



**Land Use Clinician - Law**

West Virginia University College of Law, Land Use and Sustainable Development Law Clinic (WVU College of Law)

**Position Type:** Full-time

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

**Description:**

Land Use Clinician - Law job - WVU Research Corporation - Morgantown, WV

Where

Morgantown, 1/WV

Upload Your Resume

Land Use Clinician - Law

Company Info

WVU Research Corporation

The West Virginia University Research Corporation is seeking applications for a Land Use Clinician.

This position is responsible for assisting the Director with education and training directed at non-profits and federal, state and local government officials to promote adoption of sustainable land use policies and practices with a focus on research and writing in the areas of land conservation, land use law and policy.

In order to be successful in this position, the ideal candidate will Assist in the development and implementation of strategies for working with individuals, non-governmental organizations, governments and communities within West Virginia through research and writing in the areas of land conservation, land use law and policy. Assist the Lead Land Use Attorney with outreach, education and training directed at county and local government officials to promote adoption of sustainable land use policies and practices. Develop comprehensive plans and zoning ordinances and research and drafting on both traditional and innovative tools in the area of land use law and policy Train and supervise other staff, as well as second- and third-year law students, including advice on research and writing techniques. Contribute to the preparation of periodic reports describing the Clinic's activities, including the number of clients served and type of work performed Review substantive and administrative work of staff and students, including editing, proofreading and revision.

Qualifications

J.D. from ASA-accredited law school:

At least one (1) year of experience in clinic or public interest law practice involving land use, watershed protection, sustainability, energy or environmental issues

An equivalent combination of education and experience may also be considered Member in good standing of any U.S. State Bar preferred

Requirements:

Background check

Resume

Three professional references

About Research Corporation AA/EOE/Minorities/Females/Vet/Disability/E-Verify Compliant Employer.

Please view Equal Employment Opportunity Posters provided by OFCCP here.

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential Job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information Competitive salary and benefits offered For a complete job description and to apply for this position, please visit <http://hr.research1w.vu.edu> and click on the "View Jobs" link AA/ EOE/Minorities/Females/Net/Disability/E-verify compliant employer,

Job Posting - Dec 28, 2017

Posting Classification: Research Corporation Exemption Status: Exempt

Benefits Eligible: Yes Schedule Full-time

West Virginia University. 20 hours ago. Save Job. Original Job

**Desired Class Level:** Graduate/Alumni

**Posting Date:** January 2, 2018

**Expiration Date:** March 2, 2018

**Contact:** Ms. Katherine Garvey

Director

P.O. Box 6130 Morgantown, West Virginia 26506-6130 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [katherine.garvey@mail.wvu.edu](mailto:katherine.garvey@mail.wvu.edu)

**ID:** 3219

**Litigation Associate (Charleston, WV)**

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

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**Position Type:** Full-time

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**Practice Area(s):** Litigation

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

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**Description:**

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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** December 21, 2017

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**Expiration Date:** January 31, 2018

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**Contact:** Claire Ellis

Coordinator, Recruiting & Professional Development

P.O. Box 1616 United Center, 1085 Van Voorhis Rd., Suite 400 Morgantown, West Virginia 26507-1616

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**Resume Receipt:** E-mail

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

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

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**ID:** 3210

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**Associate Dean of Students**  
University of Richmond (Richmond Virginia)

**Position Type:** Full-time

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

**Description:**

Hiring - Staff Positions

Associate Dean of Students

The University of Richmond School of Law seeks a dynamic Associate Dean of Students to innovate, lead, and inspire. Reporting directly to the Dean, the Associate Dean of Students provides the leadership and strategic direction for a robust student life program that addresses all aspects of the law school student experience, from orientation to commencement. The Associate Dean of Students develops programming initiatives that cultivate an inclusive student community, facilitate student professional formation, and create an environment in which all students can thrive. The Associate Dean of Students also counsels students on the personal and academic issues they may face to facilitate the best legal education experience possible.

Inquiries and expressions of interest, which should include a cover letter and resume, may be directed to Professor Corinna Lain at [cbain@richmond.edu](mailto:cbain@richmond.edu). The University of Richmond is an equal opportunity employer committed to developing a diverse workforce and strongly encourages candidates who will contribute to these goals to apply. Access more information about the position and qualifications here.

Associate Dean of Students - 500139

SUMMARY:

The Associate Dean of Students provides leadership and strategic direction for a dynamic student life program that supports the intellectual, professional, and personal development of all students in the law school. As part of the Dean's leadership team, this position focuses on all facets of the student experience, from orientation to commencement, and seeks to create an environment in which all students can thrive. The Associate Dean of Students develops programming initiatives that cultivate an inclusive student community; facilitates interaction and communication among students, faculty, and staff; coaches students to use University resources to their best advantage in order to maximize their educational and professional experiences while in law school; and supports and counsels students on the personal and academic issues they may face throughout law school so that they have the best legal education experience possible.

**RESPONSIBILITIES:**

Strategic Programming:

Assess student programmatic needs for success in law school and beyond, and respond with strategic programming and other initiatives to meet those needs.

Develop programming initiatives that cultivate an inclusive student community, in collaboration with other diversity resources on campus.

Develop innovative programming for law students from orientation through commencement, including initiatives that enhance wellness, resilience, collegiality, and professionalism to maximize student opportunities for intellectual, professional, social, and personal development while in law school.

Partner with the Career Development Office to create programs and co-curricular opportunities that enhance students' familiarity with the profession (including professional norms and competencies) and career paths that might best fit their individual goals.

Develop structures to enhance the law school's delivery of integrated personal, academic, and career advising to students.

Counseling & Advising:

Provide counseling to students, particularly those with personal, academic, and medical issues, and provide referrals to University resources, including financial aid, medical, counseling, and psychological services.

Address student concerns relating to discrimination, including sexual harassment, violence, abuse, and bullying.

Coordinate the response to urgent student matters.

Address student conduct issues involving students in on-campus housing.

Advise students on law school and University policies.

Facilitate communication between the student body and the faculty to ensure students are receiving the advising and academic support they need.

Student Organization Oversight:

Oversee all law student organizations (30+ co-curricular and extracurricular activities) and associated budgets, and develop appropriate guidelines, policies, and procedures.

Provide leadership training to student leaders to enhance their leadership skills and development, assure the highest quality programming by their organizations, and increase opportunities for all students to form meaningful social and professional connections around common interests.

Provide strategic oversight in the planning and execution of major student organization events.

Work closely with the Student Honor Council and oversee the administration of the student Honor Code.

Support Services:

Serve on various University committees and task forces, including the Threat Assessment Team.

Collaborate with the University's Office of Disability Services; advise students on requesting disability accommodations; and oversee accommodations for students with disabilities, working with the faculty to assure appropriate classroom accommodations and coordinating exam accommodations.

Oversee exam administration.

Work with the Registration/Student Records Manager to certify students to sit for the bar exam.

QUALIFICATIONS:

Superb interpersonal communications skills

High energy and creativity

Ability to proactively identify and solve problems

Sound judgment

Strong counseling and conflict resolution skills

Ability to model professionalism in all interactions

Demonstrated commitment to diversity

Knowledge of legal education and matters of student affairs

EDUCATION & EXPERIENCE:

Law degree and five years of professional work experience required

Experience in counseling, mentoring, training, professional development, teaching or student engagement strongly preferred

WORK HOURS:

Full-time, exempt position

Monday – Friday, 8:30 a.m. - 5:00 p.m.; 7.75 hrs./day; 38.75 hrs./week

SALARY STRUCTURE:

Pay Grade 10

To see more detailed salary information please review the University of Richmond's Compensation Structure.

Located minutes from downtown Richmond, Virginia, the University of Richmond ([www.richmond.edu](http://www.richmond.edu)) blends the intimacy of a small college with exceptional academic, research, and cultural opportunities usually found only at large institutions. Richmond offers a unique combination of undergraduate and graduate programs. Our School of Arts & Sciences anchors Richmond as a nationally ranked liberal arts university. A ranked business school, the nation's first school of leadership studies, a highly respected law school, a nationally recognized international education program and the community-focused School of Professional and Continuing Studies build on that strong foundation and make this university something unique.

UR is committed to developing a diverse faculty, staff and student body, and to modeling an inclusive campus community which values the expression of differences in ways that promote excellence in teaching, learning, personal development and institutional success. In keeping with this commitment, our academic community welcomes candidates from diverse backgrounds and candidates who support diversity. EO

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 18, 2017

**Expiration Date:** January 31, 2018

**Contact:** Human Resources  
Human Resources

**Resume Receipt:** E-mail

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**Default email for resumes.:** HR\_recruiting@richmond.edu

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**Additional Documents:** Cover Letter

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**ID:** 3200

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**TRIAL ATTORNEY (Juvenile Section)**

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

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

GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT ANNOUNCEMENT NO: #18-011 POSITION

TITLE:

TRIAL ATTORNEY

(Juvenile Section)

POSITION GRADE &amp; SERIES: LS-12/1 to 13/1 SALARY RANGE: \$79,810 – \$94,915

Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines. OPENING DATE: December 14, 2017 CLOSING DATE: January 8, 2018 DURATION OF APPOINTMENT: Permanent AREA OF CONSIDERATION: Open to the Public

**WORKSITE LOCATION:**Office of the Attorney General for the District of Columbia  
Public Safety Division 441 4th Street NW Washington, DC 20001

NO. OF VACANCIES: One (1)

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

**DESCRIPTION OF DUTIES:** Youth involved in the juvenile justice system present myriad issues that may contribute to their court involvement. The District of Columbia Office of Attorney General seeks a creative and motivated trial attorney for the Juvenile Section of its Public Safety Division, which handles all juvenile prosecutions in the District of Columbia and cases involving delinquency offenses. The Section has jurisdiction to charge a juvenile for any criminal offense under the D.C. Code, Federal Code, or D.C. Municipal Regulations. Section attorneys work closely with other juvenile justice stakeholders to make appropriate charging decisions, interact with victims and witnesses, evaluate appropriate dispositions for involved juveniles, and litigate appropriate cases in the Superior Court's Family Division. The selected attorney will manage a caseload involving juvenile offenders and be expected to both litigate and develop comprehensive rehabilitative resolutions that will ensure the public safety.

Trial attorneys engage in all aspects of criminal litigation, including interviewing and preparing for testimony police and civilian witnesses, making charging decisions, researching, writing and litigating motions, managing all aspects of a trial calendar from intake through sentencing, and conducting community outreach.

**QUALIFICATIONS:** The candidate must have one to five years of trial experience, the ability to work across disciplines, and the ability to work with a high degree of independence. Experience prosecuting sexual assault, child sexual abuse, elder abuse, and human trafficking is preferred. The ideal candidate should also have a demonstrated commitment to work in the area of prosecution, with a sincere passion for seeking justice including through treatment courts and creative resolutions.

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

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

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

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

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

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

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

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

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

protected categories is prohibited by the Act. Discrimination in violation of the Act

will not be tolerated. Violators will be subject to disciplinary action.

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

**Desired Class Level:** Graduate/Alumni**Posting Date:** December 18, 2017**Expiration Date:** January 8, 2018**Contact:** Ms. Arlyntha Love  
Program Support Assistant  
441 4th Street N.W. Suite 1100S Washington, District of Columbia 20001 United States**Resume Receipt:** E-mail**Default email for resumes.:** Arlyntha.Love@dc.gov**Additional Documents:** Cover Letter, Writing Sample**ID:** 3201

**In-House Counsel (Omaha, NE)**  
Fidelity National Title Group (Omaha, NE)

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**Position Type:** Full-time

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**Practice Area(s):** Insurance, Real Property

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**Geographic Preference:** Upper Midwest (KS, NE, ND, SD)

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**Description:**

Fidelity National Financial, Inc. (NYSE:FNF), a Fortune 500 company, is the United States' largest provider of commercial and residential mortgage and diversified services. Fidelity National Title Group, a member of the Fidelity National Financial (NYSE: FNF) family of companies, is hiring Claims Counsels to fill multiple attorney positions in Omaha, Nebraska.

Responsibilities of the Claims Counsel role includes:

- \* Investigating the facts and issues of a claim, including but not limited to communicating with title officers, escrow officers, lenders, claimants, and other counsel
- \* Determining whether coverage exists and evaluating loss under the title policy
- \* Developing and carrying out a plan to resolve the claim
- \* Negotiate settlements and resolutions with claimants, opposing counsels, and third parties
- \* Directing outside counsel on litigation strategy through the course of claim administration and litigation
- \* Appear as company representative in court proceedings, mediations, and settlement conferences
- \* Managing the claim budget, review and approve outside counsel invoices and other expenses, and determine settlement and expense reserves
- \* Identify and pursue sources for recovery

**Job Requirements**

- \* Must possess excellent written and verbal communication, negotiation and organizational skills
- \* Law Degree required
- \* Licensed and in good standing to practice law in any state of the United States

**Additional Preferred Qualifications**

- \* 0-3 years of experience
- \* Excellent academic credentials

The Claims Counsel position gives attorneys the ability to make independent analysis, utilize strategic thinking to resolve complex issues, and to further develop litigation expertise. The candidate does not need to have title claims experience.

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

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**Posting Date:** December 15, 2017

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**Expiration Date:** January 15, 2018

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**Contact:** Rennae Ross  
2533 N. 117th Avenue Omaha, Nebraska 68164

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**Resume Receipt:** E-mail

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**Default email for resumes.:** rennae.ross@fnf.com

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** Cover Letters should be addressed to:

Ms. Rennae Ross  
Administrative Assistant  
Fidelity National Title Group  
2533 North 117th Avenue  
Omaha, Nebraska 68164

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**ID:** 3081

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**Trial Attorney (Discovery)**

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

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

POSITION VACANCY ANNOUNCEMENT ANNOUNCEMENT NO: #18-010 POSITION  
 TITLE:  
 TRIAL ATTORNEY  
 (Discovery)  
 POSITION GRADE & SERIES: LS-12/1 to 12/4 SALARY RANGE: \$79,810 – \$87,796

Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.  
 OPENING DATE: December 13, 2017 CLOSING DATE: January 3, 2018  
 DURATION OF APPOINTMENT: Permanent AREA OF CONSIDERATION: Open to the Public

**WORKSITE LOCATION:**

Office of the Attorney General for the District of Columbia  
 Public Safety Division, Criminal Section Special Projects and Litigation Support Unit 441 4th Street NW Washington, DC 20001

NO. OF VACANCIES: One (1)

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

**DESCRIPTION OF DUTIES:** The Public Safety Division of the Office of the Attorney General for the District of Columbia seeks a trial attorney to provide comprehensive discovery support in the Special Projects and Litigation Support Unit in the Public Safety Division.

The attorney will collect, review, redact and evaluate all potentially discoverable and exculpatory evidence, including body worn camera footage and police officer disciplinary records, to assess potential disclosures required by the prosecution under discovery rules and Brady. The candidate selected for this position will work primarily with the Criminal and Juvenile sections, and occasionally with the Mental Health and Domestic Violence sections.

The Criminal Section prosecutes adults who commit certain types of offenses within the District of Columbia. Specifically, the Section prosecutes all traffic offenses, including impaired driving, quality of life offenses, particular fraud matters against government agencies, and offenses within the Office of the Attorney General's prosecutorial authority. The Juvenile Section handles all juvenile prosecutions in the District of Columbia, as well as cases involving truancy and runaway violations. The selected candidate will work with the Section Chiefs and Assistant Section Chiefs in the Criminal and Juvenile Sections to enhance the Division's prosecution of cases.

**QUALIFICATIONS:** The candidate does not need prior litigation experience. However, the ideal candidate should have a demonstrated commitment to work in the area of prosecution, a sincere passion for seeking justice and fairness in the criminal justice system, and knowledge of the discovery rule and Brady v. Maryland and its progeny. The candidate must also possess high level of attention to detail.

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

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

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

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**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.

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**Desired Class Level:** Graduate/Alumni**Posting Date:** December 14, 2017**Expiration Date:** January 3, 2018

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

**Resume Receipt:** E-mail**Default email for resumes.:** Arlyntha.Love@dc.gov**Additional Documents:** Cover Letter, Writing Sample**ID:** 3196



**Client Manager, Inside (Carrollton, TX)**

Thomson Reuters (Eagan, MN)

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**Position Type:** Full-time

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

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

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**Description:**

The Inside Client Manager (CMI) is responsible for customer retention and increasing revenue, usage, and market-share in his/her assigned account territory. The Inside Client Manager leverages expertise in customer relations, practice experience or legal knowledge, and product mastery to increase customer retention and loyalty, remove obstacles, and communicate overall value to their customers, all while partnering with internal partners to renew existing contracts and create upsell opportunities.

As an Inside Client Manager you are expected to hit several key goals. These Include:

Hit or exceed 100% penetration of renewal campaigns  
Hit or exceed your annual targets around business reviews, sales referrals, training referrals and pre-sale demos and leverage the information gained to drive contract renewals and new sales revenue  
Drive retention of accounts through adoption, value reinforcement/ROI discussions and usage within your territory.  
Actively engage in the coaching process, partnering well with managers and individuals on your teams to share ideas and learn from each other.  
Accurately, and in a timely manner, log all activities and customer contacts in Salesforce.  
Pursue individualized development to improve performance not only in your current role, but for future career opportunities within Thomson Reuters.

In order to be successful in attaining these goals, a strong candidate will:

Be Receptive to Change. Demonstrating an openness and willingness to change behavior in response to new learnings and situations, and be an Agile Learner. Demonstrating the ability to rapidly learn new knowledge and acquire new skills  
Be Tenacious and Results Oriented by displaying resiliency in the face of adversity, creating an individual plan to achieve goals and measuring progress, and always acting with the end goal and business objective in mind.  
Work with a focus on Partnership by building and maintaining positive and productive working relationships with internal and external customers.  
Be Proactive. Always anticipating and preventing future problems, taking charge to bring about needed change, and taking initiative within your scope of responsibility.  
Prioritize. Self-direct your own activities and work through goal setting, time management and planning. Know what needs to be done first and act accordingly.  
Effectively negotiate. Explore all alternatives and positions to reach outcomes that gain the support and acceptance of all customers, both internal and external.

To be considered, all candidates must have these qualifications:

J.D. or equivalent legal experience  
Strong communication and presentation skills, especially via telephone  
High degree of professionalism  
Customer centric focus required  
Well-developed negotiation skills  
Excellent verbal and written communication skills  
Strong attention to detail and excellent organizational skills  
Ability to work independently and as part of a team in a fast-paced, changing environment

We are the leading source of intelligent information for the world's businesses and professionals, providing customers with competitive advantage. Intelligent information is a unique synthesis of human intelligence, industry expertise and innovative technology that provides decision-makers with the knowledge to act, enabling them to make better decisions faster. We deliver this must-have insight to the financial and risk, legal, tax and accounting, intellectual property and science and media markets, powered by the world's most trusted news organization.

As a global business, we rely on diversity of culture and thought to deliver on our goals. To ensure we can do that, we seek talented, qualified employees in all our operations around the world regardless of race, color, sex/gender, including pregnancy, gender identity and expression, national origin, religion, sexual orientation, disability, age, marital status, citizen status, veteran status, or any other protected classification under country or local law. Thomson Reuters is proud to be an Equal Employment Opportunity/Affirmative Action Employer providing a drug-free workplace.

Intrigued by a challenge as large and fascinating as the world itself? Come join us.  
To learn more about what we offer, please visit [careers.thomsonreuters.com](http://careers.thomsonreuters.com).  
More information about Thomson Reuters can be found on [thomsonreuters.com](http://thomsonreuters.com).

At Thomson Reuters, we believe what we do matters. We are passionate about our work, inspired by the impact it has on our business and our customers. As a team, we believe in winning as one - collaborating to reach shared goals, and developing through challenging and meaningful experiences. With more than 45,000 employees in more than 100 countries, we work flexibly across boundaries and realize innovations that help shape industries around the world. Making this happen is a dynamic, evolving process, and we count on each employee to be a catalyst in driving our performance - and their own.

As a global business, we rely on diversity of culture and thought to deliver on our goals. To ensure we can do that, we seek talented, qualified employees in all our operations around the world regardless of race, color, sex/gender, including pregnancy, gender identity and expression, national origin, religion, sexual orientation, disability, age, marital status, citizen status, veteran status, or any other protected classification under country or local law. Thomson Reuters is proud to be an Equal Employment Opportunity/Affirmative Action Employer providing a drug-free workplace.

Intrigued by a challenge as large and fascinating as the world itself? Come join us.  
To learn more about what we offer, please visit [thomsonreuters.com/careers](http://thomsonreuters.com/careers).

More information about Thomson Reuters can be found on [thomsonreuters.com](http://thomsonreuters.com)

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

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**Posting Date:** December 13, 2017

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**Expiration Date:** January 5, 2018

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**Contact:** Mr. Robert A. Duncan  
Duncan  
610 Opperman Drive Eagan, Minnesota 55123 United States  
<http://www.thomsonreuters.com>

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

**How to Apply:** <http://bit.ly/2kagx8g>

**ID:** 3193

**Client Representative, Inside (Carrollton, TX)**

Thomson Reuters (Eagan, MN)

**Position Type:** Full-time**Practice Area(s):** All Practice Areas**Geographic Preference:** South (LA, TX, OK, AR)**Description:**

The Client Representative is responsible for leveraging their expertise to retain and increase Thomson Reuters' solution and product revenue, usage and market-share in small law firm accounts in an assigned territory / small law firm segment. The Client Representative works with the customer over the phone and via the web utilizing skills related to legal research, teaching, sales and marketing.

Responsibilities include:

Meets and exceeds goals of increasing Westlaw customer revenue and usage in the assigned territory through telephone and web trainings and other related activities.  
 Contacts via phone required number of customers to provide customers with training on Westlaw and Thomson Reuters solutions to ensure customer's satisfaction.  
 Maintains a superior level of knowledge and understanding/expertise on Westlaw, other business of law products and practice areas relevant to law firm customers.  
 Maintains high level of knowledge and understanding of the business, systems, promotions and Thomson Reuter's objectives and all other applications as appropriate.  
 Promotes new products  
 Closely partners with appropriate field team and others on a formal and informal basis to achieve customer training and usage/revenue goals as well as overall customer satisfaction.  
 Accurately log and report daily activities via various business systems and departmental processes.  
 Perform other related duties/special projects as directed by management in a timely and accurate manner.

Qualifications:

J.D. required; license preferred  
 1-2 years legal experience preferred  
 Experience in law firm setting or with law firm customers preferred  
 Strong communication and presentation skills (both verbal and written), especially via telephone required.  
 Self-starter  
 Interested in working independently and in determining how best to get through to users  
 Desire to work closely with other departments  
 Customer retention and revenue focus required  
 Experience/background in online legal research tools  
 High degree of professionalism and flexibility  
 Strong customer-centric focus  
 Computer proficiency, including Microsoft Office suite and internet required  
 Ability to multi-task using phone and computer eight hours per day

In addition to competitive pay and benefits, Thomson Reuters offers specific sales and product training to ensure our employees have the abilities to meet and/or exceed expectations.

Thomson Reuters employees take pride in providing our customers around the world with information that is timely, accurate, unbiased and trusted. We have a profound respect for the professions and customers we serve and define our success in terms of their success. Our work environment is dynamic, innovative and entrepreneurial. We have a result-oriented culture that demands excellence, agility, and the desire to move quickly and precisely to seize opportunities. Our environment is both challenging and supportive - we give employees the opportunity to develop their skills and do their best work.

Thomson Reuters values diversity of culture and thought and seeks talented, qualified employees in all its operations around the world regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification under country or local law.

Thomson Reuters is proud to be an Equal Employment Opportunity/Affirmative Action Employer.

At Thomson Reuters, we believe what we do matters. We are passionate about our work, inspired by the impact it has on our business and our customers. As a team, we believe in winning as one - collaborating to reach shared goals, and developing through challenging and meaningful experiences. With more than 45,000 employees in more than 100 countries, we work flexibly across boundaries and realize innovations that help shape industries around the world. Making this happen is a dynamic, evolving process, and we count on each employee to be a catalyst in driving our performance - and their own.

As a global business, we rely on diversity of culture and thought to deliver on our goals. To ensure we can do that, we seek talented, qualified employees in all our operations around the world regardless of race, color, sex/gender, including pregnancy, gender identity and expression, national origin, religion, sexual orientation, disability, age, marital status, citizen status, veteran status, or any other protected classification under country or local law. Thomson Reuters is proud to be an Equal Employment Opportunity/Affirmative Action Employer providing a drug-free workplace.

Intrigued by a challenge as large and fascinating as the world itself? Come join us.

To learn more about what we offer, please visit [thomsonreuters.com/careers](http://thomsonreuters.com/careers).

More information about Thomson Reuters can be found on [thomsonreuters.com](http://thomsonreuters.com).

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

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**Posting Date:** December 13, 2017

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**Expiration Date:** January 5, 2018

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**Contact:** Mr. Robert A. Duncan  
 Duncan  
 610 Opperman Drive Eagan, Minnesota 55123 United States  
<http://www.thomsonreuters.com>

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

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**How to Apply:** <http://bit.ly/2ndI21R>

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**ID:** 3194

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**Senior Associate General Counsel 07270**

WVU General Counsel's Office (Morgantown, WV )

**Position Type:** Full-time

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

**Description:**

Senior Associate General Counsel 07270  
Description

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

Provide direct policy-making input and advice on matters of substantial magnitude related to critical University activities, policy questions and operation procedures and, as needed, draft, modify, or review institutional policies, procedures, and practices.

Assist the University, WVURC and UIC, and support staff assigned to the University, WVURC and UIC, for federal, state, and industry sponsored contract and research grant solicitation, negotiation, administration, and compliance.

Review, draft, and negotiate contracts on behalf of the University, WVURC, and UIC.

Provide advice and counsel on research related activities engaged in by the University, WVURC, and UIC, including, but not limited to federal, state, or administrative agency research and contract compliance issues, industry clinical research, and conflict of interest.

Provide, under supervision of GC, high quality advice to the Board on legal matters affecting the University, WVURC, and UIC.

Provide advice and assist in the negotiation and review of matters pertaining to acquisitions, public-private partnerships, strategic alliances, large-scale contracts and other commercial transactions and relations relating to the University, WVURC, and UIC corporate transactions.

Provide advice on issues related to the Family Educational Rights and Privacy Act (FERPA), the West Virginia Freedom of Information Act (WV FOIA), Family Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and/or the Health Insurance Portability and Accountability Act (HIPAA).

Conduct legal research and draft memoranda.

All other duties as may be assigned from time to time by the GC.

**Qualifications**

J.D. from an accredited law school.

At least 5 years of experience in 2 or more of the following areas: higher education law, transactional work, litigation, health care law, corporate law, in-house representation of a public agency or other complex organization, compliance with regulations governing federal research, export control regulations, and intellectual property.

In addition the successful applicant will have contract law and the negotiation and drafting of contracts.

Currently licensed to practice law in West Virginia, or become licensed in an agreed upon time frame

**Requirements Background Check**

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

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

**Job Posting**

: Dec 8, 2017

Posting Classification: Non-Classified

Exemption Status: Exempt

Benefits Eligible: Yes

Schedule

: Full-time

**Desired Class Level:** Graduate/Alumni

**Posting Date:** December 11, 2017

**Expiration Date:** January 31, 2018

**Contact:** Ms. Carol Murray  
Recruiter

**Resume Receipt:** E-mail

**Default email for resumes.:** carol.murray@mail.wvu.edu

**ID:** 3190

## 2018 Post-Graduate Fellowship

WV Fund for Law in the Public Interest (Morgantown)

**Position Type:** Fellowship

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

**Description:**

Memorandum

To: Class of 2018

From: Jennifer Powell, Executive Director, West Virginia Fund for Law in the Public Interest

Date: December 1, 2017

Re: Application for 2018 Post-Graduate Fellowship

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The WV Fund for Law in the Public Interest is pleased to announce the availability of one or more post-graduate public interest law fellowships to begin in the fall of 2018. Members of the WVU College of Law Class of 2018 are eligible to apply.

The purpose of the fellowship is two-fold. First, it is designed to acquaint new lawyers with the professional and personal satisfaction that comes from representing those who would otherwise have no voice in the legal system. Second, it is designed to bring bright, energetic, and talented lawyers into public interest work in West Virginia.

Applicants will be chosen based on their commitment to public interest legal work, history of public service, and the strength of his or her academic record.

Applicants will apply first to the WV Fund for Law in the Public Interest. The Fund will select the fellowship recipients. Once an applicant has been awarded the fellowship, then the successful candidate will contact one or more of the hosting organizations below to discuss his or her prospective employment. When the fellow and the organization of the fellow's choice come to an agreement on employment, the fellow will notify the Fund.

The eligible organizations are:

Childlaw Services	Disability Rights of WV
Legal Aid of West Virginia	Appalachian Mountain Advocates
West Virginia Public Defender	Mountain State Justice
West Virginia Senior Legal Aid	

Applicants are encouraged to visit the websites of these organizations to learn more about them.

The Fund will provide the hosting organization with \$50,000 to pay the fellow's salary and benefits for one year. Benefits are negotiated with the host site employer and may be paid out of the \$50,000. Fellows must sit for the West Virginia Bar Examination in July 2018. If the fellow fails to pass the West Virginia Bar Examination within two (2) attempts, he or she will lose the fellowship award. The fellows must both pass the bar and be sworn in to practice before his or her fellowship begins.

Please contact me if you have any questions. My office is in Room 100-Z of the law school; my email is Jennifer.powell@mail.wvu.edu; my office phone number is (304) 293-8555.

To apply, applicants must submit:

A cover letter (indicate which organizations you may want to work for here) addressed to me

Your updated law school resume (with GPA/rank)

A list of three professional references; one must be a law school professor

An unofficial law school transcript

A personal statement, not to exceed two double-spaced typed pages, that explains your background and interest in public interest work. Tell us why you should be awarded this fellowship and how it would fit into your overall career goals.

The application should be submitted to me, Jennifer Powell, Executive Director, West Virginia Fund for Law in the Public Interest, P.O. Box 6130, Morgantown, WV 26506. You may email that application to me, drop it off for me in my office at Room 100-Z, or drop it off for me at the reception area, Student Services Suite, Room 100.

The deadline to submit an application is Friday, January 19, 2018.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** December 6, 2017

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**Expiration Date:** January 19, 2018

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**Contact:** Ms. Jennifer Powell  
Executive Director  
WVU College of Law Morgantown, West Virginia 26505 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** jennifer.powell@mail.wvu.edu

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

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**Requested Document Notes:** To apply, applicants must submit:

A cover letter (indicate which organizations you may want to work for here) addressed to me

Your updated law school resume (with GPA/rank)

A list of three professional references; one must be a law school professor

An unofficial law school transcript

A personal statement, not to exceed two double-spaced typed pages, that explains your background and interest in public interest work. Tell us why you should be awarded this fellowship and how it would fit into your overall career goals.

The application should be submitted to me, Jennifer Powell, Executive Director, West Virginia Fund for Law in the Public Interest, P.O. Box 6130, Morgantown, WV 26506. You may email that application to me, drop it off for me in my office at Room 100-Z, or drop it off for me at the reception area, Student Services Suite, Room 100.

The deadline to submit an application is Friday, January 19, 2018.

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**ID:** 3182

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**Associate Attorney**

Gemondo & McQuiggan, LLP (Wheeling, WV, Bridgeport, WV, Canton, OH & Pittsburgh, PA)

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<b>Position Type:</b> Full-time
<b>Geographic Preference:</b> Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)
<b>Description:</b> Position: Associate Attorney (Full-Time)  Job Description: Oil and Gas Law Firm seeks highly motivated individual to assist with completion of certified mineral title work. License to practice law in West Virginia is required. Must have flexibility to relocate in close proximity to one of the following office locations (either Wheeling, WV area --- or Bridgeport, WV area). This is a competitive salary position with opportunity for advancement. Sustained commitment and performance will be rewarded. Serious and career-oriented people should respond by with resume attached. Please have all resumes and responses sent to mborutski@shalegaslawyers.com.  Or add to WVU LAW Gemondo & McQuiggan Resume Book on Symplicity
<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> December 6, 2017
<b>Expiration Date:</b> December 29, 2017
<b>Contact:</b> Melanie D. Borutski Administrative Manager 1144 Market Street Suite 101 Wheeling, West Virginia 26003 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> mborutski@shalegaslawyers.com
<b>Requested Document Notes:</b> Serious and career-oriented people should respond by with resume attached. Please have all resumes and responses sent to mborutski@shalegaslawyers.com.
<b>ID:</b> 2390

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**Solicitor General**

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

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

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL  
POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NO: #18-009

POSITION TITLE:

SOLICITOR GENERAL

POSITION GRADE &amp; SERIES: LX-2 Band

SALARY RANGE: \$151,379 – \$175,000

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

OPENING DATE: December 5, 2017

CLOSING DATE: January 2, 2018

DURATION OF APPOINTMENT: At-Will

Senior Executive Attorney Service

AREA OF CONSIDERATION: Open to the Public

WORKSITE LOCATION:

Office of the Attorney General

for the District of Columbia

Office of the Solicitor General

441 4th Street NW

Washington, DC 20001

NO. OF VACANCIES: One (1)

This position is outside of the collective bargaining unit.

DESCRIPTION OF DUTIES: The Office of the Attorney General for the District of Columbia seeks candidates for its Solicitor General vacancy. The Solicitor General reports to the Attorney General through the Chief Deputy Attorney General and is a member of the Attorney General's senior staff.

The Solicitor General is responsible for all of the District's civil and criminal appellate litigation before the District of Columbia Court of Appeals, the United States Court of Appeals for the District of Columbia Circuit, and the Supreme Court of the United States. Duties include:

Consulting with the Attorney General, Chief Deputy Attorney General, and Deputy Attorneys General on matters that are pending, or may be brought, before the District's appellate courts. Coordinating with the Deputy Attorneys General of OAG's litigating divisions on potential appellate matters. The Solicitor General makes the final recommendation to the Attorney General on whether any matter should be pursued before the appellate courts, and assigns matters to the appellate staff.

Supervising and evaluating attorneys and support staff assigned to the Office of the Solicitor General. Reviewing legal briefs filed by the attorneys to ensure consistency and high quality written advocacy. Assigning all of the District's appellate matters to appropriate staff. The Solicitor General may choose to write and/or argue particular cases himself or herself.

Developing written policies for District appellate practice and identifying training needs and suitable professional development programs for appellate advocacy and legal writing.

Maintaining a peer review and moot court system within the Office of the Solicitor General to ensure the highest quality written and oral appellate advocacy on behalf of the District of Columbia.

Monitoring the development of civil and criminal case law in the federal and local appellate courts.

Making the final recommendation to the Attorney General on whether the District of Columbia should

initiate or join amicus briefs with other state Attorneys General on issues of mutual interest, and otherwise collaborating with other AG offices on complex and high priority matters.

Representing the District of Columbia in various organizations such as the National Association of Attorneys General.

Meeting with high level District and federal officials on matters of particular significance.

This position is an at-will appointment by the Attorney General of the District of Columbia and is in the Senior Executive Attorney Service (SEAS). Compensation is set by the Attorney General on the LX-2 pay band using a multitude of factors, including prior managerial experience. The selected candidate is required to become a resident of the District of Columbia within 180 days of appointment and remain a District resident during the tenure of the appointment.

QUALIFICATIONS: The successful candidate must have significant relevant supervisory experience, strong interpersonal skills, and the ability to manage in a fast-paced litigation-oriented environment. In addition, the candidate must have strong appellate litigation experience and effective oral and written communication skills. The ideal candidate will also have substantive knowledge of OAG's practice areas and the operations of the District government.

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

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

HOW TO APPLY: Candidates should e-mail one PDF file which includes:

1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position;

2) résumé;

3) list of three references; and

4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to

Arlynthia Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

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

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

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

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

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

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

Violators will be subject to disciplinary action.

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

**Desired Class Level:** Graduate/Alumni**Posting Date:** December 6, 2017**Expiration Date:** January 2, 2018**Contact:** Ms. Arlynthia Love

Program Support Assistant

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

**Resume Receipt:** E-mail**Default email for resumes.:** Arlynthia.Love@dc.gov



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

**ID:** 3185

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**Trial Attorney (Antitrust)**

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

<b>Position Type:</b> Full-time
<b>Geographic Preference:</b> Mid-Atlantic (DE, MD, DC, VA)
<b>Description:</b>
<p>POSITION VACANCY ANNOUNCEMENT</p> <p>*AMENDED*</p> <p>This vacancy is being re-advertised.                  ANNOUNCEMENT NO: #17-040 POSITION TITLE:                  TRIAL ATTORNEY                  (Antitrust)                  POSITION GRADE &amp; SERIES: LS-12/1 to 13/1 SALARY RANGE: \$79,810 – \$94,915</p> <p>Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.                  OPENING DATE: December 6, 2017 CLOSING DATE: December 29, 2017                  DURATION OF APPOINTMENT: Permanent AREA OF CONSIDERATION: Open to the Public</p> <p>WORKSITE LOCATION:</p> <p>Office of the Attorney General for the District of Columbia                  Public Advocacy Division 441 4th Street NW Washington, DC 20001</p> <p>NO. OF VACANCIES: One (1)</p> <p>This position is in the collective bargaining unit represented by AFGE Local 1403 and you may be required to pay an agency service fee through direct payroll deduction.</p> <p>DESCRIPTION OF DUTIES: The Public Integrity Section of the Public Advocacy Division of the Office of the Attorney General for the District of Columbia is seeking a Trial Attorney to handle antitrust and nonprofit and charities law matters. The Public Advocacy Division investigates and litigates civil cases aimed at protecting the public interest. The Public Integrity Section brings enforcement cases against companies and individuals that engage in unlawful commercial activity causing harm to the public or harm to the District Government itself. The Division prosecutes a wide range of cases, including cases seeking damages or injunctive relief for violations of the antitrust, consumer protection, environmental, anti-fraud, nonprofit, and charities laws. Recent enforcement actions have addressed a wide range of public interest issues, including diversion of funding from public charter schools, misuse of District grant funds, online lending to consumers, and airline competition at Reagan National Airport. The successful candidate will prosecute a range of public interest cases, with an emphasis on enforcement of District and federal antitrust laws and nonprofits and charities enforcement law.</p> <p>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 or federal district court, coordinating efforts with other District, state, and federal enforcement agencies, drafting and reviewing amicus filings and comments, and drafting and reviewing legislative proposals. Some of the work will involve participation in multi-state 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 commercial and nonprofit activity in the District.</p> <p>QUALIFICATIONS: A minimum of one year of litigation experience is required. The candidate should also have civil litigation experience, and excellent analytical, writing and litigation skills.</p> <p>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.</p> <p>OTHER INFORMATION: The selected candidate will be subject to a background investigation including reference checks.</p> <p>HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.</p> <p>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.</p> <p>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.</p> <p>VETERANS' PREFERENCE: Applicants claiming veterans' preference must submit official proof at the time of application.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL</p>
<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> December 6, 2017
<b>Expiration Date:</b> December 29, 2017
<b>Contact:</b> Ms. Arlyntha Love Program Support Assistant 441 4th Street N.W. Suite 1100S Washington, District of Columbia 20001 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> Arlyntha.Love@dc.gov
<b>Additional Documents:</b> Cover Letter, Writing Sample
<b>Requested Document Notes:</b> HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.
<b>ID:</b> 3183



**Attorney**

Reisenfeld and Associates (Huntington, WV)

**Position Type:** Full-time

**Practice Area(s):** Bankruptcy, Housing, Litigation, LAW

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

**Description:**

A full-service creditor's rights law firm based in Cincinnati, Ohio, with a statewide presence in Ohio, Kentucky, Indiana and West Virginia is seeking an attorney licensed in West Virginia to work out of our Huntington, WV office. We offer end-to-end legal representation to the default servicing industry.

The position includes drafting and reviewing pleadings, and general support of the foreclosure process in a high-volume and fast-paced environment. At least 3 to 5 years' experience in creditor's rights / foreclosure required. Salary commensurate with experience.

We offer a cooperative and collaborative work environment, state of the art technology supporting our business processes, challenging work with opportunity to broaden your legal knowledge and experience, and a competitive benefits package.

**Requirements**

- Must be active and in good standing with the West Virginia Bar.
- Licensed in more than one state a plus.
- Experience in real estate and title work.
- Strong work ethic and ability to meet deadlines.
- At least 3 to 5 years' experience in creditor's rights/foreclosure is required.
- Knowledge of Microsoft Office applications and ability to learn to software.

Please note:

If you are a WVU LAW alumnus you can add your resume to the RESUME BOOK under "DOCUMENTS" "OPT IN BOOKS" on SYMPLICITY!

DEADLINE JANUARY 4, 2018

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

**Posting Date:** December 4, 2017

**Expiration Date:** January 4, 2018

**Contact:** Monica Bober  
HR Generalist  
3962 Red Bank Rd Cincinnati, Ohio 45227  
<http://reisenfeldlawfirm.com/>

**Resume Receipt:** E-mail

**Default email for resumes.:** [Monica.Bober@rslegal.com](mailto:Monica.Bober@rslegal.com)

**ID:** 3181

**Judicial Law Clerk**

Judge Joseph K. Reeder - Circuit Judge - West Virginia's 29th Ju (Putnam County, WV)

**Position Type:** Full-time

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

**Description:**

Headline - Judicial Law Clerk – Judge Joseph K. Reeder – West Virginia’s 29th Judicial Circuit Court (Putnam County, WV).

Position Type – Full-Time

Employer – Judge Joseph K. Reeder – Circuit Judge – 29th Judicial Circuit – Putnam County, WV

Contact – Jacqueline Lowry, Judicial Assistant

Job Title – Judicial Law Clerk – 29th Judicial Circuit Court

Resume Receipt – Email

Default email for resumes – Jacqueline.Lowry@courtswv.gov

Description - West Virginia Circuit Judge Joseph K. Reeder is accepting applications for a full-time judicial law clerk in Putnam County, West Virginia beginning as soon as possible. The position involves researching and writing on a wide range of issues before the court as well as general case management. Interested applicants should send a resume, cover letter, and transcript (unofficial) to Jacqueline.Lowry@courtswv.gov.

Additional Documents – none

Contact Information - Jacqueline.Lowry@courtswv.gov

Posting Date - as soon as possible

Expiration Date - January 12, 2018

Compensation type – Salary

Salary Range- \$46,000 - \$55,000

Compensation Details- Starting salary is approximately \$46,000. Salary is \$55,000 for those who are licensed or become licensed in West Virginia.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 30, 2017

**Expiration Date:** December 31, 2017

**Contact:** Jacqueline Lowry

**Resume Receipt:** E-mail

**Default email for resumes.:** Jacqueline.Lowry@courtswv.gov

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

**ID:** 3173

**Term Law Clerk**

U.S. Bankruptcy Court Northern District of West Virginia (Wheeling, WV)

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

Announcement Number: 17-3

Name of Court: U.S. Bankruptcy Court, Northern District of WV

Duty Station: Wheeling, WV

Job Grade: JSP 11-13, depending on experience and qualifications

Duration: Term, Full-Time

Closing Date: Open until filled. Position will close no later than January 31, 2018

Salary Range: \$60,210 - \$111,560 per annum

Term of Employment: December 11, 2017 or when filled through August 31, 2018

Applicants for this position may also separately apply for the term law clerk position for the period of September 2018 through August 2019.

**Position Description**

The United States Bankruptcy Court for the Northern District of West Virginia is seeking a term law clerk for Chief Bankruptcy Judge Patrick M. Flatley for the term December 11, 2017, or thereafter, through August 31, 2018. The term law clerk researches issues of law, attends court proceedings, acts as a legal advisor, and makes recommendations based on the law to Chief Bankruptcy Judge Flatley. The term law clerk may be responsible for drafting memoranda opinions and complex orders; providing guidance for the procedural management of the court's caseload; and drafting local forms, form orders, and notices. The term law clerk is expected to answer questions from the Clerk, Chief Deputy, and case administrators, and respond to counsel and the public regarding court procedures and local or national rules. The position is located in Wheeling, West Virginia, is full-time, and some overnight travel is expected to points of court in Clarksburg, Elkins, and Martinsburg.

Employment with the United States Bankruptcy Court for the Northern District of West Virginia offers significant responsibility and challenge. The Hon. Patrick M. Flatley is the only bankruptcy judge for the District.

**Qualifications**

At the time of appointment the applicant must be a law school graduate (or be certified as having completed all law school studies and requirements and awaiting conferment of degree) from a law school of recognized standing and have demonstrated one of the following accomplishments or proficiencies:

- (a) Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- (b) Experience on the editorial board of a law review of such a school;
- (c) Graduation from such a school with an LLM degree; or
- (d) Proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above.

Preference is given to those applicants that have previous experience working as a law clerk to a bankruptcy judge, working for the Office of the United States Trustee, or engaged in the private practice of bankruptcy law. All applicants should have knowledge of the Bankruptcy Code and Rules, and have the ability to write clearly, concisely, and analytically. Maturity, high ethical standards, and the commitment to the law are required.

**Application Process****Desired Class Level:** Graduate/Alumni**Posting Date:** November 30, 2017**Expiration Date:** January 31, 2018**Contact:** Amanda Recchio  
1125 Chapline St. PO Box 70 Wheeling, West Virginia 26003 United States**Resume Receipt:** E-mail**Default email for resumes.:** amanda\_recchio@wvnb.uscourts.gov**ID:** 3175

**BILINGUAL STAFF ATTORNEY POSITION (TACOMA)**

Northwest Immigrant Rights Project

**Position Type:** Full-time**Geographic Preference:** Pacific Northwest (WA, OR, ID)**Description:**

BILINGUAL STAFF ATTORNEY POSITION  
Tacoma, WA  
<https://nwirp.org/jobs>

**SUMMARY**

The Northwest Immigrant Rights Project (NWIRP) seeks a Spanish-speaking bilingual attorney to provide direct representation, community outreach and education to survivors of domestic violence and sexual assault and others who qualify for humanitarian protections. The staff attorney will be a member of the Tacoma Survivors' Unit (TSU), which provides legal services to immigrants in the South Sound area, including the Olympic Peninsula and Southwestern Washington.

The staff attorney will provide legal assistance to community members through: (1) direct representation (2) individual consultations; and (3) community education. The attorney will focus on providing representation on cases involving U visa petitions, VAWA self-petitions, T-visa petitions, adjustment of status applications. The attorney will also work on cases involving Special Immigrant Juvenile Status, asylum, and other forms of immigration relief. The attorney will provide representation to immigrants in removal proceedings before the Seattle and Tacoma immigration courts. The staff attorney may also be assigned work relating to other immigration matters.

**REPORTS TO**

Senior Staff Attorney, Tacoma Survivors' Unit (TSU)

**RESPONSIBILITIES**

- Provide direct representation to persons in removal proceedings;
- Provide direct representation to persons submitting affirmative applications with USCIS;
- Conduct presentations, workshops, legal clinics and individual consultations in Spanish and English;
- Provide support to NWIRP staff on cases dealing with humanitarian protections for victims of domestic violence, sexual assault and other crimes;
- Provide direct representation and other forms of legal assistance to individuals in other types of immigration matters;
- Perform administrative tasks related to grant reporting and other requirements;
- Participate in NWIRP's outreach, community education and development efforts;
- Collaborate with community partners to facilitate client intakes and connect clients to services;
- Perform other tasks as required and directed by supervisory staff.

**PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES**

- Law degree;
- Admission to the bar of any state in the U.S., but will consider an applicant who has taken the bar exam and is awaiting results;
- Demonstrated commitment to immigrant rights and willingness to support NWIRP's mission, vision and values;
- Excellent written and oral communication skills;
- Commitment to working in a diverse working environment;
- Fluent in English and Spanish;
- Prior experience working with survivors of domestic violence or sexual assault preferred;
- Ability to travel by car;
- Strong organizational skills and ability to work independently; and
- Proficiency in use of web-based software, MS Word and MS Excel.

Beginning salary is \$49,289 or DOE, plus benefits.

**TO APPLY**

Send cover letter, resume and references to: [tacomajobs@nwirp.org](mailto:tacomajobs@nwirp.org) with the subject "Staff Attorney Application - Tacoma - NAME". Full consideration will be given to those who apply by December 10, 2017, but applications will be accepted on a rolling basis until position is filled.

Northwest Immigrant Rights Project (NWIRP) is an equal opportunity employer committed to diversity. It is the policy of Northwest Immigrant Rights Project to comply with all applicable federal, state, and local laws prohibiting employment discrimination. NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical handicap. We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBT community and other minority groups.

**Desired Class Level:** Graduate/Alumni**Posting Date:** November 28, 2017**Expiration Date:** January 3, 2018**Contact:** Human Resources  
615 2nd Avenue Seattle, Washington 98104 United States**Resume Receipt:** Other (see below)**How to Apply:** Send cover letter, resume and references to: [tacomajobs@nwirp.org](mailto:tacomajobs@nwirp.org) with the subject "Staff Attorney Application - Tacoma - NAME". Full consideration will be given to those who apply by December 10, 2017, but applications will be accepted on a rolling basis until position is filled.**Additional Documents:** Cover Letter, Other Documents**Requested Document Notes:** Resume, cover letter, references.**ID:** 3164

**Legal Associate**

Cato Institute (Washington)

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**Position Type:** Fellowship

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

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

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**Description:**

The Cato Institute invites graduating law school students and recent graduates to apply for our Legal Associate Program at the Robert A. Levy Center for Constitutional Studies. Students are encouraged to take the bar exam before beginning employment, though this is not a requirement. Employment will begin in Summer 2018—dates flexible and partly depend on when current associates depart—and last for one year. This is a very competitive process, so applicants are also encouraged to apply for internships with Cato at <https://www.cato.org/intern/>.

Legal associates assist with projects such as Supreme Court amicus briefs, research memos, policy papers, and the Cato Supreme Court Review. Please indicate in your cover letter if you may have access to outside funding—whether through your law school or elsewhere—the availability of which may make your application more attractive. We will accept applications through January 15 and will inform candidates of decisions by February 28.

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

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**Posting Date:** November 21, 2017

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**Expiration Date:** January 15, 2018

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**Contact:** Anthony Gruzdis  
1000 Massachusetts Avenue, NW Washington, District of Columbia 20001  
<http://www.cato.org>

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

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**How to Apply:** Click link to apply <http://catoinstitute.applytojob.com/apply/TNIU8WqvnZ/Legal-Associate-Program-2018>

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

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**ID:** 3162

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**Attorney, Child Support Establishment/Enforcement, Kanawha County**

The West Virginia Department of Health and Human Resources, Bureau of Child Support Enforcement

**Position Type:** Full-time

**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 is not permitted. The person selected for this position will be an at-will, full-time state employee in the classified exempt service, eligible for the state employment benefit package, which includes medical insurance options, retirement, annual and sick leave, and other features. We are an Equal Opportunity Employer.

Please email or mail resume to: Joseph M. Sellaro, Esq.

416 Adams Street

Suite 516

Fairmont, WV 26554

Joseph.m.sellaro@wv.gov

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 17, 2017

**Expiration Date:** January 31, 2018

**Contact:** Mr. Joseph M. Sellaro, Esq.  
9349 Middletown Mall White Hall, West Virginia 26554 United States

**Resume Receipt:** E-mail

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

**ID:** 3159

**Compliance Analyst, Temporary**

Orrick, Herrington &amp; Sutcliffe LLP (Wheeling, WV)

**Position Type:** Full-time**Practice Area(s):** All Practice Areas**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Description:**

**Verbatim** is the premier managed service provider of subsidiary compliance solutions to multinational organizations. Verbatim supports the complex compliance needs to the world's largest and most sophisticated multinational corporations. We are a team of compliance professionals armed with subject matter expertise, global jurisdictional reach, and a robust, customizable technology platform. We are dedicated to the coordination and execution of substantive and routine corporate governance and compliance matters, focusing on global secretary matters exclusively which frees clients to concentrate internal resources on more strategically significant issues and initiatives.

**Verbatim** is a wholly-owned subsidiary of **Orrick, Herrington & Sutcliffe LLP**, a leading global law firm. Verbatim does not engage in the practice of law; it acts as compliance coordinator in managing lawyers in more than 130 jurisdictions. Legal advice concerning corporate law compliance is provided by legal advisors retained by Verbatim.

**Verbatim** currently has an opening at **Orrick's Global Operation Center in Wheeling, WV** for a **Temporary Compliance Analyst**. This is a temporary position with the possibility of becoming a regular position.

As a **Compliance Analyst**, you will be responsible handling corporate compliance, subsidiary maintenance, incorporation, dissolution and general corporate housekeeping activities for the global subsidiaries of multinational clients. The Compliance Analyst prepares corporate documents and dedicatedly leads the entire matter process (from initiation through completion and publication in a web-based compliance platform), probes for cross-selling opportunities, and develops positive working relationships with clients. This position requires excellent project management skills, the ability to lead local counsel as well as good knowledge of international corporate requirements and procedures.

**Responsibilities:**

- Provides consultative service as the initial point of contact for client inquiries.
- Dedicatedly leads matters through the entire lifecycle by establishing a matter with each request.
- Establish yourself as a subject matter expert and trusted business partner.
- Develops and maintains knowledge of the clients, Verbatim and industry as a whole by attending and fully engaging in formal and informal training/mentoring sessions; engaging in self-directed learning
- Controlling counsel fees by managing local counsel to provide services within proposed budget
- Represents Verbatim by developing and maintaining comprehensive knowledge of industry trends and general business and financial acumen through various sources and initiatives.

**Requirements:**

- 4 – year BS/BA degree or equivalent work experience required, paralegal certificate from an ABA approved paralegal program preferred. JD degree a plus.
- Strong analytical and critical thinking/problem solving skills, attention to detail and accuracy
- Knowledge of corporate law and in-house/law firm experience is needed.
- Excellent communications skills (written, verbal and relationship building).
- Confirmed ability to handle and prioritize complex and concurrent projects adapting to a dynamic and high-energy department with multiple deadlines.
- Experience with legal database systems (e.g., Two-Step, ICOSA, CT or Bridgeway) a plus.
- Proficiency with MS Office Suite (Word, Excel, PowerPoint, & Outlook).
- Commitment to Verbatim's core values and client service standards.

**Desired Class Level:** Graduate/Alumni**Posting Date:** November 17, 2017**Expiration Date:** December 17, 2017

**Contact:** Karen L. Sincavich  
HR Recruiter  
2121 Main Street Wheeling, West Virginia 26003 United States  
<http://www.orrick.com>

**Resume Receipt:** Other (see below)**How to Apply:** To submit your resume and cover letter for this position, please visit Orrick's Paralegal and Professional Staff listing at <https://www.orrick.com/Careers>

No phone calls please.

All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, sexual orientation, gender identity, protected veteran status, or on the basis of disability.

**Additional Documents:** Cover Letter**ID:** 3158

**Insurance Defense Litigation Associate with 5-7 Years Experience**

Law Office of Steven G. Fauth, LLC

**Position Type:** Full-time

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

**Description:**

Rapidly expanding litigation boutique in Westchester County with a diverse practice seeks admitted New York attorney with 5-7 years insurance defense or related experience. Federal and New Jersey admissions a big plus. Knowledge of Westlaw/Lexis a must.

Great opportunity for the right candidate. This is a salaried position that is commensurate with experience. Some travel is required.

Position is ideal for a candidate looking to join a rapidly growing law firm. Candidate must be a self-motivated team player, well organized and have excellent writing and communication skills. Candidate must have a can do attitude and be willing to undertake tasks large and small.

Duties include but are not limited to:

- Handling an extensive case load under the supervision of a managing attorney;
- Court appearances;
- Deposition appearance;
- Maintaining client relationships;
- Motion practice;
- Legal research;
- Legal document drafting;
- Attorney time entry into billing system;
- Meeting monthly and yearly billing requirements/goals; and
- Numerous task specific projects on an as needed basis.

If interested please email cover letter with salary requirements along with a resume and writing sample in .pdf format

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 10, 2017

**Expiration Date:** December 17, 2017

**Contact:** Tabitha Castignoli  
54 North Broadway Tarrytown, New York 10591 United States

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

**Default email for resumes.:** tcastignoli@sgflaw.com

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

**ID:** 3129

**Title Examiner / Abstractor**

Western Land Services

**Position Type:** Full-time

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**Description:**

Title Examiners search and analyze public records in order to find, examine and evaluate documents to determine mineral and property ownership. Produce accurate, detailed reports summarizing research results. This job requires amazing attention to detail but doesnt require previous experience doing title work well teach you what you need to know. Typical job responsibilities include:

Reading and interpreting maps and documents to obtain and understand legal property descriptions

You will need basic familiarity with standard Microsoft Office Software including Outlook, Word and Excel including the ability to create and use multiple worksheets and intermediate functions such as totaling columns, changing formats, and using basic formulas.

This position may require lengthy (several weeks)travel in order to complete projects.

The Title Examiner position typically appeals to people with a variety backgrounds who may be interested in history (have you ever read an original colonial land grant?), love the challenge of unraveling historical puzzles, can work independently yet play well with others, and are consumed by getting it right. Formal education as an Attorney or Paralegal is strongly desired.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** November 10, 2017

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**Expiration Date:** December 17, 2017

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**Contact:** Director, Human Resources Angela Rickett  
Director, Human Resources  
1100 Conrad Industrial Drive Ludington, Michigan 49431 United States

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

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**How to Apply:** <https://careers-westernls.icims.com>

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**ID:** 3137

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**Staff Attorney - Consumer Law Program**

Legal Services of Eastern Missouri, Inc. (St. Louis)

**Position Type:** Full-time

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

**Description:**

CONSUMER ATTORNEY POSITION

Legal Services of Eastern Missouri, Inc. (LSEM), a non-profit law firm which provides high quality civil legal assistance and equal access to justice for persons living with low-income/low-opportunity and the elderly without charge, seeks an attorney to work in its Consumer Law Program. The attorney will practice in multiple substantive areas of consumer law including, among others, unfair debt collection, automobile fraud, wrongful repossession of automobiles, unfair and deceptive acts and practices, wrongful foreclosure and mortgage servicing abuse. Advocacy will include client representation in Missouri state and federal court. The position may also involve broad-based community advocacy and possible impact litigation.

Strong work ethic, communication skills, ability to relate well with low-income, disabled and senior clients, flexibility and teamwork required. Previous experience in legal services and/or demonstrated commitment to public interest law work or to legal services for the poor, disabled or elderly is strongly preferred. A background in Consumer Law will be considered a plus. Missouri Bar license or ability to be admitted by the first available exam or by application without examination (i.e. reciprocity) required. The ideal candidate will have strong litigation and advocacy skills, excellent writing ability and be computer proficient. LSEM is an equal employment opportunity employer.

**Salary and Benefits Information:**

Salary is commensurate with experience. Excellent benefits including medical, dental and vision insurance, a generous time off policy, 403(b) and profit sharing plans, long-term disability and life insurance, employee assistance plan, flexible spending account, and paid CLE and Bar dues.

**Application Information:**

Please send a cover letter and resume to: John Early, Human Resources Director, Legal Services of Eastern Missouri, at [jgearly@lsem.org](mailto:jgearly@lsem.org).

Equal access to LSEM's office is available. Those applicants requiring accommodation to the interview/application process should contact the Human Resources Director at the e-mail address listed above.

Submission Deadline: December 9, 2017.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 8, 2017

**Expiration Date:** December 15, 2017

**Contact:** John G. Early

4232 Forest Park Ave. St. Louis, Missouri 63108 United States

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

**Default email for resumes.:** [jgearly@lsem.org](mailto:jgearly@lsem.org)

**Additional Documents:** Cover Letter

**ID:** 3126

**Associate Attorney**

Oths, Heiser, Miller, Waigand &amp; Clagg LLC

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

JOB POSTING

Law Firm is seeking an Associate Attorney to assist, learn, and mentor in a law practice wherein there is potential for rapid advancement.

The Associate Attorney will assist and learn the practice of a Senior Shareholder with 27 yearsâ€™ experience. The Associate Attorney will be mentored, by the Senior Shareholder, and will assist the remaining Shareholders as needed. Practice areas include: plaintiff personal injury, general litigation, and commercial and institutional transactions and collections. The Associate Attorney will be expected to immediately observe, and participate in, all aspects of the practice. The ideal candidate should have a strong desire to aggressively learn all aspects of litigation, at all levels, in the court system. Past experience working for a prosecuting attorneyâ€™s office and/or public defenderâ€™s office; participating in legal clinics, during law School, is important to the Senior Shareholder who may be transitioning from the practice within the next ten years.

The Firm is a regional practice, located in rural, Southeastern Ohio, and is active in representing clients, in most all counties, as encompassed by the Fourth District Court of Appeals. The ideal candidate must be willing to practice in a rural area which includes routine travel between counties.

The Associate Attorney will learn to prioritize casework, while keeping track of all deadlines, depositions and hearings, and will make adjustments accordingly.

The ideal candidate is expected to have passed the Ohio bar exam, to be self-motivated and energetic, have a clean driving record, and must be available to work, as needed, in excess of 40 hours a week.

The Associate Attorney can expect an appropriate, entry-level salary, commensurate with experience; annual evaluations and increases; health insurance; retirement program; and mentoring from all Shareholders of various practices and personalities. The Associate Attorney may qualify for rapid advancement to shareholder.

**Desired Class Level:** Graduate/Alumni**Posting Date:** November 7, 2017**Expiration Date:** January 31, 2018**Contact:** Denise Ellenberger

Office Manager

16 East Broadway Wellston, Ohio 45692 United States

**Resume Receipt:** E-mail**Default email for resumes.:** dellenberger@ohlaw.com**Additional Documents:** Cover Letter, Writing Sample, Other Documents**Requested Document Notes:** Please send a cover letter, resume with reference and a writing sample.

Either email or fax, or mail to

PO Box 309

Wellston, OH 45692

**ID:** 2987

**Senior Attorney, Oil and Gas Title and Transactions**

Jackson Kelly, PLLC (West Virginia: Bridgeport Charleston Martinsburg Morgantown Wheeling Denver, Colorado Washington DC Evansville, IN Crawfordsville, IN Lexington, KY Akron, OH Pittsburgh, PA)

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**Position Type:** Full-time

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

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**Description:**

Jackson Kelly PLLC is seeking a Senior Attorney for our Oil & Gas Practice

Well-respected growing defense firm seeks an experienced Oil and Gas Title and Transactional Attorney with ten or more years' experience.

Candidate is well versed in oil and gas title examination issues in West Virginia, Ohio, and Pennsylvania, and has title abstracting experience.

Candidate will review certified mineral title opinions, and assist with transactions involving oil and gas acquisitions and divestitures.

Candidate must have strong writing and computer skills.

Thank you.

April Caserta | Recruiting Coordinator/HR Assistant | Jackson Kelly PLLC

500 Lee Street East, Suite 1600 | Charleston, WV 25301-3202 | [www.JacksonKelly.com](http://www.JacksonKelly.com)

Office: (304) 340-1061 | Fax: (304) 340-1130 | [APCaserta@JacksonKelly.com](mailto:APCaserta@JacksonKelly.com) | V-card

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**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 7, 2017

**Expiration Date:** January 31, 2018

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**Contact:** Mrs. April Caserta  
Recruiting Coordinator  
500 Lee Street East Suite 1600 Charleston, West Virginia 25322 United States

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**Resume Receipt:** E-mail

**Default email for resumes.:** [apcaserta@jacksonkelly.com](mailto:apcaserta@jacksonkelly.com)

**ID:** 3121

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**Assistant Public Defender**

15th Circuit - Clarksburg, Harrison County (Clarksburg, WV)

**Position Type:** Full-time

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

**Description:**

PUBLIC DEFENDER CORPORATION  
Fifteenth Judicial Circuit HARRISON COUNTY  
203 W. Main St.  
Clarksburg, WV 26301

304-627-2134

Telephone

304-627-2138

Fax

Assistant Public Defender position available immediately with the Public Defender Corporation for

the 15th Judicial Circuit, Clarksburg, WV. Position may include, depending on experience, representation of adults charged with felony and misdemeanor offenses, and juvenile delinquency and status offenders. Must be licensed by the West Virginia Bar. Salary based upon experience. Generous benefits package. EOE. Send cover letter and resume immediately to Susan P. Morris, Chief Public Defender, 203 W. Main St., Clarksburg, WV 26301.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 6, 2017

**Expiration Date:** December 6, 2017

**Contact:** Mr. Jonathan Friley, J.D.  
Public Defender Corporation Administrator  
One Player Club Drive, Suite 301 Charleston, West Virginia 25311 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** Jonathan.W.Friley@wv.gov

**Additional Documents:** Cover Letter

**ID:** 3120



## Associate Attorney

### Earthjustice

**Position Type:** Full-time

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

**Description:**

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

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

Earthjustice is now accepting applications for an Associate Attorney to join its Washington, D.C. office. This office serves both as a center for litigation on important national environmental issues, and as a regional office for issues arising in the Mid-Atlantic states. The current docket includes litigation and advocacy to: curb climate change pollution; protect public health and the environment from air pollution, including in disproportionately impacted communities; ensure safe drinking water and clean rivers; protect people from the dangers of hazardous wastes; and secure strong energy efficiency standards for the nation. For more information about the office's work, visit <http://earthjustice.org/about/offices/dc>.

The attorney selected for this position will have the opportunity to play a key role in legal actions that can make a real difference to people's health and well-being, and in protection of important environmental values.

**Responsibilities**

Work closely with Staff Attorneys and clients to investigate, develop, and prosecute cases. Participate in the full range of tasks involved in complex litigation, including factual investigation, legal research, discovery, briefing, witness preparation, and oral advocacy. As an Associate Attorney gains experience, typically her or his case load will include both cases for which he or she has primary responsibility under the supervision of a Staff Attorney, and cases on which he or she works in a supporting role with Staff Attorneys.

The Associate Attorney program is a three-year position. This program is designed to help attorneys develop into thoughtful, professional, and effective advocates skilled in the various phases of public interest litigation. Many Associates have gone on to other positions within Earthjustice and with other public interest organizations.

**Qualifications**

Law school graduate admitted to, or willing to apply for admission to, the District of Columbia State Bar. 1-5 years of litigation experience preferred. Excellent research, analytic, writing and communication skills. Strong work ethic, initiative, sound yet creative judgment. Strong desire to fight for the right of all to a healthy environment. Ability to work well in a team-oriented atmosphere.

Commitment to public interest work and a passion for the role of Earthjustice and its mission.

Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations. Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.

We offer a mission- and employee-focused work environment and a competitive compensation package, including excellent benefits. Earthjustice is an equal opportunity employer and highly values diversity.

**To Apply**

Interested candidates should submit a:

- Resume.
- One or two-page cover letter that addresses your interest in, and qualifications for the position and the earliest date you would be available to begin work.
- Writing sample, preferably a legal brief or memorandum that primarily reflects your work.
- Law school transcript.
- List of three references.

Copy link to apply: <https://app.jobvite.com/j?aj=oX2a6fwZ&s=Simplicity>

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

Please reach out to [jobs@earthjustice.org](mailto:jobs@earthjustice.org) if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies.

*Earthjustice is driven by a passion for justice, partnership, and excellence. Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor that is not related to the position.*

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 2, 2017

**Expiration Date:** December 9, 2017

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

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

**How to Apply:** <https://app.jobvite.com/j?aj=oX2a6fwZ&s=Simplicity>

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

**Requested Document Notes:** List of three references

**ID:** 3108

**Family Law Attorney**

Law Office of Debra V. Chafin, P.L.L.C. (Clarksburg, WV)

**Position Type:** Full-time

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

**Description:**

Small family law practice located in Clarksburg, WV seeks new attorney. Successful candidates will have experience in family law, with an emphasis on business divisions. A "numbers" focused person would be a definite plus. A strong interest in family law and litigation is also desired. The firm engages in a substantial amount of litigation.

Please apply with resume, cover letter, writing sample, and unofficial transcript. Application deadline is December 15, 2017

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 1, 2017

**Expiration Date:** December 15, 2017

**Contact:** Debra V. Chafin

Owner/Partner

314 South 2nd Street Clarksburg, West Virginia 26301

**Resume Receipt:** E-mail

**Default email for resumes.:** [debrac@debrachafin.com](mailto:debrac@debrachafin.com)

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

**ID:** 3104

**Title Agent**

Percheron LLC (Bridgeport, WV)

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**Position Type:** Full-time

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**Practice Area(s):** Energy/Utility, Environmental, Real Property, PETROLEUM ENGINEERING, ENVIRONMENTAL SCIENCES

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**Geographic Preference:** Unknown

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**Description:**

The preferred candidate will also have an undergraduate degree in Energy Land Management or similar course of study. Must be familiar with "**abstracting**" courthouse records to determine the ownership of coal, oil, and natural gas. Must be able to interpret historical deeds to decipher granting language as well as exceptions and reservations. Should be familiar with state law of intestate succession.

Additionally, the preferred candidate will have some experience working in a team environment both "in house" as well as remotely. Should have some management experience for possible advancement to project manager or team lead. Familiarity with the Microsoft Office Suite for Windows is a plus.

Percheron Home Page

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

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**Posting Date:** November 1, 2017

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**Expiration Date:** April 2, 2018

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

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**Contact:** Mr. Josh Gaddis  
Recruiting Manager  
320 South View Drive, Suite 400 Bridgeport, West Virginia 26330 United States  
<http://www.percheronllc.com>

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**Resume Receipt:** Accumulate Online

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

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**Requested Document Notes:** Cover letter should be written in a business letter format with justified type. Cover letter should be signed in blue ink. Embolden the date submitted.

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**ID:** 3097

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**Civil Litigation Associate**

Carr Maloney P.C. (Washington, D.C. )

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**Position Type:** Full-time

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

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**Description:**

Busy law firm is seeking a civil litigation associate to join its practice. Interested candidates should have 1 – 3 years of private law firm experience in deposition, discovery and motions practice. Opportunity to handle all aspects of trial preparation from the inception of the matter through completion. Some trial or arbitration experience as well as negotiating/settlement experience preferred. Candidate must have good written and oral skills, be detailed oriented and be able to handle a heavy caseload.

Candidates licensed in MD, VA and DC preferred. West Virginia license a plus. Candidates with a MD or VA license and eligibility for admission to DC will be considered.

Competitive salary and robust benefits program including bonus opportunities, flexible spending account and 401(k). Convenient to Red and Orange Line Metro.

Send resume, writing sample, transcript and salary requirements to

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** October 30, 2017

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**Expiration Date:** December 31, 2017

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**Contact:** Marie Cashel  
Administrative Coordinator  
2020 K Street, NW Suite 850 Washington, District of Columbia 20006  
<http://www.carrmaloney.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [humanresources@carrmaloney.com](mailto:humanresources@carrmaloney.com)

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

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**Requested Document Notes:** Include salary requirements

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**ID:** 3098

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**Energy Litigation Associate**

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

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**Position Type:** Full-time

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**Practice Area(s):** Litigation

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

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**Description:**

Step toe & Johnson PLLC is seeking an experienced associate (1-5 years) for its energy litigation practice in Bridgeport, West Virginia. Qualified candidates should have energy litigation experience commensurate with time in practice, strong writing and analytical skills, excellent academic credentials, and a desire to appear in court. Knowledge of WV title is preferred. We offer a competitive starting salary and a comprehensive benefits package, along with opportunity for advancement.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** October 30, 2017

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**Expiration Date:** December 30, 2017

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**Contact:** Claire Ellis

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

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**Resume Receipt:** E-mail

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**Default email for resumes.:** Claire.Ellis@step toe-johnson.com

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

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**ID:** 2627

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**Entry Level Immigration Attorney**

Hudson Legal (Ann Arbor)

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**Position Type:** Full-time

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

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

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**Description:**

Hudson is a rapidly growing professional service corporation with offices nationwide. We are searching for an entry level immigration attorney to be trained in employment-based immigration, including the I-140 stage, Immigrant Petition for Alien Worker. This position is an excellent opportunity for new graduates to receive training and exposure to the field of federal law and work on cases related to the advancement of the interests of the United States. We encourage long term commitment and ideal applicants should be able to work 40 hours every week. Website: <http://www.hudsonpc.com/>

**Job Responsibilities:**

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

**Requirements:**

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

**Desired:**

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

**Compensation and Benefits:**

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

**To Apply:**

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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** October 26, 2017

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**Expiration Date:** February 28, 2018

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**Contact:** Ms. Joy Lee

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

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**Resume Receipt:** E-mail

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

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**Additional Documents:** Cover Letter

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**ID:** 2832

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**Associate Attorney**

Nauman, Smith, Shissler & Hall LLP (Harrisburg, PA)

**Position Type:** Full-time

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

**Description:**

Nauman Smith, an established business-oriented law firm in Harrisburg, seeks an associate attorney to assume and build the firm's taxation practice. A candidate for or recent graduate with an LLM or Certification in Taxation is preferred. This is a collegial firm where you will work on complex domestic and foreign corporate, trusts, and estate tax projects in close association with the partners. Strong academic credentials and writing skills a must coupled with a personality that will thrive within the firm culture.

Interested candidates should send their resume and a brief (no more than 3 pages) writing sample to:

J. Stephen Feinour

Hiring Partner

Nauman, Smith, Shissler & Hall, LLP

P.O. Box 840

Harrisburg, PA 17108-0840

sfeinour@nssh.com

(717)236-3010 ext. 15

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

**Posting Date:** October 25, 2017

**Expiration Date:** December 25, 2017

**Contact:** J. Stephen Feinour

Hiring Partner

P.O. Box 840 Harrisburg, Pennsylvania 17108-0840 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** sfeinour@nssh.com

**Additional Documents:** Writing Sample

**ID:** 3083

**Associate Attorney**  
Earthjustice

**Position Type:** Full-time

**Description:**

Earthjustice has requested that you include the following job opportunity in the listings you make available to your 3L's and recent graduates:

Job Title: Associate Attorney

Lawmatch Job ID  
37261925  
Company Name:  
Earthjustice  
Practice Setting:  
Public Interest  
Job Function:  
Attorney  
Required Exp.  
0+ Years  
Job Type:  
Full-Time  
Location(s):  
Anchorage, Alaska; Juneau, Alaska  
Job Expire Date:  
12/31/2017  
Job Admin. Contact\*  
hmarar@earthjustice.org

**Job Description:**

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

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

The Alaska office of Earthjustice is seeking applications for an Associate Attorney position.

The core issues for the Alaska office include protection of the Alaska coastal rain forest, safeguarding of America's Arctic, action to combat climate change and limit its effects, wildlife conservation, protection of lands and waters from mining activities, conservation of the Bering Sea and Gulf of Alaska marine ecosystem, air and water quality enforcement, and national park and other public lands management. Our clients include national, regional and local conservation organizations, Alaska Native tribal organizations, and community groups, as well as other organizations concerned about enforcing the laws to protect the environment.

The Alaska office has locations in Juneau and Anchorage.

The term for this position is three years.

**Responsibilities**

Among other responsibilities, the Associate Attorney will:

Conduct legal research and prepare memoranda on issues relating to ongoing or potential litigation projects.  
Draft motions, briefs and other pleadings.  
Prepare comments on proposed agency actions, permits, and environmental review documents.  
Investigate facts and assist with case development.  
Interact with clients and work with experts.

The Associate Attorney may have primary responsibility for some matters but will generally work collaboratively with other lawyers in the office.

**Qualifications**

Law school graduate admitted to or prepared to apply for admission to the Alaska Bar.  
Excellent legal research, writing, and analytical skills.  
Strong self-motivation.  
An ability and willingness to work closely with others.  
A commitment to public interest work and the role of Earthjustice and its mission.  
Preferably, one to three years of litigation or other relevant experience post law school.  
An awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.  
Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.

We offer a mission- and employee-focused work environment and a competitive compensation package, including excellent benefits. Earthjustice is an equal opportunity employer and highly values diversity.

**To Apply**

Interested candidates should submit a resume and other application materials online using the Jobvite system. We will be reviewing applicants on a rolling basis.

Please submit the following:



Resume.  
A cover letter explaining your interest in and qualifications for the associate position.  
A legal writing sample (not to exceed 10 pages).  
A copy of your law school transcript.  
Contact information for three professional references.

[Click here to apply.](#)

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

Please reach out to [jobs@earthjustice.org](mailto:jobs@earthjustice.org) if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies.

Earthjustice is driven by a passion for justice, partnership, and excellence. Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor that is not related to the position.

\*\*\*\*\*

[end of posting]

\*Administrative Contact - For CSO inquiries about content of posting only; do not publish this address as part of the opportunity listing.

More About Lawmatch Job Posting

The above opportunity was posted by Earthjustice at [www.lawmatch.com](http://www.lawmatch.com). The employer requested Lawmatch to distribute its listing to several law schools, including yours. If you have questions about this job listing, or about how our job posting distribution service connects actively hiring employers with law school job boards, please contact Sallie Friedman at (800) 529-6282 (1-800-LAWMATCH), or [sales@lawmatch.com](mailto:sales@lawmatch.com).

Sallie Friedman Executive Director, LAWMATCH  
1-800-LAWMATCH | 770-309-4964

[sallie@lawmatch.com](mailto:sallie@lawmatch.com) | [www.lawmatch.com](http://www.lawmatch.com)

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> October 25, 2017
<b>Expiration Date:</b> December 31, 2017
<b>Contact:</b> Earthjustice California Regional Office Los Angeles, California United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:hmarar@earthjustice.org">hmarar@earthjustice.org</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample
<b>Requested Document Notes:</b> To Apply Interested candidates should submit a resume and other application materials online using the Jobvite system. We will be reviewing applicants on a rolling basis. Please submit the following: • Resume. • A cover letter explaining your interest in and qualifications for the associate position. • A legal writing sample (not to exceed 10 pages). • A copy of your law school transcript. • Contact information for three professional references.
<a href="#">Click here to apply.</a>
Applications will be reviewed on a rolling basis until the position is filled. Please reach out to <a href="mailto:jobs@earthjustice.org">jobs@earthjustice.org</a> if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies.
<b>ID:</b> 3084

**Judicial Clerkship 2018-2019 Court Term**

NJ Courts (Trenton, NJ)

**Position Type:** Full-time**Practice Area(s):** All Practice Areas**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Description:**

Court Term: August 27, 2018 through August 31, 2019

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

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

To view the New Jersey Judiciary Law Clerk Application and Hiring Process Fact Sheet, please visit: <http://www.judiciary.state.nj.us/public/assets/lawclerkrecruitmentfactsheet.pdf>.

**Salary Information**

Salaries listed are based on a 53 week court term. These are salary levels for the 2017-2018 Court Term. The salaries for the 2018-2019 Court Term are to be determined based on funding availability.

Supreme Court \$64,294

Superior Court Appellate Division \$58,701

Superior Court Assignment Judge \$53,810

Superior Court Chancery Division, General Equity \$53,810

Superior Court Chancery Division, Family \$49,571

Superior Court Law Division (Civil Criminal) \$49,571

Tax Court \$49,571

**Qualifications**

Law clerks must have graduated from a law school approved by the American Bar Association by the time of their law clerk appointment. The Judiciary's law clerkship program is intended for recent law school graduates, which is defined as graduating within the last four years. Selected candidates will be required to provide an official, final law school transcript, not a photocopy, which includes the date of graduation from their law school at the time of hire. Excellent writing and analytical skills are essential.

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

**Supplemental Information**

Note: Law clerks may hold outside employment with prior approval as provided in the Code of Conduct for Judiciary Employees. The Code is available online at <https://www.njcourts.gov/attorneys/assets/rules/appemploy.pdf> (Download PDF reader).

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

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

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

Residency Law: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey. Law clerks are not subject to the residency law during their 53 week term. Additionally, law clerks who serve a second clerkship in a higher court are exempt from the residency requirement. Clerks who anticipate moving into another state position immediately following their clerkship(s) must be mindful that, upon conclusion of their clerkship term, they will need to be New Jersey residents. Approximately 480 clerkships are available. Of those, a limited number of clerkships exist for the Supreme Court, Superior Court Appellate Division, Superior Court Assignment Judges, Superior Court Chancery Division in general equity court, and in the Tax Court. Applicants interested in those positions should apply early during the hiring process. Most openings exist in the Superior Court Law Division in civil and criminal court, and Superior Court Chancery Division in family court. For additional information see the Judiciary's website at <http://www.njcourts.gov/public/lawclerks.html>. Minorities, women, individuals with disabilities and other protected class members are encouraged to apply.

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

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

The Judiciary of New Jersey is an Equal Opportunity/Affirmative Action Employer Committed to Ensuring an Open Door to Justice

**Desired Class Level:** 3L, Graduate/Alumni**Posting Date:** October 20, 2017**Expiration Date:** March 30, 2018**Contact:** Lauren Morales

25 Market Street Trenton, New Jersey 08611

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

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**How to Apply:** <https://www.governmentjobs.com/careers/njjudiciary/jobs/1740814/law-clerk?keywords=law%20clerks&pagetype=jobOpportunitiesJobs>

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**ID:** 3076

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**Attorney**

Jan Dils (Parkersburg, WV)

**Position Type:** Full-time

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

**Description:**

JOIN THE JAN DILS TEAM  
EXPLORE OUR CAREER OPPORTUNITIES

IMMEDIATE OPENING AVAILABLE

Jan Dils Attorneys at Law is seeking an attorney to provide legal representation to their clients regarding Social Security and Veteran Affairs disability claims. We are looking to hire within the next 60 days at our offices throughout WV.

We are seeking an individual who possesses the following competencies:

- Compassion
- Critical Thinking
- Solution Focused
- Proactive
- Positive Outlook
- Adaptable

Job Requirements:

- Juris Doctorate Degree
- Proficiency in MS Office and Outlook: knowledge of any case management software is a plus
- Excellent organizational and follow-up skills
- Excellent client service skills
- Excellent verbal skills
- Excellent written skills
- Excellent judgment and decision making skills
- Experience Required

Jan Dils Attorneys at Law offers a competitive compensation package with benefits. For consideration, please send your resume and cover letter to [jan@jandils.com](mailto:jan@jandils.com) or mail to:

Jan Dils Attorneys at Law ATTN:Jan Dils  
963 Market Street  
Parkersburg, W.V. 26101

Jan Dils Attorneys at Law is an Equal Employment Opportunity Employer (EEO).

**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 18, 2017

**Expiration Date:** December 18, 2017

**Contact:** Mr. Erich Hillyard  
Human Resource Manager  
963 Market Street Parkersburg, West Virginia 26101 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [jan@jandils.com](mailto:jan@jandils.com)

**Additional Documents:** Cover Letter

**ID:** 3068

## Experienced Immigration Attorney

Hudson Legal (Ann Arbor)

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**Position Type:** Full-time

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

---

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

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

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

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

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

**Job Responsibilities:**

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

**Requirements:**

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

**Desired:**

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

**Compensation and Benefits:**

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

**To Apply:**

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

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

Thank you!

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** October 4, 2017

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**Expiration Date:** December 30, 2017

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**Contact:** Ms. Joy Lee

Lee

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

<http://www.hudsonpc.com>

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**Resume Receipt:** E-mail

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

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**ID:** 3041

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## Immigration & Refugee Attorney

Diocese of Wheeling - Charleston, Catholic Charities West Virginia

**Position Type:** Full-time

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

**Description:** Diocese of Wheeling-Charleston

Catholic Charities West Virginia is looking for a full-time Immigration Attorney to be located in Martinsburg. The duties include conducting consultations with prospective clients about their immigration need and preparing immigration cases in immigration matters; ensuring clients' paperwork is processed accurately; maintaining client records; keeping current on immigration law; working with local social service agencies to educate about the needs of the local immigrant population; and assisting clients in translating written documents as well as interpretation services.

Qualified individuals will have be licensed to practice law in any State; one year experience practicing immigration law preferred; Spanish language proficiency required; and ability to travel.

Please submit a resume, cover letter, and three references to Kim Keene at kkeene@ccwva.org.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 4, 2017

**Expiration Date:** December 30, 2017

**Contact:** Kim Keene

1322 Eoff St, 4th Floor PO Box 230 Wheeling, West Virginia 26003 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** kkeene@ccwva.org

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

**ID:** 3042

**Contract Title Attorney**

McClelland Legal Search

**Position Type:** Part-time

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

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**Description:**

Contract Title Attorney:

Position Type: Full-time contract position

Employer Name: McClelland Legal Search

Job Title: Title Attorney

Job Description: Title practice position

Hiring Criteria: Must have West VA title experience. . PA or Ohio title experience. a plus. Admission to West Virginia bar a plus but not a necessity. Experience with abstracting ( or West Virginia abstracting) also a plus.

Location: Pittsburgh

Materials requested: Resume

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

Compensation Details: Compensation determined by experience

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

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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** September 26, 2017

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**Expiration Date:** December 30, 2017

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**Contact:** Dianne McClelland

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**Resume Receipt:** E-mail

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

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**ID:** 3030

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**Title Attorney (Oil & Gas)**

McClelland Legal Search

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**Position Type:** Full-time

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

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

Employer Name: McClelland Legal Search

Job Title: Title Attorney

Job Description: Preferred 3+ years of solid title experience in PA, WV or OH (or any combination of the three states)

Hiring Criteria: Experience as noted above. PA bar preferred, but West Virginia and/or Ohio admitted candidates also eligible

Location: Pittsburgh

Materials requested: Resume

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

Compensation Details: Compensation determined by experience

Desired years of Experience: 3+ years of experience

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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** September 26, 2017

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**Expiration Date:** December 30, 2017

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**Contact:** Dianne McClelland

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**Resume Receipt:** E-mail

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

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**ID:** 3029

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### Connecticut Public Service Fellowship

Connecticut Bar Foundation (CBF) (Hartford Connecticut)

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**Position Type:** Fellowship

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

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**Description:** About the Singer Connecticut Public Service Fellowship Program

In recent years, we have seen a significant increase in the number of people in Connecticut who qualify for free civil legal assistance. For many of these people, their ability to secure the most basic human needs depends entirely on the legal aid lawyers who are willing to advocate on their behalf. Without the zealous and passionate representation of these lawyers, those who face the loss of basic human needs – including housing, safety from domestic violence, health care benefits, employment, and educational opportunities – are often ill-equipped to protect their legal rights. At the same time that the poverty population in Connecticut has grown, funding for civil legal has steady decreased. Our state's legal service providers have done their best to deal with the challenges of reduced funding. They need help to build additional resources to provide critically needed legal services to the state's most underserved communities. It is for these reasons that the Singer Connecticut Public Service Fellowship was created. The mission of the Singer Connecticut Public Service Fellowship program is to have a long term impact on access to justice in Connecticut by funding and supporting the placement of talented new lawyers with legal services organizations within the state. By working together, the Singer Foundation and the Connecticut Bar Foundation seek to achieve the shared goals of encouraging new attorneys to enter the field of public service law in Connecticut and creating a fairer system of justice for all our residents, particularly for those who cannot afford a lawyer. Beginning in 2018, the Singer Connecticut Public Service Fellowship Program will support three to five Fellows to work for a Connecticut legal aid organization. Please see our brochure for additional information about our program.

[About the Fellowship Program Brochure Application Contact Us](#)

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

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**Posting Date:** September 25, 2017

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**Expiration Date:** December 29, 2017

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**Contact:** Don Philips  
Executive Director  
31 Pratt Street, Suite 420 Hartford, Connecticut 06103 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [ctbf@cbf-1.org](mailto:ctbf@cbf-1.org)

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**ID:** 3025

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## Various Temporary Disaster Relief Jobs

U.S. Small Business Administration

**Position Type:** Part-time

**Geographic Preference:** Unknown

**Description:**

The U.S. Small Business Administration (SBA) is hiring temporary employees to assist with disaster relief efforts this hurricane season from September 1 – December 31, 2017

Good Morning!

As you may know, SBA is the Federal Government's primary source of funds for homeowners, renters, businesses of all sizes, and private, non-profit organizations throughout the United States, American Samoa, Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, Puerto Rico, Republic of the Marshall Islands, and the U. S. Virgin Islands who have suffered property damage in a disaster. SBA makes these low-interest, long-term disaster loans to help pay for repairs to damaged real estate, personal property, and businesses.

Because disasters are unpredictable, the number of SBA employees needed to respond varies greatly. To accomplish our mission of helping disaster victims in floods, earthquakes, hurricanes, wildfires, and other disasters, SBA hires most disaster relief staff on a temporary appointment.

SBA is currently seeking:

- Loan Specialists
- Lawyers, Paralegals and Legal Assistants
- Customer Service Representatives
- Construction Analysts (Loss Verifiers)
- Damage Verifiers
- Program Support Assistant and Call Center Specialist
- Customer Service Representatives and Public Information Officers
- Information Technology Specialists (Customer support)
- Administrative Support Assistants

Position locations include: Sacramento, CA, Dallas, TX, or Buffalo, NY.

Substantial paid overtime, up to seven days a week and twelve to fourteen hours a day, may be required without flexibility in scheduling such overtime. Also, substantial travel to disaster areas is required. Travel assignments are expected to involve both extended duration and extensive frequency with very short notice at any time of the year. Employees must report for duty whenever assigned within 48 hours.

If you know any West Virginia residents interested in this temporary employment opportunity please feel free to share this email with them.

Thanks!

SBA's West Virginia District Office

Hurricane response jobs at the SBA

The Small Business Administration is hiring temporary employees to assist with disaster relief efforts this hurricane season from September 1st to December 31st, 2017. Bilingual language skills a plus.

Content

Damage Verifiers  
Lawyers, Paralegals and Legal Assistants  
Loan Specialists  
Program Support Assistant and Call Center Specialist  
Customer Service Representatives and Public Information Officers  
Customer Service Representatives  
Customer Service Representatives, Bilingual  
Information Technology Specialists (Customer support)  
Construction Analysts (Loss Verifiers)  
Administrative Support Assistants

Damage Verifiers

Locations  
Nationwide

Description

This position requires individuals to be able to perform one or multiple of the following functions: cost and damage estimation, damage verification, and flood zone mapping. As a damage verifier you will be asked to conduct on-site damage assessments to personal, real, and business property in disaster affected areas. Specific type of work will be based upon the individual qualifications of each person but basic functions include:

Evaluating project documentation such as contractor estimates and proposals

Writing and reviewing engineering reports

Reviewing construction plans/blueprints

Reviewing insurance adjuster's reports and recoveries

Reviewing other supporting rebuilding project documentation

Cost estimation to include the use of computerized cost estimation tools

Assessment of general building practices and regulations

Customer service

Qualifications

Due to the broad array of required loan tasks we are looking for individuals with a range of qualifications. The position calls for various skills such as construction analysts, home inspectors, insurance assessors, or equivalent career or educational experience. In addition to the above qualifications any applicant with fluency in a foreign language is encouraged to highlight their language and level of proficiency on their application.

Expectations

All damage verifiers will become temporary SBA employees and as such will be required to meet the following requirements:

Be a U.S. Citizen

Pass a credit and background check

Able to work between 40 to 84 hours a week based upon case load

**Compensation**

The SBA will cover all travel and per diem based on the government rate for every individual. Compensation will be based on each individual's qualifications, skillsets, responsibility, hours, and location. Compensation will range from \$20.77 to \$33.03 per hour. Overtime pay is authorized and will range from \$31.16 to \$41.97).

If you are interested in this position, please send your resume; questions should be directed to Scott Truman at 703-487-8100, ext. 6031. SBA is an Equal Opportunity Employer.

Lawyers, Paralegals and Legal Assistants

**Locations**

Sacramento, CA, Dallas, TX, or Buffalo, NY

**Description**

These positions require individuals to be able to perform one or more of the following functions, including but not limited to: speak with borrowers and prepare associated legal documents, review closing documents, and validate deeds and collateral. While a background in these areas is useful, training on all required tasks will be provided by SBA Staff. Personnel will be located in one of our 3 processing centers in Sacramento, CA, Dallas, TX, or Buffalo, NY.

**Qualifications**

Due to the broad array of required legal tasks we are looking for individuals with a range of qualifications. The positions call for skill sets with a background in law, so attorneys and paralegals and legal assistants are encouraged to apply. In addition to the above qualifications any applicant with fluency in a foreign language is encouraged to highlight their language and level of proficiency on their application.

**Expectations**

All legal specialists will become temporary SBA employees and as such will be required to meet the following requirements:

Be a U.S. Citizen

Pass a credit and background check

Able to work between 40 to 84 hours a week based upon case load

**Compensation**

The SBA will cover all travel and per diem based on the government rate for every individual. Compensation will be based on each individual's qualifications, skillsets, responsibility, hours, and location. Compensation for attorneys and paralegals will range from \$25.41 to \$39.96 per hour. Overtime (\$38.12 to \$41.97) will be paid for hours over 40 weekly. Compensation for legal assistants will range from \$16.77 to \$27.01 per hour. Overtime (\$25.16 to \$40.52) will be paid for hours over 40 weekly.

If you are interested in an individual position as a lawyer, paralegal or legal assistant, please click here to send your resume or call 817-868-2300 and ask for Human Resources. SBA is an Equal Opportunity Employer.

Loan Specialists

**Locations**

Sacramento, CA, Dallas, TX, or Buffalo, NY

**Description**

This position requires individuals to be able to perform one or multiple of the following functions: credit analysis, loan processing, and mortgage underwriting. Loan specialist will be located in one of our 3 processing centers in Sacramento, CA, Dallas, TX, or Buffalo, NY. Specific type of work will be based upon the individual qualifications of each person but basic functions include:

Evaluating Financial Information

Determining Credit worthiness and repayment ability of individuals and businesses using income related tax documents such as tax returns, W-2, paystubs, consumer credit reports, etc.

Making loan recommendations and decisions

Evaluation of overall financial condition

**Qualifications**

Due to the broad array of required loan tasks we are looking for individuals with a range of qualifications. The position calls for 4 types of skill sets which are credit analysts, loan officers, mortgage underwriters, and recent college graduates with a minimum of a Bachelor's degree in finance, statistics, business administration or a related business field. In addition to the above qualifications any applicant with fluency in a foreign language is encouraged to highlight their language and level of proficiency on their application.

**Expectations**

All loan specialists will become temporary SBA employees and as such will be required to meet the following requirements:

Be a U.S. Citizen

Pass a credit and background check

Able to work between 40 to 84 hours a week based upon case load

**Compensation**

The SBA will cover all travel and per diem based on the government rate for every individual. Compensation will be based on each individual's qualifications, skillsets, responsibility, hours, and location. Compensation will range from \$16.77 to \$39.96 per hour. Overtime pay is authorized and will range from \$25.16 to \$41.97).

If you are interested in this position, please send your resume; questions should be directed to Human Resources at 817-868-2300. SBA is an Equal Opportunity Employer.

Program Support Assistant and Call Center Specialist

**Locations**

Sacramento, CA, Atlanta, GA, or Buffalo, NY

**Description**

This position requires individuals to be able to perform one or multiple of the following functions: loan processing assistance, clerical data entry, and document scanning. Specific type of work will be based upon the individual qualifications of each person but basic functions include:

Data Input

Reviewing of correspondence or reports for correct grammar and format

Mail Services

Scanning and Uploading documents

Maintaining Databases

Responding to requests for information

Establishing and maintain records

Corresponding with Customers through email, phone, or in person

Qualifications

Due to the broad array of required tasks we are looking for individuals with a range of qualifications. The position calls for various skills but all individuals must be comfortable using Microsoft Office Suite programs to produce a variety of documents such as reports, spreadsheets, and correspondence. In addition to the above qualifications any applicant with fluency in a foreign language is encouraged to highlight their language and level of proficiency on their application.

Expectations

All Program Support Assistants and Call Center Specialists will become temporary SBA employees and as such will be required to meet the following requirements:

Be a U.S. Citizen

Pass a credit and background check

Able to work between 40 to 84 hours a week based upon case load

Compensation

The SBA will cover all travel and per diem based on the government rate for every individual. Compensation will be based on each individual's qualifications, skillsets, responsibility, hours, and location. Compensation will range from \$16.77 to \$27.01 per hour. Overtime pay is authorized and will range from \$25.16 to \$40.52).

If you are interested in this position, please send your resume or fax it to 716-843-4290; questions should be directed to Human Resources at 703-487-8100, ext. 6031. SBA is an Equal Opportunity Employer.

Customer Service Representatives and Public Information Officers

Locations

Nationwide

Description

SBA has immediate opening for temporary positions for Customer Service Representatives and Public Information Officers to help people impacted by Hurricane Harvey recover. Customer Service Representatives will assist businesses and residents in completing loan applications.

Expectations

Weekend work required and mandatory overtime could be substantial. Overtime is paid for hours in excess of 40-hours per week.

Qualifications

Experience in finance/loan processing and customer service is needed. Public Information Officers should have public speaking/communication skills. Finance background a plus. Bilingual speakers are needed for all positions.

If you are interested in this position, please send your resume. SBA is an Equal Opportunity Employer.

Customer Service Representatives

Locations

Atlanta, GA, Buffalo, NY, Sacramento, CA

Description

The U.S. Small Business Administration's Disaster Assistance office is seeking customer service representatives to assist with the Agency's response to Hurricane Harvey. Successful candidates will help individuals and businesses affected by Hurricane Harvey apply for SBA disaster loans.

Qualifications

Applicants must have prior customer service experience and be skilled in using Windows-based software. Call center experience is a plus. Bilingual fluency in English and Spanish is a plus.

Expectations

There will be substantial overtime and weekends.

Compensation

These positions are temporary and have a starting pay of \$16.23 per hour.

If you are interested in this position, please send your resume or fax it to 716-843-4290. SBA is an Equal Opportunity Employer.

Customer Service Representatives, Bilingual

Locations

Orlando, FL

Description

The U.S. Small Business Administration's Disaster Assistance office is seeking bilingual customer service representatives to assist with the Agency's response to Hurricanes Harvey, Irma, and Maria. Successful candidates will help individuals and businesses affected by the hurricanes apply for SBA disaster loans.

Qualifications

Applicants must have prior customer service experience, be skilled in using Windows-based software, and be fluent in English and Spanish. Call center experience is a plus.

Expectations

There will be substantial overtime and weekends.

Compensation

These positions are temporary and have a starting pay of \$16.23 per hour.

If you are interested in this position, please send your resume or fax it to 716-843-4290. SBA is an Equal Opportunity Employer.

Information Technology Specialists (Customer support)

Locations

Nationwide

Description

As an Information Technology Specialist, you will provide desktop, laptop, and iPad support to internal customers conducting on-site damage verification assessments to personal, real, and business property in disaster areas. You will be responsible for providing active directory account support, problem resolution for remote users, and iOS deployments and account maintenance in an Enterprise environment. This position will require extensive travel and per diem will be paid in accordance with government travel regulations.

**Expectations**

This employment will last approximately 90-180 days, but could last longer.

**Compensation**

The salary is \$26.34 - \$31.87 per hour depending on your qualifications.

If interested in this position, please send your resume. Questions should be directed to Brian Mullins at 703-487-8100, ext. 6657. SBA is an Equal Opportunity Employer.

**Construction Analysts (Loss Verifiers)**

**Locations**

Nationwide

**Description**

The U.S. Small Business Administration (SBA) is establishing an inventory/list of applicants interested in temporary employment as a Construction Analyst (Loss Verifier) to assist with disaster activity this hurricane season (1 June - 30 November 2017). If qualified, you will be contacted and extended a job offer when needed. Travel and per diem will be paid in accordance with government travel regulations. A valid driver's license is required. As a Construction Analyst, you will conduct on-site damage assessments to personal, real, and business property. You will determine the extent of the damage, estimate the cost of repairs or replacement of damaged property, and work primarily in disaster affected areas.

**Expectations**

This employment will last approximately 30-90 days, but could last longer.

**Compensation**

Base pay is \$20.72 - \$32.59 per hour depending on your qualifications; locality pay will be added and will be determined based on the location of your home residence.

If interested in this position, please send your resume; questions should be directed to Scott Truman at 703-487-8100, ext. 6031. SBA is an Equal Employment Opportunity provider.

**Administrative Support Assistants**

**Locations**

Herndon, VA

**Description**

As an Administrative Support Assistant, you will provide administrative support to personnel who are conducting disaster relief activities. The support you will provide includes, but is not limited to: travel arranging, travel voucher processing, credit card administration, payroll, and logistics services (mail, accountable property, etc.)

**Expectations**

This employment will last approximately 30-90 days, but could last longer.

**Compensation**

Pay is \$17.38 - \$21.53 per hour depending on your qualifications.

If interested in this position, please send your resume. Questions should be directed to John Sweet at 703-487-8100, ext. 6718.

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<b>Desired Class Level:</b>	Graduate/Alumni
<b>Posting Date:</b>	September 21, 2017
<b>Expiration Date:</b>	December 30, 2017
<b>Contact:</b>	Karen Friel WV District Director 320 West Pike Street, Ste. 330 Clarksburg, West Virginia 26301 United States
<b>Resume Receipt:</b>	E-mail
<b>Default email for resumes.:</b>	karen.friel@sba.gov
<b>Requested Document Notes:</b>	For more information, or to apply by email, go to the SBA website: <a href="https://www.sba.gov/disaster-assistance/hurricane-response-jobs-sba">https://www.sba.gov/disaster-assistance/hurricane-response-jobs-sba</a>
<b>ID:</b>	3018

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**Litigation Associate**

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

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**Position Type:** Full-time

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

**Description:**

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

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

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

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**Posting Date:** September 14, 2017

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**Expiration Date:** January 15, 2018

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

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**Resume Receipt:** E-mail

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

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

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**ID:** 3012

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**E-Discovery Attorney/Unlicensed JD**

LexInsight (CUPERTINO, CA)

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**Position Type:** Part-time

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

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

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**Description:** E-Discovery Attorneys/unlicensed JDs are needed for upcoming projects in Pittsburgh area. LexInsight's client is a prestigious global law firm that offers competitive compensation and good work-life balance. Qualified candidates will have either a JD or an active bar license in any jurisdiction. You must be able to commit to at least 40 hours per week for projects. These projects are a great way to build your resume and earn a steady paycheck while waiting for the bar.

If you are interested in working on these projects please register on LexInsight at <http://lexinsight.com/joinus?loc=PittsburghC> and complete your profile. Registration on LexInsight marketplace is absolutely free.

For any queries, please contact us at [info@lexinsight.com](mailto:info@lexinsight.com).

Learn more about us - [blog.lexinsight.com](http://blog.lexinsight.com)

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** August 9, 2017

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**Expiration Date:** December 31, 2017

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**Contact:** MR Ayush Pal  
19925 Stevens Creek Blvd Suite 100 Cupertino, California 95014 United States  
<http://www.lexinsight.com>

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

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**How to Apply:** <http://lexinsight.com/joinus?loc=PittsburghC>

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**ID:** 2952

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**Law Clerk**

City of Chicago Department of Law (Chicago, IL)

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

**Description:** The City of Chicago Department of Law is hiring PAID law clerks. Please share the following job opportunity with your students and alumni. The actual posting can be found at <https://chicago.taleo.net/careersection/108/jobsearch.ftl?lang=en>. Applications must be submitted in accordance with the posting below.

The City of Chicago is a diverse organization and welcomes diverse applicants.

JOB ANNOUNCEMENT

LAW CLERK - Posting #1631-DOL-2017

Department of Law

Building & License Enforcement (BLE) Division

Legal Information & Prosecutions (LIP) Division

Collections, Ownership, and Administrative Litigation (COAL) Division

Number of Vacancies: TBD (to be determined based upon Budget approval and vacancies per Division)

Law Clerk -Part Time & Full Time: Minimum 21 hours per week

The City of Chicago's Department of Law is seeking persons who are interested in working as a Law Clerk. This is the ideal position for an attorney licensed to practice law in Illinois or a law student who is looking for experience preparing cases for litigation, prosecuting violations and administrative review of the Chicago Municipal Code in Circuit Court or at the Department of Administrative Hearings; collecting debts owed to the City; and prosecuting violations of the Illinois Vehicle Code in Circuit Court.

Duties may include: trying cases; conducting hearings; researching and writing motions, memoranda and briefs; litigating administrative appeals; arguing motions; engaging in settlement negotiations; working closely with client departments; reviewing and analyzing files in a variety of cases; and recommending appropriate courses of action. This is a great opportunity to improve your litigation, negotiation, and writing skills.

Law Clerks will be randomly assigned to work in one of the following Divisions:

Building & License Enforcement (BLE) - This Division handles fire, building, health and zoning code violations as well as licensing issues.

Legal Information & Prosecutions (LIP) - The Prosecutions unit within this Division handles cases that may include fatal and multiple-vehicle traffic accidents, routine traffic citations and other Chicago Municipal Code violations punishable by a jail time penalty and/or fine. This division requires the applicant to be eligible to practice pursuant to Supreme Court Rule 711 or a licensed attorney at the time of application.

Collections, Ownership, and Administrative Litigation (COAL) Division - This Division is responsible for collecting debts due and owing the City; determining real property ownership and responsible parties in preparing for litigation; recovering demolition costs through lien foreclosure; and bankruptcy matters.

Location: Department of Law

Address: 30 North LaSalle, 740 North Sedgwick, or 121 North LaSalle

Shift: Monday -Friday (Flexible Hours between 8am - 6pm)

Hours: Year-round full-time and part-time (part-time is a minimum of 20 hours per week/4 hour shift)

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE.

Qualifications

Completion of at least one semester in an American Bar Association (ABA) accredited law school.

Disclaimer - "Accredited" means any American law school that has passed and maintains the requirements of accreditation by the American Bar Association ([www.americanbar.org](http://www.americanbar.org)).

Education & Employment Verification - Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

SELECTION REQUIREMENTS

This position does not require a test or interview. Applicants who successfully apply for the position, meet the minimum qualifications, and possess the qualifications best suited to fulfill the responsibilities of the position will be hired in a lottery/random order.

AND

Preference will be given to applicants who meet the following criteria:

- Possess a cumulative Grade Point Average (GPA) of 2.5 or above on a 4.0 scale or 3.5 or above on a 5.0 scale from an ABA accredited Law School.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. You must include job titles, dates of employment, and specific job duties. (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position.

There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM

ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity Employer and Military Friendly Employer.

City of Chicago Department of Law Department of Human Resources

Rahm Emanuel Edward N. Siskel Soo Choi

Mayor Corporation Counsel Commissioner

Posting Date: Aug 3, 2017 - Closing Date (Period for Applying) - External: Dec 16, 2017

BU: 09 - Salary: \$14.51 Pay Basis: Yearly

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** August 3, 2017

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**Expiration Date:** December 16, 2017

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**Contact:** Bonnie Tunick  
Chicago, Illinois United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [Bonnie.Tunick@cityofchicago.org](mailto:Bonnie.Tunick@cityofchicago.org)

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**ID:** 2948

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**HARRITY – PATENT ASSOCIATE TRAINEE PROGRAM (Fairfax - VA)**

Harrity & Harrity, LLP (Fairfax, VA)

**Position Type:** Full-time

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

**Description:**

Harrity & Harrity is hiring for its successful training program for new patent attorneys who are looking for an opportunity to get their foot in the door at a patent law firm and prove that they have what it takes to be a superstar patent associate. Our patent associate trainee program provides in-depth training in patent application drafting with the potential to become a full-time associate with our firm. The patent associate trainee program is a temporary position with our firm for about six (6) months, during which time, you will be trained in the skills that are needed to prepare high quality patent applications for leading technology companies.

To qualify for this position, you MUST be able to write well. Also, you MUST have a J.D., have passed a bar or are awaiting bar results, and have either a B.S. or M.S. in electrical engineering, computer science, mechanical engineering, or physics. We will consider other similar technical degree backgrounds. Being registered to practice before the USPTO is a plus. During the training program you will be paid a salary, and your lodging will be paid for as well. Should you successfully complete the training program, there is a strong possibility that you would be offered a full-time associate position with our firm. First year full-time associates at Harrity & Harrity earn higher salaries than their peers at other patent firms—the salary potential, for your first full year of employment as a full-time professional, is \$200K+.

To apply for this position, submit a resume and a cover letter explaining why you would be a good candidate for the program to pat@harrityllp.com.

To qualify for this position, you MUST be able to write well. Also, you MUST have a J.D., have passed a bar or are awaiting bar results, and have either a B.S. or M.S. in electrical engineering, computer science, mechanical engineering, or physics. We will consider other similar technical degree backgrounds. Being registered to practice before the USPTO is a plus.

**Desired Class Level:** 2L, 3L, LL.M, Graduate/Alumni

**Posting Date:** July 24, 2017

**Expiration Date:** December 31, 2017

**Contact:** Jazmine Hitt  
11350 Random Hills Road, Suite 600 Fairfax, Virginia 22030 United States

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

**Additional Documents:** Cover Letter

**ID:** 2916

**One Year Judicial Clerkships with New Jersey Judiciary (approx 480 separate clerkships)**

New Jersey Courts Central Office (Trenton, NJ)

**Position Type:** Full-time**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Description:** The New Jersey Judiciary seeks upcoming and recent law school graduates to fill approximately 480 one year judicial clerkships that will commence August 27, 2018 and end August 31, 2019.

## DESCRIPTION

Law clerks who serve in the Supreme Court, Appellate Division and Tax Court perform a substantial amount of legal research and prepare extensive memoranda; assist judges in processing emergent motion applications; proofread published opinions in the advance sheets; and maintain chambers' libraries. Trial Court law clerks perform legal research; make recommendations to judges regarding dispositions of motions, both verbally and via written bench memoranda; draft, edit and proofread legal correspondence; maintain chambers libraries; attend and assist with case conferences, motion hearings, trials; and mediate small claims cases. Law clerks to Assignment Judges handle the same work as other trial court law clerks but also assist in processing emergent matters and may assist in vicinage administration.

## REQUIREMENTS

Recent graduate of an American Bar Association approved law school (J.D. or LL.M.). Graduation date must be within four years of the start of the clerkship term. U.S. Citizenship, New Jersey Bar membership and New Jersey residency are not requirements. Excellent writing and analytical skills are essential.

## HOW TO APPLY

Visit our web-based portal to apply to individual justices and judges beginning June 19, 2017. Access to the portal can be found on the Law Clerk Web Page at [www.nicourts.gov/public/lawclerks.html](http://www.nicourts.gov/public/lawclerks.html).

Within the portal, you will find descriptions of the work performed by justices and judges, as well as profiles and biographies, hiring timelines, and clerkship availability information for the upcoming term. Applicants will be able to search the portal by judge, location, or court. Judges will indicate whether you may submit electronic applications via the portal.

You may also mail your applications directly to judges' chambers. The Law Clerk Web Page has the most up to date information to assist in preparing your application materials. To request a List of Minority Judges, please contact the Judiciary's Equal Employment Opportunity/Affirmative Action Unit at (609) 815-2915.

It is highly recommended that applicants apply early in the process (but no earlier than June 19th) to increase the likelihood of securing interviews. When preparing your application materials, your cover letter and resume should emphasize skills (legal research, writing, analytical and communication skills, etc.) as well as past work and prior legal experience that relates directly to the law clerk position, and should be tailored to the particular courts to which you are applying. Although GPA is important, judges consider other factors to recognize particular strengths and qualities.

## QUESTIONS?

Any questions about the application process may be directed to Kimberly Douglas, Esq., at (609) 815-2915 or [kimberly.douglas@njcourts.gov](mailto:kimberly.douglas@njcourts.gov).

The New Jersey Judiciary is an Equal Employment Opportunity/ Affirmative Action employer committed to ensuring an open door to justice. We appreciate your referrals for our judicial clerkships.

**Desired Class Level:** Graduate/Alumni**Posting Date:** June 19, 2017**Expiration Date:** August 27, 2018

**Contact:** Ms.1 Kimberly B. Douglas, Esq.  
EEO/AA Unit  
P.O. Box 037 Trenton, New Jersey 08625 United States

**Resume Receipt:** E-mail**Default email for resumes.:** [kimberly.douglas@njcourts.gov](mailto:kimberly.douglas@njcourts.gov)**Additional Documents:** Cover Letter, Writing Sample, Other Documents**Requested Document Notes:** [www.njcourts.gov/public/lawclerks.html](http://www.njcourts.gov/public/lawclerks.html)**ID:** 2879

**Document Review**

DiCenzo Personnel Specialists

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**Position Type:** Full-time

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

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

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**Description:** We are seeking Attorneys or JDs for a Major Firm located in Wheeling WV. Starting wage \$24 per hour with overtime @ \$36. Growth opportunity. Please call John at 412-766-0500 and send resume, references, and transcripts to John@dicenzo.com

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DiCenzo Personnel Specialists  
(412) 766-0500

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 16, 2017

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**Expiration Date:** December 30, 2017

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

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**Contact:** John Walko  
8110 Ohio River Blvd. Pittsburgh, Pennsylvania 15202 United States  
<http://www.dicenzo.com>

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

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**Default email for resumes.:** ResumeReview@inbox.com

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**How to Apply:** Please call John at 412-766-0500 and send resume, references, and transcripts to John@dicenzo.com

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**Additional Documents:** Unofficial Transcript

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**ID:** 2780

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**Product Tort and Insurance Litigation Associate**

Frost Brown Todd, LLC (Louisville, KY )

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**Position Type:** Full-time

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

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

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**Description:** Frost Brown Todd LLC, one of the largest regional law firms in the Midwest and one of the 150 largest law firms in the United States, seeks a litigation associate for the Charleston, West Virginia office. The candidate should have 3-5 years of experience to support our Product, Tort and Insurance Litigation Practice Group with depositions, hearings and drafting pleadings. More experienced candidates will also be considered. Applicants must have a strong academic record and excellent research and writing skills. Please visit our web page and use the "self-apply" feature at <http://www.frostbrowntodd.com/careers-openings-attorneys.html> to submit your application. Frost Brown Todd LLC is an equal opportunity employer.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** December 21, 2016

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**Expiration Date:** December 30, 2017

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**Contact:** Ms. Sonya Yadon  
Attorney Recruiting and Development Manager  
400 West Market Street, 32nd Floor Louisville, Kentucky 40202-3363

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

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**How to Apply:** <http://www.frostbrowntodd.com/careers-openings-attorneys.html>

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

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**ID:** 2484

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**HARRITY PATENT ASSOCIATE TRAINEE PROGRAM**

Harrity & Harrity, LLP (Fairfax, VA)

**Position Type:** Full-time

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

**Description:** Harrity & Harrity is hiring for its successful training program for new patent attorneys who are looking for an opportunity to get their foot in the door at a patent law firm and prove that they have what it takes to be a superstar patent associate. Our patent associate trainee program provides in-depth training in patent application drafting with the potential to become a full-time associate with our firm. The patent associate trainee program is a temporary position with our firm for about six (6) months, during which time, you will be trained in the skills that are needed to prepare high quality patent applications for leading technology companies.

To qualify for this position, you MUST be able to write well. Also, you MUST have a J.D., have passed a bar or are awaiting bar results, and have either a B.S. or M.S. in electrical engineering, computer science, mechanical engineering, or physics. We will consider other similar technical degree backgrounds. Being registered to practice before the USPTO is a plus. During the training program you will be paid a salary, and your lodging will be paid for as well.

Should you successfully complete the training program, there is a strong possibility that you would be offered a full-time associate position with our firm. First year full-time associates at Harrity & Harrity earn higher salaries than their peers at other patent firms the salary potential, for your first full year of employment as a full-time professional, is \$200K+.

To apply for this position, submit a resume and a cover letter explaining why you would be a good candidate for the program to pat@harrityllp.com.

To qualify for this position, you MUST be able to write well. Also, you MUST have a J.D., have passed a bar or are awaiting bar results, and have either a B.S. or M.S. in electrical engineering, computer science, mechanical engineering, or physics. We will consider other similar technical degree backgrounds. Being registered to practice before the USPTO is a plus. During the training program you will be paid a salary, and your lodging will be paid for as well.

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

**Posting Date:** November 3, 2016

**Expiration Date:** December 31, 2017

**Contact:** Jazmine Hitt  
11350 Random Hills Road, Suite 600 Fairfax, Virginia 22030 United States

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

**Additional Documents:** Cover Letter

**ID:** 2360