

#### **Assistant Prosecutor**

Hampshire County, West Virginia (Hampshire County, WV)

Position Type: Full-time

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

MN, WI)

**Description:** 

The Hampshire County Prosecuting Attorney's Office is accepting applications for an Assistant Prosecutor position. The primary responsibilities shall include Abuse & Neglect, Magistrate Court, Circuit Court and a variety of County Civil matters. Membership in good standing with the WV State Bar is required. Salary is commensurate with experience in the range of \$50,000 - \$60,000 to include a full benefits package. Anyone interested should send their resume to: Betsy K. Plumer, Hampshire County Prosecuting Attorney, 50

Desired Class Level: Graduate/Alumni

**Posting Date:** September 9, 2019

**Expiration Date:** October 1, 2019

**Contact:** Betsy K. Plumer

Prosecuting Attorney

50 S. High St. Romney, West Virginia

S. High St. Romney, WV 26757

26757 United States

Resume Receipt: E-mail

**Default email for resumes.:** hcpa1@outlook.com

**Additional Documents:** Cover Letter

#### **Attorney**

Brewer and Giggenbach (Morgantown, WV)

Position Type: Full-time

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

MN, WI)

#### **Description:**

Full-time attorney with 2-4 years of experience required.

Small firm which focuses primarily on litigation. Handles Plaintiff's personal injury, product liability, medical malpractice, and other professional liability claims. Additional areas of practice include employment law, commercial litigation, primarily representing small to mid-size companies in all facets of commercial litigation, as well as criminal defense. The firm also does some commercial transactional work.

Excellent research and writing skills are critical for this position. This position would also provide opportunities for court appearances for both motions practice and to litigate cases to their conclusion, including appellate argument.

Our firm offers competitive compensation and a range of other benefits.

Deadline for application is Tuesday, September 17

More information on Brewer & Giggenbach, PLLC:

http://www.bglawhelp.com

**Desired Class Level:** Graduate/Alumni

**Posting Date:** September 9, 2019

**Expiration Date:** September 17, 2019

**Contact:** William Brewer

Owner/Partner

P.O. Box 4206 Morgantown, West Virginia

26504 United States

	http://bglawhelp.com/
Resume Receipt:	E-mail
<b>Default email for resumes.:</b>	wbrewer@brewerlaw.com
Additional Documents:	Cover Letter, Unofficial Transcript, Writing Sample
ID:	4954

#### **Corporate Staff Attorney**

Moore & Van Allen (Charlotte, NC)

**Position Type:** Full-time

**Description:** 

Moore & Van Allen, a large southeastern law firm with a national practice, has an opportunity for a staff attorney with corporate/business experience to assist with document preparation for asset and equity transactions. Seeking at least two to four years of experience drafting transaction documents, including acquisition documents, stock and asset purchase agreements, due diligence materials and related ancillary agreements. Candidates should also have excellent practice experience and excellent written and verbal communication ability. Equal Opportunity Employer.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** September 9, 2019

Expiration Date: October 16, 2019

Contact: Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina

28202 United States

Resume Receipt: Other (see below)

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

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

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

# Financial Services Associate - Renewable Energy Project

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

**Description:** 

Moore & Van Allen, PLLC, a large southeastern law firm with a national practice, is seeking an experienced transactional lawyer for its Financial Services practice. Preferred candidates would have one to three years of experience in finance transactions, ideally with some experience representing lenders and tax equity investors in renewable energy project finance transactions. Excellent academic performance and strong interpersonal skills are required. Competitive compensation package includes full benefits.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** September 9, 2019

**Expiration Date:** October 16, 2019

Contact: Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina

28202 United States

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

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

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

Additional Documents: Cover Letter, Unofficial Transcript

#### Law Associate

Hamilton, Burgess, Young & Pollard, PLLC (Fayetteville, WV)

Position Type: Full-time

Practice Area(s): Bankruptcy

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

MN, WI)

**Description:** 

Hamilton, Burgess, Young & Pollard, P.L.L.C., a well-established consumer plaintiffs' firm in Fayetteville, WV, is seeking a new associate. Areas of practice would include bankruptcy, consumer protection, and personal injury. No prior experience is necessary. To learn more about the firm go to Hamilton, Burgess, Young & Pollard. Please forward resume and transcript to Lynn B. Pollard, at PO Box 959, Fayetteville W.Va., 25840 or lpollard@hamiltonburgess.com.

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

**Posting Date:** September 9, 2019

**Expiration Date:** September 28, 2019

**Salary Range:** Not Applicable

Contact: Kevin B. Burgess

P.O. Box 959 Fayetteville

Resume Receipt: E-mail

**Default email for resumes.:** lpollard@hamiltonburgess.com

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

Requested Document Notes: Please forward resume and transcript to

Lynn B. Pollard, at PO Box 959, Fayetteville W.Va., 25840 or lpollard@hamiltonburgess.com.

#### **Attorney - Advisor**

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (Chicago Illinois)

**Position Type:** Full-time

**Description:** 

U.S. Environmental Protection Agency, Region 5, Office of Regional Counsel Attorney-Advisor

The U.S. EPA Region 5 Office of Regional Counsel seeks applications for an Attorney-Advisor. Three positions are currently available. This is an entry-level permanent staff attorney position in the Chicago, Illinois office. The Attorney-Advisor is expected to start work in the fall of 2019. **The deadline to apply is Friday, September 20, 2019.** 

The Office of Regional Counsel is seeking applicants with excellent analytical and writing abilities, a strong commitment to public service, effective "people" skills, and an ability to take on significant responsibility. This position provides an opportunity for entry-level attorneys to practice law in a leading governmental environmental organization, and to receive extensive training in and exposure to environmental law and policy work in the public sector. Region 5 offers new attorneys significant responsibility, the opportunity to handle a varied caseload that includes enforcement and counseling work, and extensive training and mentoring from dedicated colleagues with recognized expertise. The Region offers a diverse and supportive work environment.

## The Office of Regional Counsel, Region 5

Region 5 encompasses the states of Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin. The Office of Regional Counsel (ORC) represents Region 5 in federal administrative, judicial and criminal environmental matters against regulated entities as well as in defensive cases within the jurisdiction of Region 5. The primary statutes enforced by the EPA are the Clean Air Act; Clean Water Act; Safe Drinking Water Act; Toxic Substances Control Act;

Resource Conservation and Recovery Act;
Comprehensive Environmental Response,
Compensation, and Liability Act
(Superfund); and the Federal Insecticide,
Fungicide, and Rodenticide Act. Because
ORC is organized as a multi-media office,
an attorney's caseload may span the range
of statutes EPA enforces and implements
and is not limited to one statute, state, or
industry. In addition, ORC attorneys
provide legal advice to the Regional
Administrator and other senior managers of
Region 5 on all matters relating to their
official responsibilities.

#### Qualifications

Qualified applicants must be J.D. graduates of an accredited law school and be members of a state bar, or 2019 J.D. graduates with bar membership pending. The ideal candidate will be a recently graduated attorney with excellent written and oral communication skills, a strong interest in public service and the mission of EPA. Region 5 has a strong preference that the applicant be able to start in the fall of 2019. Applicants must be a U.S. citizen to qualify for this position. If you qualify for veterans' preference and want the Agency to consider that preference as a positive factor in reviewing your application, you must include in your application appropriate documentation such as DD214 (copy4), your VA letter, or Standard Form-15 (disabled veteran).

#### **Pay and Benefits**

During the first year, salary will be at the GS-11 level (currently starting at \$68,897 per year). Judicial clerks may be hired at the GS-12 grade (currently starting at \$82,579). Promotion potential is up to the GS-14 level (currently starting at \$116,040). Relocation expenses are not authorized. Federal employment benefits are among the most comprehensive programs available anywhere. Additional information on benefits is available on EPA's website, at https://www.epa.gov/careers/salaries-and-benefits.

#### **Application Process**

#### The office seeks applications for the

Attorney-Advisor position through Friday, September 20, 2019. Please note that EPA will not consider applications received after Friday, September 20, 2019.

All supporting documents must be submitted electronically via email to R5Attorney-

Advisor@epa.gov, with the subject heading "EPA Region 5 Attorney-Advisor." Please submit the following information, preferably in pdf format:

- A resume, including significant accomplishments, work experience, class rank or G.P.A., contact telephone numbers, and e-mail address.
- An unofficial transcript of law school grades (we will request an official version if you are selected).
- A cover letter explaining the applicant's interest in the position.
- The name, address and telephone numbers of 3 references.
- A short writing sample not to exceed ten pages.
- Proof of active bar membership and license to practice law in any State, U.S. Territory, Puerto Rico or the District of Columbia (or a statement that you are a 2019 J.D. graduate with bar membership pending).
- Veterans' preference supporting documents, if applicable.

Selected applicants will be invited for interviews in Chicago (at the candidate's expense), or video conference interviews may be conducted when appropriate. Up to three offers may be made shortly thereafter.

For questions about the Attorney-Advisor position, please contact Eileen Furey, Acting Deputy Regional Counsel, telephone: (312) 886-7950, or e-mail: R5Attorney-Advisor@epa.gov. For more information about Region 5, please visit our website at https://www.epa.gov/aboutepa/epa-region-5.

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EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race; color; religion; sex, including

pregnancy, sex stereotyping, gender identity or gender expression; national origin; sexual orientation; physical or mental disability; age; protected genetic information; status as a parent; marital status or political affiliation.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** September 4, 2019

**Expiration Date:** September 20, 2019

**Contact:** Randa Bishlawi

Section Chief

77 WEST JACKSON BOULEVARD Chicago,

Illinois 60604 United States

Resume Receipt: E-mail

**Default email for resumes.:** r5attorney-advisor@epa.gov

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

Sample, Other Documents

#### **Attorney-Advisor**

United States EPA (Chicago, IL.)

Position Type: Full-time

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

MN, WI)

#### **Description:**

The U.S. EPA Region 5 Office of Regional Counsel seeks applications for an Attorney-Advisor. Three positions are currently available. This is an entry-level permanent staff attorney position in the Chicago, Illinois office. The Attorney-Advisor is expected to start work in the fall of 2019. The deadline to apply is Friday, September 20, 2019. The Office of Regional Counsel is seeking applicants with excellent analytical and writing abilities, a strong commitment to public service, effective "people" skills, and an ability to take on significant responsibility. This position provides an opportunity for entry-level attorneys to practice law in a leading governmental environmental organization, and to receive extensive training in and exposure to environmental law and policy work in the public sector. Region 5 offers new attorneys significant responsibility, the opportunity to handle a varied caseload that includes enforcement and counseling work, and extensive training and mentoring from dedicated colleagues with recognized expertise. The Region offers a diverse and supportive work environment. The Office of Regional Counsel, Region 5 Region 5 encompasses the states of Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin. The Office of Regional Counsel (ORC) represents Region 5 in federal administrative, judicial and criminal environmental matters against regulated entities as well as in defensive cases within the jurisdiction of Region 5. The primary statutes enforced by the EPA are the Clean Air Act; Clean Water Act; Safe Drinking Water Act; Toxic Substances Control Act; Resource Conservation and Recovery Act; Comprehensive Environmental Response, Compensation, and Liability Act (Superfund); and the Federal Insecticide, Fungicide, and Rodenticide Act. Because ORC is organized as a multi-media office, an attorney's caseload may span the range of statutes

EPA enforces and implements and is not limited to one statute, state, or industry. In addition, ORC attorneys provide legal advice to the Regional Administrator and other senior managers of Region 5 on all matters relating to their official responsibilities

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

**Posting Date:** September 4, 2019

**Expiration Date:** September 20, 2019

Salary Range: Not Applicable

Contact: Mr. Ignacio L. Arrazola

Associate Branch Chief

77 West Jackson Blvd. Chicago, Illinois

60604 United States

Resume Receipt: E-mail

**Default email for resumes.:** arrazola.ignacio@epa.gov

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

Sample

**Requested Document Notes:** The office seeks applications for the

Attorney-Advisor position through Friday, September 20, 2019. Please note that EPA will not consider applications received after Friday, September 20, 2019. All supporting documents must be submitted electronically via email to R5Attorney- Advisor@epa.gov, with the subject heading "EPA Region 5 Attorney-Advisor."

Please submit the following information, preferably in pdf format:

- A resume, including significant accomplishments, work experience, class rank or G.P.A., contact telephone numbers, and e-mail address.
- An unofficial transcript of law school grades (we will request an official version if you are selected).
- A cover letter explaining the applicant's interest in the position.
- The name, address and telephone numbers of 3 references.
- A short writing sample not to exceed ten pages.
- Proof of active bar membership and license to practice law in any State, U.S. Territory, Puerto Rico or the District of Columbia (or a statement that you are a 2019 J.D. graduate with bar membership pending).
- Veterans' preference supporting documents, if applicable.

Selected applicants will be invited for interviews in Chicago (at the candidate's expense), or video conference interviews may be conducted when appropriate. Up to three offers may be made shortly thereafter.

For questions about the Attorney-Advisor position, please contact Eileen Furey, Acting Deputy Regional Counsel, telephone: (312) 886-7950, or e-mail: R5Attorney-Advisor@epa.gov. For more information about Region 5, please visit our website at https://www.epa.gov/aboutepa/epa-region-5.

### **Civil Rights Analysts**

Avue Technologies Corporation (Washington, D.C.)

**Position Type:** Full-time

**Description:** 

**US Commission On Civil Rights** 

Civil Rights Analyst, GS-0160-11

**Announcement Number:** CCR-19-002

**Application Deadline:** 09/17/2019

**Locations:** 

Chicago, Illinois Los Angeles, California Open Date: 09/04/2019

**Salary Range: Min: 68897.0 -**

Max: 91965.0

Pay Schedule: Annual

Who May Apply: US Citizens

**Time Limit:** Permanent - No time limit

**Promotion Potential: 13** 

**Number of Vacancies: 2** 

Work Schedule: Full Time

#### **Agency Marketing Statement:**

U. S. Commission on Civil Rights (USCCR) has an immediate need for Civil Rights Analysts. USCCR takes on matters pertaining to civil rights that affect the United States and its citizens. In addition to the myriad of federal benefits, USCCR offers: flexible work schedule and a business culture that makes work life easy for its staff.

#### Notes:

Ensure a writing sample is attached to your application in response to the competency "Ability to effectively communicate in written form both internally (to senior staff, leadership and colleagues) and externally (to stakeholders, funders and federal partners) regarding civil rights programs and policies".

The incumbent performs research on civil rights topics, including literature reviews, analysis of laws and regulations, collection and analysis of statistical data and other information, and conduct of interviews and surveys. The incumbent also drafts memoranda, reports, and other written products for review and approval of the agency's 51 State Advisory Committees.

This position will be filled at the GS-11 level. However, upon completion of qualification requirements and satisfactory performance, the selectee may be noncompetitively promoted to the next higher grade, up to the full performance level of GS-13.

Salaries listed on this announcement are representative. Actual salaries by location are: Chicago, IL - Minimum \$68,897, Maximum \$89,572. Los Angeles, CA - Minimum \$70,737, Maximum \$91,965.

#### **Duties:**

Serves as a Designated Federal Officer to advisory committee and supports their projects that identify, clarify, and make recommendations to the Commission concerning major national and state civil rights policies, problems, and/or issues. As the primary researcher and point of contact for Advisory Committees, the Civil Rights Analyst directs Advisory Committees through all the stages of a project and provides support throughout all stages. Examples of these duties include but are not limited to the following:

- Providing methodologies to Advisory Committee Chairs in the concept stage and engender robust conversation among Committee members at open committee meetings about the pressing civil rights issues in their jurisdiction;
- Drafting or overseeing the drafting of a project proposal after concept completion for discussion at an open meeting of the Advisory Committee and ensuring the project proposal describes a project that is within the agency jurisdiction and its budget constraints;
- Overseeing and managing the implementation stage to ensure balanced testimony is heard regarding the project

topic. Civil Rights Analysts will also work with Advisory Committees and Support Specialists to promote public participation in the public meetings with testimony;

- After all testimony is transcribed and research is complete, the Civil Rights Analyst drafts or oversees the drafting of the Advisory Committee report to ensure a professional and scholarly product is produced that includes the diverse perspectives of all stakeholders to the issue studied;
- Ensuring the Advisory Committee reviews draft outlines and sections of reports in open meetings until a final draft is discussed and voted upon at an open meeting. Works to maintain public involvement and feedback throughout drafting and after publication of the report; and
- Assist in supervising interns and managing the unit's intern program.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** September 4, 2019

**Expiration Date:** September 17, 2019

Contact: Mr. Joe Avue

Washington D.C., District of Columbia

United States

Resume Receipt: E-mail

**Default email for resumes.:** joeavue@avuetech.com

**Additional Documents:** Writing Sample

#### Trial Attorney

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

**Position Type:** Full-time

**Description:** 

**REQUISITION NO.:** 2019-107

**OPENING DATE:** August 28, 2019

**CLOSING DATE:** September 18, 2019

**SALARY RANGE\*:** \$82,708 - \$98,362

\*This salary range is within the Legal Service salary schedule from grade 12 step 1 to grade 13 step 1. Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.

**DURATION OF APPOINTMENT: Permanent** 

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

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

The Office of the Attorney General for the District of Columbia is seeking an entry-level trial attorney in the Public Integrity Section of the Public Advocacy Division. 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 Section prosecutes a wide range of cases, including cases seeking damages or injunctive relief for violations of the antitrust, environmental, anti-fraud, nonprofit, and charities laws, and litigation relating to federal issues. Recent enforcement actions have addressed a wide range of public interest issues, including injunctions against anticompetitive mergers in the airline and healthcare industries, fraud in District benefits programs, misuse of funds of District nonprofit organizations by officers or directors, Medicaid fraud, and widespread violations of the District's pollution statutes.

This position specializes in enforcement of the District's nonprofits and charities laws. 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, coordinating efforts with other District, state, and federal enforcement agencies, and drafting and reviewing legislative proposals. Some of the work will involve participation in multistate groups of assistant attorneys general that investigate, litigate, or resolve matters on a national scale. Other enforcement work will focus on local issues pertaining specifically to nonprofit activity in the District.

**QUALIFICATIONS:** The candidate must have at least 1 year of civil litigation experience, preferably in affirmative or public interest litigation; excellent oral and writing skills; and demonstrated ability to supervise and to direct the day-to-day activities of professional and support staff in a litigation-oriented office. Demonstrated passion for working with and aiding communities through a community-oriented lawyering approach is strongly preferred.

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

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

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

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

**EMPLOYMENT BENEFITS:** Selectee will be

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

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

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

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

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

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

Important: Your COMPLETE application is important to OAG hiring process. Please ensure that you have read through the requisition in its entirety. Any REQUIRED document/s i.e. Resume, Cover Letter, DC2000RP, and/or KSAs as

applicable, are included BEFORE you SUBMIT the application. You will NOT be able to re-submit. Thank you.

Apply

**Desired Class Level:** Graduate/Alumni

**Posting Date:** September 4, 2019

**Expiration Date:** September 18, 2019

**Contact:** Ms. Arlyntha Love

Program Support Assistant

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

District of Columbia 20001 Office

Resume Receipt: Other (see below)

**Default email for resumes.:** oag.recruitmentattorney@dc.gov

**How to Apply:** http://jobs.jobvite.com/oagdc/job/oQXNafwu/apply

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

**Requested Document Notes:** All applications must include the completed

questionnaire, along with a cover letter, resume,

list of references and a writing sample

#### **Corporate Attorney**

McClelland Legal Search

Position Type: Full-time

**Description:** 

Corporate Attorney:

**Position Type:** We have several full-time, permanent positions

**Employer Name:** This will be discussed once a resume is submitted

**Job Title:** The junior positions are Corporate Associate , and the more senior ones may be counsel or of counsel, depending on experience

Job Description: We have several positions at various ranges of experience, from 3 years through more senior to partner level. The experience will ideally involve M&A, venture capital and general corporate work. Securities experience is a plus.

**Hiring Criteria:** Experience with M&A, venture capital and general corporate work. Admitted in PA, reciprocity eligible and/or willing to take the PA bar.

**Location:** Pittsburgh area

**Materials requested:** Resume , law school transcript and deal sheet

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

**Compensation Details:** Compensation determined by experience

**Desired years of Experience:** 3+ years through partner level experience

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

Desired Class Level: Graduate/Alumni
Posting Date: September 3, 2019
Expiration Date: January 31, 2020
Contact: Dianne McClelland
Resume Receipt: E-mail

Default email for resumes.: dianne@mcclellandlegalsearch.com
Additional Documents: Cover Letter, Unofficial Transcript, Other Documents

ID: 4939

#### **Litigation Attorney**

McClelland Legal Search

**Position Type:** Full-time

**Description:** 

**Litigation Attorney:** 

**Position Type:** We have several full-time,

permanent positions

**Employer Name:** This will be discussed

once a resume is submitted

**Job Title:** Litigation Attorney

**Job Description:** We have multiple litigation positions with several of our Pittsburgh clients. Qualified candidates will have 2 + years of litigation experience. No book of business necessary.

**Hiring Criteria:** Litigation experience and admitted in Pennsylvania. Admitted in PA.

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:** 2

+ years of litigation experience

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

**Desired Class Level:** Graduate/Alumni

**Posting Date:** September 3, 2019

Expiration Date:	January 31, 2020
Contact:	Dianne McClelland
Resume Receipt:	E-mail
Default email for resumes.:	dianne@mcclellandlegalsearch.com
ID:	4940

#### **Attorney**

Franklin County Legal Services (Chambersburg, Pennsylvania)

**Position Type:** Full-time

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

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

PA)

#### **Description:**

**Attorney Position Opening** 

Franklin County Legal Services ("FCLS") is a charitable, nonprofit agency located in Chambersburg, Pennsylvania. FCLS was founded in 2002. Our mission is to provide access to legal representation, advice, and education to low-income individuals with civil legal problems. Services are provided free of charge to the recipients of the services. Our work provides access to justice and helps meet basic human needs through the provision of civil legal services.

FCLS is seeking applicants for a full-time Attorney position. The Attorney will provide civil legal services to indigent clients. Access to help for all types of civil legal problems is provided with our primary inhouse practice areas focusing on the greatest needs of immigration, landlord/tenant, and family law. The Attorney will also participate in regular, inperson screening and advice sessions for potential clients.

#### QUALIFICATIONS:

- Graduate of an ABA accredited law school;
- Admission to the Pennsylvania Bar preferred;
- Will consider attorneys licensed in another state and law school graduates;
- Experience in Pennsylvania Family Law, Landlord/Tenant matters, or Immigration Law preferred;
- Fluency in Spanish a plus; and
- Strong commitment to public interest law.

#### SALARY AND BENEFITS

Salary and fringe benefits information is provided to the selected candidate at the time that the position is offered. FCLS attorneys are eligible to apply for the PA IOLTA Board Loan Repayment Assistance Program offered by the Pennsylvania Bar Foundation. Membership fees for Franklin County Bar Association, Pennsylvania Bar Association, and American Immigration Lawyers Association are paid by FCLS.

#### HOW TO APPLY:

Submit resume and cover letter via email (gloria@fcls.net) to Gloria Keener, Executive Director. Subject Line: Attorney Position.

Applications will be accepted until the position is filled. As of August 30, 2019, the position is open and applications are being accepted.

Equal Opportunity Employer

**Desired Class Level:** Graduate/Alumni

Posting Date: August 30, 2019

**Expiration Date:** December 31, 2019

Contact: Ms. Gloria M. Keener

**Executive Director** 

336 Lincoln Way East Suite B

Chambersburg, Pennsylvania 17201 United

States

http://www.fcls.net

Resume Receipt: E-mail

**Default email for resumes.:** gloria@fcls.net

**Additional Documents:** Cover Letter

### **Corporate/Mergers & Acquisition Associate**

Moore & Van Allen (Charlotte, NC)

**Position Type:** Full-time

**Description:** 

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

**Desired Class Level:** Graduate/Alumni

Posting Date: August 30, 2019

**Expiration Date:** October 6, 2019

**Contact:** Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina

28202 United States

Resume Receipt: Other (see below)

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

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

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

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

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

**Description:** 

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

**Desired Class Level:** Graduate/Alumni

Posting Date: August 30, 2019

**Expiration Date:** October 6, 2019

Contact: Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina

28202 United States

Resume Receipt: Other (see below)

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

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

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

### Staff Attorney (Hedge Reviews)

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

**Description:** 

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

Desired Class Level: Graduate/Alumni

Posting Date: August 30, 2019

**Expiration Date:** October 6, 2019

**Contact:** Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina

28202 United States

Resume Receipt: Other (see below)

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

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

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

#### **Associate Director of the Veterans Justice Clinic**

The UCLA School of Law (Los Angeles, CA)

Position Type: Full-time

Practice Area(s): All Practice Areas

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

#### **Description:**

The UCLA School of Law is seeking a highly energetic individual with significant legal practice experience to be the Associate Director of the Veterans Justice Clinic. The Clinic allows law students to assist underserved and marginalized veterans in Los Angeles while developing lawyering skills under the supervision of clinical faculty. The Associate Director will co-teach the Clinic, provide legal assistance to veterans, and supervise students in their casework. The Associate Director will, with the Faculty Director of the Clinic, develop collaborative initiatives with other legal services providers so as to meet the legal needs of veterans, promote work on behalf of veterans, and meaningfully engage with veterans communities on the UCLA campus, in Los Angeles, and nationally.

The Associate Director will also have responsibility for managing the budget for the Program, hiring and managing support staff, including a paralegal and a staff attorney, and managing the Clinic office, including overseeing legal intake. As needed, the Associate Director will act as a case manager for the clinic docket, serving as the attorney of record, and managing any case docket maintained through the Clinic, including at those times when the Law School is not in session.

The Associate Director will co-teach with the Faculty Director each semester that the Clinic is offered. The Associate Director will have input into the future direction of the Clinic, in collaboration with the Faculty Director and in consultation with the Vice Dean and/or Assistant Dean for Experiential Education.

The Associate Director will work under the direction of the Vice Dean and/or Assistant Dean for Experiential Education and in collaboration with the Faculty Director.

Desired Class Level: Graduate/Alumni

Posting Date: August 29, 2019

**Expiration Date:** October 25, 2019

Salary Range: Not Applicable

Contact: Ms. Edna Sasis

Director of the Institute for Food Laws & Regulations Boc 951476 Los Angelas, California 90095-1476 United States

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

**How to Apply:** 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 Friday, October 25, 2019, but will be considered thereafter until the position is filled. Please apply online at https://recruit.apo.ucla.edu/JPF04923 by submitting a

cover letter, resume, and the names and addresses of at least three professional references.

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).

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

#### **Child Support Attorney**

WV Department of Health and Human Resources (Charleston)

**Position Type:** Full-time

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

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

MN, WI)

**Description:** 

The WV Department of Health and Human Resources, Bureau for Child Support Enforcement announces the opening of a full-time position for an attorney to

provide child support
establishment/enforcement services in
Kanawha County. Preference would be
given to those having experience in
domestic relations and judgment
enforcement. Admission to the WV Bar is
required and at least two years of
experience in the practice of law is
preferred. Initiative, perseverance, and
organizational skills a must. A valid
driver's license is required. Private legal
practice outside of the state employment

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

Posting Date: August 29, 2019

**Expiration Date:** September 28, 2019

Salary Range: Not Applicable

**Contact:** Human Resources

Resume Receipt: E-mail

**Default email for resumes.:** joseph.m.sellaro@wv.gov

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

is not permitted

Sample

Requested Document Notes: Admission to the WV Bar is required and

at least two years of experience in the

practice of law is preferred.

#### **Litigation Attorney**

Taylor Law Office (Morgantown, WV)

Position Type: Full-time

**Practice Area(s):** Insurance Defense

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

MN, WI)

**Description:** 

Taylor Law Office has an immediate opening for a full-time litigation attorney. The ideal candidate should have at least three years of experience in insurance defense, but others with less experience are encouraged to apply. This individual should possess excellent client relationship skills, along with excellent written and oral communication skills. West Virginia Bar admission is required. The position requires significant client contact and the

ability to excel when working

independently.

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

Posting Date: August 29, 2019

**Expiration Date:** October 31, 2019

**Salary Range:** Not Applicable

**Contact:** Emily A Taylor

Office Manager

34 Commerce Drive, Suite 201

Morgantown, West Virginia 26501 United

States

http://taylorlawofficewv.com/

Resume Receipt: E-mail

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

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

Sample

**Requested Document Notes:** Interested applicants should send their

cover letter and resume

#### **Research Fellowship**

The UCLA School of Law (Los Angeles, CA)

Position Type: Fellowship

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

#### **Description:**

UCLA School of Law and the UCLA
Department of Philosophy are offering a
one to two year research fellowship to a
recent law school graduate or Ph.D. in
philosophy. (A second year of the
fellowship is available assuming
satisfactory performance in the first year.)
The fellowship is under the auspices of the
UCLA Program in Law and Philosophy.

Fellows will be asked to teach two courses in the first year and one course in the second year of the fellowship, to attend and assist with the planning of Law and Philosophy events, to attend talks and conferences, and otherwise to participate actively in the law school and philosophy department communities. The bulk of their time will be devoted to independent research. Candidates should demonstrate a strong interest in a career involving teaching and research in law and philosophy. Typical candidates will have a post-graduate degree in law (e.g., J.D., LLM, or S.J.D.) or a doctorate in philosophy. All post-graduate degrees should be completed no later than June 30, 2020. The fellowship offers a competitive salary, small research stipend, and full benefits with a start date of July 1, 2020.

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

Posting Date: August 29, 2019

**Expiration Date:** November 15, 2019

**Salary Range:** Not Applicable

Contact: Ms. Edna Sasis

Director of the Institute for Food Laws &

Regulations

Boc 951476 Los Angelas, California

90095-1476 United States

**Resume Receipt:** Accumulate Online, Other (see below)

**How to Apply:** Please submit PDF copies of the following:

1) a cover letter; 2) CV; 3) A research statement focusing on the candidate's

research interests in law and philosophy; 4) a writing sample; 5) a statement describing their experience and approach to fostering diversity in the classroom and the profession; and 6) three letters of recommendation. Letters submitted online may be addressed to the attention of Elsa Duong, Manager, Program in Law and Philosophy, UCLA School of Law, Box 951476, Los Angeles, CA 90095-1476. Applicants with teaching experience should also include their teaching evaluations, a summary thereof, or other testimonials concerning their teaching experience.

To facilitate blind review of writing samples et alia, applicants are asked to submit their writing samples, research statements, and diversity statements without references that would reveal their identities, professional titles, or institutions that granted their advanced degrees.

For full consideration of your application, please apply by Friday, November 15, 2019.

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

Requested Document Notes: Please submit PDF copies of the following: 1) a cover letter; 2) CV; 3) A research statement focusing on the candidate's research interests in law and philosophy; 4) a writing sample; 5) a statement describing their experience and approach to fostering diversity in the classroom and the profession; and 6) three letters of recommendation. Letters submitted online may be addressed to the attention of Elsa Duong, Manager, Program in Law and Philosophy, UCLA School of Law, Box 951476, Los Angeles, CA 90095-1476. Applicants with teaching experience should also include their teaching evaluations, a summary thereof, or other testimonials concerning their teaching experience.

> To facilitate blind review of writing samples et alia, applicants are asked to submit their writing samples, research statements, and diversity statements without references that would reveal their identities, professional titles, or institutions that granted their advanced

WVU College of Law: Batch Print Jobs

degrees.

For full consideration of your application, please apply by Friday, November 15, 2019.

#### **Law Clerk**

Kentucky Department of Public Advocacy (Kentucky)

Position Type: Full-time

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

MN, WI)

#### **Description:**

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

We are hiring a Law Clerk to assist the criminal defense team in the Glasgow Trial Office. Kentucky DPA looks for individuals who have demonstrated a desire to help the underprivileged and often the most vulnerable in their communities.

The ideal candidate recently completed all coursework at an ABA accredited law school to receive a JD degree and plans to take the next available bar exam or has recently received their license to practice law.

This individual exhibits exceptional planning/organizational skills, is self-directed and comfortable working with their defense team which includes attorneys, investigators, alternative sentencing workers and office administrative staff.

We seek to hire persons who understand it is a privilege to represent our clients and we do so on behalf of the people of Kentucky.

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

- •Clerks assist attorneys representing indigent defendants by providing support such as legal research and writing.
- •Interviewing clients.
- •Duties are performed primarily in both office and courtroom settings.
- •Travel is required.
- •Perform other duties as required.

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

Posting Date: August 28, 2019

**Expiration Date:** September 8, 2019

Salary Range: Not Applicable

Contact: Patti Heying

Recruiter

5 Mill Creek Park Frankfort, Kentucky

40601 United States

Resume Receipt: E-mail

**Default email for resumes.:** patti.heying@ky.gov

Additional Documents: Cover Letter, Unofficial Transcript, Writing

Sample

## **Charleston, WV - Labor & Employment Associate**

Littler Mendelson P.C. (San Francisco, CA)

Position Type: Full-time

**Practice Area(s):** Employment, Labor, Litigation

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

WI)

#### **Description:**

Littler Mendelson P.C. is seeking an attorney with 2-4 years of experience to join the Charleston office. The candidate should possess excellent academic credentials and his/her experience should include significant litigation experience, preferably in employment and labor law. The candidate must be licensed to practice law in West Virginia. We offer a generous benefits package to all full-time employees.

Littler is the largest global employment and labor law practice in the world exclusively devoted to representing management. With more than 1,500 attorneys in over 75 offices worldwide, Littler serves as the single source solution provider to the global employer community. Consistently recognized in the industry as a leading and innovative law practice, Littler has been litigating, mediating and negotiating some of the most influential employment law cases and labor contracts on record for 75 years. For more information visit: www.littler.com. Littler Mendelson is proud to be an equal opportunity employer.

**Desired Class Level:** Graduate/Alumni

Posting Date: August 27, 2019

**Expiration Date:** October 31, 2019

**Contact:** Hannah Engelke

2301 McGee St STE 800 Kansas City, Missouri

64108 United States http://www.littler.com

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

**How to Apply:** https://www.littler.com/careers

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

Sample

### **Attorney**

Willman & Silvaggio, LLP (Pittsburgh PA)

Position Type: Full-time

**Practice Area(s):** Insurance Defense

**Description:** 

Willman & Silvaggio, LLP, a mid-sized law firm with an excellent reputation as a leader in insurance defense litigation and general liability matters located in the Pittsburgh area, is seeking an Associate Attorney with admittance to Pennsylvania and West Virginia. We offer a competitive salary and benefits package, including health/vision/dental insurance, life insurance and 401K. Please forward resume, cover letter and optional writing sample to Carla Kissner, Firm Administrator.

**Desired Class Level:** Graduate/Alumni

Posting Date: August 27, 2019

**Expiration Date:** September 24, 2019

Contact: Ms. Carla D. Kissner

Firm Administrator

5500 Corporate Dr. Suite 150 Pittsburgh,

Pennsylvania 15237 United States

http://willmanlaw.com

Resume Receipt: E-mail

**Default email for resumes.:** ckissner@willmanlaw.com

**Additional Documents:** Cover Letter

## 3-Month Student/ Recent Graduate/ Rookie Attorney Internship

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, 30 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;
- MATRIMONIAL -- Contested & Uncontested;
- 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
- July 2018/ February 2019 Bar Exam Takers and/or a
- Rookie attorney from a foreign state with limited knowledge about NY/Fed practice.

#### **Detailed Description**

Whether you are a recent law school graduate or law student, new attorney, bar exam taker, or rookie attorney from foreign state, this is a perfect opportunity for you to expose yourself to all aspects of the litigation process, hone your general skill set in database and calendar management skills while also making a positive impact for the immigrant-worker community in the United States. At the end of the three month term, you will have exposed yourself to all areas of litigation. 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.

Interning at Troy Law puts you at the cutting edge of the nation's wage-and-hour and employment litigation advocacy. We are one of the largest firms in case load in the nation's Fair Labor Standards Act wage-and-hour litigation, and the largest firm in case load for the Chinese-American immigrant community, with over 300 cases pending in federal and state courts throughout the nation.

It is a challenge that demands a demonstrated interest in the employment and consumer protection law, the keen intellectual curiosity of an academic and a passion for public interest. The experience, exposure and relationships you gain here will put you on a path to a distinguished career in the public services. The connections you forge and the experience you gain are invaluable, and Troy Team alumni have gone on become federal and state judicial clerks, civil rights attorneys at the ACLU, Legal Aid Society, and Public Defenders' Offices, leaders in the ABA, NYSBA, and NYC Bar Non-Profit/ Public

Interest Sector, and associates at Big Law.

You will be joining a diverse group of talented professionals in a close-knit team working to fight fiercely for the rights of the American immigrant worker community and fearlessly to protect the everyday consumers from big corporations. Fellow coworkers serve as mentors and are graduates of top law schools and universities across the nation including Harvard, Yale, University of Pennsylvania, University of Virginia, Columbia, NYU, Fordham, Cornell, Boston, Vanderbilt, Emory and Tulane Law Schools.

As 85% of our clients are Chinese-speaking immigrant workers and 10% of our clients are Spanish-speaking immigrant workers, fluency in either Chinese or Spanish is strongly preferred, and should be noted on your application.

#### Internship Timeline

Interns are accepted on a rolling basis until filled.

If accepted, during the internship, you will expect to gain expertise in all aspects of civil litigation process, including serving and drafting affidavits of service; draft mediation/ settlement position letters; propounding and responding to interrogatories, document production requests, requests to admit; drafting affidavits in support of motions of default and conditional collective certification; and enforcement of judgments. You will additionally have received training in Court Filing (ECF/ NYSCEF), legal research (WestLaw and LexisNexis) and have attended depositions or shadowed attorneys to court conferences, and communicating with state and federal agencies like the National Labor Relations Board and the Equal Employment Opportunity Commission.

You will be assigned administrative tasks, including the docketing of court emails, submission of electronics permit requests for conferences in the Southern District federal court, rescheduling court conferences with the judge and opposing counsel, and the mailing out of Notice of Pendency to potential Fair Labor Standards Act Conditional Collective Certification opt-

in Plaintiffs.

A stipend up to \$1000, subject to regular attendance and completion of the internship, will be provided. In addition, the internship may lead to future employment.

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.

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.

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

Level

Posting Date: August 21, 2019

**Expiration Date:** September 21, 2019

**Contact:** Ms Tiffany Troy

HR Coordinator

41-25 Kissena Blvd, Suite 119 Flushing,

New York 11355 United States

http://troypllc.com

Resume Receipt: E-mail

**Default email for resumes.:** recruit@troypllc.com

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

Sample, Other Documents

## **Chinese/ Spanish-Speaking Bilingual Junior Attorney**

Troy Law, PLLC (Flushing, New York)

Position Type: Full-time

Practice Area(s): Employment

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

PA)

#### **Description:**

Troy Law is hiring a Junior Associate. We are a fast-growing Employment Litigation Boutique in Flushing, Queens, NY whose primarily focus is fighting for underpaid and overworked immigrant workers throughout the United States.

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

Primary responsibilities include legal research for drafting briefs, responses, motions, and other forms of correspondence to courts, drafting discovery responses, 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. The ideal candidate is diligent, detailed-oriented, well-versed in research and articulate on a professional level and able to work independently.

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.)

Working at Troy Law puts you at the cutting edge of the nation's wage-and-hour and employment litigation advocacy. We are one of the largest firms in case load in the nation's Fair Labor Standards Act wage-and-hour litigation, and the largest firm in case load for the Chinese-American immigrant community, with over 300 cases pending in federal and state courts throughout the nation.

It is a challenge that demands a demonstrated interest in the employment and consumer protection law, the keen intellectual curiosity of an academic and a passion for public interest. The experience, exposure and relationships you gain here will put you on a path to a distinguished career in the public services. The connections you forge and the experience you gain are invaluable, and Troy Team alumni have gone on become federal and state judicial clerks, civil rights attorneys at the ACLU, Legal Aid Society, and Public Defenders' Offices, leaders in the ABA, NYSBA, and NYC Bar Non-Profit/ Public Interest Sector, and associates at Big Law.

You will be joining a diverse group of talented professionals in a close-knit team working to fight fiercely for the rights of the American immigrant worker community and fearlessly to protect the everyday consumers from big corporations. Fellow coworkers serve as mentors and are graduates of top law schools and universities across the nation including Harvard, Yale, University of Pennsylvania, University of Virginia, Columbia, NYU, Fordham, Cornell, Boston, Vanderbilt, Emory and Tulane Law Schools.

To apply, please attach your Resume, Cover Letter, Legal Writing Sample, Chinese/Spanish Writing Sample, Transcript, and List of Cases in which you are the attorney of record to your application. Your application and supporting materials will be kept confidential.

Successful candidates must be available for an in-person interview in Flushing, Queens. The scheduling is flexible.

**Desired Class Level:** Graduate/Alumni

Posting Date: August 21, 2019

**Expiration Date:** September 21, 2019

**Contact:** Ms Tiffany Troy

HR Coordinator

41-25 Kissena Blvd, Suite 119 Flushing,

New York 11355 United States

http://troypllc.com

Resume Receipt: E-mail

**Default email for resumes.:** recruit@troypllc.com

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

## **Commercial Litigation Associate**

Murphy Partners LLP (Newark, NJ)

Position Type: Full-time

Practice Area(s): Real Property

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

PA)

#### **Description:**

Murphy Partners LLP is a boutique law firm specializing in commercial real estate. The firm's attorneys regularly represent businesses, developers, and individuals in complex commercial real estate transactions, including acquisitions and sales, leasing, and financing matters, as well as real estate litigation such as property tax appeals and landlord-tenant disputes.

The firm is currently seeking a commercial litigation attorney to join our growing team. The ideal candidate will possess the following:

- 1 to 3 years of experience as a commercial litigation attorney.
- Strong research and writing skills.
- Experience with motion practice, depositions, and pleadings.
- Clerkship preferred.
- Bar Admission required (attorneys who have passed the UBE in any State can waive into NJ and NY)

Salary: Competitive salary commensurate with experience.

Location: Newark, New Jersey

Position: Full-time

If interested, please send a cover letter, resume, and writing sample to kmurphy@murphyllp.com.

**Desired Class Level:** Graduate/Alumni

Posting Date: August 21, 2019

**Expiration Date:** September 14, 2019

**Contact:** Murphy Partners LLP Kellen F. Murphy

Managing Partner

24 Commerce Street Suite 1302 Newark,

New Jersey 07102 United States http://www.murphyllp.com

Resume Receipt: E-mail

Resume Receipt: E mai

Default email for resumes.: kmurphy@murphyllp.com

Additional Documents: Cover Letter, Writing Sample

ID: 4879

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

Troy Law, PLLC (Flushing, New York)

**Position Type:** Full-time

Practice Area(s): Employment

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

PA)

#### **Description:**

Troy Law is seeking Experienced Wage and Hour Associates. We are a fast-growing Employment Litigation Boutique in Flushing, Queens, NY whose primarily focus is fighting for underpaid and overworked immigrant workers throughout the United States.

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

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

#### Requirements:

Candidates must have at least two (2) years of relevant TRIAL experience in wage-and-hour and employment discrimination law before US district courts; who is Admitted in New York Federal Bar for at least one (1) year, and preferably in New Jersey;

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

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

Working at Troy Law puts you at the cutting edge of the nation's wage-and-hour and employment litigation advocacy. We are one of the largest firms in case load in the nation's Fair Labor Standards Act wage-and-hour litigation, and the largest firm in case load for the Chinese-American immigrant community, with over 300 cases

pending in federal and state courts throughout the nation.

It is a challenge that demands a demonstrated interest in the employment and consumer protection law, the keen intellectual curiosity of an academic and a passion for public interest. The experience, exposure and relationships you gain here will put you on a path to a distinguished career in the public services. The connections you forge and the experience you gain are invaluable, and Troy Team alumni have gone on become federal and state judicial clerks, civil rights attorneys at the ACLU, Legal Aid Society, and Public Defenders' Offices, leaders in the ABA, NYSBA, and NYC Bar Non-Profit/ Public Interest Sector, and associates at Big Law.

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

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

- Complaint Filing Date;
- Court;
- Index Number;
- Brief Description of Nature of Case (Wage-and-Hour or Employment Discrimination, including whether the case is a class-action case); and
- Your involvement in the case (in intake, computation of damages, motion drafting, and other pertinent information).

All your information will be kept confidential.

Successful candidates must be available for an in-person interview in Flushing, Queens. The scheduling is flexible.

**Desired Class Level:** Graduate/Alumni

Posting Date: August 21, 2019

**Expiration Date:** September 21, 2019

**Contact:** Ms Tiffany Troy

HR Coordinator

41-25 Kissena Blvd, Suite 119 Flushing,

New York 11355 United States

	http://troypllc.com
Resume Receipt:	E-mail
<b>Default email for resumes.:</b>	recruit@troypllc.com
Additional Documents:	Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>ID:</b> 4883	

### **Associate Attorney**

Stember Cohn & Davidson-Welling, LLC (Pittsburgh, PA)

**Position Type:** Full-time

**Practice Area(s):** Civil Rights, Employee Benefits, Employment, Labor, Litigation

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

#### **Description:**

Stember Cohn & Davidson-Welling, LLC, a downtown Pittsburgh four-attorney employee-rights, union-side law firm, which also has an ERISA class action pension and employee benefit practice, seeks an associate. Pennsylvania bar admission (by Fall 2019) is required. Applicants should have a strong academic background, excellent research and writing skills, and a demonstrated commitment to employee and labor rights. Several years of relevant experience preferred, but all levels of experience will be considered. This position offers litigation opportunity, substantial client interaction, and case management responsibility in a team-oriented environment. Salary negotiable depending on experience. Email resume, cover letter, writing sample, and law school transcript.

**Desired Class Level:** Graduate/Alumni

Posting Date: August 19, 2019

**Expiration Date:** September 17, 2019

Contact: Ms. Tina M. Schaeffer

Office Manager

The Hartley Rose Building 425 First Avenue, 7th Floor Pittsburgh, Pennsylvania 15219

United States

http://www.stembercohn.com

Resume Receipt: E-mail

**Default email for resumes.:** tschaeffer@stembercohn.com

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

## **Director of Continuing Legal Education**

WVU

Position Type: Full-time

Practice Area(s): All Practice Areas

#### **Description:**

#### **Description**

The College of Law at West Virginia University invites applications for the position of Director of Continuing Legal Education. The Director is responsible for leading a comprehensive and practical continuing legal education (CLE) program which meets the needs and demands of lawyers and assists them in practicing professionally, competently, and ethically. This experienced professional must be visionary, strategic, creative, energetic, personable, and an effective day-to-day manager of CLE initiatives to complement the College's mission, vision, and strategic plan.

In order to be successful in this position, the ideal candidate will:

#### **Curriculum Development/Offerings**

- •Develop and implement an annual comprehensive and practical continuing legal education curriculum for lawyers throughout the state while working with various constituents to offer such a diverse and relevant curriculum
- •Research and assess developments in state and federal legislation, judicial decisions, professional and model rules, law practice management, and other relevant areas to identify current and future continuing legal education needs
- •Integrate emerging technologies to provide innovative and cost-effective CLE offerings
- •Provide offerings in various geographical locations throughout the state to foster, build, enhance, and maintain relationships with constituents and stakeholders while supporting the College of Law's mission and the University's land grant mission
- •Identify and recruit CLE faculty and work closely with them in developing their oral, written, and multimedia presentations

- •Manage the production of digital recording of all continuing legal education offerings and ensure the accuracy of such recordings
- •Direct the development and organization of handbooks (hardcopy and/or electronic) for materials covered in each offering
- •Maintain records/verification for attendees at each offering

#### **Strategic Planning and Assessment**

- •Lead the strategic planning, assessment, and evaluation of the CLE initiatives in alignment with the College's strategic plan
- •Provide continuous assessment of CLE initiatives and evaluation of individual offerings leading to the development and implementation of new or revised educational offerings
- •Assess offerings and overall operations of the CLE program compared to national benchmarks and best practices
- •Integrate information, policies, and resources for the determination of decisions, solutions, alternatives, and other outcomes associated with CLE
- •Conceptualize and prioritize objectives, exercise independent judgment, and organize work effectively and efficiently to lead CLE initiatives

#### **Internal and External Relationships**

- •Establish and maintain effective working relationships with various constituencies of attorneys, the West Virginia State Bar, other bar associations, faculty, administrators, alumni, and University partners
- •Coordinate with Assistant Dean for Budget, Finance, and Operations in all areas of financial analysis and reporting
- •Actively participate in professional associations and professional development opportunities to enhance leadership skills and maintain an awareness of current and new trends in continuing legal Education

•Participate and attend the College's various events, including graduation/hooding, Dean's Partners, alumni receptions, Homecoming, and symposia

#### **Administrative**

- •Coordinate the various resources/services available
- Manage fiscal resources
- •Generate sponsorship revenue
- Maintain e-commerce platforms
- •Interpret, implement, or enforce University and College policies and procedures
- •Certify that CLE offerings conform to MCLE rules and regulations
- •Respond to/record attendance requests
- •Negotiate contracts with speakers, vendors, and other professional organizations and government entities
- •Provide attentive and timely responses to administrative matters

#### Qualifications

- Juris Doctor required.
- •A minimum of five years of demonstrated progressive experience; experience in leading a continuing legal education program is preferred; experience in fiscal management is required; experience in higher education setting is beneficial as well as event and/or program planning, organization, and implementation.
- •Excellent oral and written communication skills are required, as well as demonstrated strong analytical, organizational, and interpersonal skills. A strong commitment to collaboration is required to thrive in this team-centered environment.
- •Additional preferred qualifications include: strong computer skills; demonstrated leadership ability, including strategic planning, budget analysis and management, program development, and personnel and project management. In addition, the following

- qualities and capabilities will be essential for the position.
- •Possess an engaging, positive, and approachable personality that invites collaboration, builds mutual respect, and demonstrates a commitment to diversity and inclusion and an ability to work with individuals or groups from diverse backgrounds
- •Exhibit and sustain a high degree of energy and drive that engages others
- •Possess a vision for, and comprehensive understanding of, an engaging CLE program and its relationship to the College of Law and the West Virginia State Bar
- •Possess a strong work ethic and ability to prioritize and organize multiple responsibilities and goals; demonstrated ability to make independent and informed decisions
- •Demonstrated awareness of current issues in legal practice and education
- •Demonstrated record of superior communication and presentation skills, successful relationship-building, and collaboration with internal constituencies (e.g., students, faculty, staff and stakeholders of the College of Law) and external constituencies (e.g., alumni, attorneys, the judiciary, and members of the local community)
- •Position requires after hours, weekend hours, and travel throughout the State.

#### Requirements

- Resume
- Letter of Interest
- •Valid driver's license
- •Admission to and membership in good standing of the Bar of any state.

Desired Class Level:	Graduate/Alumni
Posting Date:	August 19, 2019
Expiration Date:	September 18, 2019
Salary Range:	Not Applicable
Contact:	Human Resources
Resume Receipt:	Other (see below)
How to Apply:	https://wvu.taleo.net/careersection/staff/jobdetail.ftl? job=12739&tz=GMT-04%3A00&tzname
Additional Documents:	Cover Letter, Other Documents
Requested Document Notes:	•Resume •Letter of Interest •Valid driver's license •Admission to and membership in good standing of the Bar of any state.
ID:	4876



#### **Financial Services Associate**

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

**Description:** 

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

**Desired Class Level:** Graduate/Alumni

Posting Date: August 19, 2019

**Expiration Date:** September 25, 2019

**Contact:** Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina

28202 United States

Resume Receipt: Other (see below)

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

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

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

## **Financial Services Associate - Structured Capital**

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

**Description:** 

Moore & Van Allen PLLC, a large southeastern law firm with a national practice, is seeking an experienced transactional lawyer for its Charlotte office working in the Financial Services practice. Typical transactions include representation of both lenders in senior bank credit facilities and investors making structured capital investments. Preferred candidates would have two to six years of transactional experience, and must have a working knowledge of structured capital investments and documentation used in connection therewith, including senior debt documents, warrants, direct equity investments and convertible notes. Unique opportunity to represent both banks and structured capital investors. Excellent academic performance and strong interpersonal skills are required.

**Desired Class Level:** Graduate/Alumni

Posting Date: August 19, 2019

**Expiration Date:** September 25, 2019

Contact: Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina

28202 United States

Resume Receipt: Other (see below)

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

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

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

## **Liability Defense Attorney**

Franklin & Prokopik

**Position Type:** Full-time

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

MN, WI)

**Description:** 

Liability Defense Attorney in our Martinsburg, WV office. Our primary practice areas are: products and premises liability, slip and fall, construction, nursing home, med-mal, auto tort and trucking. West Virginia Bar required. Salary is commensurate with experience. We are an EEO employer, offering an excellent benefits package. Please email resume and salary requirements. No phone calls please.

**Desired Class Level:** Graduate/Alumni

Posting Date: August 19, 2019

**Expiration Date:** December 31, 2019

Contact: Tara L. Valenza

Director of Human Resources

The B&O Building 2 N. Charles Street Suite

600 Baltimore

Resume Receipt: E-mail

**Default email for resumes.:** employment@fandpnet.com

## **Advocate (telecommute)**

The Borgen Project

**Position Type:** Internship

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

**Geographic Preference:** Unknown

#### **Description:**

The Borgen Project is an innovative national campaign that is working to make poverty a focus of U.S. foreign policy. This is a great entry-level volunteer position for someone looking to be part of The Borgen Project. Advocates can operate from anywhere in the U.S.

- Attend one (30-60 minute) national conference call every week (5PM PDT, 6PM MDT, 7PM CDT, 8PM EDT).
- Serve as an ambassador for the world's poor. Build awareness of the issues and ways people can help.
- Manage and implement fundraising campaigns.
- Represent The Borgen Project in your city. Attend events and engage people in the cause.
- Contact congressional leaders in support of key poverty-reduction programs.
   Qualifications:
- Excellent overall communication skills: oral, written, presentation.
- Ability to self-manage and prioritize assignments.

We respond to every applicant within 14 days. Please check your spam folder for our emails and if nothing has been received, please email us at hr@borgenproject.org

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

Posting Date: August 17, 2019

**Expiration Date:** September 17, 2019

**Contact:** Borgen Project

Seattle, Washington 98107 United States

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

**Default email for resumes.:** hr@borgenproject.org

**How to Apply:** Learn more at http://borgenproject.org.

Email your resume and cover letter to hr@borgenproject.org with "Advocate" in

the subject line.



## **Assistant Public Defender for the Tenth Judicial Circuit**

Office of the Public Defender/Beckley, WV (Beckley, West Virginia) Tenth Judicial Court

**Position Type:** Full-time

Practice Area(s): Criminal - Defense

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

MN, WI)

**Description:** 

Job opening of Assistant Public Defender for the Tenth Judicial Circuit in Beckley, West Virginia. Responsibilities include: Criminal Defense representation, Felony and Misdemeanor, Appeal Work before the West Virginia Supreme Court of Appeals, juvenile cases, Writ of Habeas Corpus, Abuse and Neglect cases, Extradition, Parole and Probation violations.

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

Posting Date: August 16, 2019

Expiration Date: September 10, 2019

Contact: Susan Delp

Office Manager/Legal Assistant

220 N. Kanawha Street, Suite 2 Beckley,

West Virginia 25801 United States

Resume Receipt: E-mail, Accumulate Online, Other (see

below)

**Default email for resumes.:** sdelp@raleighdefender.org

**How to Apply:** Resumes must be postmarked no later

than September 10,2019

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

Sample

Requested Document Notes: Please send Resumes, References and

Telephone numbers immediately

## **Intellectual Property Transactional Associate**

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

**Description:** 

Moore & Van Allen PLLC has an immediate need in its Charlotte office for an associate with two to five years of transactional experience (e.g., IT, licensing, outsourcing, manufacturing, distribution, and/or M&A contracts and negotiations). Experience in data privacy and data socurity matters is a plus, but not required

data security matters is a plus, but not required. Excellent academic performance and strong interpersonal skills required. Equal Opportunity

Employer.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** August 15, 2019

**Expiration Date:** September 21, 2019

Contact: Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina 28202

United States

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

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

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

## Bosch Fellow- Professional & Intercultural Exp. in Germany

Robert Bosch Foundation Fellowship Program (New York, NY)

Position Type: Full-time, Fellowship

#### **Description:**

The Robert Bosch Foundation and Cultural Vistas invite US professionals to apply for the **Robert Bosch Foundation Fellowship Program**, to be held in 2020-2021. Bosch Fellows act as consultants in their field of expertise at leading public or private institutions in Germany. In addition, Bosch Fellows participate in professional seminars, where they travel to meet and exchange ideas with topic area experts in transatlantic relations across Germany. Fellows are from the fields of public policy and administration, foreign and security policy, urban and regional planning, business, journalism and communications, law, or cultural and arts management (i.e. museum, theater, orchestra). This will be the final round of the Robert Bosch Foundation Fellowship Program.

#### **PROGRAM HIGHLIGHTS:**

- -Professional Assignment(s) in German institutions such as the federal government and parliament, private corporations, law firms, NGOs, and major German print, media and cultural organizations.
- -Seminars throughout Germany where fellows meet with topic area experts in the public and private sectors, gaining an in-depth understanding of current issues facing the European Union and Germany.
- -Monthly stipend within the range of EUR 3,200 to 3,700 starting in October, summer stipend of EUR 1,500 from July through September, and compensation package including health insurance and coverage of program-related travel costs; exact amount of stipend is dependent upon the number of accompanying family members.
- -**German language training** provided before departure for the program and in Germany. No German language skills required at time of application.
- -Lifelong membership in the **Robert Bosch Fellowship Alumni Association** and the broader **Bosch Alumni Network (BAN)**.

#### **QUALIFICATIONS:**

Candidates for the Robert Bosch Foundation Fellowship Program must meet the following requirements:

- -U.S. citizen
- -40 years of age or younger at the application deadline
- -Minimum 5 years of relevant, full-time work experience in target fellowship field (excluding internships)
- -Graduate degree preferred
- -Evidence of outstanding professional performance and academic achievement
- -Sincere commitment to furthering the transatlantic relationship
- -Active participation in community and/or public affairs

#### **APPLICATION DEADLINE: November 1**

For further information and to access the online application, please visit our website: www.culturalvistas.org/bosch.

#### **REQUIRED DOCUMENTS:**

Applicants must submit the following documents online:

- -Application form
- -Short essay questions
- -Resume
- -Official transcript of academic degree(s)
- -Two letters of recommendation in English. Recommenders should be recent supervisors or professional mentors who have worked closely with the applicant.

For more information about the Robert Bosch Foundation Fellowship Program or application process please contact:

**Cultural Vistas** 

US Representative for the Robert Bosch Foundation Fellowship Program

233 Broadway, Suite 2120

New York, NY 10279

Tel. (212) 497-3527

Email. bosch@culturalvistas.org

Web. www.culturalvistas.org/bosch

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

Posting Date: August 14, 2019

Expiration Date: September 20, 2019

**Contact:** Katherine Henly

Associate Program Manager

Cultural Vistas 440 Park Avenue South, 2nd Floor New York, New York 10016-8012 United States

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

**How to Apply:** https://carl.culturalvistas.org/CARL/pt/request/?

prgm\_code=Bosch

## **Environmental Attorney**

Cole Schotz PC

Position Type: Full-time

**Description:** 

COLE SCHOTZ P.C.

## **ENVIRONMENTAL ATTORNEY - NEW JERSEY AND/OR NEW YORK OFFICES:**

Prominent mid-Atlantic law firm with multiple regional office locations is seeking an environmental attorney with 2-5 years of experience practicing environmental law or strong relevant work experience. NJ or NY bar admission required.

Our environmental practice group is a sophisticated and collaborative team with broad-based experience offering an extraordinary opportunity for a challenging and rewarding practice spanning federal and state environmental laws and their impact on compliance and transactions. We seek individuals with relevant environmental experience and demonstrated commitment to the practice of environmental law, with strong credentials, who are devoted to meeting the highest standard of excellence.

We offer an excellent compensation package and comprehensive benefits program. Please e-mail resume to:

Gayle P. Englert

Chief Human Resources Officer

Cole Schotz P.C.

Court Plaza North

25 Main Street, P.O. Box 800

Hackensack, NJ 07602-0800

genglert@coleschotz.com

Please visit us at our

website. www.coleschotz.com

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

Cole Schotz is an Equal Opportunity Employer

**Desired Class Level:** Graduate/Alumni

Posting Date: August 14, 2019

**Expiration Date:** September 18, 2019

**Contact:** Chief Human Resources Officer Gayle

Englert

25 Main Street Hackensack, New Jersey

07601 United States

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

**Default email for resumes.:** genglert@coleschotz.com

#### **Law Clerk**

Court of Common Pleas of Washington County (Washington

**Position Type:** Full-time

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

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

NJ, PA)

**Description:** 

There is a Law Clerk position available August 30, 2019, with Judge Traci McDonald-Kemp 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.

**Desired Class Level:** Graduate/Alumni

Posting Date: August 13, 2019

**Expiration Date:** September 13, 2019

**Contact:** Pene Cecil

Secretary

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

States

Resume Receipt: Other (see below)

**How to Apply:** Please send cover letter, resume and

unofficial transcript to:

Patrick R. Grimm, Esa. District Court Administrator Washington County Courthouse One South Main Street, Suite 2004

Washington, PA 15301

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

Documents

Requested Document Notes: Please send cover letter, resume and

unofficial transcript

# **Intellectual Property Litigation Associate**

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

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

**Description:** 

Moore & Van Allen PLLC has an immediate need

in its Charlotte office for an Intellectual

Property Associate with one to four years of IP-

focused litigation experience. Qualified

individuals preferably will be admitted to the Patent Bar or qualified to sit for the Patent Bar Examination. Excellent academic credentials

and strong interpersonal skills are required. Equal Opportunity Employer.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** August 9, 2019

**Expiration Date:** September 15, 2019

**Contact:** Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina 28202

United States

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

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

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

# **Securities/Corporate Associate**

Moore & Van Allen (Charlotte, NC)

**Position Type:** Full-time

**Description:** 

Moore & Van Allen, a large southeastern firm with a national practice, is seeking a securities/corporate associate for the Capital Markets team. This attorney will handle capital markets transactions, securities regulation issues, mergers & acquisitions and general business matters. Preferred experience will include preparing and reviewing disclosure filings including offering materials and periodic reports, handling corporate governance matters, and drafting acquisition documents, joint venture agreements and general commercial contracts. Accounting and/or finance background and understanding of financial statements helpful. Excellent academic record and strong communication skills are required.

**Desired Class Level:** Graduate/Alumni

Posting Date: August 8, 2019

Expiration Date: September 14, 2019

**Contact:** Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina

28202 United States

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

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

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

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

# **Staff Attorney**

Great Lakes Environmental Law Center

Position Type: Full-time

## **Description:**

The Great Lakes Environmental Law Center is seeking to hire a staff attorney to further its work to address environmental injustice and to help Michigan residents identify legal and policy solutions to environmental issues that impact their health and quality of life.

We work on a wide range of issues, including water quality, drinking water quality and affordability, air quality, and urban agriculture. We also utilize a wide array of strategies, including policy development and litigation.

We practice community lawyering, which entails us providing our legal knowledge and skills to residents, community groups, and other nonprofits to help them address environmental issues in a collaborative manner. In doing so, we seek to educate communities about how the law may be used to address an environmental issue in a manner that they deem to be appropriate and effective so that the people we work with are empowered.

Through our partnership with the University of Detroit Mercy School of Law, we also regularly work with law students in their Environmental Law Clinic.

#### **Desired Qualifications**

- Must have a J.D. and be admitted to practice before the bar of at least one state, and be in good standing.
- If not admitted to practice by the Michigan State Bar, applicants must be willing and able to seek and obtain admission to the Michigan State Bar promptly upon hiring.
- 3-6 years practicing law is required
- Candidates with experience practicing environmental law is preferred
- All candidates must have a strong, demonstrated interest in environmental law, as well as racial and economic justice.

Experience with litigation and other adversarial proceedings is preferred.

- Proven ability to work autonomously
- Experience working with racially diverse community groups.
- Experience communicating with a variety of audiences through speaking engagements and the media to advocate for GLELC's clients and causes.

## Compensation

Compensation is dependent on experience and qualifications, and will be in the range of \$55,000 to \$75,000 per year. All staff at the Great Lakes Environmental Law Center receive reimbursement for health care expenses, paid time off, and paid maternity and paternity leave.

**Desired Class Level:** Graduate/Alumni

Posting Date: August 6, 2019

**Expiration Date:** September 12, 2019

**Contact:** Executive Director Nick Leonard

Executive Director

4444 Second Avenue Detroit, Michigan

48201 United States

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

**Default email for resumes.:** nicholas.leonard@glelc.org

## Tax Associate

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

**Description:** 

Moore & Van Allen, PLLC, a large southeastern law firm, is seeking a tax associate to work in our Charlotte office. The associate will assist with acquisition planning, strategies and analysis as well as post acquisition matters including foreign tax credits, foreign source income analysis, tax treaty consultation, etc. Qualified candidates will have one of the following: JD or CPA or LLM in Taxation and at least four years of experience in mergers and acquisitions and providing tax services on a corporate level, international tax experience is a plus. Competitive compensation package includes full benefits. Equal Opportunity Employer.

**Desired Class Level:** Graduate/Alumni

Posting Date: August 6, 2019

**Expiration Date:** September 12, 2019

**Contact:** Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina

28202 United States

Resume Receipt: Other (see below)

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

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

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

# **Intellectual Property Prosecution Associate**

Moore & Van Allen (Charlotte, NC)

Position Type: Full-time

**Practice Area(s):** Intellectual Property

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

**Description:** 

Moore & Van Allen, PLLC has an immediate need in its Charlotte office for an Intellectual Property associate with one or two years of IP

focused patent prosecution experience.

Qualified individuals will have an undergraduate

degree preferably in either Electrical

Engineering, Mechanical Engineering, Computer Engineering or Chemical Engineering. Excellent academic performance and strong interpersonal skills required. Patent Bar membership is preferred but proper academic degree to sit for

patent bar is required. Equal Opportunity

Employer.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** August 5, 2019

**Expiration Date:** September 11, 2019

**Contact:** Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina 28202

United States

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

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

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

## **Judicial Clerk**

The Supreme Court of Appeals of West Virginia

**Position Type:** Full-time

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

**Description:** 

Page 1 of 2

The Administrative Office of

The Supreme Court of Appeals of West Virginia

Position Announcement

SECOND JUDICIAL CIRCUIT MARSHALL COUNTY

EMPLOYMENT OPPORTUNITY

Moundsville, West Virginia

Position open until filled (Posted 8-1-2019)

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 Jeffrey Cramer. This position works under the

direct supervision of Judge Jeffrey Cramer in the Second Judicial Circuit, Marshall County, WV. This is a salaried

position. The position is described as follows:

CIRCUIT JUDGE LAW CLERK

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

plus benefits, and the annual salary for those who are members of the West Virginia State Bar is \$59,538.00,

plus benefits. Documentation from the West Virginia State Bar, i.e., Bar Dues Statement, will be required to

receive the higher salary.

Position Purpose: The Circuit Court Law Clerk will be responsible for providing legal support to Judge

Jeffrey Cramer. 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.

Page 2 of 2

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.

Equal Opportunity in Employment

It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to

recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion,

sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a

professional workplace in which individuals are accorded respect, and an environment free of harassment,

including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any

prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court

complies with government regulations and related Equal Employment Responsibilities where applicable.

**Application Process** 

To apply for this position, please direct the following application materials to the Law Clerk Program Coordinator

at sarah.loftus@courtswv.gov.

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).

http://www.courtswv.gov/Employment packet.pdf

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

made.

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

**Desired Class Level:** Graduate/Alumni

Posting Date: August 2, 2019

**Expiration Date:** September 30, 2019

Contact: Sarah Loftus

Law Clerk Program Coordinator

Building 1, Room E-100 1900 Kanawha Boulevard,

East Charleston, West Virginia 25305 United

States

Resume Receipt: E-mail

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

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

Sample, Other Documents

# **Staff Attorney**

Honigman LLP

Position Type: Full-time

Practice Area(s): All Practice Areas

## **Description:**

AM Law 200 Firm, Honigman LLP, has implemented an industry-setting Professional Attorney Track, a three-tiered non-partnership career trajectory. Honigman is looking for smart, highly motivated, organized self-starters with a commitment to legal excellence and technology adoption to join our Professional Attorney Track program. The Professional Attorney Track provides multiple opportunities for career advancement for attorneys that have the ambition and skills to work on big-law matters. This position is not a partnership track position, and therefore there are no business development obligations associated with it. Honigman is a premier business law Firm based in Michigan with an international practice. Regularly honored as one of the Best and Brightest Places to Work and a Top Workplace by the Detroit Free Press, we earned this recognition by hiring the best people and providing them with a great place to work and amazing employee benefits. With more than 300 attorneys practicing in 60 different areas of concentration, Honigman provides timely and cost-effective counsel to prestigious clients in numerous industries.

#### POSITION SUMMARY

Honigman Staff Attorneys enjoy exposure to a mix of practice areas across the Firm through assignments in various departments and practice groups. A particular area of initial focus will be corporate due diligence and litigation discovery work. Longer term, Staff Attorneys will have an opportunity to perform tasks for all six of Honigman's Departments, with the expectation that the Staff Attorneys will progressively develop a practice focus, as well as participate in secondments with clients as they may arise. Beyond traditional legal work, Staff Attorneys will also participate as key members of the Firm's legal operational efforts in adopting new practice technologies, legal project management functions, product/service development and more.

#### RESPONSIBILITIES

- Performs high quality research and writing.
- Effectively communicates at all levels of the Firm
- Demonstrates excellent problem solving skills.
- Keeps work organized in a logical manner; manages time and resources effectively; consistently tracks and meets deadlines.
- Demonstrates working knowledge of concepts, issues, and resources in relevant practice areas:
   Handles day-to-day document management of large document collections housed in review platforms;
- o Performs substantive document review using all available technology tools including analytics, threading, and predictive coding;
- o Works with document review platforms such as iPro Eclipse and Relativity and such other review platforms as required by a given matter;
- o Reviews and codes documents for responsiveness, relevancy, confidentiality, issues, and privilege and assists with preparation of privilege and redaction logs;
- o Retrieves and organizes documents and assists with deposition preparation, as required;
- o Prepares summaries and reviews memos for legal team regarding various fact issues in a case;
- o Handles M&A due diligence work.
- Understands and knows how to apply ethics rules and knows when to seek guidance on issues of ethics and professionalism.
- Takes the time to learn the assigning attorney's needs and the client's goals and is responsive and communicates regularly.
- Assumes ownership and manages assignments through to a successful conclusion; understands project budgets; and uses technology to accomplish tasks efficiently.
- Keeps client service team informed about issues and progress; readily volunteers to do his/her share; interacts respectfully at all times.
- Demonstrates high energy and enthusiasm in successfully completing work assignments on time.
- Reliability and punctuality are consistently demonstrated.
- Strives to continuously improve knowledge, skills and abilities and seeks guidance and feedback to improve performance and productivity.
- Takes ownership of and accepts responsibility for work performed.

#### **QUALIFICATIONS**

- J.D. degree from an ABA-accredited institution;
- Licensed Michigan or Illinois attorney in good standing preferred; may consider candidates

who are awaiting current bar examination results;

- Prior discovery experience working with document collections, reviews, and productions or equivalent experience preferred;
- Prior due diligence experience preferred;
- Ability to organize and prioritize numerous tasks and complete them under significant time constraints;
- Outstanding interpersonal, analytical, organizational, and communication (written and verbal) skills required;
- Must demonstrate adaptability and flexibility to new ideas and to new approaches; and
- Strong overall technology skills and must demonstrate a willingness to learn new applications as they become commercially available.

**Desired Class Level:** Graduate/Alumni

Posting Date: July 31, 2019

**Expiration Date:** September 30, 2019

**Contact:** Mrs. Michele Nolan

Manager of Staff Recruiting

660 Woodward Avenue Detroit, Michigan 48226

United States

http://www.honigman.com

**Resume Receipt:** Accumulate Online

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

Sample

## **AFL-CIO Fellowship Program**

AFL-CIO (Washington, D.C.)

Position Type: Fellowship

## **Description:**

The Legal Department of the American Federation of Labor and Congress of Industrial Organizations ("AFL-CIO") is offering a one-year fellowship beginning in September 2020. The fellowship offers an excellent opportunity for recent law school graduates to work with experienced union-side lawyers on a wide variety of issues.

The AFL-CIO is a voluntary federation of 55 national and international unions which represent over 12 million working women and men in the United States. The AFL-CIO works on a variety of fronts to improve the lives of working families, to secure social and economic justice in the United States, and to protect the interests of working people in the global economy. The AFL-CIO and its affiliates have been instrumental not only in negotiating good pay and benefits for union members, but also in the enactment and enforcement of laws that protect important rights for all workers, such as Title VII of the Civil Rights Act, the Occupational Safety and Health Act, and the Family and Medical Leave Act.

The Legal Department works on a wide range of litigation, policy, regulatory and legislative matters, and assists with organizing campaigns, corporate governance issues, and other AFL-CIO initiatives. The Legal Department also houses the Lawyers Coordinating Committee, a national organization of union-side attorneys, which issues various publications and holds educational conferences on a regular basis.

The AFL-CIO Fellow will work with lawyers in the AFL-CIO Legal Department and with other union lawyers around the country on a wide variety of matters. The Fellow will assist experienced lawyers working on cases and regulatory matters that affect the labor movement and the rights of workers. The AFL-CIO's litigation caseload includes cases in the U.S. Supreme Court and the U.S. Courts of Appeals and before the NLRB and a small number of state appellate courts. In addition, the AFL-CIO Legal Department frequently presents the views of the labor movement on federal regulatory initiatives affecting workers. Whenever possible, the Fellow will be given the opportunity to participate in

meetings with union lawyers and to attend oral arguments. The AFL-CIO Fellow will also participate in Lawyers Coordinating Committee activities, including preparation for attorney conferences, outreach to new labor lawyers and law students, and regular opportunities to attend LCC meetings and conferences.

The fellowship salary is in the range of \$65,000 to \$70,000 depending on experience. Benefits include excellent medical and dental insurance plus paid vacation.

Recent law graduates, judicial clerks, and third year law students are welcome to apply. Applicants should have excellent legal research and writing skills and enjoy legal research and appellate work. Applicants should also have a commitment to workers' rights and a desire to practice union-side labor law. The AFL-CIO is an equal opportunity employer and encourages all qualified applicants to apply.

**To Apply:** Applicants should submit a cover letter explaining their interest in the fellowship, a current resume, a transcript, a short writing sample, a letter of reference and a list of two additional references online at: https://aflcio.hirecentric.com/jobs/163613.html.

Letters of reference may also be mailed to the AFL-CIO's Office of the General Counsel ATTN: Fellowship Position, 815 Sixteenth Street, NW, Washington, DC 20006.

The application process is rolling but for full consideration, an application should be complete by **November 8, 2019**. Telephone inquiries are discouraged.

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

Posting Date: July 26, 2019

**Expiration Date:** November 8, 2019

Contact: Ms. Nancy Schiffer

Associate General Counsel

815 16th Street, N.W., Washington, District of

Columbia 20006 United States

**Resume Receipt:** Accumulate Online

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

Sample, Other Documents

# **Associate Attorney**

Sherman Law Firm (Romney)

Position Type: Full-time

**Practice Area(s):** Bankruptcy, Criminal - Defense, Disability,

Estate Planning & Probate, Litigation, Malpractice - Defense, Malpractice -

Plaintiff, Negligence & Personal Injury, Real Property, Worker's Compensation, LAW

**Description:** 

Law Firm in Eastern West Virginia with offices located in both Romney and Moorefield, West Virginia seeking an associate attorney licensed to practice law in the State of West Virginia. The law firm's practice is entirely litigation, primarily civil, but also criminal. Salary is negotiable and benefits are also available. Submit resumes to Sherman Law Firm, P.O.

Box 1810, Romney, West Virginia 26757.

**Desired Class Level:** Graduate/Alumni

Posting Date: July 23, 2019

Expiration Date: December 31, 2019

**Contact:** Mr. Lawrence E. Sherman, Jr.

CEO/Attorney

255 West Main Street romney, West

Virginia 26757 United States http://lshermanlawfirm.com

Resume Receipt: E-mail

**Default email for resumes.:** lesherman@leshermanlaw.com

**Additional Documents:** Cover Letter

## PART -TIME OFFICE ADMIN & HR ASSISTANT.

Hisense USA Inc. (Suwanee, GA)

**Position Type:** Part-time

Practice Area(s): All Practice Areas

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

#### **Description:**

We are looking for a reliable Office Administrator. They will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently. While you render services to the Company, you are free to engage in other employment, The ideal candidate will be competent in prioritizing and working with little supervision. They will be selfmotivated and trustworthy.

Key Responsibilities and Duties:

- Booking meetings, scheduling conference
- Dealing with correspondence, complaints and queries
- Managing office expenditure and budgets
- Answers phones and pages promptly and courteously. Provides excellent customer service, addresses needs of customers in a timely and effective manner
- Receiving and sending mail, couriers, and related services
- liaising with staff, suppliers and clients
- Possibly managing the social media channels of the company (company dependent)
- Ordering office supplies and special audio/video equipments
- Provide Administrative Support to staffs

#### **REQUIREMENTS/QUALIFICATIONS:**

- Reliability and discretion: you will often learn of confidential matters
- No prior retail or Administrative and retail experience required.
- Strong to excellent communication skills and willingness to work as part of a team.
- Strong attention to detail.
- Eligibility to work in the United States of America
- Strong work ethic and ability to work in a fast-paced environment.
- Courteous demeanour

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

Posting Date: July 22, 2019

**Expiration Date:** October 15, 2019

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

**Contact:** Mr Jeffrey Lui

7310 MCGINNIS FERRY ROAD SUWANEE,

Georgia 30024 United States http://www.hisense-usa.com

Resume Receipt: E-mail

**Default email for resumes.:** hr@hisensse.com

## **Associate Attorney West Virginia**

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

Position Type: Full-time

#### **Description:**

Small town WV law firm is looking for an associate attorney to help expand services provided. Law firm was established in 2005 and currently has (2) lawyers, (2) support staff - one of which is a certified paralegal. The ideal candidate will desire to engage in the practice of family law and criminal litigation. The Nestor Law Office is presently a personal injury, criminal defense, and bankruptcy law firm.

Salary is fixed and is also tied to income the associate attorney produces. First year expectations should be 45K-65K per year.

We do not require a transcript.

West Virginia bar admission or ability to become licensed to practice law in West Virginia in the near future is required.

**Desired Class Level:** Graduate/Alumni

Posting Date: June 27, 2019

**Expiration Date:** October 1, 2019

Contact: Mgr. William T. Nestor

Mgr.

1062 Harrison Avenue Elkins, West Virginia

26241 United States

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

**Default email for resumes.:** tynestor@yahoo.com

## **Corporate Attorney**

McClelland Legal Search

Position Type: Full-time

## **Description:**

3-4 years of experience with M&A, venture capital and general corporate work. Securities experience a plus. Accounting or finance background preferred.

### Hiring Criteria:

Experience with M&A, venture capital and general corporate work. Admitted in PA or willing to take the PA bar.

#### Location:

Pittsburgh area

#### **Materials requested:**

Resume , law school transcript and deal sheet

## **Deadline to apply:**

No deadline but search is active and interviews ongoing

## **Compensation Details:**

Compensation determined by experience

## **Desired years of Experience:**

3-6 years experience

# How we would like to receive the materials:

Interested candidates should send their information to : dianne@mcclellandlegalsearch.com

**Desired Class Level:** Graduate/Alumni

Posting Date: June 12, 2019

**Expiration Date:** September 30, 2019

**Contact:** Dianne McClelland

Resume Receipt: E-mail

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

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

# **Corporate/Real Estate Attorney**

McClelland Legal Search

Position Type: Full-time

#### **Description:**

Our client is looking for candidates with 5+ years of corporate/real estate experience. No book of business necessary. The position involves transactional corporate and real estate work. Collegial working environment, worklife balance firm.

## **Hiring Criteria:**

Experience with real estate and general corporate work. Admitted in PA

#### 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:**

5+ years experience

# How we would like to receive the materials:

Interested candidates should send their information to: dianne@mcclellandlegalsearch.com

**Desired Class Level:** Graduate/Alumni

Posting Date: June 12, 2019

**Expiration Date:** September 30, 2019

**Contact:** Dianne McClelland

Resume Receipt: E-mail

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

**Additional Documents:** Other Documents



# **HIPAA Investigator/Law Clerk**

Leidos (Reston, Virginia)

Position Type: Full-time

**Practice Area(s):** Civil Rights, Health

#### **Description:**

Leidos is seeking HIPAA Privacy Investigator(s) to join our team. The Mid-Level Privacy Investigator, follows established guidelines to investigate complaints alleging violations of the Privacy, Security and Breach Notification Rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This includes gathering, summarizing, and analyzing evidence pursuant to investigations and making recommendations for effectuating compliance to management and legal counsel. The HIPAA Investigator is also responsible for maintaining case files and responding to citizen correspondence and telephone calls. Currently, Leidos is seeking qualified individuals to join teams in Philadelphia, Dallas, Washington D.C., Denver, Seattle, Chicago, Los Angeles, Atlanta, San Francisco, New York City, Boston, and Kansas City.

#### **Basic Qualifications:**

- Experience reviewing and analyzing documents
- Comprehensive knowledge of the application of health information privacy laws to covered entities
- Law degree, or comparable combination of education and experience
- Prior experience conducting investigations and resolving difficult and complex matters
- Excellent interpersonal skills and a demonstrated ability to develop partnerships with external and internal stakeholders to advance the agency's mission
- Outstanding written and oral communication skills (i.e. Expertise in legal research, including use of LexisNexis and Westlaw, or equivalent, writing, and analytics)

#### Desired Skills:

- Knowledge of the Health Insurance Portability and Accountability Act (HIPAA) Act of 1996 and ability to use this knowledge in performing tasking;
- J.D. or master's degree (preferably in health or related field)
- CISSP and/or CISM, CISA, CIPP/CIPM/CIPT

- Experience in public speaking

- Strong interest in civil rights

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

Posting Date: May 2, 2019

Expiration Date: October 31, 2019

**Contact:** Liz Hoffman

Recruiter

230 Mall Blvd. King Of Prussia, Pennsylvania 19406

**United States** 

https://careers.leidos.com/

Resume Receipt: Other (see below)

**How to Apply:** https://careers.leidos.com/search/jobs?

q=mega&ns\_job\_category=mega-jobs

# **Immigration Attorney**

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

**Position Type:** Full-time

Practice Area(s): Immigration/Refuge

**Description:** 

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

Desired Class Level: Graduate/Alumni

Posting Date: January 15, 2019

**Expiration Date:** October 1, 2019

**Contact:** Laura Barton

Associate Attorney

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

https://mglaw.com/

Resume Receipt: E-mail

**Default email for resumes.:** lbarton@mglaw.com

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

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

Maryland Army National Guard - Staff Judge Advocate

Position Type: Part-time

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

**Description:** 

PART-TIME

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

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

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

No prior military experience required.

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

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

Further information at:

Https://www.nationalguard.com/jag

Https://www.goarmy.com/jag.html

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

Posting Date: November 15, 2018

**Expiration Date:** November 14, 2019

**Contact:** Wayne Xu

Resume Receipt: E-mail

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

**Additional Documents:** Cover Letter

