Skills and Qualifications include:**

- Strong administrative, organizational, analytical, and time management skills; excellent and advanced communication (writing/oral), and problem-solving skills.
- Legal writing/research proficiency; technology/word processing/information management skills essential.
- Ability to present complex information to large groups.
- Broad knowledge of the various court systems, rules, statutes, and process of West Virginia.

•Ability to lead and work as part of a team as well as independently with minimal oversight and direction.

•Ability to establish and maintain effective working relationships with all level of court employees and administrative office employees.

Criminal Background Check: All successful candidates must submit to a criminal background check.

**COMPENSATION AND BENEFITS INCLUDE:**

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

**THE ADMINISTRATIVE OFFICE (AO) OF THE COURTS:**

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

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

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

**APPLICATION PROCESS:**

To apply for this position, please direct the following application materials to [Joan.Mullins@courtswv.gov](mailto:Joan.Mullins@courtswv.gov).

- Cover Letter,
- Resume,
- Professional References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website),

[http://www.courtswv.gov/Employment\\_packet.pdf](http://www.courtswv.gov/Employment_packet.pdf) and

- Signed, Notarized Release for Criminal/Background Check (available on Court website).

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

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<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> April 5, 2018
<b>Expiration Date:</b> May 31, 2018
<b>Contact:</b> Joan Mullins Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:Joan.Mullins@courtswv.gov">Joan.Mullins@courtswv.gov</a>
<b>Additional Documents:</b> Cover Letter, Other Documents
<b>Requested Document Notes:</b> APPLICATION PROCESS: To apply for this position, please direct the following application materials to <a href="mailto:Joan.Mullins@courtswv.gov">Joan.Mullins@courtswv.gov</a> . <ul style="list-style-type: none"><li>• Cover Letter,</li><li>• Resume,</li><li>• Professional References (at least three, including current contact information),</li><li>• Signed Court Employment Application (available on Court website), and</li><li>• Signed, Notarized Release for Criminal/Background Check (available on Court website).</li></ul> Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.
<b>ID:</b> 3386

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## Fellowship

Public Rights Project (California)

**Position Type:** Fellowship

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

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**Description:**

**THE FELLOWSHIP**

If you would like to learn more about the Public Rights Project Fellowship, please join us on April 10, 2018 at 12:00pm (PT) or April 11, 2018 at 9:00am (PT) for an informational webinar! This is a fantastic opportunity to interact with the entire Public Rights Project staff and get answers to your Fellowship questions.

[REGISTER FOR FELLOWSHIP WEBINAR](#)

**FAQS**

[2018 LOCATIONS](#)

[WHAT WE'RE LOOKING FOR](#)

[NOMINATE](#)

[APPLY](#)

[CURIOUS ABOUT THE IMPACT YOU CAN HAVE ON STATE & LOCAL GOVERNMENT?](#)

[CHECK OUT THIS VIDEO TO FIND OUT MORE:](#)

[PUBLIC RIGHTS PROJECT: THE POWER OF PUBLIC SERVICE](#)

**PURPOSE**

The Public Rights Project Fellowship aims to:

Catalyze local and state agencies' efforts to expand affirmative litigation, community engagement, and innovative strategies to enforce their residents' legal rights.

Establish a pipeline to develop experienced, diverse, talented leaders in state and local government.

THE FELLOWSHIP

[CLICK HERE FOR PDF!](#)

**DOWNLOAD**

Public Rights Project helps talented attorneys find pathways into rewarding public service careers. We place skilled, public interest-minded fellows into a state or city government law office -- a City Attorney, District Attorney, or Attorney General -- for two years. Fellows will have the opportunity to work on a range of civil rights, economic justice, and environmental justice issues that directly impact vulnerable populations locally and across the country.

Fellows will work collaboratively alongside colleagues in their government offices on affirmative litigation, coalition building and community engagement, policy research, and other enforcement projects developed with their placement offices. They will help develop new cases and generate new ideas for their office to expand public rights enforcement.

Fellows will also publish at least one blog post, article or policy paper with Public Rights Project during their fellowship on a topic related to their work. For example, a fellow working on predatory lending may publish an issue brief identifying strategies and legal theories other state and local governments may wish to use to address the problem in their communities.

**COMMITMENT TO DIVERSITY**

Public Rights Project is committed to the principles and practices of equal employment opportunity. We aim to assemble an applicant pool that represents the face of the world we live in. We believe that a variety of perspectives enrich the efficacy of the work of local and state governments. We encourage applications from candidates with diverse backgrounds and experiences. All qualified applicants will receive consideration for the fellowship without regard to their race, religion, ancestry, national origin, ethnicity, sex, gender (including pregnancy and gender identity or expression), sexual orientation, color, age, mental or physical disability, marital status, veteran status, genetic information, medical condition, or any other classification protected by federal, state, or local law or ordinance.

**PROFESSIONAL DEVELOPMENT**

Fellows begin with a multi-day orientation at Public Rights Project in Oakland, CA, followed by onboarding with their placement offices. Orientation consists of in-depth training and workshops on topics pertinent to the fellowship, including:

City and state government structure

Successful models for affirmative litigation

Leadership in government

Diversity, equity, and inclusiveness

Stakeholder engagement and partnership

Throughout the program, fellows will participate in monthly check-in calls with other fellows and Public Rights Project staff. Fellows will also receive periodic professional development opportunities from Public Rights Project staff and partners.

**BENEFITS**

The fellowship pays a yearly stipend calculated based on the fellow's legal experience, cost of living in the fellow's placement city, and the average pay of other attorneys in the fellow's placement office. Generally, the stipend will range from \$60,000-80,000. Fellows will receive an additional stipend to cover health insurance costs.

**ELIGIBILITY**

Fellows must have an active bar membership in a U.S. state and a passion for public service. CA bar membership (for the Oakland placement) or MA bar membership or eligibility (for the MA placement) is strongly preferred, but not required.

The fellowship is likely to be ideally suited for attorneys with 3-5 years of legal experience after law school, and a background in litigation.

**LOCATIONS**

During the 2018-2020 cycle, fellows will have the opportunity to work either in the Office of Massachusetts Attorney General Maura Healey or in the Office of Oakland City Attorney Barbara Parker. Prospective fellows may apply to one or both offices.

Massachusetts Attorney General

In Massachusetts, fellows will be placed within one of the Divisions of the Public Protection & Advocacy Bureau and will have the opportunity to:

Combat fraud and abuse in the area of student lending, including for-profit schools, loan servicers, and so-called student debt relief companies;

Fight against wage theft, particularly when it affects low-income and immigrant workers in the construction, restaurant, and other hard-hit industries;

Confront fraud and scams perpetrated against low-income and immigrant communities, including real estate scams, tax relief schemes, consumer fraud, and notario fraud; and

Partner with law enforcement and local organizations to confront biased/motivated incidents and combat hate crimes in our communities.

Click here for more information about this placement.

Oakland City Attorney

In Oakland, fellows will be placed within the Community Lawyering & Civil Rights Unit of the Affirmative Litigation, Innovation & Enforcement Division and will have the opportunity to:

Take targeted action to address public health and other environmental justice hazards that endanger city residents.

Combat consumer fraud, wage theft, and discrimination against immigrants, communities of color, women, and low-income residents.

Convene other local governments that engage in similar policy- forward civil rights enforcement and building lasting partnerships with those localities.

Be an integral part of strategic decision-making, not just regarding ongoing cases, but also in deciding which impact cases to bring.

Click here for more information about this placement.

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**Desired Class Level:** Graduate/Alumni



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<b>Posting Date:</b> April 3, 2018
<b>Expiration Date:</b> May 15, 2018
<b>Contact:</b> Jonathan Sclarsic 1721 Broadway # 201 Oakland, California 94612 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> sclarsic@gmail.com
<b>ID:</b> 3383

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**Supervising Attorney**

Legal Aid of West Virginia

**Position Type:** Full-time

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

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**Description:** Princeton Supervising Attorney

Legal Aid of West Virginia is seeking an energetic, skilled and committed leader for its Princeton Office. Applicant must be a West Virginia licensed attorney with minimum three years of practice/management experience. Looking for a talented lawyer with strong supervisory and management skills. Great benefits (4+ weeks' vacation/holidays, PEIA medical and professional development). This is a wonderful opportunity to make a difference in your community by helping some of WV's most vulnerable citizens. Send cover letter, resume and salary requirements to jobs@lawv.net or fax to 304-342-3011 by Wednesday, April 18, 2018. EOE Qualified women, minorities and people w/disabilities are encouraged to apply.

If you have any questions, please call me at 304-343-3013 x 2140

Kerry LeMasters

Administrative Director

Legal Aid of West Virginia

304-343-3013 x 2140

www.lawv.net

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** April 3, 2018

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**Expiration Date:** April 18, 2018

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

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**Resume Receipt:** E-mail

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**Default email for resumes.:** jobs@lawv.net

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**Additional Documents:** Cover Letter

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**ID:** 3382

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### SUPERVISORY TRIAL ATTORNEY (Equity Section Chief)

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

**Position Type:** Full-time

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

**Description:**

GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT ANNOUNCEMENT NO: #18-023 POSITION

**TITLE:**

SUPERVISORY TRIAL ATTORNEY

(Equity Section Chief)

POSITION GRADE & SERIES: LX-1 SALARY RANGE: \$130,000 – \$145,000

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

OPENING DATE: March 28, 2018 CLOSING DATE: April 18, 2018

DURATION OF APPOINTMENT: Permanent AREA OF CONSIDERATION: Open to the Public

**WORKSITE LOCATION:**

Office of the Attorney General for the District of Columbia  
Public Interest Division, Equity Section 441 4th Street NW  
Washington, DC 20001

NO. OF VACANCIES: One (1)

This position is outside of the collective bargaining unit.

**DESCRIPTION OF DUTIES:** The Public Interest Division of the Office of the Attorney General for the District of Columbia is seeking a Chief for the Equity Section. Equity defends the District of Columbia and its officials and employees in complex civil litigation seeking injunctive and other relief that impacts substantially on executive level agencies. This includes class action and other systemic challenges to the services, practices, conditions and/or care provided by District agencies and departments, and/or challenges to their component operations; civil actions seeking to enjoin enforcement of or otherwise challenge any District laws; and civil actions concerning a variety of regulatory actions taken by District agencies. These cases vary from individual to class action complaints and from singular to system-wide challenges. Equity also advises a number of District agencies on matters related to pending litigation and/or matters in which orders awarding permanent injunctive relief have been entered.

The duties of the Section Chief include, but are not limited to:

- Supervising 11 Assistant Attorneys General (“AAG”), one Ruff Fellow, and three paralegals in all aspects of civil litigation in the United States District Court for the District of Columbia and the Superior Court of the District of Columbia;
- Ensuring proper case assignment and case transfers to and coverage by AAGs to meet court, mediation, and other schedules or deadlines;
- Reviewing and approving pleadings, motions, memoranda, discovery, and correspondence;
- Evaluating cases for settlement purposes and authorizing or recommending settlement amounts;
- Monitoring compliance of AAGs and staff with the Attorney General’s Performance Contract requirements, including response to contacts within 24 hours and successful litigation outcome rates;
- Reviewing litigation outcomes and making timely recommendations where appellate review is needed;
- Attending management meetings with the Deputy and Office of the Attorney General as requested, as well as attend such management and other specific meetings with District agencies, their units, or personnel as necessary or requested;
- Assisting in interviewing, reviewing, evaluating, and, where necessary, disciplining AAGs, in accord with D.C. Rule of Professional Conduct and OAG standards and policies;
- Maintaining requisite legal, management, inter-agency, human relations, and management-labor knowledge and skills; and
- Collecting, maintaining, and disseminating timely, accurate and up-to-date data on the Section’s activities.

The candidate must also have considerable prior experience handling complex civil litigation, including class action, constitutional, and § 1983 litigation, particularly cases that seek a broad range of injunctive relief, as well as prior managerial experience, and excellent writing skills.

**QUALIFICATIONS:** The successful candidate for this position must have a JD degree, supervisory experience, strong interpersonal skills, and effective oral and written communication skills. The candidate must also possess strong managerial and organization skills, substantive knowledge of the practice areas in the Section and substantial litigation experience.

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

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

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

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

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

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

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

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

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

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

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<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> April 3, 2018
<b>Expiration Date:</b> April 18, 2018
<b>Contact:</b> Ms. Arlyntha Love Program Support Assistant 441 4th Street N.W. Suite 1100S Washington, District of Columbia 20001 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> Arlyntha.Love@dc.gov
<b>Additional Documents:</b> Cover Letter, Writing Sample
<b>ID:</b> 3379

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**TRIAL ATTORNEY (Medicaid Fraud and False Claims)**

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

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

GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT ANNOUNCEMENT NO: #18-024 POSITION

TITLE: TRIAL ATTORNEY

(Medicaid Fraud and False Claims)

POSITION GRADE &amp; SERIES: LS 14/1 to 15/1 SALARY RANGE: \$114,171 – \$134,310

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

OPENING DATE: March 28, 2018 CLOSING DATE: April 20, 2018

DURATION OF APPOINTMENT: Permanent AREA OF CONSIDERATION: Open to the Public

**WORKSITE LOCATION:**

Office of the Attorney General for the District of Columbia

Public Advocacy Division Public Integrity Section 441 4th Street NW Washington, DC 20001

NO. OF VACANCIES: One (1)

This position is in the collective bargaining unit represented by AFGE Local 1403 and you may be required to pay an agency service fee through direct payroll deduction.

**DESCRIPTION OF DUTIES:** The Public Integrity Section of the Public Advocacy Division seeks an attorney to represent the District of Columbia in investigations and civil litigation arising under the District of Columbia False Claims Act, D.C. Code § 2-308.14, et seq. The Public Advocacy Division investigates and litigates civil cases aimed at protecting the public interest. The Public Integrity Section brings enforcement cases against companies and individuals that engage in unlawful commercial activity causing harm to the public or harm to the District Government itself. The Division prosecutes a wide range of cases, including cases seeking damages or injunctive relief for violations of the antitrust, consumer protection, environmental, anti-fraud, nonprofit, and charities laws. Recent enforcement actions have addressed a wide range of public interest issues, including diversion of funding from public charter schools, misuse of District grant funds, online lending to consumers, and airline competition at Reagan National Airport. This position specializes in cases involving fraud against the District but may also work on other types of matters handled by the Division.

Potential false claims cases arise from a variety of transactions in which fraud is alleged. These include Medicaid claims and fraudulent claims submitted by those contracting with, or receiving grants from, the District. The selected attorney will conduct and coordinate investigations, file complaints, and litigate against individuals and companies. In addition to bringing original complaints for false claims and fraud, the attorney will review and investigate qui tam complaints filed by private parties under seal in courts across the country.

These complaints are served on the Section for review, and where appropriate, independently investigated by the Section in conjunction with other District agencies to determine whether and in what manner the District of Columbia should intervene in the actions and conduct litigation itself.

The successful candidate will prosecute a range of public interest cases, with an emphasis on using anti-fraud authorities to combat fraud against the District. Duties will include: identifying areas for investigation, conducting pre-complaint discovery using compulsory process and informal methods, analyzing complex factual and legal issues, negotiating settlements, preparing matters for litigation, litigating cases through trial in D.C. Superior Court and United States District Court, coordinating efforts with other District and federal enforcement agencies, and drafting and reviewing legislative proposals.

**QUALIFICATIONS:** The ideal candidate should possess ten or more years of strong legal research and writing skills, civil litigation experience, and familiarity with relevant law. The candidate must be able to analyze complex factual issues and handle several complex matters at one time.

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

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

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

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

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

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

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her

immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

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

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

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

**Desired Class Level:** Graduate/Alumni**Posting Date:** April 3, 2018**Expiration Date:** April 20, 2018

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

**Resume Receipt:** E-mail

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**Default email for resumes.:** Arlyntha.Love@dc.gov

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

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**ID:** 3380

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**Associate (2-3 years experience)**

Banker Lopez Gassler P.A.

**Position Type:** Full-time

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

**Description:**

Banker Lopez Gassler is seeking an Associate with a minimum of two year's experience for our Tampa office. This position focuses on automobile negligence, personal injury, property damage and personal injury litigation.

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

**HOW TO APPLY:**

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

attorneyrecruiting@bankerlopez.com

An active Florida Bar license and experience in a personal injury defense law firm is required for consideration.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 29, 2018

**Expiration Date:** May 5, 2018

**Contact:** Director of Human Resources Erin R Esquia  
Director of Human Resources  
501 E Kennedy Blvd Tampa, Florida 33602 United States

**Resume Receipt:** E-mail, Accumulate Online

**Default email for resumes.:** attorneyrecruiting@bankerlopez.com

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

**ID:** 3372

**Associate Real Estate Attorney**

McClelland Legal Search

**Position Type:** Full-time

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

**Description:**

Associate Real Estate Attorney 3 - 6 years experience:

Position Type: full-time, permanent Associate

Employer Name: McClelland Legal Search

JobTitle: Associate Real Estate Attorney

Job Description: We are working with a dynamic Harrisburg firm in search of a real estate associate. The firm has a collegial working environment and support for professional growth. The position requires 3-6 years of experience. This is an opportunity for a self-starter to work on diverse real estate matters and have immediate, significant client contact. Solid research and writing skills and a GPA of 3.0 or above are required. Must be admitted in PA.

Hiring Criteria: 3 - 6 years of real estate experience, as described above. Admitted in PA

Location: Harrisburg, PA

Materials requested: Resume

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

Compensation Details: Compensation determined by experience

Desired years of Experience: Candidates should have 3-6 years of litigation experience

How we would like to receive the materials: Interested candidates should send their information to : [dianne@mcclellandlegalsearch@gmail.com](mailto:dianne@mcclellandlegalsearch@gmail.com)

**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 28, 2018

**Expiration Date:** June 30, 2018

**Contact:** Dianne McClelland

**Resume Receipt:** E-mail

**Default email for resumes.:** [dianne@mcclellandlegalsearch.com](mailto:dianne@mcclellandlegalsearch.com)

**ID:** 3369



**Attorney**

Flaherty, Sensabaugh & Bonasso, PLLC (Charleston, WV )

**Position Type:** Full-time

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

**Description:**

Attorney, Charleston Office - At Flaherty Sensabaugh Bonasso PLLC, our attorneys and professional staff understand the value of hard work, problem-solving and outstanding client service. We take great pride in our selection process and recruitment of attorneys into the firm. We are currently looking for the best and brightest to join our team in our Charleston, WV location. If you are a practicing attorney with approximately 3 to 5 years of deliberate intent, Mine Safety and Health Administration (MSHA), or other litigation experience, please apply in confidence by submitting your cover letter, resume, and law school transcripts to Amy Malone at [AMalone@flahertylegal.com](mailto:AMalone@flahertylegal.com). West Virginia bar licensure required. Flaherty Sensabaugh Bonasso PLLC is an equal opportunity employer.

Thanks,

Amy

Amy Rothman Malone

Member

Flaherty

FLAHERTY SENSABAUGH BONASSO PLLC

P.O. BOX 3843

CHARLESTON, WV 25338

Overnight:

200 CAPITOL STREET

CHARLESTON, WV 25301

PHONE: 304.347.4202

FAX: 304.345.0260

FLAHERTYLEGAL.COM

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 28, 2018

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**Expiration Date:** April 30, 2018

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**Contact:** Ms. Amy Rothman Malone  
Attorney at Law  
200 Capitol Street, PO Box 3843 Charleston, West Virginia 25301 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [AMalone@flahertylegal.com](mailto:AMalone@flahertylegal.com)

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

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**ID:** 3368

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**Attorney**

Legal Aid of West Virginia

**Position Type:** Full-time

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

**Description:** Parkersburg Attorney

Immediate opening for a skilled, motivated Attorney with Legal Aid of West Virginia's Parkersburg office. Great work environment, with excellent benefits (4+ weeks' vacation/holidays, PEIA medical coverage). This is a great opportunity to do important, rewarding work benefitting the community. Send cover letter, resume and salary requirements via fax (304-342-3011) or email to jobs@lawv.net by Wednesday, April 11, 2018. EOE Qualified women, minorities and people with disabilities are encouraged to apply.

Kerry LeMasters

Administrative Director

Legal Aid of West Virginia

304-343-3013 x 2140

www.lawv.net

**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 28, 2018

**Expiration Date:** April 11, 2018

**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

**ID:** 3371

**SUPERVISORY ATTORNEY ADVISOR (Director of Consumer Protection)**

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

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

GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT ANNOUNCEMENT NO: #18-022 POSITION

**TITLE:**

SUPERVISORY ATTORNEY ADVISOR

(Director of Consumer Protection)

POSITION GRADE &amp; SERIES: LX-2 SALARY RANGE: \$130,000 – \$145,000

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

OPENING DATE: March 27, 2018 CLOSING DATE: April 17, 2018

DURATION OF APPOINTMENT: Permanent AREA OF CONSIDERATION: Open to the Public

**WORKSITE LOCATION:**

Office of the Attorney General for the District of Columbia

Public Advocacy Division Office of Consumer Protection 441 4th Street NW Washington, DC 20001

NO. OF VACANCIES: One (1)

This position is outside of the collective bargaining unit.

**DESCRIPTION OF DUTIES:** The Office of the Attorney General for the District of Columbia (OAG) seeks a Director of the Office of Consumer Protection (OCP). OCP resides in the Public Advocacy Division (PAD) of OAG; the Director reports to the Deputy Attorney General for PAD and works closely with the Attorney General and Chief Deputy. The Director is the lead lawyer responsible for planning, directing, and managing OCP. OCP enforces the District's consumer protection laws and mediates disputes between consumers and businesses. It investigates businesses that are taking advantage of consumers and can bring lawsuits to stop unlawful practices, obtain restitution for consumers who have been harmed, and the payment of penalties and costs to the District. OCP also drafts and supports legislation that protects consumers, and educates consumers through outreach events, an up-to-date online Consumer Resources library, and the distribution of consumer protection guides.

The Director leads the litigation and other programming of OCP, manages its attorneys and staff, and serves as a leader in OAG. Duties include:

- Establishing priorities, policies and procedures for OCP;
- Directly supervising all lawyers and administrative staff in the Office, including overseeing all phases of litigation and other program work, providing training and professional development opportunities, evaluating performance, and managing personnel-related issues;

- Managing complex litigation, including local and national civil enforcement of cases, prosecutions, negotiations and litigation;

- Leading and participating in large, multistate investigations and litigation of relevance to the District;
- Overseeing a program to intake, evaluate, and potentially investigate consumer complaints;
- Engaging the public on consumer education through town hall meetings, media, and outreach materials, and reaching out to community and legal services groups to amplify OAG's work;
- Developing legislative proposals to strengthen existing District of Columbia consumer protection laws;
- Advising the Attorney General, Chief Deputy, and other senior government officials on legal and policy issues related to consumers; and
- Representing the Attorney General in meetings with high government officials, including members of the D.C. Council and their staff.

**QUALIFICATIONS:** The successful candidate must have substantive knowledge of relevant laws, policies and practices relating to consumer protection, prior litigation experience, and strong writing and research skills. The candidate must also have strong management and organization skills, and possess the ability to multi-task in a fast-paced environment. The candidate must have strong interpersonal skills and the ability to build and maintain working relationships with stakeholders at all levels, including law enforcement, legislators, state and federal agencies and agency staff.

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

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

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

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

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

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

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

**EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation. NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as

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

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

**Desired Class Level:** Graduate/Alumni**Posting Date:** March 28, 2018**Expiration Date:** April 17, 2018**Contact:** Ms. Arlyntha Love  
Program Support Assistant

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

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**Resume Receipt:** E-mail

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**Default email for resumes.:** Arlyntha.Love@dc.gov

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

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

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**ID:** 3367

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**Associate Attorney**

The Law Offices of G. Wayne VanBibber & Associates (Hurricane, WV)

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**Position Type:** Full-time

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

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**Description:**

FOR FULL TIME GRADUATE:  
Immediate Opening for Associate Attorney:  
The Law Offices of G. Wayne Van Bibber & Associates, PLLC, has an immediate opening for an associate attorney with 0-2 years of experience in its Teays Valley office.

This is a small plaintiff's law firm focused primarily on personal injury litigation and family law/divorce. The Firm offers a salary with an additional percentage take for any new clients brought to the Firm by the associate. Interested applicants may apply by sending a cover letter, resume, unofficial transcript, and writing sample via email directly to Mr. Van Bibber at wvanbibber@vanbibberlaw.com.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 27, 2018

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**Expiration Date:** April 26, 2018

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**Contact:** Mr. G. Wayne VanBibber  
Attorney  
3950 Teays Valley Road Hurricane, West Virginia 25526 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** wvanbibber@vanbibberlaw.com

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

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**Requested Document Notes:** Interested applicants may apply by sending a cover letter, resume, unofficial transcript, and writing sample via email directly to Mr. Van Bibber at wvanbibber@vanbibberlaw.com.

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**ID:** 2530

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**Associate Attorney**

Pollock Morris LLC (Waynesburg)

**Position Type:** Full-time

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

**Description:**

Associate Attorney

**Job Description**

Pollock Morris, LLC is a small firm in Waynesburg, Pennsylvania looking to add an attorney. Fields of practice would include: Family Law, Civil Litigation, Juvenile Law, Criminal Law, Municipal Law, Real Estate, Wills and Estates, and Oil and Gas law.

This is an opportunity for a new attorney to practice in a cooperative and supportive environment while growing their own practice. Compensation will be based upon billable hours completed by the new attorney.

Additional consideration will be given to applicants who demonstrate a commitment to living and working in Southwestern Pennsylvania.

**Application Documents**

Resume (Required)

Cover Letter (Required)

Unofficial Law School Transcript (Required)

Writing Sample (Required)

Recommendation Letter (Optional)

Other Transcript (non-law school) (Optional)

References (Required)

**Contact information:**

Pollock Morris, LLC

54 South Washington Street

Waynesburg, PA 15370

pollockmorrisapplications@gmail.com

**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 27, 2018

**Expiration Date:** May 31, 2018

**Contact:** Pollock Morris

54 South Washington Street Waynesburg, Pennsylvania 15370 United States

**Resume Receipt:** E-mail

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

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

**Requested Document Notes:** Application Documents

Resume (Required)

Cover Letter (Required)

Unofficial Law School Transcript (Required)

Writing Sample (Required)

Recommendation Letter (Optional)

Other Transcript (non-law school) (Optional)

References (Required)

**ID:** 3358

**Attorney**

Legal Aid of West Virginia

**Position Type:** Full-time

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

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**Description:** Beckley/Princeton Attorney Position

Immediate opening for skilled, motivated Attorney with Legal Aid of West Virginia's Beckley/Princeton offices. Great work environment, with excellent benefits (4+ weeks' vacation/holidays, PEIA medical coverage). This is a great opportunity to do important, rewarding work benefitting the community. Send cover letter, resume and salary requirements via fax (304-342-3011) or email to jobs@lawv.net by Wednesday, April 4, 2018. EOE Qualified women, minorities and people with disabilities are encouraged to apply.

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**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 27, 2018

**Expiration Date:** April 4, 2018

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

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**Resume Receipt:** E-mail

**Default email for resumes.:** jobs@lawv.net

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**Additional Documents:** Cover Letter

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**ID:** 3362

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**Law Clerk**

Supreme Court of Appeals of West Virginia (Charleston WV)

**Position Type:** Full-time

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

**Description:**

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

Twenty-Sixth Judicial circuit upshur County

**EMPLOYMENT OPPORTUNITY**

Buckhannon, West Virginia

Position open until filled (Posted 3-27-2018)

**The Position**

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

**Circuit Judge Law Clerk**

**Pay Scale:** The annual salary for those who are not members of the West Virginia State Bar is \$46,416.00, plus benefits, and the annual salary for those who are members of the West Virginia State Bar is \$55,008, plus benefits. Documentation from the West Virginia State Bar, i.e., Bar Dues Statement, will be required to receive the higher salary.

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

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

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

**Duties and Responsibilities:**

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

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

**Criminal Background Check:**

All successful candidates must submit to a criminal background check.

**Compensation and Benefits include:**

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



The Administrative Office of the Courts

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

West Virginia Courts

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

Equal Opportunity in Employment

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

Application Process

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

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

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

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

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<b>Desired Class Level:</b> 3L, LLM, Graduate/Alumni
<b>Posting Date:</b> March 27, 2018
<b>Expiration Date:</b> June 30, 2018
<b>Contact:</b> Sarah Massey Esquire Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:Sarah.Massey@courtswv.gov">Sarah.Massey@courtswv.gov</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample
<b>ID:</b> 3363

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**Litigation Associate**  
McClelland Legal Search

**Position Type:** Full-time

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

**Description:**

Litigation associate 3 - 8 years experience:

Position Type: full-time, permanent Associate

Employer Name: McClelland Legal Search

JobTitle: Associate Litigation Attorney

Job Description: Associate position with a collegial and lifestyle friendly Charleston, WV firm. Position requires 3 - 8 years of experience either as a law clerk or as a litigation associate in a law firm setting, or a combination of both. Strong research and writing skills a must. Opportunity to get into court, handle depositions and to work on a variety of litigation matters. Products liability experience a plus. Competitive compensation.

Hiring Criteria: 3 - 8 years of litigation experience, as described above. Admission to West VA bar preferred but candidates otherwise licensed and willing to sit for the West VA bar ( or eligible for reciprocity to West VA ) will also be considered.

Location: Charleston, WV

Materials requested: Resume

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

Compensation Details: Compensation determined by experience

Desired years of Experience: Candidates should have 3-8 years of litigation experience

How we would like to receive the materials: Interested candidates should send their information to : [dianne@mcclellandlegalsearch@gmail.com](mailto:dianne@mcclellandlegalsearch@gmail.com)

Please leave the posting up until June 30, 2018

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 27, 2018

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**Expiration Date:** June 30, 2018

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**Contact:** Dianne McClelland

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [dianne@mcclellandlegalsearch.com](mailto:dianne@mcclellandlegalsearch.com)

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**ID:** 3361

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**Litigation Attorney**  
McClelland Legal Search

**Position Type:** Full-time

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

**Description:**

Litigation associate 3 - 8 years experience:

Position Type: full-time, permanent Associate

Employer Name: McClelland Legal Search

Job Title: Associate Litigation Attorney

Job Description: Associate position with a top top notch Harrisburg firm. Collegial environment, competitive compensation and opportunity to grow. Position requires 3 - 8 years of litigation experience, preferably in a mid-size to large firm setting. Solid research and writing skills and a GPA of 3.0 or above required. Opportunity to work on a variety of litigation matters and have immediate interaction with clients

Hiring Criteria: 3 - 8 years of litigation experience, as described above. Admitted in PA

Location: Harrisburg, PA

Materials requested: Resume

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

Compensation Details: Compensation determined by experience

Desired years of Experience: Candidates should have 3-8 years of litigation experience

How we would like to receive the materials: Interested candidates should send their information to : [dianne@mcclellandlegalsearch@gmail.com](mailto:dianne@mcclellandlegalsearch@gmail.com)

Please leave the posting up until June 30, 2018

**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 27, 2018

**Expiration Date:** June 30, 2018

**Contact:** Dianne McClelland

**Resume Receipt:** E-mail

**Default email for resumes.:** [dianne@mcclellandlegalsearch.com](mailto:dianne@mcclellandlegalsearch.com)

**ID:** 3359

## Trust and Estate Attorney

McClelland Legal Search

**Position Type:** Full-time

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

**Description:**

Trust & Estates Associate 6 - 12 years experience:

Position Type: full-time, permanent Associate

Employer Name: McClelland Legal Search

JobTitle: Associate Trust & Estates Attorney

Job Description: Harrisburg law firm associate position requiring 6 - 12 years of sophisticated trust and estate experience. Candidates should have strong analytical and writing skills and a GPA of 3.0 or above. This is a law firm that offers a collegial working environment and opportunity for professional growth . Competitive compensation.

Hiring Criteria: 6 - 12 years of trust & estates experience, as described above. Admitted in PA

Location: Harrisburg, PA

Materials requested: Resume

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

Compensation Details: Compensation determined by experience, as described above. Admitted in PA

Desired years of Experience: Candidates should have 6 - 12 years of trust & estates experience

How we would like to receive the materials: Interested candidates should send their information to : [dianne@mcclellandlegalsearch@gmail.com](mailto:dianne@mcclellandlegalsearch@gmail.com)

Please leave the posting up until June 30, 2018

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**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 27, 2018

**Expiration Date:** June 30, 2018

**Contact:** Dianne McClelland

**Resume Receipt:** E-mail

**Default email for resumes.:** [dianne@mcclellandlegalsearch.com](mailto:dianne@mcclellandlegalsearch.com)

**ID:** 3360

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**Associate**

Banker Lopez Gassler P.A.

**Position Type:** Full-time

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

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**Description:**

Banker Lopez Gassler is seeking an Associate for our Fort Myers office. This position focuses on automobile negligence, personal injury, property damage and personal injury litigation.

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

An active Florida Bar license and a demonstrated interest in trial litigation is required for consideration.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 26, 2018

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**Expiration Date:** May 2, 2018

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**Contact:** Director of Human Resources Erin R Esquia  
Director of Human Resources  
501 E Kennedy Blvd Tampa, Florida 33602 United States

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**Resume Receipt:** E-mail, Accumulate Online

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**Default email for resumes.:** attorneyrecruiting@bankerlopez.com

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**ID:** 3357

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**Attorney Advisor**

Social Security Administration (Johnstown, PA)

**Position Type:** Full-time

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

**Description:**

The Social Security  
Office of Hearings Operations

Social Security  
Administration  
(SSA)

ATTORNEY ADVISOR  
RECRUITMENT BULLETIN

**Objective** SSA is seeking job applicants willing to:

- § Understand the unique and critical role of Social Security in society
- § Assume responsibility for doing the job right the first time
- § Value our customers and treat them with respect and consideration
- § Celebrate diversity and recognize the value of a multi-cultural workforce
- § Continuously work to improve the quality of our products and services

**Positions** Attorney Advisors (AAs)

- Serve as an attorney advisor to Administrative Law Judges (ALJ) rendering advice and assistance in pre-hearing development, post-hearing development and other post-hearing actions;
- Analyze, research and develop cases;
- Formulate comprehensive decisions and otherwise act on requests for hearings involving difficult legal and factual issues;
- Participates fully and assists the ALJ in the formulation of the case decision.
- Eligible grades depending on qualifications – GS-9, GS-11, GS-12.

**Requirement** United States Citizenship is required  
Proof of Bar Membership

**Location**

Johnstown, Pennsylvania Office of Hearings Operations, Social Security Administration, 334 Washington Street, Suite 200, Johnstown, PA 15901

**Salary**

Complete salary tables that include locality payment are available at <http://www.opm.gov/oca/payrates/index.htm>

**Benefits**

You will be eligible to participate in a retirement program, thrift savings plan, health benefits for individuals or families, life insurance, long term care insurance and flexible spending accounts. There are 10 paid federal holidays per year and new employees earn 13 vacation days per year. All employees earn 13 sick days per year with no carryover limit. The government offers subsidized transportation, and much more. For a detailed description of all the benefits see <http://www.socialsecurity.gov/careers/pay&benefits.htm>

**How to Apply**

Send your resume and proof of Bar Membership to: Johnstown, Pennsylvania Office of Hearings Operations, Social Security Administration, 334 Washington Street, Suite 200, Johnstown, PA 15901 ATTN: Sharele Hatfield, Hearing Office Director.

**Recruitment Time Period** ----- Opens: April 1, 2018

Closes: April 14, 2018

If you have questions about this position, contact Sharele Hatfield, Hearing Office Director, at (866) 331-7134, Ext. 24444, at the Office of Hearings Operations, Johnstown, PA, 15901.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 23, 2018

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**Expiration Date:** April 14, 2018

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**Contact:** Sharele Hatfield  
Hearing Office Director  
Johnstown, Pennsylvania United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** Sharele.Hatfield@ssa.gov

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**Requested Document Notes:** How to Apply

Send your resume and proof of Bar Membership to: Johnstown, Pennsylvania Office of Hearings Operations, Social Security Administration, 334 Washington Street, Suite 200, Johnstown, PA 15901 ATTN: Sharele Hatfield, Hearing Office Director.

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**ID:** 3355

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**Attorney Advisor**

Social Security Administration (Charleston WV)

**Position Type:** Full-time

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

**Description:**

The Social Security  
Office of Hearings Operations

Social Security  
Administration  
(SSA)

ATTORNEY ADVISOR  
RECRUITMENT BULLETIN

Objective SSA is seeking job applicants willing to:

- § Understand the unique and critical role of Social Security in society
- § Assume responsibility for doing the job right the first time
- § Value our customers and treat them with respect and consideration
- § Celebrate diversity and recognize the value of a multi-cultural workforce
- § Continuously work to improve the quality of our products and services

Positions Attorney Advisors (AAs)

- Serve as an attorney advisor to Administrative Law Judges (ALJ) rendering advice and assistance in pre-hearing development, post-hearing development, and other post-hearing actions;
- Analyze, research and develop cases;
- Formulate comprehensive decisions and otherwise act on requests for hearings involving difficult legal and factual issues;
- Participates fully and assists the ALJ in the formulation of the case decision.
- Eligible grades depending on qualifications – GS-9, GS-11, GS-12.

Requirement United States Citizenship is required  
Proof of Bar Membership

Location

Office of Hearings Operations, Social Security Administration, 500 Quarrier Street, Charleston, WV 25301

Salary

Complete salary tables that include locality payment are available at <http://www.opm.gov/oca/payrates/index.htm>

Benefits

You will be eligible to participate in a retirement program, thrift savings plan, health benefits plan for individuals or families, life insurance, long- term care insurance and flexible spending accounts. There are 10 paid federal holidays per year and new employees earn 13 vacation days per year. All employees earn 13 sick days per year with no carryover limit. The government offers subsidized transportation, and much more. For a detailed description of all the benefits, refer to: <http://www.socialsecurity.gov/careers/pay&benefits.htm>

How to Apply

Send your resume and proof of Bar Membership to: Office of Hearings Operations, 500 Quarrier Street, Charleston, WV 25301 ATTN: Kathy Lytton, Hearing Office Director.



Recruitment Time Period ----- Opens: March 21, 2018  
Closes: April 13, 2018

If you have questions about this position, contact Kathy Lytton, Hearing Office Director, at 888-527-9325, Ext.21451, Office of Hearings Operations, 500 Quarrier Street, Charleston, WV 25301.

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<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> March 23, 2018
<b>Expiration Date:</b> April 13, 2018
<b>Contact:</b> Kathy Lytton Hearing Office Director 500 Quarrier Street, Suite 200 Charleston, West Virginia 25301 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> Kathy.Lytton@ssa.gov
<b>Requested Document Notes:</b> How to Apply

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Send your resume and proof of Bar Membership to: Office of Hearings Operations, 500 Quarrier Street, Charleston, WV 25301 ATTN: Kathy Lytton, Hearing Office Director.

Recruitment Time Period ----- Opens: March 21, 2018  
Closes: April 13, 2018

If you have questions about this position, contact Kathy Lytton, Hearing Office Director, at 888-527-9325, Ext.21451, Office of Hearings Operations, 500 Quarrier Street, Charleston, WV 25301.

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**ID:** 3356

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**Law Clerk**

Court of Common Pleas of Washington County (Washington PA)

**Position Type:** Full-time

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

**Description:**  
COURT OF COMMON PLEAS OF WASHINGTON COUNTY  
OFFICE OF COURT ADMINISTRATOR

Patrick R. Grimm, Esquire  
District Court Administrator

Phone: 724-228-6797  
Fax: 724-228-6938

**DATE:** March 21, 2018

**FROM:** Patrick R. Grimm, Esquire  
District Court Administrator

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

**RE:** Law Clerk

There is a Law Clerk position available August 1, 2018, with Judge Valarie Costanzo in the Court of Common Pleas of Washington County, Pennsylvania. A law degree from an accredited institution is required, and admission to the Pennsylvania bar is preferred.

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

The starting salary is \$39,647.92, in addition to medical coverage, vacation time, and other benefits.

The deadline to apply for consideration is June 15, 2018. Please send resume and cover letter to:

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

**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 21, 2018

**Expiration Date:** June 15, 2018

**Contact:** Lori Hoag  
Secretary to the Court Administrator  
One South Main Street, Suite 2003 Washington, Pennsylvania 15301 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** lori.hoag@washingtoncourts.us

**Additional Documents:** Cover Letter

**ID:** 3353

**Attorney**

Kentucky Department of Public Advocacy (Kentucky)

**Position Type:** Full-time

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

**Description:**

Agency: Justice and Public Safety Cabinet; Kentucky Department of Public Advocacy

Classification Title: 6201 Staff Attorney I

Working Title: Trial Attorney - Public Defender

ID #: 60387BR

Work Locations: Glasgow (Barren County)

Application Deadline: Saturday, March 24, 2018

The Kentucky Department of Public Advocacy (KDPA), an independent agency within the Executive Branch of Kentucky State Government, provides legal defense services to Kentucky's indigent accused of criminal offenses.

**Duties:**

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 make a decision 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.

**Training:**

DPA is nationally recognized for their training and education programs. In-house training is routinely available and opportunities exist to attend specialized out-of-state education events.

**Salary:**

Grade 15; Minimum – Mid Range: \$38,770.08 - \$51,361.20 yearly

Benefits: KDPA offers an excellent benefits package to employees including:

- Group health insurance with significant employer contribution
- Flexible spending accounts
- Optional dental/vision plans
- 12 ½ paid holidays annually
- Employer contribution to retirement fund
- 401(k) / IRA offerings
- Employer paid life insurance policy
- Employer paid bar dues
- Continuing Legal Education opportunities
- Liability Insurance Coverage

**Requirements:**

- Applicant must be licensed to practice law 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.
- Experience in Criminal Defense is a plus.

**Additional Requirements:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison - Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**Application Process:**

Apply directly at: <https://careers.ky.gov>; "Search for Jobs" Key Word: 60387BR

Interested individuals should also contact the recruiter for the Department of Public Advocacy, Patti Heying at [Patti.Heying@ky.gov](mailto:Patti.Heying@ky.gov).

Glasgow, Kentucky is a lovely rural town (population approximately 15,000) in south central Kentucky. It is a 30 minute drive to Barren River Lake Resort for those who enjoy boating, swimming, camping and hiking and it's a 90 minute drive to Nashville, Tennessee.

Applicants must be licensed (location is flexible). Out-of-state attorneys may apply for and practice under a Limited License in Kentucky and will then have 18 months in which to take and pass the Kentucky Bar Exam.

All of the details are attached, but in a nutshell:

Title: Staff Attorney I, Public Defender

Agency: Kentucky Dept. of Public Advocacy

Salary: \$42,000 a year (after one year of experience, option of moving up to Staff Attorney II with salary increase)

Location: Glasgow, Kentucky (Barren County)

Application Deadline: Saturday, March 24

Apply at: <https://careers.ky.gov>

JOB #: 60387BR

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

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<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> March 20, 2018
<b>Expiration Date:</b> March 24, 2018
<b>Contact:</b> Patti Heying Recruiter 5 Mill Creek Park Frankfort, Kentucky 40601 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:Patti.Heying@ky.gov">Patti.Heying@ky.gov</a>
<b>Requested Document Notes:</b> Application Process: Apply directly at: <a href="https://careers.ky.gov">https://careers.ky.gov</a> ; "Search for Jobs" Key Word: 60387BR
Interested individuals should also contact the recruiter for the Department of Public Advocacy, Patti Heying at <a href="mailto:Patti.Heying@ky.gov">Patti.Heying@ky.gov</a> .
<b>ID:</b> 3349

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**Bilingual (Chinese) Law Clerk/ Attorney**

Lerner Law (Brooklyn, NY)

**Position Type:** Full-time

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

**Description:**

Robert N. Lerner  
ATTORNEY AT LAW  
828 64th St., 2nd Fl., Rm. 2A  
BROOKLYN, NEW YORK 11220  
TEL: (718) 748-2500  
FAX: (718) 504-4902  
E-mail: RNL.LERNERLAW@GMAIL.COM

Date: March 19, 2018

Bilingual (Chinese)

Law Clerk/ Attorney

I have operated a general practice law office in Brooklyn, NY for over 20 years.

My office provides a unique opportunity to become acquainted with solo, general practice. My practice includes: probate, criminal, personal injury, immigration, matrimonial, real estate law, and civil litigation.

Most of my clients are Chinese and have limited English skills, so the primary requirement is that the applicant be fluent in Chinese.

**JOB DESCRIPTION**

Hours: Flexible  
Responsibilities: Legal research, document drafting, court appearances.  
Language Skill: Fluent Chinese-required  
Salary: Negotiable  
CONTACT: ROBERT N. LERNER, ESQ. (As set-forth in the letterhead)

**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 20, 2018

**Expiration Date:** May 31, 2018

**Contact:** Robert N. Lerner  
Owner/Attorney  
828 64th Street, Suite 2A NY 11220 Brooklyn, New York

**Resume Receipt:** E-mail

**Default email for resumes.:** rnl.lernerlaw@gmail.com

**ID:** 3344

**Instructor**

The UCLA School of Law (Los Angeles, CA)

**Position Type:** Full-time

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

**Description:**

UCLA SCHOOL OF LAW  
PART-TIME INSTRUCTOR POSITION  
2018-19 ACADEMIC YEAR

UCLA Law School invites applications from individuals interested in teaching a specialty course in its advanced curriculum for the 2018–2019 academic year. These are academic, non-tenure track, part-time, limited-term appointments.

Decisions will be made on a rolling basis and the timing of decisions will vary according to a variety of factors including curricular need and course scheduling and the particular specialty course the applicant proposes to teach. The School may be especially interested in applicants who have experience teaching courses in insurance law, estate and gift planning, trademark experiential (clinical) courses, other experiential courses (trial advocacy, pretrial litigation, externship courses and supervision), among other topics.

Applicants are encouraged to discuss in their cover letters their respective areas of professional expertise, the courses they have previously taught or propose to teach as well as any record of research or other creative work such as publications, law reform activities and significant contributions to the profession or professional organizations.

Requirements: A J.D. or equivalent advanced degree; excellent academic record; substantial, distinguished legal practice experience with a record of research or other creative work such as publications, law reform activities and significant contributions to the profession or professional organizations; experience within a distinct legal specialty; demonstrated commitment to teaching; prior successful law school teaching experience strongly preferred. UCLA School of Law seeks candidates committed to the highest standards of creative work and professional activities and to a campus climate that supports equality and diversity.

Please submit a cover letter, resume, and the names and addresses for at least two professional references online at <https://recruit.apo.ucla.edu/apply/JPF03601>.

Please also see the separate posting at <https://recruit.apo.ucla.edu/apply/JPF03602> describing our teaching needs in legal research and writing.

To ensure full consideration, applications for the 2018-19 academic year should be received by Wednesday, May 16, 2018, but will be considered thereafter until the position is filled.

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 the UC Nondiscrimination & Affirmative Action Policy at <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 20, 2018

**Expiration Date:** May 16, 2018

**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](mailto:sasis@law.ucla.edu)

**Additional Documents:** Cover Letter

**Requested Document Notes:** Please submit a cover letter, resume, and the names and addresses for at least two professional references online at <https://recruit.apo.ucla.edu/apply/JPF03601>.

**ID:** 3347

**Legal Research and Writing Instructor**

The UCLA School of Law (Los Angeles, CA)

**Position Type:** Full-time**Geographic Preference:** West (CA, NV, UT, CO, MT, WY)**Description:**

Legal Research and Writing Instructor

UCLA School of Law

UCLA School of Law is accepting applications for instructors to teach advanced legal writing courses, one or two sections of the LL.M. legal research and writing course, or our first-year J.D. course. Any openings are for the 2018-2019 academic year. The successful candidate(s) will be expected to start as soon as practical after July 1, 2018. Please indicate if you are most interested in teaching an advanced course or within our LL.M. or first year J.D. programs.

Teaching Advanced Legal Writing courses: UCLA Law seeks to strengthen the array of advanced legal writing (ALW) offerings to J.D. students in the second and third years. Building on the skills developed in the first year LRW program, students will deepen their understanding of legal reasoning, research and writing and will learn objective and persuasive writing through office memo drafting, trial and appellate brief writing and "review and revision" practice with transactional and litigation-related documents. ALW instructors may teach a section of a course already offered, or receive assistance in developing their own course and syllabus. ALW instructors typically teach one course/section of approximately 25 students. Students complete several major writing and research projects over the course of the semester, with the instructor providing extensive individualized written feedback along with individual meetings on each assignment. This is a part-time academic, non-tenure track appointment as a Lecturer in Law.

Teaching LL.M. Students: Legal Research, Writing and Analysis for LL.M.'s (LL.M LRW) is a semester long, 2-unit course that introduces international LL.M. students to the legal research, writing and analysis skills needed by practicing lawyers in the U.S. Students focus on grammar and sentence structure, objective and persuasive argument, legal research methods, statutory interpretation and additional skills. LL.M. LRW instructors typically teach one or two sections of approximately 25 students. Students complete several major writing and research projects over the course of the year, with the instructor providing extensive individualized written feedback along with individual meetings on each assignment. This position may

also require the supervision and training of second and third-year J.D. students who will assist the instructor with critiquing draft/ungraded writing assignments. This is a part-time academic, non-tenure track appointment as a Lecturer in Law.

Teaching First Year J.D. Students: Legal Research and Writing (LRW) is a year-long five-credit course, designed to introduce students to the fundamentals of legal reasoning, the structure of objective and persuasive arguments, legal research methods, statutory interpretation, and additional skills, such as oral advocacy, fact investigation, and client counseling. Students also complete a variety of smaller projects, designed to reinforce the overarching lessons of the course. LRW instructors typically teach two sections of approximately 25 students. Each of the two sections will meet for approximately 90 minutes, twice a week, during the fall semester (approximately the third week of August until Thanksgiving) and the spring semester (mid-January through April). Most instructors find that their work grading and responding to students about grades continues through mid-June. Each section has approximately 25 students. In addition to the class meetings, instructors are expected to hold regular office hours and meet with students to counsel them about their writing projects, career interests and other matters of academic or professional concern. Students complete several major writing and research projects over the course of the year, with the instructor providing extensive individualized written feedback along with individual meetings on each assignment. This position also requires the supervision and training of second and third-year students who will assist the instructor with critiquing first drafts of the ungraded student writing and assignments. The candidate will also engage in other teaching duties such as assisting in a clinical course, teaching in the first year Introduction to Lawyer-Client relationship course or supervising student externships. This is a full-time academic, non-tenure track appointment as a Lecturer in Law. The salary range for this position is \$80,000 - \$90,000, depending on qualifications and experience.

All positions require evidence of past or potential ability for:

Effective classroom teaching (including command of the subject matter, ability to organize and present material, and

- ability to awaken student interest, curiosity, creativity, and achievement).
- Effective and timely feedback on written assignments with extensive oral and written comments on student work product.
- Counseling of students on a wide range of professional and career topics.

The successful candidate should also expect to do the following:

- Collaborate with other legal research and writing instructors in developing assignments and coordinating due dates.

All candidates must hold a J.D. or equivalent degree. We seek candidates with an excellent academic record; substantial legal writing experience; a strong desire to teach; proven ability to provide constructive feedback; and at least 2 years of practice experience as an attorney in any jurisdiction (5 years preferred).

Please apply online at <https://recruit.apo.ucla.edu/apply/JPF03602> by submitting pdf copies of a CV or resume, a cover letter, and the names and contact information for at least three professional references. Applicants with teaching experience should also include their teaching evaluations, a summary thereof, or other testimonials concerning their teaching experience.

Confidential review of applications, nominations and expressions of interest will begin immediately and continue until an appointment is made. To ensure full consideration, applications should be received by Monday, April 16, 2018 but will be considered thereafter through May 16, 2018 or until the position is filled.

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 the UC Nondiscrimination & Affirmative Action Policy at <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>.

**Desired Class Level:** Graduate/Alumni**Posting Date:** March 20, 2018**Expiration Date:** May 16, 2018

**Contact:** Ms. Edna Sasis  
Director of the Institute for Food Laws & Regulations  
Boc 951476 Los Angeles, California 90095-1476 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** sasis@law.ucla.edu

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** Please apply online at <https://recruit.apo.ucla.edu/apply/JPF03602> by submitting pdf copies of a CV or resume, a cover letter, and the names and contact information for at least three professional references. Applicants with teaching experience should also include their teaching evaluations, a summary thereof, or other testimonials concerning their teaching experience.

Confidential review of applications, nominations and expressions of interest will begin immediately and continue until an appointment is made. To ensure full consideration, applications should be received by Monday, April 16, 2018 but will be considered thereafter through May 16, 2018 or until the position is filled.

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**ID:** 3348

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**Workers' Compensation Attorney**  
Cipriani & Werner, PC (Charleston, WV)

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**Position Type:** Full-time

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**Practice Area(s):** Worker's Compensation

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

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**Description:**

Cipriani & Werner PC is a multidisciplinary law firm with offices located throughout the Mid-Atlantic region. We have long been recognized as a firm that seeks first to understand the needs and interests of our clients. From that point forward, we strive to deliver results that are expected by our clients.

The Charleston, WV office is currently seeking a full-time workers' compensation attorney. This attorney would be responsible for all phases of workers' comp litigation. 3-5 years experience required, workers' compensation defense experience preferred. Must have a JD degree from an ABA-approved law school, active member in good standing of the Bar, and licensed in West Virginia. The successful candidate will be a self-motivated independent thinker with exceptional attention to detail, excellent time management skills, strong organizational skills, and outstanding communication skills with the ability to work as a team member in a high-volume fast paced work environment.

Interested candidates should submit their resume to Lorrie Moles at lmoles@c-wlaw.com.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, disability, or veteran status.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 19, 2018

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**Expiration Date:** April 14, 2018

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**Contact:** Elizabeth J. Fetsick  
Human Resources Manager  
500 Lee Street East Charleston, West Virginia 25301  
<http://www.c-wlaw.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** lmoles@c-wlaw.com

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**ID:** 3343

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**: Associate Corporate Attorney**

McClelland Legal Search

**Position Type:** Full-time

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

**Description:**

Corporate Attorney 1- 4 years experience:

PositionType: full-time, permanent Associate

Employer Name: McClelland Legal Search

Job Title: Associate Corporate Attorney

Job Description:

We have an opportunity for an attorney with 1-4 years of experience. While prior corporate/business/contracts experience is preferred, candidates with any practice background will be considered as firm is willing to train. The successful candidate will have a desire to learn and practice in these areas. PA Bar required. The firm affords a highly collegial working environment, very reasonable billing requirement and also trains new attorneys in marketing techniques.

Hiring Criteria:

1-4 years of experience of corporate/business/contracts experience preferred, candidates with any practice background will be considered as firm is willing to train, admitted in Pennsylvania

Location: Pittsburgh area

Materials requested: Resume

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

Compensation Details: Compensation determined by experience

Desired years of Experience: 1-4 years of corporate/business/contracts law experience preferred, candidates with any practice background will be considered as firm is willing to train.

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

Cindy

Cynthia McClelland

McClelland Legal Search | www.mcclellandlegalsearch.com

tel: 717.350.1283 | office: 412.281.6609

email: cindy@mcclellandlegalsearch.com

**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 16, 2018

**Expiration Date:** June 1, 2018

**Contact:** Cynthia McClelland

426 Frick Building 437 Grant Street Pittsburgh, Pennsylvania 15219 United States

**Resume Receipt:** E-mail

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

**ID:** 3336

**Attorney**

Hawkins Parnell Thackston & Young LLP (Charleston, WV)

**Position Type:** Full-time

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

**Description:**

Great opportunity for an attorney seeking experience from a nationally renowned law firm. Hawkins Parnell Thackston & Young LLP is seeking an associate with 1-3 years of experience for its Charleston, West Virginia, office. Applicant must have excellent legal writing and research skills, as well as the ability to work in a fast-paced environment. Active West Virginia Bar License and 1-3 years of civil litigation experience required. Candidate must be willing to travel (including occasional overnight travel). Participation in law review and/or moot court and prior deposition experience are a plus.

To apply for this position, please submit a resume, cover letter, and three writing samples to [jross@hptylaw.com](mailto:jross@hptylaw.com)

Hawkins Parnell Thackston & Young is an Equal Employment Opportunity Employer.

Kelly Calder Mowen

Attorney at Law

Hawkins Parnell Thackston & Young LLP

109 Capitol Street, Suite 1000

Charleston, WV 25301

Direct 304-345-8517 Office 304-345-8545

Fax 304-345-8544

[kmowen@hptylaw.com](mailto:kmowen@hptylaw.com)

**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 16, 2018

**Expiration Date:** April 30, 2018

**Contact:** Kelly Calder Mowen  
109 Capitol Street, Suite 1000 Charleston, West Virginia 25301  
<http://www.hptylaw.com/>

**Resume Receipt:** E-mail

**Default email for resumes.:** [jross@hptylaw.com](mailto:jross@hptylaw.com)

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

**ID:** 3334



INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.

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<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> March 15, 2018
<b>Expiration Date:</b> March 19, 2018
<b>Contact:</b> Patti Heying Recruiter 5 Mill Creek Park Frankfort, Kentucky 40601 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> Patti.Heying@ky.gov
<b>ID:</b> 3332

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**Law Clerk (Trainee)**

U.S. Department of Veterans' Affairs (Washington DC)

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

Law Clerk (Trainee)  
 DEPARTMENT OF VETERANS AFFAIRS  
 Board of Veterans Appeals  
 Overview  
 Locations  
 Duties  
 Requirements  
 Required Documents  
 Benefits  
 How to apply  
 HelpOverview  
 Open & closing dates  
 03/08/2018 to 03/29/2018  
 Salary  
 \$56,233 to \$88,450 per year  
 Pay scale & grade  
 GS 9  
 Work schedule  
 Full-Time  
 Appointment type  
 Temporary - Not to Exceed 14 Months  
 HelpLocation  
 Few vacancies in the following location:

Washington DC, DC  
 Relocation expenses reimbursed  
 No  
 HelpThis job is open to

The public  
 U.S. citizens, nationals or those who owe allegiance to the U.S.  
 Clarification from the agency  
 New graduates awaiting Bar membership.  
 Apply  
 Print Share  
 Save  
 Announcement number  
 CBEJ-18-10155308-MDM  
 Control number  
 493348200  
 Duties HelpDuties  
 Summary

This is an entry level position intended to attract recent law school graduates prior to passage of any U.S. state or territory's Bar. Applicants must be a 2017 or 2018 graduates of an accredited approved law school with a LL.B or J.D. degree and become a member of the Bar within 14 months following appointment. failure to obtain Bar licensure within 14 months will result in termination from the position. When Bar Licensure is obtained, the candidate may be non-competitively reassigned to a General Attorney, GS-905-9 or Attorney-Advisor, GS-905-11 depending upon time in grade when Bar Licensure is received. Those positions are career appointments with promotion potential to GS-905-14.

2018 Law School graduates accepted for this position must show proof of graduation by December 2018. Failure to provide proof of graduation will result in termination from the position.

Work Schedule: 8:00a.m. to 4:30p.m., Monday - Friday  
 Compressed/Flexible: Available after trial period of six months.  
 Telework: Available after a trial period of one year.  
 Virtual: This is not a virtual position.  
 Position Description/PD#: Law Clerk (Trainee)/82108A  
 Relocation/Recruitment Incentives: Not Authorized  
 Financial Disclosure Report: Not required

Learn more about this agency

**Responsibilities**

The Board of Veterans' Appeals (Board/BVA) is the component of the Department of Veterans Affairs (VA) that is responsible for entering the final decision on behalf of the Secretary in each of the many thousands of claims for entitlement to veterans' benefits that are presented annually for appellate review. The incumbent functions as a team player for implementing the VA strategic goal of providing One VA world class service to veterans and their families through the effective management of people, technology, and processes. The incumbent is a member of an organization that strives for quality, timeliness, and consistency.

The work is very similar to a judicial clerkship, in that the principal duty of the attorney is to work directly with a Veterans Law Judge to draft tentative decisions in Veterans' appeals. The primary purpose of this position will be to handle all types of appeals, including those of exceptional difficulty, complexity or controversy. This position requires knowledge of the laws and regulations pertaining to Veterans' benefits. The incumbent will utilize initiative and judgment in evaluating the evidence and making findings of fact and conclusions of law in tentative decisions. Incumbent will be under direct supervision of the Senior Counsel or Chief Member, and will perform the following duties:

Reviews and analyzes case material pertaining to appeals before BVA Veterans Law Judges.  
 Assists staff in case management, researching and drafting memos, correspondence, and other legal documents in preparation for Board Hearings, Travel Board Hearings and Video-conference Hearings.  
 Searches for, analyzes and evaluates information to be used in support of findings of fact which must be developed from the record of proceedings.  
 Drafts legal documents, and adheres to all laws administered by the VA.  
 Inputs and accesses appellate case information performing legal research.

Travel Required  
 Not required  
 Supervisory status  
 No  
 Promotion Potential  
 11  
 Job family (Series)  
 0904 Law Clerk  
 Requirements HelpRequirements  
 Conditions of Employment

You must be a U.S. Citizen to apply for this job  
Designated and/or random drug testing may be required  
Selective Service Registration is required for males born after 12/31/1959  
You may be required to serve a probationary period  
Subject to background/security investigation  
Qualifications

Time-In-Grade Requirement: Applicants who are current Federal employees and have held a GS grade any time in the past 52 weeks must also meet time-in-grade requirements by the closing date of this announcement. For a GS-9 position you must have served 52 weeks at the GS-7. The grade may have been in any occupation, but must have been held in the Federal service. An SF-50 that shows your time-in-grade eligibility must be submitted with your application materials. Note: Time-In-Grade requirements also apply to former Federal employees applying for reinstatement as well as current employees applying for Veterans Employment Opportunities Act of 1998 (VEOA) appointment.

You may qualify based on your experience and/or education as described below: Specialized Experience: You must have one year of specialized experience equivalent to at least the next lower grade GS-7 in the normal line of progression for the occupation in the organization. Examples of specialized experience would typically include, but are not limited to: General knowledge of principles, concepts and methodologies of legal research, legal writing and analysis, providing assistance to higher level staff in support of legal processing and the issuance of decisions.

Education: Applicants may substitute education for the required experience. To qualify based on education for this grade level you must have a LL.B or J.D. Degree.

You will be rated on the following Competencies for this position:

Administrative Law  
Communication  
Research  
Writing

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religions; spiritual; community; student; social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Note: A full year of work is considered to be 35-40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

Physical Requirements: Work is primarily sedentary, there are occasional requirements for moderate physical activity such as lifting cases or boxes of records and for carrying heavy or unwieldy objects.

Education

A Law transcript must be submitted with your application. Please ensure your law transcripts indicate the type of degree awarded and the date it was awarded.

PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly. If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education.

Additional information

VA supports the use of telework as a way to help attract and retain talented individuals in public service, increase worker productivity, and better prepare the agency to operate during emergencies. This position may be authorized for telework. Telework eligibility will be discussed during the interview process.

Receiving Service Credit or Earning Annual (Vacation) Leave: Federal Employees earn annual leave at a rate (4, 6 or 8 hours per pay period) which is based on the number of years they have served as a Federal employee. VA may offer newly-appointed Federal employee's credit for their job-related non-federal experience or active duty uniformed military service. This credited service can be used in determining the rate at which they earn annual leave. Such credit must be requested and approved prior to the appointment date and is not guaranteed.

Selected applicants will be required to complete an online onboarding process.

The Interagency Career Transition Assistance Plan (ICTAP) and Career Transition Assistance Plan (CTAP) provide eligible displaced Federal/VA competitive service employees with selection priority over other candidates for competitive service vacancies. To be qualified you must submit appropriate documentation (a copy of the agency notice, your most recent performance rating, and your most recent SF-50 noting current position, grade level, and duty location) and be found well-qualified (have a final rating of 85 or more) for this vacancy. Information about ICTAP and CTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>.

Placement Policy: The posting of this announcement does not obligate management to fill a vacancy or vacancies by promotion. The position may be filled by reassignment, change to lower grade, transfer, appointment, or reinstatement. Management may use any one or any combination of these methods to fill the position.

It is the policy of the VA to not deny employment to those that have faced financial hardships or periods of unemployment.

This job opportunity announcement may be used to fill additional vacancies.

Veterans and Transitioning Service Members: Please visit the VA for Vets site for career-search tools for Veterans seeking employment at VA, career development services for our existing Veterans, and coaching and reintegration support for military service members.

For more information on the "Who may apply" eligibility requirements, please refer to the OHRM Status Candidates and Other Candidate Definitions document.

If you are unable to apply online view the following link for information regarding an Alternate Application.

Read more

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

IN DESCRIBING YOUR EXPERIENCE, PLEASE BE CLEAR AND SPECIFIC. WE WILL NOT MAKE ASSUMPTIONS REGARDING YOUR EXPERIENCE.

Narrative responses are not required at this time. If you are referred for consideration, you may be asked to submit additional job related information, which may include, but not limited to: responses to the knowledge, skills and abilities; completion of a work sample, and/or contact for an interview. Your resume and/or supporting documentation will be verified. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

Read more Background checks and security clearance

Security clearance

Public Trust - Background Investigation

Required Documents Help Required Documents

To apply for this position, you must provide a complete Application Package which includes:

Cover Letter

Resume

Transcript

The following documents are accepted, and may be required if applicable to your eligibility and/or qualifications for this position. Please use this checklist to make sure you have included other documents required for your application, such as a copy of your transcript (if using education to qualify), SF-50's (current/former Federal employees), documentation to support Veterans Preference claims, or ICTAP/CTAP documentation (for displaced Federal employees). You will not be contacted for additional information.

Cover Letter

DD-214

Disability Rating

Resume

SF-15  
SF-50  
Transcript

Veterans' Preference: When applying for Federal Jobs, eligible Veterans should claim preference for 5pt (TP), 10pt (CP/CPS/XP), or for Sole Survivor Preference (SSP) in the questionnaire. You must provide a legible copy of your DD214(s) which shows dates and character of service (honorable, general, etc.). If you are currently serving on active duty and expect to be released or discharged within 120 days you must submit documentation related to your active duty service which reflects the dates of service, character of service (honorable, general, etc.), and dates of impending separation. Additionally, disabled veterans and others eligible for 10-point preference (such as widows or mothers of eligible Veterans) must also submit an SF-15 "Application for 10 Point Veteran Preference" with required proof as stated on the form. Documentation is required to award preference. For more information on Veterans' Preference, please visit <http://www.fedshirevets.gov/job/vetpref/index.aspx>.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits HelpBenefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Learn more about federal benefits.

Review our benefits

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply HelpHow to Apply

All applicants are encouraged to apply online. To apply for this position, you must complete the questionnaire and submit the documentation specified in the Required Documents section below. The complete application package must be submitted by 11:59 PM (ET) on 03/29/2018 to receive consideration. To preview the questionnaire click <https://apply.usastaffing.gov/ViewQuestionnaire/10155308>.

To begin, click Apply Online to create a USA JOBS account or log in to your existing account. Follow the prompts to select your USA JOBS resume and/or other supporting documents and complete the occupational questionnaire.

Click Submit My Answers to submit your application package.

NOTE: It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.

To verify your application is complete, log into your USA JOBS account, <https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the more information link for this position. The Application page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process. To return to an incomplete application, log into your USA JOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USA JOBS account or your application will be incomplete.

Read moreAgency contact information

VHA Nationwide Recruitment

Phone

(844)456-5208

Email

CAVHS.DEU@VA.GOV

Address

Board of Veterans Appeals - 1713

810 Vermont Avenue NW

Washington, DC

US

Learn more about this agency

Next steps

Once your online application is submitted you will receive a confirmation notification by email. After we receive application packages (including all required documents) and the vacancy announcement closes, we will review applications to ensure qualification and eligibility requirements are met. After the review is complete, a referral certificate(s) is issued and applicants will be notified of their status by email. Referred applicants will be notified as such and may be contacted directly by the hiring office for an interview. All referred applicants receive a final notification once a selection decision has been made.

You may check the status of your application at any time by logging into your USA Jobs account and clicking on Applications. Information regarding your application status can be found in the USAJobs Help Center.

Read more

Fair & TransparentFair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Equal Employment Opportunity (EEO) for federal employees & job applicants

Read moreReasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Read moreLegal and regulatory guidance

Financial suitability

Social security number request

Privacy Act

Signature and false statements

Selective Service

New employee probationary period

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**Desired Class Level:** Graduate/Alumni

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<b>Posting Date:</b> March 15, 2018
<b>Expiration Date:</b> March 29, 2018
<b>Contact:</b> Amanda Alderman 425 Eye Street, NW, Room 4W214 Washington, District of Columbia 20001 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> Amanda.Alderman@va.gov
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript
<b>ID:</b> 3331

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**Litigation Attorney - Mass Tort**

Rawle & Henderson LLP (Wheeling, WV)

**Position Type:** Full-time

**Practice Area(s):** All Practice Areas, Negligence & Personal Injury

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

**Description:**

RAWLE & HENDERSON LLP, the nation's oldest law office, seeks a Litigation Attorney for our Pittsburgh office with at least two years of experience in general defense litigation to assist trial attorneys defending product liability claims, including toxic tort claims and claims against trucking companies and their insurers in state and federal courts. Pennsylvania and West Virginia bar admissions are required.

RAWLE & HENDERSON LLP is a Mid-Atlantic regional law firm of over 100 attorneys engaged in civil defense litigation and trial practice with offices in Pennsylvania, New Jersey, New York, Delaware and West Virginia. Founded as the Rawle Law Offices in 1783, we have been recognized as the oldest law firm in continuous practice in the United States.

RAWLE & HENDERSON LLP offers competitive salary and benefits which include matching 401k after one month of employment, medical and dental insurance, disability benefits, life insurance, medical and dependent care spending accounts. EOE. M/F/D/V

<http://www.rawle.com/>

Requirements

Two years experience in areas of general casualty litigation, mass tort and/or products liability experience. West Virginia and Pennsylvania bar admissions required.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 8, 2018

**Expiration Date:** April 30, 2018

**Contact:** Nancy P. Mangini

Office Manager

1339 Chestnut Street 16th Fl., Widener Building One South Penn Square Philadelphia, Pennsylvania 19107 United States

<http://www.rawle.com>

**Resume Receipt:** E-mail

**Default email for resumes.:** nmangini@rawle.com

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

**ID:** 3323

**WV Public Employees Grievance Board Administrative Law Judge**

The West Virginia Public (Charleston WV)

**Position Type:** Full-time

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

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**Description:** WV Public Employees Grievance Board Administrative Law Judge position now available.

Successful applicant must have at least three years of experience. This is a government position, but it is an exempt agency and the position is at-will.

The posting and application appear on our website: <http://pegb.wv.gov/Pages/default.aspx>

The posting will close April 3, 2018.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 8, 2018

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**Expiration Date:** April 3, 2018

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**Contact:** Billie Catlett  
Chief Administration Law Judge  
1596 Kanawha Boulevard, East Charleston, West Virginia 25311 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** Billie.T.Catlett@wv.gov

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**ID:** 3321

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**Criminal defense attorney**

Pridgeon & McCrum, LLC (Newport, OR)

**Position Type:** Full-time

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

**Description:**

The Newport, Oregon firm of Pridgeon & McCrum, LLC is looking for a criminal defense attorney to join our firm. Applicants should have Oregon State Bar or reciprocal bar membership. Prior experience is preferred but all well qualified lawyers are encouraged to apply. Starting salary is approximately \$50,000, depending on experience. Newport is a progressive coastal town with opportunities for a lawyer to grow a practice in several practice areas, raise a family if desired, and meaningfully participate in community activities.

A motivated, analytical and empathetic lawyer who relishes the opportunity to defend the accused.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 7, 2018

**Expiration Date:** April 13, 2018

**Contact:** Jeffrey C Pridgeon  
515 West Olive St Newport, Oregon 97365 United States

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

**How to Apply:** pridgeon@oregoncoastlawyers.com

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

**ID:** 3320

**Emmett/Frankel Fellowship in Environmental Law**

The UCLA School of Law (Los Angeles, CA)

**Position Type:** Fellowship**Geographic Preference:** West (CA, NV, UT, CO, MT, WY)**Description:**

Emmett/Frankel Fellowship in Environmental Law and Policy 2018-2020  
 Apply now to Emmett/Frankel Fellowship in Environmental Law and Policy 2018-2020  
 Job #JPF03572SCHOOL OF LAW - LAW  
 RECRUITMENT PERIOD  
 Open date: February 23rd, 2018  
 Next review date: March 23rd, 2018  
 Apply by this date to ensure full consideration by the committee.  
 Final date: April 20th, 2018  
 Applications will continue to be accepted until this date, but those received after the review date will only be considered if the position has not yet been filled.

**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 2018-2020. This fellowship is a full-time, two-year faculty position beginning July 1, 2018. The position involves research and writing in the law and policy of climate change and the environment, teaching, and assisting with Institute projects such as conferences and workshops.

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.

The Fellow will 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 assist the Institute's Executive Directors with projects relating to the Institute's work, including organizing conferences, workshops, public education and outreach efforts, and other events. In addition to these responsibilities, which will continue year-round, the Fellow will take on teaching responsibilities in topics related to environmental law and policy.

Candidates should possess a J.D. or other advanced degree in fields closely related to environmental law and policy, earned within the past several years or expected in the spring of 2018: a strong academic record; excellent analytical and writing skills; and demonstrated interest and background in environmental law and policy. Previous experience in law practice or clinical instruction is helpful but not necessary. Candidates with scientific, technical, or economic skills related to public policy analysis 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/JPF03572>. Please submit a letter discussing qualifications and interests, 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 Friday, March 23, 2018 but will be considered thereafter through April 20, 2018 or 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>).

**JOB LOCATION**

Los Angeles, CA

**LEARN MORE**

More information about this recruitment: <https://www.law.ucla.edu/emmett>

**REQUIREMENTS****DOCUMENTS**

Cover Letter - A letter discussing your qualifications and interests

Curriculum Vitae - Your most recently updated C.V.

Transcript - Transcript of studies in law school or graduate school

Writing Sample - No more than 10 pages

List of References - Names and addresses of three references

Statement of Contributions to Diversity - Statement addressing past and/or potential contributions to diversity through research, teaching, and/or service. (Optional)

**REFERENCES**

3 references required (contact information only)

**HOW TO APPLY**

Create an ApplicantID

Provide required information and documents

If any, provide required reference information

**Desired Class Level:** 3L, Graduate/Alumni**Posting Date:** March 6, 2018**Expiration Date:** April 20, 2018**Contact:**

Ms. Edna Sasis

Director of the Institute for Food Laws &amp; Regulations

Boc 951476 Los Angeles, California 90095-1476 United States

**Resume Receipt:** E-mail**Default email for resumes.:** [sasis@law.ucla.edu](mailto:sasis@law.ucla.edu)**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**ID:** 3318

**Attorney**

Equal Justice (Houston Texas)

**Position Type:** Full-time

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

**Description:**

Click here if you are having trouble viewing this message.

Houston is embarking on a new project to increase representation to the over 3,000 detained adults in Houston, which houses nearly 10% of all detained immigrants in the US. Partners in Houston are currently hiring to fill seven positions across four organizations. The deadline to apply is March 15, 2018.

**About the Project:**

The Deportation Defense Houston project of the Houston Immigration Legal Services Collaborative brings together a cohort of immigration legal services providers (currently, YMCA International Services, BakerRipley, Justice for Our Neighbors-Houston, and the South Texas College of Law Houston) to take on an innovative and aggressive approach to defending immigrants who are detained while their removal proceedings are pending.

This innovative and collaborative approach will include public engagement, the Immigrant Rights Hotline, a new deportation defense legal clinic, impact litigation, and educating policy-makers and the public about the detention and deportation systems.

Check out the project website for more details: [houstonimmigration.org/deportation-defense-houston/](http://houstonimmigration.org/deportation-defense-houston/).

**Application Information:**

The four organizations currently implementing DDH are hiring attorneys and legal assistants. If you would be interested in being part of changing the culture of immigration representation in the Houston region, please send a resume and cover letter to [jobs@houstonimmigration.org](mailto:jobs@houstonimmigration.org) with "DDH Job" in the subject line. Please indicate if you have a strong preference for any of the participating non-profits in your letter. You may also apply directly to each organization through their hiring sites. The deadline to apply is March 15, 2018.

Equal Justice Works is not directly affiliated with Deportation Defense Houston or involved in the hiring of these positions. Please direct any questions to [jobs@houstonimmigration.org](mailto:jobs@houstonimmigration.org). Click here to unsubscribe or to change your Subscription Preferences.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 5, 2018

**Expiration Date:** March 15, 2018

**Contact:** Deportation Defense Houston  
Houston, Texas United States

**Resume Receipt:** E-mail

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

**Additional Documents:** Cover Letter

**ID:** 3314

## Entry Level Immigration Attorney

Hudson Legal (Ann Arbor)

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**Position Type:** Full-time

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

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

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**Description:**

Hudson is a rapidly growing professional service corporation with offices nationwide. We are searching for an entry level immigration attorney to be trained in employment-based immigration, including the I-140 stage, Immigrant Petition for Alien Worker.

This position is an excellent opportunity for new graduates to receive training and exposure to the field of federal law and work on cases related to the advancement of the interests of the United States. We encourage long term commitment and ideal applicants should be able to work 40 hours every week.

Website: <http://www.hudsonpc.com/>

**Job Responsibilities:**

- Prepare case and legal strategies.
- Manage various projects and deadlines.
- Negotiate, prepare, and revise documents.
- Explain legal languages to clients.
- Research unique legal issues by identifying applicable statutes and judicial decisions.
- Keep abreast of legislative changes that may affect immigration.
- Develop solutions to complex legal questions.
- Provide training to companies and individuals on substantive legal topics and updates about new immigration laws and regulations.
- Assist with the marketing of existing services.
- Provide input on new services and market strategies.

**Requirements:**

- JD degree
- Active in bar association(s)
- Excellent writing skills

**Desired:**

- Internship or work experience in a variety of employment-based immigration law matters.

**Compensation and Benefits:**

Total compensation for this position is \$60,000–\$80,000 (base salary plus annual bonus). We also provide excellent benefits. Our comprehensive benefits plan includes: short term and long term disability insurance, 6-8 weeks of paid maternity leave through disability insurance plan, health, dental and vision insurance, optional 401 (K), gym membership, paid time off and paid holidays.

**To Apply:**

Please submit your resume along with a cover letter to [hrdept@hudsonpc.com](mailto:hrdept@hudsonpc.com). Hudson is proud to be an Equal Opportunity/Affirmative Action firm, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.

Thank you!

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 5, 2018

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**Expiration Date:** June 30, 2018

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**Contact:** Ms. Joy Lee

Lee  
100 Phoenix Dr., Suite 305 Ann Arbor, Michigan 48108  
<http://www.hudsonpc.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [hrdept@hudsonpc.com](mailto:hrdept@hudsonpc.com)

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**Additional Documents:** Cover Letter

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**ID:** 2832

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## Experienced Immigration Attorney

Hudson Legal (Ann Arbor)

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**Position Type:** Full-time

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

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

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**Description:**

Hudson is a rapidly growing professional service corporation with offices nationwide.

We are looking for an experienced immigration attorney to work in the employment-based immigration area, including the I-140 stage, Immigrant Petition for Alien Worker.

We encourage long term commitment and ideal applicants should be able to work full-time (40 hours every week) in our Ann Arbor (preferred) and Chicago office.

Website: <http://www.hudsonpc.com/>

**Job Responsibilities:**

- Prepare case and legal strategies.
- Manage various projects and deadlines.
- Negotiate, prepare, and revise documents.
- Explain legal languages to clients.
- Research unique legal issues by identifying applicable statutes and judicial decisions.
- Keep abreast of legislative changes that may affect immigration.
- Develop solutions to complex legal questions.
- Provide training to companies and individuals on substantive legal topics and updates about new immigration laws and regulations.
- Assist with the marketing of existing services.
- Provide input on new services and market strategies.

**Requirements:**

- JD degree and an active bar license
- 3-5 years of experience in immigration
- Excellent writing skills

**Desired:**

- Proficient in a second language, such as Mandarin, Korean, Vietnamese, Malay, or Tamil

**Compensation and Benefits:**

We also provide competitive compensation and excellent benefits. Our comprehensive benefit plan includes: short term and long term disability insurance, 6-8 weeks of paid maternity leave through disability insurance plan, health, dental and vision insurance, optional 401 (K), gym membership, paid time off and paid holidays.

**To Apply:**

Please submit your resume along with a cover letter to this post or our website.

Hudson is proud to be an Equal Opportunity/Affirmative Action firm, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.

Thank you!

---

**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 5, 2018

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**Expiration Date:** June 30, 2018

---

**Contact:** Ms. Joy Lee

Lee

100 Phoenix Dr., Suite 305 Ann Arbor, Michigan 48108

<http://www.hudsonpc.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [hrdept@hudsonpc.com](mailto:hrdept@hudsonpc.com)

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**ID:** 3317

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**Legal Assistant**

Equal Justice (Houston Texas)

**Position Type:** Full-time

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

**Description:**

Click here if you are having trouble viewing this message.

Houston is embarking on a new project to increase representation to the over 3,000 detained adults in Houston, which houses nearly 10% of all detained immigrants in the US. Partners in Houston are currently hiring to fill seven positions across four organizations. The deadline to apply is March 15, 2018.

**About the Project:**

The Deportation Defense Houston project of the Houston Immigration Legal Services Collaborative brings together a cohort of immigration legal services providers (currently, YMCA International Services, BakerRipley, Justice for Our Neighbors-Houston, and the South Texas College of Law Houston) to take on an innovative and aggressive approach to defending immigrants who are detained while their removal proceedings are pending.

This innovative and collaborative approach will include public engagement, the Immigrant Rights Hotline, a new deportation defense legal clinic, impact litigation, and educating policy-makers and the public about the detention and deportation systems.

Check out the project website for more details: [houstonimmigration.org/deportation-defense-houston/](http://houstonimmigration.org/deportation-defense-houston/).

**Application Information:**

The four organizations currently implementing DDH are hiring attorneys and legal assistants. If you would be interested in being part of changing the culture of immigration representation in the Houston region, please send a resume and cover letter to [jobs@houstonimmigration.org](mailto:jobs@houstonimmigration.org) with "DDH Job" in the subject line. Please indicate if you have a strong preference for any of the participating non-profits in your letter. You may also apply directly to each organization through their hiring sites. The deadline to apply is March 15, 2018.

Equal Justice Works is not directly affiliated with Deportation Defense Houston or involved in the hiring of these positions. Please direct any questions to [jobs@houstonimmigration.org](mailto:jobs@houstonimmigration.org). Click here to unsubscribe or to change your Subscription Preferences.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 5, 2018

**Expiration Date:** March 15, 2018

**Contact:** Deportation Defense Houston  
Houston, Texas United States

**Resume Receipt:** E-mail

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

**Additional Documents:** Cover Letter

**ID:** 3315

## E-Discovery Attorney

McClelland Legal Search

**Position Type:** Full-time

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

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**Description:**

E-discovery Attorney:

Position Type: Full-time, permanent Associate

Employer Name: McClelland Legal Search

Job Title: E-discovery Attorney

Job Description: Full time associate position for an e-discovery attorney. The position requires solid e-discovery experience, preferably with large scale e-discovery production matters.

Hiring Criteria: see Job Description, admitted in Pennsylvania

Location: Pittsburgh

Materials requested: Resume

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

Compensation Details: Compensation determined by experience

Desired years of Experience: no specified years of experience

How we would like to receive the materials: Interested candidates should send their information to : [dianne@mcclellandlegalsearch@gmail.com](mailto:dianne@mcclellandlegalsearch@gmail.com)

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 2, 2018

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**Expiration Date:** April 30, 2018

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**Contact:** Dianne McClelland

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [dianne@mcclellandlegalsearch.com](mailto:dianne@mcclellandlegalsearch.com)

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**ID:** 3312

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**Associate Corporate Attorney**

McClelland Legal Search

**Position Type:** Full-time

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

**Description:**

Corporate Attorney 3-5 years experience:

Position Type: full-time, permanent Associate

Employer Name: McClelland Legal Search

JobTitle: Associate Corporate Attorney

Job Description: 3-5 years of solid corporate experience

Experience in corporate transactional matters including M&A, venture capital, private equity, commercial lending and securities offerings. Additional experience with general corporate matters consisting of due diligence, drafting and negotiating transaction documents and entity formation. Commercial real estate and tax experience a plus

Hiring Criteria: 3-5 years of experience, see details above, admitted in Pennsylvania

Location: Pittsburgh

Materials requested: Resume

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

Compensation Details: Compensation determined by experience

Desired years of Experience: Candidates should have 3-5 years of solid corporate law experience

How we would like to receive the materials: Interested candidates should send their information to : [dianne@mcclellandlegalsearch@gmail.com](mailto:dianne@mcclellandlegalsearch@gmail.com)

**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 1, 2018

**Expiration Date:** April 30, 2018

**Contact:** Dianne McClelland

**Resume Receipt:** E-mail

**Default email for resumes.:** [dianne@mcclellandlegalsearch.com](mailto:dianne@mcclellandlegalsearch.com)

**ID:** 3304

**Corporate Attorney**  
McClelland Legal Search

**Position Type:** Full-time

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

**Description:**

Corporate Attorney 7+ years experience:

Position Type: full-time, permanent Associate

Employer Name: McClelland Legal Search

JobTitle: Corporate Attorney

JobDescription: 7+ years of solid corporate experience

The position requires solid corporate experience including: transactional matters, incorporations, corporate structuring, governance, securities, lease agreements and contracts

Criteria: 7+ years of experience, see details above, admitted in Pennsylvania

Location: Pittsburgh

Materials requested: Resume

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

Compensation Details: Compensation determined by experience

Desired years of Experience: Candidates should have 7+ years of solid corporate law experience

How we would like to receive the materials: Interested candidates should send their information to : [dianne@mcclellandlegalsearch@gmail.com](mailto:dianne@mcclellandlegalsearch@gmail.com)

**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 1, 2018

**Expiration Date:** April 30, 2018

**Contact:** Dianne McClelland

**Resume Receipt:** E-mail

**Default email for resumes.:** [dianne@mcclellandlegalsearch.com](mailto:dianne@mcclellandlegalsearch.com)

**ID:** 3305

**Attorney**

Legal Aid Society (Louisville, KY)

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**Position Type:** Full-time

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

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**Description:**

Legal Aid Society has an opening for Managing Attorney of Intake and Limited Services, openings for two staff attorney positions, and an opening for an attorney to serve a one-year term as Equal Justice Works AmeriCorps Veterans Legal Corps Fellow. The postings may be found at <http://www.laslou.org/aboutus/our-employment.html>. Please feel free to forward to qualified applicants.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** February 28, 2018

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**Expiration Date:** March 30, 2018

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

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**Resume Receipt:** E-mail

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

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**Requested Document Notes:** <http://www.laslou.org/aboutus/our-employment.html>.

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**ID:** 3302

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**Entry-level Litigation Associate**

Shaffer & Shaffer (Madison WV)

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**Position Type:** Full-time

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

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**Description:**

The firm of Shaffer & Shaffer is looking to add an entry-level litigation associate to our Madison, WV team. Madison is located 30 minutes south of Charleston. The successful candidate will take over the court-appointed criminal and abuse & neglect caseloads to start, with the opportunity to advance as they gain more experience. Two seasoned attorneys will be on-hand to offer mentoring and guidance. This opportunity is open to recent law school graduates who have passed the WV bar, and to 3L students who are interested in launching a long-term career in the region. Apply by sending a resume and statement of interest to TMount@shafferlaw.net.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** February 28, 2018

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**Expiration Date:** May 31, 2018

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**Contact:** Todd Mount

330 State Street Madison, West Virginia 25130 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** tmount@shafferlaw.net

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**ID:** 3303

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**Honors Attorney Fellowship**

PA Office of Attorney General (Harrisburg, PA)

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

Job Posting

DEPARTMENT: Office of Attorney General

SECTION: TBD

CLASS: Honors Attorney

LOCATION: Philadelphia, Harrisburg, or Pittsburgh

TYPE POSITION: Permanent, Full-time, Non-civil service, Non-Union

WORK HOURS: 8:30 – 5:00

SALARY RANGE: \$56,020, plus benefits

**BASIC FUNCTION:**

The Honors Fellowship is a fusion of entry-level legal work with rigorous on-the-job education.

Honors Attorneys work under the close supervision of, and with constant feedback from, senior attorneys, who regularly practice in both state and federal court. At the beginning of their time at OAG, Honors attorneys are expected to be able to handle routine legal matters with feedback from mentor attorneys. The scope and complexity of their work will increase as they gain experience. Honors Attorneys are expected to put significant effort into learning the practice and requirements of government legal work during their Fellowship.

The Honors Fellowship runs for one full year, beginning in September. There is no promise or offer of employment made beyond the one year appointment.

Honors attorneys may have the opportunity to work on a range of topics and projects, but will be assigned to a specific section based on the needs of the office and the selected candidates' interests. Possible section placements include:

Appellate Litigation Criminal Appeals Criminal Prosecutions Environmental Protection Antitrust Litigation Consumer Protection Health Care Litigation

Civil Rights Enforcement Fair Labor

Multistate Litigation

Tax Litigation & Enforcement Torts Litigation

Special Litigation Public Corruption

**EXAMPLES OF DUTIES:**

- Conducts legal and evidentiary research
- Examines and analyzes documents and evidence in order to determine legal sufficiency
- Aids in the preparation of briefs, pleadings, indictments, and other legal papers
- Interprets and applies laws, regulations, and court decisions
- Advises private citizens on state laws and regulations
- Participates in investigations
- Assists in depositions and witness interviews
- Assists with trial preparation
- Assists attorneys during court proceedings
- Performs other duties as assigned

**MINIMUM EXPERIENCE AND TRAINING:**

- Graduation from an accredited law school in 2018, or at OAG discretion, recent graduation from an accredited law school and subsequent completion of a clerkship or fellowship ending in 2018
- Excellent academic and professional standing
- Residency in Pennsylvania for the duration of the Fellowship
- Admission to the Bar of the Supreme Court of Pennsylvania, or completion of the July 2018 Pennsylvania Bar exam. (If not admitted prior to selection, continued employment as an Honors Fellow may be contingent upon the applicant's successful admission to the Bar resulting from the July 2018 exam.)

**APPLICATION INSTRUCTIONS:**

- Fill out the online employment application found at [https://www.attorneygeneral.gov/The\\_Office/Employment/](https://www.attorneygeneral.gov/The_Office/Employment/). Attach a cover letter, resume, legal writing sample of no more than 5 pages, and an unofficial copy of your most up-to-date law school transcripts.

- Applications will be accepted through Sunday, March 11th. Applicants who are accepted into the interview round will be contacted shortly thereafter. The hiring process is expected to conclude by the end of March.

The Office of Attorney General is an Equal Opportunity Employer.

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**Desired Class Level:** 3L, LL.M, Graduate/Alumni

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**Posting Date:** February 28, 2018

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**Expiration Date:** March 11, 2018

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**Contact:** Brian Kennedy  
1400 Strawberry Square Harrisburg, Pennsylvania 17120 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [bkennedy@attorneygeneral.gov](mailto:bkennedy@attorneygeneral.gov)

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

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**ID:** 3299

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**Managing Attorney**

Legal Aid Society (Louisville, KY)

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**Position Type:** Full-time

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

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**Description:**

Legal Aid Society has an opening for Managing Attorney of Intake and Limited Services, openings for two staff attorney positions, and an opening for an attorney to serve a one-year term as Equal Justice Works AmeriCorps Veterans Legal Corps Fellow. The postings may be found at <http://www.laslou.org/aboutus/our-employment.html>. Please feel free to forward to qualified applicants.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** February 28, 2018

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**Expiration Date:** March 30, 2018

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

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**Resume Receipt:** E-mail

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

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**Requested Document Notes:** <http://www.laslou.org/aboutus/our-employment.html>.

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**ID:** 3300

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**Staff Attorney Two Positions**

Legal Aid Society (Louisville, KY)

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**Position Type:** Full-time

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

---

**Description:**

Legal Aid Society has an opening for Managing Attorney of Intake and Limited Services, openings for two staff attorney positions, and an opening for an attorney to serve a one-year term as Equal Justice Works AmeriCorps Veterans Legal Corps Fellow. The postings may be found at <http://www.laslou.org/aboutus/our-employment.html>. Please feel free to forward to qualified applicants.

---

**Desired Class Level:** Graduate/Alumni

---

**Posting Date:** February 28, 2018

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**Expiration Date:** March 30, 2018

---

**Contact:** Andrea Doyle

Executive Assistant

416 W. Muhammad Ali Blvd. Suite 300 Louisville, Kentucky 40202 United States

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**Resume Receipt:** E-mail

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

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**Requested Document Notes:** <http://www.laslou.org/aboutus/our-employment.html>.

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**ID:** 3301

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**Attorney-Advisor**

U.S. Department of Health and Human Services (Washington, DC)

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

The Departmental Appeals Board (DAB) for the U.S. Department of Health and Human Services (HHS) seeks applications for a full-time Attorney-Advisor position. The DAB provides impartial, independent review of disputed decisions in a wide range of HHS programs under numerous statutory provisions. The DAB consists of three adjudicatory divisions: the Appellate Division, the Civil Remedies Division, and the Medicare Operations Division. The Appellate Division provides staff support to assist the Board's administrative review of matters including: disallowances of federal grant funds under the Social Security Act; terminations or denials of refunding for Head Start grantees; disputes involving discretionary grants, cost allocation plans, and indirect cost rates; Administrative Law Judge (ALJ) decisions in civil remedies cases; and findings of scientific misconduct. The Civil Remedies Division provides the staff support necessary to assist the ALJs who hear and decide cases under various authorities such as those involving civil monetary penalties or program exclusions imposed in connection with the Department's health care financing programs or sanctions on Medicare providers. The Medicare Operations Division provides staff support for Administrative Appeals Judges (AAJs) on the Medicare Appeals Council. AAJs provide final administrative review of claims for entitlement to Medicare and individual claims for Medicare coverage and payment filed by beneficiaries and healthcare providers and suppliers.

The position is a full-time three-year term appointment with the possibility of conversion into a permanent position.

HHS is an equal opportunity employer. All candidates will be considered without regard to any non-merit reasons such as race, ethnicity, color, religion, sex (including sexual harassment, pregnancy, gender identity, and sexual orientation), national origin, age, disability, family medical history or genetic information. It is also HHS policy to prohibit discrimination based on political affiliation, status as a parent, marital status, military service, or any other non-merit based factor.

If you have any questions regarding this position, please contact Shawnice Nickens by email at [Shawnice.Nickens@hhs.gov](mailto:Shawnice.Nickens@hhs.gov) or by phone at (202) 795-7711.

The successful candidate will be assigned to one of the DAB's three adjudicatory divisions and perform legal work including:

- Provide legal advice, staff support, and assistance to the Board Members, ALJs, AAJs, Division Directors, or others involved in matters for which the division is responsible;
- Research statutes, regulations, case law, and policies related to specific legal issues arising in assigned cases;
- Review briefs, exhibits, and other documents in case files and identify substantive and procedural issues raised;
- Monitor the status of pending appeals and draft correspondence, orders, or rulings regarding procedural matters;
- When applicable, schedule and participate in evidentiary hearings and oral arguments;
- Draft and revise rulings, orders, decisions, or memoranda containing legal analysis of legal and factual issues; and
- Keep abreast of legal and programmatic developments related to the functions of the division in order to provide effective advice and assistance, conduct effective reviews, and develop useful work products or strategies for handling specific assignments.

The applicants must have graduated from an accredited law school, be an active member in good standing of the bar of any state or territory of the United States or the District of Columbia, and have at least one year of legal experience after law school. Strong work ethic, oral communication, and legal research and writing skills are required. Previous judicial clerkship experience is preferred.

**Desired Class Level:** Graduate/Alumni**Posting Date:** February 27, 2018**Expiration Date:** April 1, 2018

**Contact:** Tony Tran  
Attorney-Advisor  
200 Independence Avenue Southwest Washington, Washington 20201 United States

**Resume Receipt:** E-mail, Accumulate Online**Default email for resumes.:** [DABHR.Inbox@hhs.gov](mailto:DABHR.Inbox@hhs.gov)**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**ID:** 3295

## Litigation Fellowship

Chesapeake Bay Foundation (Annapolis, MD)

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**Position Type:** Fellowship

**Practice Area(s):** Environmental

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

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**Description:**

FELLOWSHIP ANNOUNCEMENT

Litigation Fellowship

(Paid)

The Chesapeake Bay Foundation seeks a full-time legal fellow for their Litigation Department to be based at their Philip Merrill Environmental Center headquarters located in Annapolis, MD. The fellowship is a one-year position starting in Fall 2018.

### THE CHESAPEAKE BAY FOUNDATION

The Chesapeake Bay Foundation (CBF) is the largest regional non-profit conservation organization working solely to save the Bay. Established in 1967, CBF has a staff of approximately 185 employees working in offices in Annapolis Maryland; Richmond and Norfolk, Virginia; Harrisburg, Pennsylvania; and Washington, D.C., and in 15 field education program locations. CBF's headquarters office is in the Philip Merrill Environmental Center, the world's first LEED platinum building.

CBF has an annual budget of approximately \$21 million and is supported by more than 200,000 members and e-subscribers. For more information on CBF please visit [www.cbf.org](http://www.cbf.org).

The Litigation Department uses the law as a tool to protect and preserve the Chesapeake Bay. Using federal, state and local laws, CBF attorneys file amicus briefs, regulatory challenges and, if necessary, lawsuits to stop polluters and to ensure governmental compliance with those laws.

### CONTEXT OF THE POSITION

The litigation fellowship provides an opportunity for a recent law school graduate, within three years of law school, to work with experienced environmental practitioners within a leading environmental non-profit organization.

The fellow will take a lead role in managing a project designed to help lay the groundwork for litigation and possibly other advocacy work within CBF. The fellow will work closely with the Vice President for Litigation, litigation counsel, litigation staff, and other CBF staff, including scientists, land planners, lobbyists and educators.

The fellow's responsibilities will include, but are not limited to:

- Analyzing federal and state environmental laws, regulations, and administrative processes that apply to the project
- Reviewing agency records, files and documents
- Summarizing findings in the form of a formal report that includes proper documentation and accurate citations
- Communicating with other groups outside of CBF as needed
- Managing a budget specific to the project
- Working with CBF staff to promote the project
- Participating in the day-to-day life of CBF, including staff meetings, strategy sessions and at least one CBF field experience.

Assist the litigation department in developing and researching new cases.

### PROFESSIONAL EXPERIENCE AND QUALIFICATIONS

CBF seeks independent, creative thinkers who will help us to act wisely and in the public interest as we strive to "Save the Bay." The ideal candidate will possess the following:

- JD from an accredited law school
- Admission to practice law in at least one State (can be obtained during fellowship)
- Experience with environmental law
- Strong legal research and writing, interpersonal, and communications skills
- Willingness to travel regionally

To apply, please send resume and cover letter explaining your interest in CBF by May 1, 2018 to:

Chesapeake Bay Foundation

Attn: Human Resources/FY18-033-LF  
Cbf\_employment@cbf.org

The Chesapeake Bay Foundation is an Equal Opportunity Employer.

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<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> February 27, 2018
<b>Expiration Date:</b> May 1, 2018
<b>Contact:</b> Amanda Van Houten 6 Herndon Avenue Annapolis, Maryland 21403 <a href="http://www.cbf.org">http://www.cbf.org</a>
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> Cbf_employment@cbf.org
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample
<b>ID:</b> 3298

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**TRIAL ATTORNEY – 8 vacancies (Public Safety Division)**

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

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

GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT ANNOUNCEMENT NO: #18-020 POSITION

TITLE: TRIAL ATTORNEY – 8 vacancies  
(Public Safety Division)

POSITION GRADE &amp; SERIES: LS-905 Grades 12-13 SALARY RANGE: \$81,246 – \$96,623

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

OPENING DATE: February 26, 2018 CLOSING DATE: March 19, 2018  
DURATION OF APPOINTMENT: 13-month Term AREA OF CONSIDERATION: Open to the Public**WORKSITE LOCATION:**Office of the Attorney General for the District of Columbia  
Public Safety Division 441 4th Street NW Washington, DC 20001

NO. OF VACANCIES: 8 (Eight)

This position is in the collective bargaining unit represented by AFGE Local 1403 and you may be required to pay an agency service fee through direct payroll deduction.

**DESCRIPTION OF DUTIES:** The Public Safety Division of the Office of the Attorney General for the District of Columbia seeks a trial attorney. The Division includes a Criminal Section which prosecutes traffic offenses and certain adult misdemeanor crimes under the D.C. Code, such as weapons offenses and fraud.; a Juvenile Section which prosecutes delinquency and status offenses; a Mental Health Section which represents the District's interests in civil commitment proceedings; and a Domestic Violence Section which represents complainants of domestic violence in all aspects of civil protection order litigation, including contempt prosecution. The attorney's caseload may include any of these types of cases. The attorney will manage his or her own caseload and will work closely with colleagues from public and private agencies in seeking a broad range of dispositions and remedies for complainants. This position may also afford the opportunity for a six (6) month detail as a Special United States Attorney. Each of these positions is for a 13-month term and is contingent upon the availability of funds.

**QUALIFICATIONS:** The candidate must have at least one year of trial experience for a grade 12 step 1 position and five years' experience for a grade 13 step 1 position, the ability to work across disciplines, and the ability to work with a high degree of independence. The ideal candidate should also have a demonstrated commitment to work in the area of prosecution, with a sincere passion for seeking justice and fairness in the criminal justice system.

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

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

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

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

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

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

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

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

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

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

**Desired Class Level:** Graduate/Alumni**Posting Date:** February 27, 2018**Expiration Date:** March 19, 2018**Contact:** Ms. Arlyntha Love  
Program Support Assistant  
441 4th Street N.W. Suite 1100S Washington, District of Columbia 20001 United States**Resume Receipt:** E-mail**Default email for resumes.:** Arlyntha.Love@dc.gov**Additional Documents:** Cover Letter, Writing Sample**ID:** 3297

**Chinese/ Spanish-Speaking Bilingual Junior Attorney (Flushing, New York)**

Troy Law, PLLC (Flushing, New York)

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**Position Type:** Full-time

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**Practice Area(s):** Employment

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

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**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.

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

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**Posting Date:** February 23, 2018

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**Expiration Date:** March 23, 2018

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**Contact:** Ms Tiffany Troy

HR Coordinator

41-25 Kissena Blvd, Suite 119 Flushing, New York 11355 United States

<http://troypllc.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [recruit@troypllc.com](mailto:recruit@troypllc.com)

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

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**ID:** 3292

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### Experienced Wage and Hour Attorney (Flushing, New York)

Troy Law, PLLC (Flushing, New York)

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**Position Type:** Full-time

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**Practice Area(s):** Employment

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

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**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:**

- ã Candidates must have at least two (2) years of relevant TRIAL experience in wage-and-hour and employment discrimination law before US district courts;
- ã who is Admitted in New York Federal Bar for at least one (1) year, and preferably in New Jersey;
- ã The ideal candidate is diligent, detailed-oriented, well-versed in research and articulate on a professional level and able to work independently.
- ã 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:

ã Complaint Filing Date;

ã Court;

ã Index Number;

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

ã 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.

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

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**Posting Date:** February 23, 2018

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**Expiration Date:** March 23, 2018

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

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [recruit@troypllc.com](mailto:recruit@troypllc.com)

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

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**ID:** 3293

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**Three-Month Student/ Recent Graduate/ Rookie Attorney Internship (Flushing, New York)**

Troy Law, PLLC (Flushing, New York)

**Position Type:** Internship

**Practice Area(s):** Bankruptcy, Employment, Immigration/Refuge, Labor

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

**Description:**

Gain hands-on legal experience in a friendly, fast-paced, 25-year-old boutique law firm with experienced attorneys and collegial staff by applying to the: 3-Month Legal Internship.

The internship program is offered in our bustling downtown Flushing, where we conduct a diverse practice specializing in WAGE AND HOUR (EMPLOYMENT) LAW. Our GENERAL PRACTICE also includes:

1. REAL ESTATE transactions;
2. IMMIGRATION -- Family & Employment-based;
3. MATRIMONIAL -- Contested & Un-contested;
4. CORPORATION -- Incorporating, Stock Subscription & Acquisition;
5. BANKRUPTCY -- Chapter 7, 13 & 11;
6. COMMERCIAL LITIGATION--IP; and
7. PERSONAL INJURY -- City, State & Federal Courts.

Successful candidate(s) will gain experience in all aspects of LITIGATION PRACTICE under direct attorney supervision and will receive training in:

1. Drafting Complaints, Answers, Affirmative Defenses & Counterclaims;
2. Conducting Discovery, such as Automatic Disclosures, Interrogatories, Requests for Document Production, Deposition Appearance;
3. Writing Legal Memos on Motions for Summary Judgment, Motions to Dismiss, Temporary Restraining Orders, PI, Attachment;
4. Preparing Trial Notebook, Pre-trial Order, Jury Instructions, Voir Dire, Motion in Limine, Evidentiary Hearing & Trial;
5. Training in ECF, PACER, NYSCEF for Fed, State and Bankruptcy;
6. Interviewing Clients, Court Appearances; and
7. Working with government agencies.

**EXCELLENT TRAINING for**

- Recent law school graduate or law student looking to obtain crucial experience in above specialty work in a competitive market or to apply to future careers,
- New attorney, awaiting admission, pending bar result
- February 2016 Bar Exam Takers and/or a
- Rookie attorney from a foreign state with limited knowledge about NY/Fed practice.

Fellow interns have been recent graduates of top law schools across the nation including Harvard, Yale, University of Pennsylvania, University of Virginia, Columbia, NYU, Fordham, Cornell, Boston, Vanderbilt, Emory and Tulane Law Schools.

An intern can also receive academic credit under school program for an Internship, Externship, OPT, or 50 hours of Pro Bono, and a letter of recommendation upon request and successful completion.

Those interested in litigation practice, including the opportunity to conduct a trial at the back end of the initial term are strongly encouraged to apply.

Apply with a cover letter, resume, writing sample, and school transcript. Fluency in Mandarin Chinese and/or Spanish is a plus and should be noted on the cover letter, but is by no means required.

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

**Desired Class Level:** 1L, 2L, 3L, LLM, Graduate/Alumni, Class Level

**Posting Date:** February 23, 2018

**Expiration Date:** March 23, 2018

**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](mailto:recruit@troypllc.com)

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

**ID:** 3294



**TRIAL ATTORNEY – Two vacancies (Civil Litigation)**

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

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<b>Position Type:</b> Full-time
<b>Geographic Preference:</b> Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

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**Description:**

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: #18-018

#18-019

POSITION GRADE & SERIES:  
#18-018: LS-12/1 to 13/4  
#18-019: LS-12/1 to 13/1

POSITION TITLE:  
TRIAL ATTORNEY – Two vacancies  
(Civil Litigation)

SALARY RANGE: #18-018: \$79,810 – \$104,404  
#18-019: \$79,810 – \$94,915

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

OPENING DATE: February 21, 2018 CLOSING DATE: March 14, 2018

DURATION OF APPOINTMENT: Permanent AREA OF CONSIDERATION: Open to the Public

WORKSITE LOCATION:  
Office of the Attorney General for the District of Columbia  
Civil Litigation Division, Section III 441 4th Street NW  
Washington, DC 20001

NO. OF VACANCIES: Two (2)

This position is in the collective bargaining unit represented by AFGE Local 1403 and you may be required to pay an agency service fee through direct payroll deduction.

DESCRIPTION OF DUTIES: The Office of the Attorney General for the District of Columbia seeks an experienced trial attorney for Section III of its Civil Litigation Division. The Civil Litigation Division defends the District of Columbia in civil lawsuits filed in the Superior Court of the District of Columbia and the U.S. District Court for the District of Columbia in which plaintiffs seek money damages and/or individual injunctive relief. The cases primarily are in the areas of personal injury (automobile, police false arrest, assault and battery, slip and falls, inmate claims and medical malpractice), claims filed under the D.C. Whistleblower Protection Act and the D.C. Human Rights Act (DCHRA), federal constitutional civil rights claims (e.g., Fourth Amendment claims involving alleged unlawful arrest and excessive force), and employment discrimination claims arising under local or federal law (e.g., sexual harassment and/or discrimination based upon race, gender, or sexual orientation under the DCHRA, Title VII, the American With Disabilities Act, Age Discrimination in Employment Act, etc.).

The successful candidate will defend the District of Columbia and its executive level agencies, officials, and employees acting within the scope of their employment. The successful candidate will have an individual caseload of approximately twenty-five active civil cases and may work on various litigation teams. The incumbent will file pleadings, conduct and respond to written discovery, conduct and defend depositions, file and respond to procedural and dispositive motions, negotiate settlements, and conduct trials and contested hearings. There is substantial contact with client agencies and individual clients.

This position requires significant civil litigation experience. Prior civil litigation experience must include trials or evidentiary hearings, motions and discovery practice, taking and defending depositions, and a thorough knowledge of the Federal Rules of Civil Procedure. Significant experience in one or more substantive areas where the Division practices (e.g., civil rights law and municipal liability, employment discrimination and/or whistleblower claims, or personal injury tort defense) is desired.

QUALIFICATIONS: The ideal candidate has a minimum of 3 years' civil litigation experience. The successful candidate must have excellent research and writing skills, extensive experience in conducting discovery, including expert discovery, and all aspects of pretrial civil practice, and civil jury trial experience. The candidate must be able to handle multiple deadlines in a fast-paced environment, and be a self-starter. Prior judicial clerkship experience is highly desirable but not required.

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

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

HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy ann't number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) resumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

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

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

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

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

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

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

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

ATTORNEY GENERAL

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<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> February 22, 2018
<b>Expiration Date:</b> March 14, 2018
<b>Contact:</b> Ms. Arlyntha Love Program Support Assistant 441 4th Street N.W. Suite 1100S Washington, District of Columbia 20001 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> Arlyntha.Love@dc.gov
<b>Additional Documents:</b> Cover Letter, Writing Sample
<b>Requested Document Notes:</b> HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy ann't number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.
<b>ID:</b> 3291

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**Uniform Law Commission Fellow**

Uniform Law Commission (Chicago)

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

Uniform Law Commission Fellow

Job Description/Duties

The Uniform Law Commission (ULC) seeks a motivated and public-spirited attorney for a one-year appointment to the ULC staff working in the ULC Chicago office as a Uniform Law Commission (ULC) "Fellow." A Fellow may be eligible for re-appointment by the ULC for no more than one additional year.

Founded in 1892, the Uniform Law Commission has worked to improve state laws by drafting uniform state laws on subjects for which uniformity is desirable and practical. The ULC provides states with non-partisan, well-conceived, and well-drafted legislation that brings clarity and stability to the critical areas of state statutory law. The ULC comprises commissions from each state, the District of Columbia, the Commonwealth of Puerto Rico, and the U.S. Virgin Islands. Now in its 126th year, the ULC is the oldest state governmental association and is the source of more than 300 uniform acts. Acts developed by the ULC include the Uniform Commercial Code, the Uniform Probate Code, and many acts in commercial, family, real property, trusts and estates, and business organization law and other areas. For more information, please go to [www.uniformlaws.org](http://www.uniformlaws.org).

Selection as a ULC Fellow provides individuals with the opportunity to work closely with distinguished lawyers from across the country and with the experienced ULC staff. In the process, the Fellow will develop a sophisticated understanding of the state legislative process and an in-depth knowledge of significant areas of the law. The Fellow will report to the ULC Executive Director, the Legislative Program Director and Chief Counsel.

The primary responsibility of a ULC Fellow is to undertake major research projects that support the work of the ULC. Examples of possible projects include: investigating legislative and judicial responses to specific uniform acts and recommending whether the act should be amended or revised; providing research on potential ULC projects; undertaking research to support the work of specific ULC committees, particularly study committees and drafting committees; and providing research to support efforts to enact specific ULC uniform or model acts. The Fellow also will have the opportunity to propose specific projects which he or she believes would be valuable to the work of the ULC.

A ULC Fellow must be able to: (1) undertake complex legal research projects effectively and in a timely manner; (2) organize, analyze and communicate complex legal information quickly and effectively; (3) write clearly and concisely; and (4) work independently with minimal supervision. Required: a J.D. degree from an ABA-accredited law school and having applied for admission to practice law in at least one U.S. jurisdiction. Preferred: experience in law practice, in government relations work, as an employee within a state legislative or executive department, or as a judicial clerk, or extensive legal research and analysis experience.

Salary in the low to mid-60s. Excellent benefits package. The deadline for applications is April 30, 2018, with a preferred start date of Sept. 1, 2018. The ULC is an equal-opportunity employer.

To apply, please send cover letter, resume, writing sample, and the names and contact information of at least three references to [apply@uniformlaws.org](mailto:apply@uniformlaws.org), and include "ULC Fellow" in the subject line.

Alternatively, you may mail materials to:

Liza Karsai, Executive Director

Uniform Law Commission

111 North Wabash Avenue, Suite 1010

Chicago, IL 60602

**Desired Class Level:** Graduate/Alumni**Posting Date:** February 21, 2018**Expiration Date:** April 30, 2018**Contact:** Liza Karsai

Executive Director

111 North Wabash Avenue, Suite 1010 Chicago, Illinois 60602 United States

**Resume Receipt:** E-mail**Default email for resumes.:** [appy@uniformlaws.org](mailto:appy@uniformlaws.org)**Additional Documents:** Cover Letter, Writing Sample**ID:** 3290

## Koch Associate Program (KAP)

Charles Koch Institute

**Position Type:** Full-time

**Description:**

The Koch Associate Program (KAP) is a year-long program that offers professionals the opportunity to gain paid, full-time work experience. Roles are available in a variety of fields within think tanks, policy institutes, and other non-profit organizations. We encourage applicants from all disciplines, as well as those with advanced degrees. Areas of focus include:

- A- Policy and research analysis.
- A- Communications and public relations.
- A- Marketing and digital media.
- A- Operations and technology.
- A- Development and fundraising.
- A- Graphic design and video production.
- A- External Relations and coalition building.
- A- Human resources.

**Work in Washington, DC, or in the States** - Through KAP, participants are selected by a partner organization in the Washington, DC area or by a partner organization in their state and attend weekly professional development sessions online or in-person at the Charles Koch Institute in Arlington, Virginia. Additionally, participants will also attend three networking summits in Washington, DC, throughout the year, enabling participants to build a cross-country network of talented individuals.

The Charles Koch Institute admits applicants of any race, color, national or ethnic origin, we are an equal opportunity employer M/F/D/V. Degree not required. Candidates are expected to have a strong desire to develop professionally and a commitment to limited government and individual liberties.

By [submitting your resume], you understand that the information you provide may be used by the Charles Koch Institute in accordance with its terms of use and privacy statement. We look forward to providing you with future updates about the Charles Koch Institute's educational programs.

**About the Charles Koch Institute**

For more than two decades, Charles G. Koch has given professionals and students opportunities to turn the passion for liberty into careers through professional education programs. During 2016, approximately 650 people completed one of the programs and there are currently nearly 3,700 alumni.

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

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**Posting Date:** February 19, 2018

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**Expiration Date:** March 27, 2018

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**Contact:** Alexandra Stevens  
Talent Outreach Specialist  
1320 North Courthouse Road Arlington, Virginia 22201 United States

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

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**How to Apply:** [https://www.charleskochinstitute.org/educational-programs/application-process/?tfa\\_dbWorkflowId=3&tfa\\_dbWorkflowStep=0&tfa\\_dbWorkflowControl=9b2a9c76e67d75c2930fda17f4c22850&utm\\_source=onestop&utm\\_campaign=edu\\_Ad&utm\\_medium=digital&utm\\_content=20171003\\_KAP&tfa\\_347=701C000000se2Q](https://www.charleskochinstitute.org/educational-programs/application-process/?tfa_dbWorkflowId=3&tfa_dbWorkflowStep=0&tfa_dbWorkflowControl=9b2a9c76e67d75c2930fda17f4c22850&utm_source=onestop&utm_campaign=edu_Ad&utm_medium=digital&utm_content=20171003_KAP&tfa_347=701C000000se2Q)

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**ID:** 3288

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### Supervising Attorney - Elite Personal Injury Law Firm - Denver

Zinda Law Group, PLLC

**Position Type:** Full-time

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

**Description:**

**Position:**

Rapidly growing personal injury law firm is seeking an ambitious litigator to work in our Austin or Denver personal injury section in a supervisory role.

Zinda Law Group is a rapidly growing elite personal injury law firm. We handle complex cases and maintain a small docket, enabling us to best serve our clients. Our clients expect top-notch representation and that is exactly what we provide. We pride ourselves on our skills, compassion, and commitment to helping those in need.

**Firm Philosophy:** We treat everyone with dignity and respect. It is our firm belief that every member of our team is valuable and should have the opportunity for a financially and personally fulfilling career. Everyone who works here goes home at the end of the day knowing they have done a great job for our clients and have made a positive contribution to the lives of others. Our firm is a great place to work.

**Our core principles are:**

- Excellence Always;
- Only the Best;
- Failure is Not an Option;
- We All Take Out the Trash;
- Run the Firm Like a Business.

**Responsibilities include:**

- \* Supervise a Team of Litigators:
- Review personal injury cases for quality assurance and a high level of legal work, specifically ensuring attorneys: (1) Hit fee goals and other key performance indicators; (2) Have satisfied clients; (3) Follow firm processes; and (4) Take cases that meet the firm's minimum threshold and case type.- Review attorney reports;- Communicate issues to senior partner as they arise;- Meet with attorneys at key parts of case, such as prior to trial, depositions, mediations, and hearings, to ensure they are prepared and have a sound strategy;- Review key documents prior to filing or submission;- Help resolve client issues as they arise and intervene when necessary;- Prepare and review hearing strategies;- Conduct docket reviews with the firm's attorneys and trouble shoot any issues.\* Create and Maintain Firm Policies: Create and implement policies/procedures for the personal injury section, and ensure current policies/procedures are being followed.
- \* Ensure Attorneys are Hitting Goals: Ensure teams are hitting their goals and milestones, and identify any additional needs to hit those goals and milestones.
- \* Take on Assignments As Needed: Provide pre-trial assistance and handle litigation assignments as needed, including drafting pleadings, discovery, and motions.
- \*Work with other departments to ensure the successful growth of the firm.

**Qualifications and experience:**

- \* At least 3 years' experience practicing personal injury or civil litigation;
- \* Extensive deposition experience;
- \* Experience drafting and responding to motions;
- \* Experience in presenting oral arguments at contested hearings and trials (bench and/or jury);
- \* Substantial knowledge of TRCP and Rule of Evidence;
- \* Must be licensed and in good standing with the Colorado or Texas State Bar;
- \* Licensed and in good standing with AZ, and/or NM State Bars is a plus but not required;
- \* Bilingual in Spanish is a plus, but not required;
- \* Excellent work ethic with the drive to "get the job done";
- \* Must be approachable and able to effectively communicate with professionalism;
- \* Great attitude and ability, MUST work well with support staff and be very organized.

**The Hired Person Will Be:**

- \* Organized
- \* Able to think outside the box
- \* Energetic
- \* Self-motivated
- \* DrivenAmbitious
- \* High level of initiative

**Compensation:**

- \* Commensurate with experience
- \* Paid Leave
- \* IRA Plan with company contribution match
- \* Medical insurance
- \* Discretionary holiday bonuses
- \* Excellent working environment
- \* Top-notch software and systems that work efficiently and consistently
- \* Opportunities for on-going training and mentoring by our outstanding team
- \* Opportunities to advance and grown within the firm

To apply, you must submit a resume and cover letter through the following link:  
<https://zdfirm.bamboohr.com/jobs/view.php?id=160>

Zinda Law Group, PLLC  
[www.zdfirm.com](http://www.zdfirm.com)

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> February 14, 2018
<b>Expiration Date:</b> March 23, 2018
<b>Contact:</b> Kate Howard Recruiting 8834 North Capital of Texas Highway Austin, Texas 78759 United States
<b>Resume Receipt:</b> Other (see below)
<b>How to Apply:</b> <a href="https://zdfirm.bamboohr.com/jobs/view.php?id=160">https://zdfirm.bamboohr.com/jobs/view.php?id=160</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript
<b>ID:</b> 3281



**Law CLERK**

The Honorable David M. Wecht, Supreme Court of Pennsylvania (Pittsburgh, PA)

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**Position Type:** Full-time

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

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**Description:** Job Posting

Justice David N. Wecht of the Supreme Court of Pennsylvania is currently accepting applications for two one-year law clerk positions. Duties consist principally of legal research and writing, and involve extensive interaction with Justice Wecht and his other law clerks. Each position will start in late August or early September 2019 and end one year later. Applications should include a resume, one or two legal writing samples, two or more references (names and contact information for references are sufficient), and a law school transcript (unofficial transcripts acceptable). Applications will be accepted through May 11, 2018. It is anticipated that an offer will be made by August 1, 2018. Please mail your materials to:

The Honorable David N. Wecht  
Justice, Supreme Court of Pennsylvania  
One Oxford Centre, Suite 4200  
301 Grant Street  
Pittsburgh, PA 15219

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

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**Posting Date:** February 13, 2018

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**Expiration Date:** May 11, 2018

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**Contact:** Honorable David N. Wecht  
Supreme Court Judge  
One Oxford Centre, Suite 4200 301 Grant Street Pittsburgh, Pennsylvania 15219 United States

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

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**How to Apply:** David N. Wecht  
One Oxford Centre, Suite 4200  
301 Grant Street  
Pittsburgh, PA 15219

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

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**Requested Document Notes:** Applications should include a resume, one or two legal writing samples, two or more references (names and contact information for references are sufficient), and a law school transcript (unofficial transcripts acceptable).

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**ID:** 3278

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**Assistant Public Defender**

5th Judicial Circuit Court Public Defender Corporation (Ripley, WV)

**Position Type:** Full-time

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

**Description:**

The Public Defender Corporation for the 5th Judicial Circuit seeks applications for the position of Assistant Public Defender. The available position will work primarily out of Roane County, West Virginia and will be responsible for misdemeanors, juvenile abuse and neglect, and juvenile delinquencies. Licensed to practice in West Virginia preferred, though we will accept resumes from those sitting for the February 2018 bar exam. Please submit resume and cover letter to Kevin Postalwait, P.O. Box 797, Ripley WV 25271

**Desired Class Level:** Graduate/Alumni

**Posting Date:** February 12, 2018

**Expiration Date:** March 30, 2018

**Contact:** Mr. Kevin Postalwait

Chief Defender

P.O. Box 797 Ripley, West Virginia 25271 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** sslaven@wvdsi.net

**Additional Documents:** Cover Letter

**ID:** 3276



**Law Clerk**

Fourth Circuit Federal Court of Appeals (Charleston)

**Position Type:** Full-time

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

**Description:**

Fourth Circuit Federal Court of Appeals Judge Stephanie Thacker is accepting applications for a 2019-2020 full-time, post-graduation law clerk, running August 2019-August 2020. She will accept application materials through Memorial Day.

Submit applications either via mail or email. The application package should include: (1) cover letter; (2) resumé; (3) writing sample; and (4) three references (these can be actual reference letters enclosed with the application package and/or a listing of references with contact information). Emails may be sent to my Judicial Assistant Carolyn Young at [Carolyn\\_Young@ca4.uscourts.gov](mailto:Carolyn_Young@ca4.uscourts.gov). Or, the mailing address is: 300 Virginia Street, East, Room 7404, Charleston, WV 25301.

**Desired Class Level:** 2L, 3L, LLM, Graduate/Alumni

**Posting Date:** February 1, 2018

**Expiration Date:** May 31, 2018

**Contact:** Carolyn Young  
300 Virginia Street East Room 7404 Charleston, West Virginia 25301

**Resume Receipt:** E-mail

**Default email for resumes.:** [Carolyn\\_Young@ca4.uscourts.gov](mailto:Carolyn_Young@ca4.uscourts.gov)

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

**ID:** 3257

**Law Clerk**

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

**Position Type:** Full-time

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

**Description:**

THE COURT OF COMMON PLEAS  
18TH JUDICIAL DISTRICT CLARION COUNTY COURT HOUSE  
421 MAIN STREET, SUITE 34  
CLARION, PENNSYLVANIA 16214 Phone(814)226-9351 Fax(814)226-1097

January 30, 2018

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 2018, and ending July 2019. All applicants are to submit their resume, a writing sample, and a transcript listing no fewer than three references, to the Honorable James G. Arner, c/o tj slike@co.clarion.pa.us no later than March 23, 2018. 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. Questions concerning this position may be directed to Tammy Slike at (814) 226-4000, ext. 2110 or via email tj slike@co.clarion.pa.us.

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

**Posting Date:** February 1, 2018

**Expiration Date:** March 23, 2018

**Contact:** Ms. Tammy Slike

421 Main Street, Suite 34 Clarion, Pennsylvania 16214 United States

**Resume Receipt:** E-mail

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

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

**ID:** 3259

**Associate**

Reminger

**Position Type:** Full-time

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

**Description:**

Attorney at Law  
REMINGER CO., L.P.A. - Columbus, OH

Large regional firm seeking associate with 0-5 years' of litigation experience for its Columbus office. Successful candidates will have excellent grades, self-motivation and an outstanding work ethic. Interested candidates should submit resume, cover letter, transcript and writing sample via email to Zachary Pyers at [zpyers@reminger.com](mailto:zpyers@reminger.com).

**Desired Class Level:** Graduate/Alumni

**Posting Date:** January 30, 2018

**Expiration Date:** March 30, 2018

**Contact:** T'Lisa Macon  
Executive Legal Assistant  
200 South Civic Center Drive Suite 800 Columbus, Ohio 43215 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [zpyers@reminger.com](mailto:zpyers@reminger.com)

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

**ID:** 3252

**Senior Litigation Attorney**

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

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**Position Type:** Full-time

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

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**Description:**

Senior Litigation Attorney: The Attorney General's Office seeks a Senior Litigation Attorney to handle high profile, complex and multi-state litigation. Candidates must have extensive litigation experience, be motivated self-starters with strong work ethic, integrity and professionalism. Excellent interpersonal, organizational and verbal/written communication skills are a must for this position. Experience with complex and multi-state litigation is preferred. Candidates must also have an active WV license or be eligible for admission.

Please send your resume, a writing sample and preferred salary range to [jobs@wvago.gov](mailto:jobs@wvago.gov) with "Senior Litigation Attorney" in the subject line.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** January 25, 2018

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**Expiration Date:** March 12, 2018

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

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**Resume Receipt:** E-mail

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

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**ID:** 3250

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**Attorney - Part-time**

Brewer and Giggenbach (Morgantown, WV)

**Position Type:** Part-time

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

**Description:**

Small, local, well-established firm, is seeking a part-time attorney to join their group. This person should have uncommonly excellent research skills as the position is primarily research oriented. Excellent writing skills are a must! Also a bright, curious nature and high intellect. This part-time position is very flexible as to when and where work is conducted (working from home, at times, is possible). At least 2 years of post-law school experience is preferred. Please apply with your resume and a cover letter – writing sample may also be included.

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

**Posting Date:** January 24, 2018

**Expiration Date:** March 31, 2018

**Contact:** William Brewer  
Owner/Partner  
P.O. Box 4206 Morgantown, West Virginia 26504 United States  
<http://bgllawhelp.com/>

**Resume Receipt:** E-mail

**Default email for resumes.:** [wbrewer@brewerlaw.com](mailto:wbrewer@brewerlaw.com)

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

**ID:** 2225

**Litigation Attorney**  
McClelland Legal Search

**Position Type:** Full-time

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

**Description:**

Litigation Attorney:

Position Type: We have several Full-time permanent litigation positions

Employer Name: McClelland Legal Search

Job Title: Litigation Attorney

Job Description: Preferred 2+ years of litigation experience

Hiring Criteria: 2+ years of litigation experience, admitted in Pennsylvania

Location: Pittsburgh

Materials requested: Resume

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

Compensation Details: Compensation determined by experience

Desired years of Experience: Candidates should have 2+ years of experience

How we would like to receive the materials: Interested candidates should send their information to : [dianne@mcclellandlegalsearch@gmail.com](mailto:dianne@mcclellandlegalsearch@gmail.com)

**Desired Class Level:** Graduate/Alumni

**Posting Date:** January 16, 2018

**Expiration Date:** May 30, 2018

**Contact:** Dianne McClelland

**Resume Receipt:** E-mail

**Default email for resumes.:** [dianne@mcclellandlegalsearch.com](mailto:dianne@mcclellandlegalsearch.com)

**ID:** 3238

## Trust and Estate Attorney

McClelland Legal Search

**Position Type:** Full-time

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

**Description:**

Trust & Estate Attorney:

Position Type: Full-time permanent position

Employer Name: McClelland Legal Search

Job Title: Trust & Estate Attorney

Job Description: Trust & Estate practice position

Hiring Criteria: 5+ years of trust & estate experience (prefers 2-7 years of that experience in a law firm setting), admitted in Pennsylvania. Successful candidate should know how to run a file, and have real exposure to high-end, sophisticated work. An understanding of estate and gift tax is a bonus.

Location: Pittsburgh

Materials requested: Resume

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

Compensation Details: Compensation determined by experience

Desired years of Experience: Candidates should have 5+ years of experience

How we would like to receive the materials: Interested candidates should send their information to : [dianne@mcclellandlegalsearch@gmail.com](mailto:dianne@mcclellandlegalsearch@gmail.com)

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**Desired Class Level:** Graduate/Alumni

**Posting Date:** January 16, 2018

**Expiration Date:** May 30, 2018

**Contact:** Cynthia McClelland  
426 Frick Building 437 Grant Street Pittsburgh, Pennsylvania 15219 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [cindy@mcclellandlegalsearch.com](mailto:cindy@mcclellandlegalsearch.com)

**ID:** 3239

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**Litigation Associate**

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

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**Position Type:** Full-time

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

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**Description:**

Small to medium sized Huntington multi-practice firm is seeking qualified candidates for a position as a litigation associate in its civil litigation department. This department focuses primarily on defense of personal injury cases and insurance related matters. Qualified candidates can expect to be involved in all facets of a litigation practice and will work with various attorneys in the firm. Candidates should have strong research, writing and analytical skills. In person interviews will be scheduled for candidates on a date to be determined.

Required Documents: resume/cover letter/writing sample/transcript

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

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**Posting Date:** January 10, 2018

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**Expiration Date:** March 30, 2018

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**Contact:** Donna Myers  
720 Fourth Avenue Huntington, West Virginia 25701 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** dmyers@lbtplaw.com

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

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**ID:** 3012

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**Litigation Associate (Charleston, WV)**

Step toe & Johnson, PLLC (Morgantown, Charleston, Huntington, Bridgeport, WV )

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**Position Type:** Full-time

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**Practice Area(s):** Litigation

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

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**Description:**

Step toe & Johnson PLLC is seeking an experienced litigation associate for its Charleston, WV office. Qualified candidates should have litigation experience commensurate with time in practice, strong writing and analytical skills, excellent academic credentials, and a desire to appear in court. Experience with litigation in federal courts and experience with complex, high-profile, high-dollar litigation is particularly helpful. We offer a competitive starting salary and a comprehensive benefits package, along with opportunity for advancement. Step toe & Johnson is among the NLJ's Top 250 law firms, with 13 offices in 6 states. In addition to litigation, Step toe & Johnson's core strengths include energy, transactional, and labor and employment law, with over 300 attorneys working in 40 practice areas. With roots dating back more than a century, the firm has a long history of success borne of focused client service and congenial working relationships with the firm.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** December 21, 2017

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**Expiration Date:** December 1, 2018

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**Contact:**

Claire Ellis  
Coordinator, Recruiting & Professional Development  
P.O. Box 1616 United Center, 1085 Van Voorhis Rd., Suite 400 Morgantown, West Virginia 26507-1616

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**Resume Receipt:** E-mail

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**Default email for resumes.:** Claire.Ellis@Step toe-Johnson.com

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

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**ID:** 3210

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**Associate Attorney**

Oths, Heiser, Miller, Waigand & Clagg LLC

**Position Type:** Full-time

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

**Description:**

JOB NAME: Associate Attorney

Job Basics: Company Name Oths, Heiser, Miller, Waigand & Clagg, LLC

Position Title: Associate Attorney

Job Function: Associate

Job Type: Full-time

**Job Description:**

Southeastern Ohio law firm seeking an Associate Attorney, to assist and be mentored by senior shareholder, in its practice: including plaintiff personal injury, general litigation, commercial and institutional transactions, and collections. The firm is a regional law firm, serving clients primarily located within the area, served by the Fourth District Court of Appeals. Past experience in a prosecuting attorney's, and/or public defender's, office, and participation in legal clinics during law School, is desired. This position may provide the associate with a unique opportunity for advancement and transition depending upon the individual and ultimate fit within the existing practice. Benefits include an appropriate salary based upon experience qualifications; health insurance; retirement program; mentoring from all Shareholders of the various practices this firm encompasses.

Ideal candidate should be self-motivated and willing to practice in a rural area which includes routine travel between counties. A recent admittee of the Ohio Bar, with, or up to, 3 years of experience is required.

Location: 16 E. Broadway Street; Wellston, OH 45692

Contact Information dellenberger@ohlaw.com/740-384-2111

Allow online applications to my email-will accept resume/writing sample/references by email.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 7, 2017

**Expiration Date:** March 31, 2018

**Contact:** Denise Ellenberger  
Office Manager  
16 East Broadway Wellston, Ohio 45692 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** dellenberger@ohlaw.com

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

**Requested Document Notes:** Please send a cover letter, resume with reference and a writing sample.  
Either email or fax, or mail to  
PO Box 309  
Wellston, OH 45692

**ID:** 2987

**Title Agent**

Percheron LLC (Bridgeport, WV)

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**Position Type:** Full-time

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**Practice Area(s):** Energy/Utility, Environmental, Real Property, PETROLEUM ENGINEERING, ENVIRONMENTAL SCIENCES

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**Geographic Preference:** Unknown

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**Description:**

The preferred candidate will also have an undergraduate degree in Energy Land Management or similar course of study. Must be familiar with "**abstracting**" courthouse records to determine the ownership of coal, oil, and natural gas. Must be able to interpret historical deeds to decipher granting language as well as exceptions and reservations. Should be familiar with state law of intestate succession.

Additionally, the preferred candidate will have some experience working in a team environment both "in house" as well as remotely. Should have some management experience for possible advancement to project manager or team lead. Familiarity with the Microsoft Office Suite for Windows is a plus.

[Percheron Home Page](#)

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

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**Posting Date:** November 1, 2017

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**Expiration Date:** April 2, 2018

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

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**Contact:** Mr. Josh Gaddis

Recruiting Manager

320 South View Drive, Suite 400 Bridgeport, West Virginia 26330 United States

<http://www.percheronllc.com>

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**Resume Receipt:** Accumulate Online

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

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**Requested Document Notes:** Cover letter should be written in a business letter format with justified type. Cover letter should be signed in blue ink. Embolden the date submitted.

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**ID:** 3097

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**Judicial Clerkship 2018-2019 Court Term**

NJ Courts (Trenton, NJ)

**Position Type:** Full-time**Practice Area(s):** All Practice Areas**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Description:**

Court Term: August 27, 2018 through August 31, 2019

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.

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

To view the New Jersey Judiciary Law Clerk Application and Hiring Process Fact Sheet, please visit: <http://www.judiciary.state.nj.us/public/assets/lawclerkrecruitmentfactsheet.pdf>.

**Salary Information**

Salaries listed are based on a 53 week court term. These are salary levels for the 2017-2018 Court Term. The salaries for the 2018-2019 Court Term are to be determined based on funding availability.

Supreme Court \$64,294

Superior Court Appellate Division \$58,701

Superior Court Assignment Judge \$53,810

Superior Court Chancery Division, General Equity \$53,810

Superior Court Chancery Division, Family \$49,571

Superior Court Law Division (Civil Criminal) \$49,571

Tax Court \$49,571

**Qualifications**

Law clerks must have graduated from a law school approved by the American Bar Association by the time of their law clerk appointment. The Judiciary's law clerkship program is intended for recent law school graduates, which is defined as graduating within the last four years. 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://www.njcourts.gov/attorneys/assets/rules/appemploy.pdf> (Download PDF reader).

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 <http://www.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 or gap in employment. Applicants who do not include or enter all relevant education history or work experience or who indicate "see resume" or enter their initials to verify that they do not possess any education history or work experience in lieu of a completed application will not be considered, unless you do not possess any education history or work experience. If you have not fully completed the application or followed the application instructions, return to your application and update any incomplete or missing information before submitting. Only applicants that follow the application instructions and submit completed applications will be considered.

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

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

**Desired Class Level:** 3L, Graduate/Alumni**Posting Date:** October 20, 2017**Expiration Date:** March 30, 2018

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

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

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**How to Apply:** <https://www.governmentjobs.com/careers/njjudiciary/jobs/1740814/law-clerk?keywords=law%20clerks&pagetype=jobOpportunitiesJobs>

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**ID:** 3076

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## One Year Judicial Clerkships with New Jersey Judiciary (approx 480 separate clerkships)

New Jersey Courts Central Office (Trenton, NJ)

**Position Type:** Full-time

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

**Description:** The New Jersey Judiciary seeks upcoming and recent law school graduates to fill approximately 480 one year judicial clerkships that will commence August 27, 2018 and end August 31, 2019.

### DESCRIPTION

Law clerks who serve in the Supreme Court, Appellate Division and Tax Court perform a substantial amount of legal research and prepare extensive memoranda; assist judges in processing emergent motion applications; proofread published opinions in the advance sheets; and maintain chambers' libraries. Trial Court law clerks perform legal research; make recommendations to judges regarding dispositions of motions, both verbally and via written bench memoranda; draft, edit and proofread legal correspondence; maintain chambers libraries; attend and assist with case conferences, motion hearings, trials; and mediate small claims cases. Law clerks to Assignment Judges handle the same work as other trial court law clerks but also assist in processing emergent matters and may assist in vicinage administration.

### REQUIREMENTS

Recent graduate of an American Bar Association approved law school (J.D. or LL.M.). Graduation date must be within four years of the start of the clerkship term. U.S. Citizenship, New Jersey Bar membership and New Jersey residency are not requirements. Excellent writing and analytical skills are essential.

### HOW TO APPLY

Visit our web-based portal to apply to individual justices and judges beginning June 19, 2017. Access to the portal can be found on the Law Clerk Web Page at [www.nicourts.gov/public/lawclerks.html](http://www.nicourts.gov/public/lawclerks.html).

Within the portal, you will find descriptions of the work performed by justices and judges, as well as profiles and biographies, hiring timelines, and clerkship availability information for the upcoming term. Applicants will be able to search the portal by judge, location, or court. Judges will indicate whether you may submit electronic applications via the portal.

You may also mail your applications directly to judges' chambers. The Law Clerk Web Page has the most up to date information to assist in preparing your application materials. To request a List of Minority Judges, please contact the Judiciary's Equal Employment Opportunity/Affirmative Action Unit at (609) 815-2915.

It is highly recommended that applicants apply early in the process (but no earlier than June 19th) to increase the likelihood of securing interviews. When preparing your application materials, your cover letter and resume should emphasize skills (legal research, writing, analytical and communication skills, etc.) as well as past work and prior legal experience that relates directly to the law clerk position, and should be tailored to the particular courts to which you are applying. Although GPA is important, judges consider other factors to recognize particular strengths and qualities.

### QUESTIONS?

Any questions about the application process may be directed to Kimberly Douglas, Esq., at (609) 815-2915 or [kimberly.douglas@njcourts.gov](mailto:kimberly.douglas@njcourts.gov).

The New Jersey Judiciary is an Equal Employment Opportunity/ Affirmative Action employer committed to ensuring an open door to justice. We appreciate your referrals for our judicial clerkships.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 19, 2017

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**Expiration Date:** August 27, 2018

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**Contact:** Ms.1 Kimberly B. Douglas, Esq.  
EEO/AA Unit  
P.O. Box 037 Trenton, New Jersey 08625 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [kimberly.douglas@njcourts.gov](mailto:kimberly.douglas@njcourts.gov)

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

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**Requested Document Notes:** [www.njcourts.gov/public/lawclerks.html](http://www.njcourts.gov/public/lawclerks.html)

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