

# WVU College of Law **ALUMNI JOBS NEWSLETTER**

101 Job Postings

## Attorney

Babst Calland

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**Position Type:** Full-time

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

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**Description:** The Charleston WV location of Babst Calland has an associate position open for a licensed attorney with at least one year of experience (preferably 2-3 years). Most important is litigation experience, though they are also very interested in finding someone with oil/gas/energy experience. Interested attorneys should send cover letter and resume to Sheila Schad at SSchad@babstcalland.com

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 27, 2017

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**Expiration Date:** August 31, 2017

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**Contact:** Sheila Schad  
Two Gateway Center 603 Stanwix Street Pittsburgh, Pennsylvania  
15222 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** SSchad@babstcalland.com

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**ID:** 2880

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## Landman- Title

Purple Land Management (Canonsburg, PA)

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**Position Type:** Full-time

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

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

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**Description:** Purple Land Management is currently seeking Landmen to join our team in Morgantown, WV! This position will research title to determine the surface and mineral ownership of a piece of property in order to prepare for possible oil and natural gas production in the area where the property is located. Prior title research experience or JD preferred. Must be local to our Morgantown office and available to start immediately.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 27, 2017

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**Expiration Date:** August 1, 2017

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**Contact:** Chanel Kemp  
Recruiting Coordinator  
100 E. 15th St. Suite 320, Fort Worth Texas 76111  
<http://www.purplelandmgmt.com>

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

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**How To Apply:** [https://www.appone.com/MainInfoReq.asp?R\\_ID=1127483](https://www.appone.com/MainInfoReq.asp?R_ID=1127483)

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**ID:** 2820

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## Associate Attorney

Lewis Brisbois Bisgaard & Smith (Charleston, West Virginia)

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**Position Type:** Full-time

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**Practice Area(s):** Employment, Environmental, Litigation, Negligence & Personal Injury

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

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**Description:** Lewis Brisbois Bisgaard & Smith, LLP, a national law firm with an office in Charleston, West Virginia, is looking to hire an Associate Attorney to join our growing team. The ideal candidate will have at least 3-5 years of insurance defense litigation experience in the areas of general liability, premises liability, employment, products liability and transportation. The ideal candidate must have the ability to manage a large number of high exposure cases, including managing the discovery period, taking and defending depositions, drafting and arguing motions, and preparing for and attending trial. Excellent academic credentials, writing and advocacy skills, and a West Virginia bar license is required.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 23, 2017

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**Expiration Date:** August 23, 2017

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**Contact:** Ms. Danielle Berry  
Partner  
222 Capitol St Fifth Floor, Charleston West Virginia 25301  
<http://www.lewisbrisbois.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [danielle.berry@lewisbrisbois.com](mailto:danielle.berry@lewisbrisbois.com)

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

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**ID:** 2875

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## Attorney

Lateral Link (New York)

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**Position Type:** Full-time

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

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**Description:** Prominent law firm in Northern WV seeks several JDs OR admitted attorneys to assist on various document review projects. No experience is necessary. Positions are open to recent law school graduates AND experienced attorneys. Pay is \$26/hour for admitted attorneys (and \$39/hour for OT) and \$24/hour for unadmitted JDs (and \$36/hour for OT). Potential for a future permanent Staff Attorney position with our client. If you're studying for the Bar Exam this summer (good luck!), there's an opportunity to get pre-approved to start after the Bar Exam. Please email your resume ASAP to [mmarie@laterallink.com](mailto:mmarie@laterallink.com) and refer to the "WV Positions." Thank you and enjoy your summer!

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 23, 2017

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**Expiration Date:** October 7, 2017

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**Contact:** Craig Brown  
Principal  
600 Third Avenue 2nd Floor, New York New York 10016

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [mmarie@laterallink.com](mailto:mmarie@laterallink.com)

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**Requested Document Notes:** Please email your resume ASAP to [mmarie@laterallink.com](mailto:mmarie@laterallink.com) and refer to the "WV Positions."

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**ID:** 2877

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## Attorney

Lateral Link (New York)

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**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:** Prominent law firm in Northern WV seeks several JDs OR admitted attorneys to assist on various document review projects. No experience is necessary. Positions are open to recent law school graduates AND experienced attorneys. Pay is \$26/hour for admitted attorneys (and \$39/hour for OT) and \$24/hour for unadmitted JDs (and \$36/hour for OT). Potential for a future permanent Staff Attorney position with our client. If you're studying for the Bar Exam this summer (good luck!), there's an opportunity to get pre-approved to start after the Bar Exam. Please email your resume ASAP to [mmarie@laterallink.com](mailto:mmarie@laterallink.com) and refer to the "WV Positions." Thank you and enjoy your summer!

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 23, 2017

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**Expiration Date:** October 7, 2017

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**Contact:** Craig Brown  
Principal  
600 Third Avenue 2nd Floor, New York New York 10016

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**Resume Receipt:** E-mail

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**ID:** 2878

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## **TRIAL ATTORNEY (Personnel & Labor Relations)**

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

**Position Type:** Full-time

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

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**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL  
POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NO: #17-045  
POSITION TITLE:  
TRIAL ATTORNEY  
(Personnel & Labor Relations)  
POSITION GRADE & SERIES: LS-14/1 to 15/1  
SALARY RANGE: \$112,155 – \$131,935  
Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.  
OPENING DATE: June 22, 2017  
CLOSING DATE: July 13, 2017  
DURATION OF APPOINTMENT: Permanent  
AREA OF CONSIDERATION: Open to the Public  
WORKSITE LOCATION:  
Office of the Attorney General  
for the District of Columbia  
Personnel, Labor and Employment Division  
Personnel and Labor Relations Section  
441 4th Street NW  
Washington, DC 20001  
NO. OF VACANCIES: One (1)  
This position is outside of the collective bargaining unit.  
DESCRIPTION OF DUTIES: The District of Columbia Office of the Attorney General (OAG) seeks a Trial Attorney to join its Personnel and Labor Relations Section. Trial Attorneys in the Personnel and Labor Relations (PLR) Section represent District agencies in administrative matters before the Office of Employee Appeals, Office of Hearings and Adjudication/DOES, Office of Administrative Hearings, Office of Human Rights, U.S. Equal Employment Opportunity Commission, Metropolitan Police Department Adverse Action Panels, and Fire and Emergency Medical Services Department Fire Trial Boards. They also provide appellate representation of these matters before the OEA Board, the Compensation Review Board, various FMCS arbitrators, PERB, and Superior Court. Duties include all aspects of civil litigation, i.e. discovery, motions practice, brief writing, and evidentiary hearings. The incumbent serves under the direct supervision of the Chief of the Personnel and Labor Relations Section.  
QUALIFICATIONS: The ideal candidate should have at least ten (10) years of relevant legal or litigation experience in the area of employment law and possess excellent oral and written communication skills.  
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**

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 23, 2017

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**Expiration Date:** July 13, 2017

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

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**Resume Receipt:** E-mail

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

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

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

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**ID:** 2873

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## **TRIAL ATTORNEY (Personnel & Labor Relations)**

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

**Position Type:** Full-time

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

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**Description:**

GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT NNOUNCEMENT NO: #17-045 POSITION TITLE:

TRIAL ATTORNEY

(Personnel & Labor Relations)

OSITION GRADE & SERIES: LS-14/1 to 15/1 SALARY RANGE:

\$112,155 – \$131,935

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

OPENING DATE: June 22, 2017 CLOSING DATE: July 13, 2017

DURATION OF APPOINTMENT: Permanent AREA OF

CONSIDERATION: Open to the Public

**WORKSITE LOCATION:**

Office of the Attorney General for the District of Columbia  
Personnel, Labor and Employment Division Personnel and Labor  
Relations Section

441 4th Street NW

Washington, DC 20001

NO. OF VACANCIES: One (1)

This position is outside of the collective bargaining unit.

DESCRIPTION OF DUTIES: The District of Columbia Office of the Attorney General (OAG) seeks a Trial Attorney to join its Personnel and Labor Relations Section. Trial Attorneys in the Personnel and Labor Relations (PLR) Section represent District agencies in administrative matters before the Office of Employee Appeals, Office of Hearings and Adjudication/DOES, Office of Administrative Hearings, Office of Human Rights, U.S. Equal Employment Opportunity Commission, Metropolitan Police Department Adverse Action Panels, and Fire and Emergency Medical Services Department Fire Trial Boards. They also provide appellate representation of these matters before the OEA Board, the Compensation Review Board, various FMCS arbitrators, PERB, and Superior Court. Duties include all

aspects of civil litigation, i.e. discovery, motions practice, brief writing, and evidentiary hearings. The incumbent serves under the direct supervision of the Chief of the Personnel and Labor Relations Section.

**QUALIFICATIONS:** The ideal candidate should have at least ten (10) years of relevant legal or litigation experience in the area of employment law and possess excellent oral and written communication skills.

**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.

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**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.

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

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<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> June 23, 2017
<b>Expiration Date:</b> July 13, 2017
<b>Contact:</b> Tamesha L. Keel Talent Acquisition, EEO and Training Officer 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> tamesha.keel@dc.gov
<b>Additional Documents:</b> Cover Letter, Writing Sample
<b>ID:</b> 2874

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## Attorney

Vermont Legal Aid (Montpelier Vermont)

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**Position Type:** Full-time

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**Practice Area(s):** Admiralty

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

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**Description:** Job Description:

Vermont Legal Aid seeks a full-time temporary staff attorney in its Elder Law Project. The position will be located in either Burlington or Springfield, Vermont and will run through at least December 31st.

Some in-state travel required. Salary is \$46,298 + D.O.E. with excellent fringe benefits.

**Job Responsibilities:**

Responsibilities will be focused on representing Medicare beneficiaries in administrative appeals, as well as other advocacy on behalf of low-income Vermont seniors.

**Required Qualifications:**

Applicants must have excellent written and oral skills and demonstrated experience in public interest law, civil rights law or legal services. Applicants admitted to practice in Vermont preferred.

**To Apply:**

Please send cover letter, resume, references, and writing sample as a single PDF with the subject line "Medicare Advocacy Attorney Application 2017" by July 5, 2017 to Eric Avildsen, Executive Director, c/o Rose Wunrow (rwunrow@vtlegalaid.org). Visit our website for complete application instructions: [www.vtlegalaid.org](http://www.vtlegalaid.org)

VLA is an equal opportunity employer committed to cultural competency in order to effectively serve our increasingly diverse client community. Applicants are encouraged to share in their cover letter how they can further this goal

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 21, 2017

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**Expiration Date:** July 5, 2017

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**Contact:** Eric Avildsen  
Executive Director  
7 Court Street Montpelier, Vermont 05601 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [rwunrow@vtlegalaid.org](mailto:rwunrow@vtlegalaid.org)

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

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**Requested Document Notes:** To Apply:

Please send cover letter, resume, references, and writing sample as a single PDF with the subject line "Medicare Advocacy Attorney Application 2017" by July 5, 2017 to Eric Avildsen, Executive Director, c/o Rose Wunrow (rwunrow@vtlegalaid.org). Visit our website for complete application instructions: [www.vtlegalaid.org](http://www.vtlegalaid.org)

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**ID:** 2870

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## Judicial Law Clerk

Thirty-First Judicial Circuit of Virginia (Prince William County, Manassas & Manassas Park)

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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:** Judicial Law Clerk Recruiting - Term 2018-2019

The Thirty-First Judicial Circuit Court of Virginia, for the cities of Manassas, Manassas Park and Prince William County, is accepting applications for multiple Judicial Law Clerk positions for the term commencing August 2018. Typically, these positions are for a one year period.

The responsibilities for a law clerk are diverse and include legal research, review of interlocutory motions, and the drafting and review of legal opinions. Law clerks review civil files and proposed orders, provide daily and weekly briefings on criminal and civil dockets, and may be required to manage scheduling for cases assigned to a specific judge. They also assist with serious criminal matters including capital cases. Applications for these positions must plan to graduate from law school by June of 2018 and are expected to take the Virginia Bar exam.

Applications must to postmarked by September 11, 2017. Interviews will be conducted by the Circuit Court judges in late September and early October 2017. For consideration, please submit cover letter, resume, transcript, any letters of recommendation and optional writing sample to:

The Honorable Judges of the Thirty-First Judicial Circuit Court of Virginia  
Attn: Susan Freche  
9311 Lee Avenue, Third Floor  
Manassas, VA 20110

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 21, 2017

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**Expiration Date:** September 11, 2017

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**Contact:** Craig D. Johnston  
Chief Judge  
The Honorable Judges of the Thirty-First Judicial Circuit of Virginia.  
Attn: Susan Freche 9311 Lee Avenue Third Floor, Manassas Virginia  
20110

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

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**How To Apply:**  
The Honorable Judges of the Thirty-First Judicial Circuit of Virginia.  
Attn: Susan Freche  
9311 Lee Avenue, Third Floor  
  
Manassas, VA 20110

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

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**ID:** 2871

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## **Associate - Workers Compensation/Black Lung**

Penn Stuart (Abingdon, VA & Bristol, TN)

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**Position Type:** Full-time

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

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

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**Description:** Work for this well-established firm with locations in KY, VA and TN. This position is with the Bristol Tennessee Office.  
<http://www.pennstuart.com/>  
Candidates should also indicate that they are interested in taking the Virginia Bar if they have not already done so. While the position is in Bristol, TN much of the work is done in VA and, as such, you may not need to be TN barred, but willing to take the VA bar.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 20, 2017

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**Expiration Date:** July 11, 2017

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**Contact:** Angie Spiva  
Director of Human Resources  
208 E. Main Street P.O. Box 2288 Abingdon, Virginia 24212 United States

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**Resume Receipt:** Accumulate Online

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

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**ID:** 2868

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**POSITION TITLE: TRIAL ATTORNEY (Environmental)**

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

**Position Type:** Full-time

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

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**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: #17-043

POSITION TITLE:

TRIAL ATTORNEY

(Environmental)

POSITION GRADE & SERIES: LS-13/1 to 15/1

SALARY RANGE: \$94,915– \$131,935

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

OPENING DATE: June 15, 2017

CLOSING DATE: July 7, 2017

DURATION OF APPOINTMENT: Permanent

AREA OF CONSIDERATION: Open to the Public

WORKSITE LOCATION:

Office of the Attorney General

for the District of Columbia

Public Advocacy Division

441 4th Street NW

Washington, DC 20001

NO. OF VACANCIES: One (1)

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

**DESCRIPTION OF DUTIES:** The Public Integrity Unit of the Public Advocacy Division of the Office of the Attorney General for the District of Columbia (OAG) is seeking an experienced environmental litigator to handle complex environmental law matters. The Public Advocacy Division investigates and litigates civil cases aimed at protecting the public interest. The Public Integrity Unit 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, 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 have primary responsibility for OAG's environmental legal work. The District enters into, enforces, and complies with a number of consent decrees to clean up hazardous environmental sites. The successful candidate will evaluate these agreements, including assessing them for litigation potential, and litigating them when warranted. Further, the District has authority to enforce a number of local and federal environmental laws; for example, the Comprehensive Environmental Response, Compensation, and Liability Act, the Resource Conservation and Recovery Act, the Clean Water Act, and the Brownfield Act. The successful candidate will evaluate facts under these laws, recommend legal strategies, and implement those strategies. The successful candidate will work closely with the District's Department of Energy and Environment in assessing cleanups, determining strategy around consent decrees and litigation, and evaluating whether the District could be more aggressive in its enforcement of existing environmental authorities. The successful candidate will also be charged with

understanding best practices in environmental litigation in other attorney general offices around the country, and suggesting improvements in the way the District does its environmental law business.

**QUALIFICATIONS:** A minimum of five years of relevant, environmental litigation experience is required. This experience should include handling complex matters with multiple parties involved. The candidate should also have excellent analytical, writing and litigation skills.

**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.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 20, 2017

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**Expiration Date:** July 7, 2017

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**Contact:** Tamesha L. Keel  
Talent Acquisition, EEO and Training Officer  
441 4th Street N.W. Suite 1100S Washington, District of  
Columbia 20001 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** tamesha.keel@dc.gov

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

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

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**ID:** 2865

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## Senior Litigation Associate

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

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

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**Description:** Senior Litigation Associate: Growing civil litigation defense firm in the Eastern Panhandle of West Virginia seeks an experienced litigator for insurance defense practice. 10 or more years of litigation experience preferred, including experience with jury trials, taking fact and expert witness depositions in complex litigation, and reporting to clients and insurance carriers. The candidate will work closely with partners and other associates, as well as litigation support staff. Analytical and legal writing skills required. The ideal candidate will be a highly organized attorney able to work independently and one who demonstrates a sincere desire to grow and succeed within the environment of a well-respected firm.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 20, 2017

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**Expiration Date:** August 1, 2017

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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

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**Default email for resumes.:** arpennington@jacksonkelly.com

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

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**ID:** 2869

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## **TRIAL ATTORNEY (Tax and Finance)**

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

**Position Type:** Full-time

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

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**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: #17-042

POSITION TITLE:

TRIAL ATTORNEY

(Tax and Finance)

POSITION GRADE & SERIES: LS-13/1 to 14/1

SALARY RANGE: \$94,915 – \$112,155

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

OPENING DATE: June 13, 2017

CLOSING DATE: July 4, 2017

DURATION OF APPOINTMENT: Permanent

AREA OF CONSIDERATION: Open to the Public

WORKSITE LOCATION:

Office of the Attorney General

for the District of Columbia

Commercial 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:** The Commercial Division provides legal advice and transactional and litigation support to the District Government in the core areas of community and economic development, real estate, procurement, tax, finance, bankruptcy, land use, and public works. The successful candidate will be one of five attorneys in the Tax and Finance Section handling the District's affirmative and defensive litigation concerning tax matters (real property, personal property, business franchise, income, recordation, transfer, estate, and inheritance).

The Tax and Finance Section litigates primarily in the Tax Division of the Superior Court of the District of Columbia and, with respect to tax sale foreclosure litigation, in the Civil Division. Section attorneys may also handle transactional work such as negotiating, drafting, and reviewing transactional documents involved in the District's issuance of bonds and notes (e.g. general obligation, revenue, and tax increment financing), including the negotiation of terms and conditions of the issuance and preparation of the Attorney General's opinions for the bond and note issuances, and provide advice on other municipal finance transactions. In addition, Section attorneys assist the Land Acquisition and Bankruptcy Section in the acquisition of real property for municipal purposes. The incumbent exercises independent judgment and handles a substantial case load.

**QUALIFICATIONS:** Applicants must have three or more years of litigation experience, preferably in the area of tax, developable familiarity with property valuation concepts, and excellent oral and written communication skills.

**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**

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 20, 2017

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**Expiration Date:** July 4, 2017

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**Contact:** Tamesha L. Keel  
Talent Acquisition, EEO and Training Officer  
441 4th Street N.W. Suite 1100S Washington, District of  
Columbia 20001 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** tamesha.keel@dc.gov

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

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**Requested Document Notes:** HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2)

résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

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**ID: 2864**

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

New Jersey Courts Central Office (Trenton, NJ)

**Position Type:** Full-time

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

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**Description:** The New Jersey Judiciary seeks upcoming and recent law school graduates to fill approximately 480 one year judicial clerkships that will commence August 27, 2018 and end August 31, 2019.

### DESCRIPTION

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

### REQUIREMENTS

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

### HOW TO APPLY

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

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

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

It is highly recommended that applicants apply early in the process (but no earlier than June 19th) to increase the likelihood of securing interviews. When preparing your application materials, your cover letter and resume should emphasize skills (legal research, writing, analytical and



communication skills, etc.) as well as past work and prior legal experience that relates directly to the law clerk position, and should be tailored to the particular courts to which you are applying. Although GPA is important, judges consider other factors to recognize particular strengths and qualities.

QUESTIONS?

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

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

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<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> June 19, 2017
<b>Expiration Date:</b> August 27, 2018
<b>Contact:</b> Ms.1 Kimberly B. Douglas, Esq. EEO/AA Unit P.O. Box 037 Trenton, New Jersey 08625 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:kimberly.douglas@njcourts.gov">kimberly.douglas@njcourts.gov</a>
<b>Additional Documents:</b> Cover Letter, Writing Sample, Other Documents
<b>Requested Document Notes:</b> <a href="http://www.njcourts.gov/public/lawclerks.html">www.njcourts.gov/public/lawclerks.html</a>
<b>ID:</b> 2879

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## **SUPERVISORY TRIAL ATTORNEY (Public Integrity Section Chief)**

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

**Position Type:** Full-time

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

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**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF THE ATTORNEY GENERAL  
POSITION VACANCY ANNOUNCEMENT

\*AMENDED\*

This duration of appointment has been amended.

ANNOUNCEMENT NO: #17-044

POSITION TITLE:

SUPERVISORY TRIAL ATTORNEY

(Public Integrity Section Chief)

POSITION GRADE & SERIES: LX-01

SALARY RANGE: \$101,268 – \$130,000

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

OPENING DATE: June 16, 2017

CLOSING DATE: July 10, 2017

DURATION OF APPOINTMENT: Permanent

AREA OF CONSIDERATION: Open to the Public

WORKSITE LOCATION:

Office of the Attorney General

for the District of Columbia

Public Advocacy Division

441 4th Street NW

Washington, DC 20001

NO. OF VACANCIES: One (1)

This position is outside the collective bargaining unit.

DESCRIPTION OF DUTIES: The Office of the Attorney General for the District of Columbia (OAG) is seeking candidates for the position of Section Chief for the Public Integrity Section ("Section") in the Public Advocacy Division ("the Division"). This is a new Division within OAG intended to focus and elevate the Office's affirmative public interest civil litigation practice. Because the Division is new, the Section Chief will help the Deputy to shape the Section and the nature of its work. The Section is one of two in the Division:

The Housing and Community Justice Section, led by the Section's Chief. This Section works with community groups, tenant organizations, and District government agencies to address nuisance properties, litigates cases essential to protecting affordable housing and tenants' rights, and litigates cases to protect residents from other abuses such as wage theft.

The Public Integrity Section, led by the successful candidate. This 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, 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 Section Chief will oversee the management and operation of the Public Integrity Section and will report to the Assistant Deputy and Deputy of the Public Advocacy Division. The management of the Section also includes creating common policies and exploit synergies between various buckets of affirmative litigation already practiced, as well as to expand upon the work already

done by these attorneys in a manner that serves the public interest. The Section Chief will work closely with the Deputy and Assistant Deputy in the planning, coordination and management of the Division, including developing and implementing the vision for the Division's affirmative civil litigation work. The responsibilities of the Section Chief include, but are not limited to:

Helping to expand the Section, developing its policies, practices, and procedures, including:

- o Consulting with the Assistant Deputy and Deputy in the formulation of the section's legal and policy objectives;
- o Incorporating best practices from the affirmative litigation groups of other state attorney general offices;
- o Developing practices that encourage testing novel legal strategies or categories of cases that seek to promote the public interest; and
- o Developing policies, including internal procedures as well as potential regulation or legislation, to strengthen existing protections for District residents.

Managing the litigation work of the Section, including:

- o Establishing litigation priorities;
- o Supervising the litigation practice of the Section, including all aspects of civil actions, investigations, negotiations, and resolutions;
- o Reviewing pleadings, motions, memoranda, and correspondence;
- o Reviewing litigation outcomes to determine when appellate review may be needed; and
- o Generating monthly case reports and other evaluative tools to the Assistant Deputy and Deputy.

Managing the operations of the Section, including:

- o Preparing annual budget requests and performing ongoing programmatic monitoring and reporting;
- o Managing personnel, including support staff, in a manner that encourages professional development, employee satisfaction, and quality outcomes; and
- o Otherwise managing the operation of the Section in compliance with OAG policies and procedures to ensure timely delivery of legal services on a daily and long-range basis.

Other duties associated with leading the Section, including:

- o Advising the Attorney General on legal issues within the Public Advocacy arena;
- o Fielding complaints from the public;
- o Handling public speaking requests, press, and media inquiries;
- o Participating in relevant work groups or OAG special projects, continuing legal education, and other opportunities to expand or inform the Section's work;
- o Coordinating with other OAG Divisions on joint enforcement or other opportunities; and
- o Liaising, as needed, with members of the District of Columbia Council, members of the Executive, and other District officials on matters pertaining to the work of the Section.

**QUALIFICATIONS:** The candidate must have significant experience supervising legal work, including the day-to-day activities of attorneys and support staff as well as strong organizational skills. The candidate should have at least 5 years of civil litigation experience, preferably in affirmative or otherwise public interest litigation, and excellent oral and writing skills. The candidate should also have a creative orientation toward the law and bring innovative thinking to the ways in which OAG can expand its work to meet the needs

of District residents.

**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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 16, 2017

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**Expiration Date:** July 10, 2017

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

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**Resume Receipt:** E-mail

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**Default email for resumes.:** OAG.RecruitmentAttorney@dc.gov

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

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

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**ID:** 2866

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## **TRIAL ATTORNEY (Environmental)**

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

**Position Type:** Full-time

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

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**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF THE ATTORNEY GENERAL  
POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: #17-043

POSITION TITLE:

TRIAL ATTORNEY

(Environmental)

POSITION GRADE & SERIES: LS-13/1 to 15/1

SALARY RANGE: \$94,915– \$131,935

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

OPENING DATE: June 15, 2017

CLOSING DATE: July 7, 2017

DURATION OF APPOINTMENT: Permanent

AREA OF CONSIDERATION: Open to the Public

WORKSITE LOCATION:

Office of the Attorney General

for the District of Columbia

Public Advocacy Division

441 4th Street NW

Washington, DC 20001

NO. OF VACANCIES: One (1)

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

**DESCRIPTION OF DUTIES:** The Public Integrity Unit of the Public Advocacy Division of the Office of the Attorney General for the District of Columbia (OAG) is seeking an experienced environmental litigator to handle complex environmental law matters. The Public Advocacy Division investigates and litigates civil cases aimed at protecting the public interest. The Public Integrity Unit 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, 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 have primary responsibility for OAG's environmental legal work. The District enters into, enforces, and complies with a number of consent decrees to clean up hazardous environmental sites. The successful candidate will evaluate these agreements, including assessing them for litigation potential, and litigating them when warranted. Further, the District has authority to enforce a number of local and federal environmental laws; for example, the Comprehensive Environmental Response, Compensation, and Liability Act, the Resource Conservation and Recovery Act, the Clean Water Act, and the Brownfield Act. The successful candidate will evaluate facts under these laws, recommend legal strategies, and implement those strategies. The successful candidate will work closely with the District's Department of Energy and Environment in assessing cleanups, determining strategy around consent decrees and litigation, and evaluating whether the District could be more aggressive in its enforcement of existing environmental authorities. The successful candidate will also be charged with

understanding best practices in environmental litigation in other attorney general offices around the country, and suggesting improvements in the way the District does its environmental law business.

**QUALIFICATIONS:** A minimum of five years of relevant, environmental litigation experience is required. This experience should include handling complex matters with multiple parties involved. The candidate should also have excellent analytical, writing and litigation skills.

**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**

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 16, 2017

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**Expiration Date:** July 7, 2017

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

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**Resume Receipt:** E-mail

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

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

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

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**ID:** 2861

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**Beckley/Princeton Community Development Attorney**

Legal Aid of West Virginia (Charleston, WV)

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

Immediate opening for a Community Development Attorney with Legal Aid of West Virginia working in the Beckley/Princeton region. This NEW two-year grant-funded position will provide legal support for eligible non-profits and small business start-ups to assist in community development in the area and will represent low-income clients with barriers to employment. Highly rewarding work with great benefits (37.5-hour work week, 4+ weeks' vacation/holidays, PEIA medical coverage). This is a great opportunity to improve your community and your quality of life at the same time. Send cover letter, resume and salary requirements via fax (304-342-3011) or email to [jobs@lawv.net](mailto:jobs@lawv.net) by Wednesday, June 28, 2017. EOE Qualified women, minorities and people with disabilities are encouraged to apply.

**Desired Class Level:** Graduate/Alumni**Posting Date:** June 15, 2017**Expiration Date:** June 28, 2017**Contact:** Ms. Kerry LeMasters  
Charleston, West Virginia United States**Resume Receipt:** E-mail**Default email for resumes.:** [jobs@lawv.net](mailto:jobs@lawv.net)**Additional Documents:** Cover Letter**Requested Document Notes:** email to [jobs@lawv.net](mailto:jobs@lawv.net) by Wednesday, June 28, 2017.**ID:** 2859

## Commercial Litigation Associate

Stok Folk + Kon

**Position Type:** Full-time

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**Description:** Prestigious Aventura commercial law and litigation firm seeks a hardworking, ambitious commercial litigation associate. Excellent academic, writing, research and communication skills along with an established work ethic demonstrating a drive to succeed are required. Compensation commensurate with ability and experience. Full benefits package. Excellent opportunity for a rapid career advancement. Very collegial work environment.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 15, 2017

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**Expiration Date:** July 17, 2017

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**Contact:** Administrator Jeanette Menendez

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

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**How To Apply:** [jmenendez@stoklaw.com](mailto:jmenendez@stoklaw.com)

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

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**ID:** 2857

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## Legislative Assistant

The Office of Senator Chris Van Hollen (Washington DC)

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**Position Type:** Full-time

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

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**Description:** 223752 LEGISLATIVE ASSISTANT - Senator Chris Van Hollen (D-MD) is seeking a Legislative Assistant for energy, environment and climate issues. Responsibilities include representing the Senator before constituent groups and stakeholders; developing and advancing legislative proposals; reviewing legislative correspondence; and keeping the Senator informed on issues and developments related to this portfolio both in Maryland and at the national level. The ideal candidate will be an excellent writer with deep knowledge and experience in this area, including a strong prior record advancing and drafting policy proposals and working on issues concerning the Chesapeake Bay Watershed. Congressional experience and Maryland ties are strongly preferred. The Office of Senator Chris Van Hollen is an equal opportunity employer. Interested applicants should send a cover letter, resume and references to Sen.VanHollenLA@gmail.com.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 15, 2017

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**Expiration Date:** July 31, 2017

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**Contact:** Chris Van Hollen  
Senator

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**Resume Receipt:** E-mail

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**Default email for resumes.:** Sen.VanHollenLA@gmail.com

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**Additional Documents:** Cover Letter

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**ID:** 2858

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

Harrity &amp; 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:** 3L, Graduate/Alumni**Posting Date:** June 14, 2017**Expiration Date:** July 21, 2017**Contact:** Jazmine Hitt  
11350 Random Hills Road Suite 600, Fairfax Virginia 22030**Resume Receipt:** E-mail, Accumulate Online**Additional Documents:** Cover Letter**ID:** 2852

## Communications Outreach Specialist

Fairness West Virginia (Charleston)

**Position Type:** Full-time

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

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**Description:**

Communications Outreach Specialist  
Fairness West Virginia, the state's leading LGBTQ civil rights organization based in Charleston, seeks a full-time Communications Outreach Specialist to help guide our communications strategy, publicize our work throughout the state, and advance our public education programs, campus engagement efforts, and community event coordination in West Virginia. The Communications Outreach Specialist, a newly created position, will report directly to Fairness West Virginia's Executive Director.

Fairness West Virginia is a statewide non-profit education and social justice organization dedicated to fair treatment and civil rights for lesbian, gay, bisexual, and transgender West Virginians. Our mission is to ensure that LGBTQ people in the Mountain State can be open, honest, and safe at home, at work, and in the community. In just the last year our organization has made tremendous progress in carrying out that mission by defeating the "License to Discriminate bill" (also known as RFRA) at the state legislature and by helping more communities in West Virginia in 2016 adopt LGBTQ inclusive non-discrimination ordinances than any other state in the country. Fairness West Virginia has two separate corporate entities in order to do a broad range of work to protect LGBTQ civil rights. Fairness West Virginia Institute is a 501©(3) non-profit corporation that primarily engages in public education and litigation. Fairness West Virginia is s 501©(4) non-profit corporation that primarily engages in policy advocacy.

**Responsibilities**

- Manage all aspects of media relations, including writing and disseminating press releases and advisories, pitching stories to targeted reporters, fielding media requests, managing a media database, drafting talking points, arranging interviews with Fairness spokespersons, and coaching spokespersons.
- Assist in the development, design, editing, finalizing, or production of eblast communications
- Help with communication needs for major events (Lobby Day, public hearings, press conferences, legislative fundraiser, gay pride festival, gala, etc.)
- Support efforts to build and manage an online presence for Fairness, helping to ensure that content is engaging, up-to-date, and results in measurable action; develop and manage posting of content for web site and social media.
- Aid in planning public events to further educate the public on issues impacting the LGBTQ community as identified by the Executive Director.
- Assist in advocacy efforts during the West Virginia legislative session.
- Engage in faith community and campus outreach to build support for LGBTQ non-discrimination
- Occasional public speaking

**Qualifications**

- A few years of experience in communications/marketing and/or relevant academic experience/campus organizing or coordinating political, legislative or activist campaigns preferred.
- Strong written and oral communications skills.
- Familiarity with framing and messaging about LGBTQ people.

- Commitment to Fairness West Virginia's mission.
- Strong project multi-tasking skills.
- Experience with online organizing and communication.
- Personal enthusiasm and optimism, along with a sense of humor.
- Creativity; results-oriented, self-starting attitude (someone who will proactively offer communications ideas); willingness to work evenings and weekends and travel the state as needed.
- Proficiency with computers: Windows, Microsoft Office, familiarity with design software preferred.

**Compensation**

Compensation for this full-time position is in the low to mid \$30,000's, but is negotiable based on experience. Benefits include medical and dental insurance (fully paid by employer), and generous vacation, holiday, and sick leave.

**How to apply**

Please email cover letter, resume, writing sample, and three references to [andrew@fairnesswv.org](mailto:andrew@fairnesswv.org). Applications should include "Communications Outreach Specialist" in the subject field. Applications accepted until position is filled.

Fairness West Virginia Institute is an equal opportunity employer.

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<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> June 13, 2017
<b>Expiration Date:</b> July 31, 2017
<b>Contact:</b> Sam Springer Special Projects Assistant 405 Capitol Street Suite 405, Charleston West Virginia 25301
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:sam@fairnesswv.org">sam@fairnesswv.org</a>
<b>Additional Documents:</b> Cover Letter, Writing Sample
<b>Requested Document Notes:</b> How to apply Please email cover letter, resume, writing sample, and three references to <a href="mailto:andrew@fairnesswv.org">andrew@fairnesswv.org</a> . Applications should include "Communications Outreach Specialist" in the subject field. Applications accepted until position is filled.
<b>ID:</b> 2849

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**Director**

Roger Williams University School of Law

**Position Type:** Full-time**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Description:** Corporate Externship and Business Law Programs Position Available  
Roger Williams University School of Law

Roger Williams University School of Law, located in Providence and Bristol, Rhode Island, seeks to hire a Director of its Corporate Counsel Clinical Externship who would also serve as the Director of Business Law Programs. This is a full-time position, scheduled to begin on August 1, 2017, that involves both teaching and administrative responsibilities.

The Corporate Counsel Clinical Externship Program is designed to place second and third-year law students to train for academic credit in the corporate counsel offices of companies, located either locally or in a geographical location desired by a student. The Director administers all aspects of the Program, including selecting qualified students for enrollment, identifying and securing the companies to participate each semester, securing approval for new placement sites, making site visits to prospective companies, matching students with companies for placement, working with each student individually to find companies that serve that student's professional goals, overseeing each student's experience, communicating regularly with and building relationships with supervising attorneys to ensure a substantial lawyering experience for students and to ensure sound preparation for the students, meeting on-site each semester with the supervising attorney and student, and mentoring and advising students individually throughout the semester. The Director also teaches the two-credit seminar that runs concurrently with the externship program. The companies currently participating include Alex and Ani, Amica Insurance, Blue Cross Blue Shield, CVS Health, Care New England, Falvey Insurance Group, Fenway Sports Group, Gilbane Building Co., IGT, Kahn Litwin & Renzo, Moran Shipping Agencies, Naval Underseas Warfare College, Newport Experience, Sensata Technologies, Swarovski, and Textron.

The Director of Business Law Programs will serve as the overall coordinator of curricular and co-curricular aspects of the RWU Law program that are designed to serve law students who are interested in a transactional or business-oriented legal practice. Specific duties will include: organizing and running our OPEN DOOR Speaker Series, which hosts monthly outside practitioner speakers to engage students on business law topics and on business law career paths; organizing and running our immersion "Business for Lawyers Workshop" each semester to teach students what companies do, how business people make decisions, how to learn a client's business, and essential business concepts; creating and maintaining our online, multimedia "Business for Lawyers" LibGuide with resources geared to help law students, as "learners-on-the-go," learn business; organizing and running a biannual "Corporate Counsel Reunion" social gathering open to all alumni and enrolled students of the Corporate Counsel Clinical Externship Program; serving as an advisor to all law students (1L-3L students) seeking guidance on experiential and curricular business law paths, on the experiential, curricular path options, and available legal positions that further their career goals; connecting any interested students directly to practitioners as mentors, advisors, networking opportunities, and potential employers; and working regularly with the Career Development Office to

connect law students and law alumni to business law-related job opportunities and postings.

Applicants must have a J.D. degree from an A.B.A. approved law school. Preferred qualifications include prior experience as a clinical teacher, fellow, or staff attorney, and practice experience in business law in a law firm or in-house counsel setting. Candidates should submit a letter of application, a resume, and a list of at least three references to Professor Andrew Horwitz, Assistant Dean for Experiential Education, at [ahorwitz@rwu.edu](mailto:ahorwitz@rwu.edu), and also apply formally through the university's web site at <https://rwu.interviewexchange.com/jobofferdetails.jsp?JOBID=85390>. Applications should be submitted as soon as possible, but no later than June 23, 2017. Roger Williams University School of Law is an equal opportunity employer. Women, persons of color, LGBTQ persons, and others whose backgrounds will contribute to the diversity of the faculty, are strongly encouraged to apply.

Professor Andrew Horwitz  
 Assistant Dean for Experiential Education  
 Roger Williams University School of Law  
 One Empire Plaza, Suite 435  
 Providence, RI 02903  
 P: 401-276-4880  
 F: 401-276-4899  
[ahorwitz@rwu.edu](mailto:ahorwitz@rwu.edu)

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 13, 2017

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**Expiration Date:** June 23, 2017

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**Contact:** Andrew Horwitz  
 Assistant Dean for Experiential Education  
 One Empire Plaza Suite 435, Providence Rhode Island 02903

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [ahorwitz@rwu.edu](mailto:ahorwitz@rwu.edu)

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**Requested Document Notes:** Applicants must have a J.D. degree from an A.B.A. approved law school. Preferred qualifications include prior experience as a clinical teacher, fellow, or staff attorney, and practice experience in business law in a law firm or in-house counsel setting. Candidates should submit a letter of application, a resume, and a list of at least three references to Professor Andrew Horwitz, Assistant Dean for Experiential Education, at [ahorwitz@rwu.edu](mailto:ahorwitz@rwu.edu), and also apply formally through the university's web site at <https://rwu.interviewexchange.com/jobofferdetails.jsp?JOBID=85390>. Applications should be submitted as soon as possible, but no later than June 23, 2017. Roger Williams University School of Law is an equal opportunity employer. Women, persons of color, LGBTQ persons, and others whose backgrounds will contribute to the diversity of the faculty, are strongly encouraged to apply.

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**ID:** 2851

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## Director of Public Service Initiatives (DPSI)

NALP (Washington DC)

**Position Type:** Full-time

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

**Description:** Annie, Could you please post this on Symplicity for alumni? Thanks!

NALP, a Washington, DC based non-profit legal education association with a staff of 15 professionals, seeks a Director of Public Service Initiatives (DPSI) to provide leadership for all Association public service initiatives.

NALP is dedicated to continuously improving career counseling and planning, recruitment and retention, and the professional development of law students, lawyers, and its members, and NALP is the leading provider of public service career information for its members. The Director of Public Service Initiatives provides leadership for, manages, and oversees all of NALP's public service initiatives, including the PSJD website ([www.psjd.org](http://www.psjd.org)). The Director is the primary staff liaison to NALP's Public Service Section. The Director also cultivates relationships between NALP and other public service-oriented organizations and will represent NALP at relevant programs and events.

### Public Service Initiatives

The Director is responsible for coordinating all aspects of NALP's public service programming, including the planning and implementation of the annual PSJD Public Service Mini-Conference, as well as public service programming at NALP's annual education conference. In conjunction with NALP's Public Service Section, the Director is responsible for designing and implementing new initiatives that will fulfill the public service goals established by NALP's Long Range Strategic Plan and NALP's annual business plan.

### PSJD ([www.psjd.org](http://www.psjd.org))

The Director directs all facets of the operation, enhancement, and promotion of NALP's PSJD project, including, but not limited to:

- evaluating evolving PSJD subscriber needs and leading development and enhancement efforts to meet such needs;
- producing public relations materials and directing outreach efforts to increase participation in and use of PSJD among law schools, public service employers, law students, and attorneys;
- developing and leading career search workshops, and producing related materials for law school career professionals and students;
- editing and producing content for the PSJD Blog, and overseeing PSJD's other social media platforms;
- leading PSJD subscriber renewal and retention efforts;
- designing and leading outreach to prospective subscribing schools;
- responding to current and prospective PSJD subscriber inquiries;
- directing annual production of the PSJD Comprehensive Fellowship Guide;
- guiding hiring, training, supervision, and mentoring of the PSJD Fellow and other administrative staff for PSJD;
- managing PSJD's annual budget, in coordination with other NALP staff;
- exploring and identifying potential opportunities for additional funding and/or revenue for PSJD.

### NALP Educational Programming, Publications, Research, Technology, and Membership Services

Working in close collaboration with other NALP staff directors, the Director of Public Service Initiatives will assist in the enhancement of existing and the development of new NALP educational programming, publications, research, technology services, and membership services as they relate to the public service-related needs of NALP members, law students, attorneys, and the public service community in general.

### Affiliate Relationships

The Director will also be responsible for engaging in outreach to and facilitating NALP's relationships with law-related public service organizations, public service sections of law-related organizations, and the public service community in general. The Director will also represent NALP at external public service-related programs and events that are relevant to the accomplishment of the goals, duties and responsibilities of the position.

#### Administrative Responsibilities

The Director has responsibility for hiring and supervising a staff that includes the PSJD Fellow, undergraduate and graduate work-study interns, and the PSJD Publications Coordinator (a summer position for a law student). The Director provides primary staff support to the Public Service Section, and to the PSJD Advisory Group, and is expected to work collaboratively with a variety of NALP member volunteers. The Director maintains positive working relationships with supervisors and co-workers and observes confidentiality of organizational and association matters.

#### Other Responsibilities

The Director of Public Service Initiatives will take on additional projects and responsibilities as assigned by the officers and members of the NALP Board of Directors and NALP senior staff.

The Director of Public Service Initiatives reports to and is evaluated by the Executive Director. Benefits include fully-paid medical and dental insurance coverage, holidays, sick leave, vacation, and a retirement plan. Position is available July 1. This position is based in Washington, DC.

See the full job description at  
<https://www.nalp.org/uploads/documents/DirectorPublicServiceInitiatives2017.pdf>

To apply, submit a resume, a list of three references, and a cover letter indicating salary expectations no later than 5:00 p.m., Friday, June 30 to:

Fred Thrasher, Deputy Director  
NALP  
Suite 401  
1220 19th Street, NW  
Washington, DC 20036-2405  
[info@nalp.org](mailto:info@nalp.org)  
Fax (202) 835-1112

If submitting your application by e-mail, please put "Director of PSI" in the subject field.

NALP is a leading advocate for diversity in the legal profession and an organization committed to the diversity of its membership and staff. NALP is an equal opportunity employer and welcomes applications from members of diverse groups and persons of varied backgrounds.

#### General Requirements

- knowledge of and experience with the career planning, recruitment and hiring, employment, and/or professional development of law students and attorneys in the public service arena, or immersion in public interest law practice and law practice management;
- the ability and motivation to sustain knowledge of key trends and developments, as well as relationships with key stakeholders in the public service arena;
- the ability and desire to interact with a broad range of constituents, including law students, law graduates, public service employers, and law school career and public service professional staff;
- the ability to make mature, ethical and responsible decisions when interacting with and handling matters for the NALP Board, the Public Service Section, the PSJD Advisory Group, and PSJD subscribers and users; and
- the ability and motivation to develop and sustain a thorough knowledge of the organization, structure, and services of NALP.

### Specific Qualifications

- JD degree (required);
- professional work experience in a law school, a member association, a public interest organization, a government office, or other related setting;
- clear enthusiasm for and commitment to the missions of NALP and PSJD;
- experience working with law students, lawyers and/or volunteers;
- ability to initiate and sustain collaborative relationships with a variety of constituencies;
- supervisory, training, and management experience;
- facility with technology and computers, including the use of searchable web-based databases and office technology;
- ability to review, analyze, and synthesize data related to public service topics and to write about the findings and conclusions in a clear and concise manner for an audience of NALP members and the public;
- web development experience a plus;
- sensitivity to the needs of diverse and multicultural constituencies;
- excellent oral and written communication skills, including demonstrated public speaking ability;
- demonstrated commitment to and experience in providing outstanding customer service;
- some travel is required

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 13, 2017

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**Expiration Date:** June 30, 2017

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**Contact:** Fred Thrasher  
Deputy Director  
1220 19th Street NW Suite 401, Washington District of Columbia 20036

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**Resume Receipt:** E-mail

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**Default email for resumes.:** info@nalp.org

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** To apply, submit a resume, a list of three references, and a cover letter indicating salary expectations no later than 5:00 p.m., Friday, June 30 to:

Fred Thrasher, Deputy Director  
NALP  
Suite 401  
1220 19th Street, NW  
Washington, DC 20036-2405  
info@nalp.org  
Fax (202) 835-1112

If submitting your application by e-mail, please put "Director of PSI" in the subject field.

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**ID:** 2850

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## Assistant Public Defender

Public Defender Corporation for the 5th Judicial Circuit

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**Position Type:** Full-time

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

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**Description:** Assistant Public Defender

The Public Defender Corporation for the 5th Judicial Circuit seeks applications for the position of Assistant Public Defender. The available position will work primarily out of Calhoun County, West Virginia and will be responsible for felonies, misdemeanors, juvenile abuse and neglect, and juvenile delinquencies. Must be licensed to practice in the State of West Virginia. Please submit resume and cover letter to Kevin Postalwait, P.O. Box 797, Ripley WV 25271

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 12, 2017

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**Expiration Date:** July 31, 2017

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**Contact:** Mr. Kevin Postalwait  
P.O. Box 797 214 Main Street Ripley, West Virginia 25271

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

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

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**How To Apply:** Please submit resume and cover letter to:  
Kevin Postalwait  
PO Box 797  
Ripley, WV 25271

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

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**ID:** 2848

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## **TRIAL ATTORNEY (Housing and Community Justice)**

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

**Position Type:** Full-time

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

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**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: #17-041

POSITION TITLE:

TRIAL ATTORNEY

(Housing and Community Justice)

POSITION GRADE & SERIES: LS-13/1 to 14/1

SALARY RANGE: \$94,915 – \$112,155

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

OPENING DATE: June 9, 2017

CLOSING DATE: June 19, 2017

DURATION OF APPOINTMENT: Permanent

AREA OF CONSIDERATION: Open to the Public

WORKSITE LOCATION:

Office of the Attorney General

for the District of Columbia

Public Advocacy Division

441 4th Street NW

Washington, DC 20001

NO. OF VACANCIES: Two (2)

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

**DESCRIPTION OF DUTIES:** The Housing and Community Justice Section of the Public Advocacy Division of the Office of the Attorney General for the District of Columbia (OAG) is seeking a Trial Attorney to focus on wage theft, civil rights, and community justice matters. The Public Advocacy Division investigates and litigates civil cases aimed at protecting the public interest. The Housing and Community Justice Section works with community groups, tenant and worker rights organizations, and District government agencies to identify and address housing and employment law violations in the District. The Section litigates cases to protect residents from drug and gun nuisance properties, dangerous property conditions, and other abuses such as wage theft.

OAG has recently gained the authority to take violations of the city's workers' rights laws to court when it finds that doing so is in the public interest. The successful candidate will investigate, develop, and bring wage theft suits against entities that violate the District's wage theft laws. In addition, the successful candidate will contribute to the development of a robust enforcement strategy to deter violations and encourage compliance in target industries. The successful candidate will also help with the other legal and community work of the section and may help OAG expand into the area of protecting the civil rights of District residents.

**QUALIFICATIONS:** A minimum of one year of litigation experience is required. The candidate should have civil litigation experience, as well as excellent analytical, writing and litigation skills.

**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**

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 9, 2017

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**Expiration Date:** June 19, 2017

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**Contact:** Tamesha L. Keel  
Talent Acquisition, EEO and Training Officer  
441 4th Street N.W. Suite 1100S Washington, District of  
Columbia 20001 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** tamesha.keel@dc.gov

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

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**Requested Document Notes:** HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to

OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

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**ID:** 2855

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## **TRIAL ATTORNEY (Housing and Community Justice, Public Advocacy Div)**

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

**Position Type:** Full-time

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

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**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT

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CLOSING DATE: June 19, 2017

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AREA OF CONSIDERATION: Open to the Public

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for the District of Columbia

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441 4th Street NW

Washington, DC 20001

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OAG has recently gained the authority to take violations of the city's workers' rights laws to court when it finds that doing so is in the public interest. The successful candidate will investigate, develop, and bring wage theft suits against entities that violate the District's wage theft laws. In addition, the successful candidate will contribute to the development of a robust enforcement strategy to deter violations and encourage compliance in target industries. The successful candidate will also help with the other legal and community work of the section and may help OAG expand into the area of protecting the civil rights of District residents.

**QUALIFICATIONS:** A minimum of one year of litigation experience is required. The candidate should have civil litigation experience, as well as excellent analytical, writing and litigation skills.

**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**

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 9, 2017

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**Expiration Date:** June 19, 2017

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

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**Resume Receipt:** E-mail

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

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

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**Requested Document Notes:** HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2)

résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

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**ID: 2846**

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## Associate

Shuman McCuskey and Slicer, PLLC (Charleston, Morgantown, WV & Winchester, VA )

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**Position Type:** Full-time

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

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**Description:** POSITION: Shuman McCuskey & Slicer, PLLC, a defense litigation firm, is hiring associate attorneys for its Charleston office. 2 to 4 years of litigation experience is preferred. You must be licensed in West Virginia. The ideal candidate has good people skills, courtroom experience, experience taking and defending depositions, and good legal research and writing skills. Competitive salary, bonuses, and comprehensive benefits including health insurance and a 401(k) plan. Send your resume to [kmcelhinny@shumanlaw.com](mailto:kmcelhinny@shumanlaw.com) or to P.O. Box 3953, Charleston, WV 25339.

Shuman, McCuskey & Slicer, PLLC provides equal employment opportunity in compliance with all local, state, and federal laws and regulations and does not discriminate against any individual based on race, color, age, religion, national origin, sex, disability, veteran status, pregnancy, or non-pregnancy conditions including childbirth or other legally protected classes. Thank you for your interest in Shuman, McCuskey & Slicer, PLLC.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 8, 2017

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**Expiration Date:** August 31, 2017

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**Contact:** Karen McElhinny  
Owner & Member  
1411 Virginia Street East Suite 200, Charleston West Virginia  
25301

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [kmcelhinny@shumanlaw.com](mailto:kmcelhinny@shumanlaw.com)

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

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**ID:** 2844

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## Attorney

Legal Aid of West Virginia

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**Position Type:** Full-time

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

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**Description:** Beckley and Princeton Attorney Positions

Immediate openings for skilled, motivated Attorneys with Legal Aid of West Virginia's Beckley and Princeton offices. Great work environment, with excellent benefits (4+ weeks' vacation/holidays, PEIA medical coverage). This is a great opportunity to do important, rewarding work benefitting the community. Send cover letter, resume and salary requirements via fax (304-342-3011) or email to [jobs@lawv.net](mailto:jobs@lawv.net) by Friday, June 16, 2017. EOE Qualified women, minorities and people with disabilities are encouraged to apply.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 8, 2017

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**Expiration Date:** June 16, 2017

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

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**Resume Receipt:** E-mail

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

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** Send cover letter, resume and salary requirements via fax (304-342-3011) or email to [jobs@lawv.net](mailto:jobs@lawv.net) by Friday, June 16, 2017. EOE Qualified women, minorities and people with disabilities are encouraged to apply.

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**ID:** 2841

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## Attorney

Legal Aid of West Virginia (Charleston, WV)

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**Position Type:** Full-time

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

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**Description:** Beckley and Princeton Attorney Positions

Immediate openings for skilled, motivated Attorneys with Legal Aid of West Virginia's Beckley and Princeton offices. Great work environment, with excellent benefits (4+ weeks' vacation/holidays, PEIA medical coverage). This is a great opportunity to do important, rewarding work benefitting the community. Send cover letter, resume and salary requirements via fax (304-342-3011) or email to [jobs@lawv.net](mailto:jobs@lawv.net) by Friday, June 16, 2017. EOE Qualified women, minorities and people with disabilities are encouraged to apply.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 8, 2017

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**Expiration Date:** June 16, 2017

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**Contact:** Ms. Kerry LeMasters  
Charleston, West Virginia United States

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**Resume Receipt:** E-mail

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

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** . Send cover letter, resume and salary requirements via fax (304-342-3011) or email to [jobs@lawv.net](mailto:jobs@lawv.net) by Friday, June 16, 2017. EOE Qualified women, minorities and people with disabilities are encouraged to apply.

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**ID:** 2842

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**Attorney**

Legal Aid of West Virginia (Charleston, WV)

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

Immediate opening for a Community Development Attorney with Legal Aid of West Virginia working in the Clarksburg/Morgantown region. This NEW two-year grant-funded position will provide legal support for eligible non-profits and small business start-ups to assist in community development in the area and will represent low-income clients with barriers to employment. Highly rewarding work with great benefits (37.5-hour work week, 4+ weeks' vacation/holidays, PEIA medical coverage). This is a great opportunity to improve your community and your quality of life at the same time. Send cover letter, resume and salary requirements via fax (304-342-3011) or email to jobs@lawv.net by Monday, June 19, 2017. EOE Qualified women, minorities and people with disabilities are encouraged to apply.

**Desired Class Level:** Graduate/Alumni**Posting Date:** June 8, 2017**Expiration Date:** June 19, 2017**Contact:** Ms. Kerry LeMasters  
Charleston, West Virginia United States**Resume Receipt:** E-mail**Default email for resumes.:** jobs@lawv.net**Additional Documents:** Cover Letter**Requested Document Notes:** . Send cover letter, resume and salary requirements via fax (304-342-3011) or email to jobs@lawv.net by Monday, June 19, 2017. EOE Qualified women, minorities and people with disabilities are encouraged to apply.**ID:** 2843

## Assistant Trial Attorney

Eleventh Judicial District Attorney's Office (Farmington, NM)

**Position Type:** Full-time

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

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**Description:** Employer: Eleventh Judicial District Attorney's Office  
335 S. Miller Ave.  
Farmington, NM 87401  
505-599-9810 – phone  
505-599-9822 - fax  
Contact Person: Lori A. Holesinger – Human Resources  
Administrator Email address lholesinger@da.state.nm.us

Job Title: Assistant Trial Attorney

Job Type: Full Time

Job Location: Farmington, New Mexico

Eligible to apply: Graduates

Position Start date: ASAP

How do apply: Fax or email employer a Cover Letter, Resume and References

Job Requirements: Position requires knowledge in the areas of criminal prosecution, rules of evidence and criminal procedures; public relations skills, organizational skills, basic computer skills, fully-effective trial skills; ability to draft legal documents, ability to work effectively with other criminal justice agencies, ability to communicate effectively, and the ability to research/analyze information and situations.

Admission to the New Mexico State Bar

Job Responsibilities: Position provides for the prosecution of criminal and non-criminal cases. Incumbent receives general supervision from the assigned supervisor. Incumbent charges and prosecutes criminals in misdemeanor cases and cases involving adjudication of juveniles; performs routine and complex felony work; leads or assist in trial teams; performs other non-criminal statutory duties as assigned; and performs other related job duties

Salary: \$48,980.00

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 7, 2017

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**Expiration Date:** July 31, 2017

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**Contact:** Lori A. Holesinger  
Administrator

335 S. Miller Ave. Farmington, New Mexico 87401 Mexico

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**Resume Receipt:** E-mail

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**Default email for resumes.:** lholesinger@da.state.nm.us

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** How do apply: Fax or email employer a Cover Letter, Resume and References

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**ID:** 2837

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## Associate Attorney

Ward Greenberg Heller & Reidy LLP (Rochester, NY)

**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:** Ward Greenberg Heller & Reidy LLP, a civil litigation firm with offices in New York, Pennsylvania, New Jersey, and Delaware, seeks attorneys with 3-5 years litigation experience (or equivalent) to join us in our Rochester and Philadelphia offices.

Ward Greenberg specializes in the defense of businesses of all sizes, colleges & universities, hospitals & academic medical centers, and professional service firms. This includes service as national trial counsel for several Fortune 500 corporations. We are a Metropolitan Tier 1 firm in 11 areas of practice, including Commercial Litigation, Education Law, Products Liability Litigation, and Insurance Law.

Our partners are members of the American College of Trial Lawyers, The American Board of Trial Advocates, Best Lawyers in America®, and Super Lawyers®. Our associates are regularly ranking as rising stars and up & coming attorneys.

Candidates must have excellent written and oral advocacy skills.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 7, 2017

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**Expiration Date:** July 14, 2017

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**Contact:** Mr. Jeffrey J. Harradine  
300 State Street Rochester, New York 14614 United States

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

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

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**Requested Document Notes:** Resume

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**ID:** 2840

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## Associate

Hedges Jones Whittier & Hedges (Spencer WV)

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**Position Type:** Full-time

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

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**Description:** Seeking an attorney who is interested in a rural practice to share space with an established practice.  
Become a part of an established practice and gain mentoring and experience via the veteran members. This is not a salaried position, but assistance with insurance may be possible. Earnings will be dependent upon the successful applicant's own work. There is the possibility of eventually taking over this practice.

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

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**Posting Date:** June 5, 2017

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**Expiration Date:** August 31, 2017

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**Contact:** Ms Christine M Hedges  
partner  
P.O. Box 7 Spencer, West Virginia 25276 United States

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

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**How To Apply:** Please contact Ms. Hedges directly via email or phone for more information:

Christine Hedges

HEDGES, JONES, WHITTIER & HEDGES  
P.O. BOX 7  
SPENCER, WV 25276  
(304) 927-3790  
Fax (304) 927-6050

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**ID:** 2834

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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:** Located in Ann Arbor, MI, Hudson is a rapidly growing professional service corporation with offices nationwide. We are searching for an entry level immigration attorney to be trained in I-485 duties. 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 in our Ann Arbor office.

Website:

<http://www.hudsonpc.com/contact-us>

Job Responsibilities:

- Handle I-485 cases.
- 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:

- Have a JD degree.
- Be active in bar association(s).
- Have excellent writing skills.

Desired:

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

Compensation and Benefits:

We provide competitive compensation and excellent benefits. Our comprehensive benefits plan includes short term and long term disability insurance, 4-6 weeks of paid maternity leave through disability insurance plan, health, dental and vision insurance, optional 401 (K), gym membership, paid leaves and paid holidays.

To apply:

Please submit your resume along with a cover letter to [info@hudsonpc.com](mailto:info@hudsonpc.com) and [hr@hudsonpc.com](mailto:hr@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.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 5, 2017

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**Expiration Date:** August 31, 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.:** [hr@hudsonpc.com](mailto:hr@hudsonpc.com)

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**Additional Documents:** Cover Letter

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**ID:** 2832

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## Attorney

Special Counsel Inc. (Pittsburgh PA)

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**Position Type:** Full-time

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

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**Description:** Special Counsel is currently searching for recent or upcoming JD's and/or entry-level attorneys for an on-going need in the downtown Pittsburgh, PA area. This is a great opportunity to gain experience within the Pittsburgh legal community and to further your legal career. Ideal candidates will have, or will be getting, their JD or already have a Bar Membership. If you are a detail oriented and have an interest in general civil and/or commercial litigation, this may be the perfect opportunity for you. You will work for a prestigious law firm in downtown Pittsburgh and you will be a part of a top Pittsburgh legal team. Connections will be made and networking will be developed. This project offers competitive pay and excellent work-life balance. If you would be interested in learning more about this great opportunity, please submit your resume to me at David.Gaborek@specialcounsel.com.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 2, 2017

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**Expiration Date:** July 3, 2017

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**Contact:** David T. Gaborek  
Omni William Penn Hotel 555 Grant Street Suite 160 Pittsburgh  
PA 15219, Pittsburgh Pennsylvania 15219

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**Resume Receipt:** E-mail

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**Default email for resumes.:** david.gaborek@specialcounsel.com

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**Requested Document Notes:** please submit your resume to me at  
David.Gaborek@specialcounsel.com.

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**ID:** 2828

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## Attorney

City of Chicago Department of Law (Chicago, IL)

**Position Type:** Full-time

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

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**Description:** JOB ANNOUNCEMENT

The City of Chicago Department of Law is hiring. Please share the following job opportunity with your alumni. Additional information can be found within the actual posting at [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers). Applications must be submitted in accordance with the posting below. No email applications will be accepted.

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

DEPARTMENT OF LAW – Chief Assistant Corporation Counsel,  
Employment Litigation Division

Number of Vacancies: 1

The City of Chicago Law Department is seeking an attorney for the position of Chief Assistant Corporation Counsel ("Chief ACC") in its Employment Litigation Division. The Employment Litigation Division defends the City of Chicago and public officials against allegations of discrimination as well as other civil rights and employment law violations brought by prospective, current and former employees.

The Chief ACC will work under the general supervision of the Deputy Corporation Counsel of the Employment Litigation Division, and will be given a high volume workload and a high level of responsibility for handling complex employment litigation in state and federal court. In addition to maintaining his or her own case load, the Chief ACC will be responsible for the direct supervision of the attorneys responding to Third Party Subpoenas, as well as identifying and executing opportunities for training clients through live-training or webinar. The Chief ACC will try complex cases; draft pleadings; conduct discovery; and negotiate settlements. The Chief ACC will also assist the Deputy in training, supervising, and evaluating attorneys and staff within the Division by reviewing their written work product and conducting periodic meetings to assess the management of their respective caseloads. Finally, the Chief ACC will assist City departments with compliance issues and protocols; and otherwise offer advice and counsel to City departments on employment and personnel matters.

The following information should not be considered exhaustive. Interested applicants should read the full posting found at [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers) (Job Number: 1652-DOL-2017).

**Qualifications**

Graduation from an American Bar Association (ABA) accredited law school with a Juris Doctor degree in or before 2005 and admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705).

**Knowledge, Skills and Abilities:**

Ideal candidates will possess:

- a minimum of ten years of experience in federal and/or state court litigation, preferably in employment litigation;
- experience with jury trials and motion practice;
- experience drafting pleadings and presenting oral arguments;
- experience conducting discovery, attending settlement conferences and taking/defending depositions;
- a previous high level of responsibility for handling complex employment litigation;
- experience directly training, supervising, and reviewing/evaluating cases of subordinate attorneys working on

employment litigation cases;

- experience reviewing subordinate attorneys' written work product and conducting periodic meetings to assess the management of their respective caseloads;
- significant negotiation and settlement experience;
- exceptional writing, research, and editing skills;
- superior communication skills;
- the ability to work well with others;
- assisting clients with compliance issues and/or protocols;
- offer advice and counsel to clients on employment and personnel matters (experience identifying and executing opportunities for training clients through live-training or webinar is preferred);
- demonstrated history of exhibiting leadership and initiative in managing trial teams;
- the ability to organize, prioritize, monitor and control workflow to meet tight deadlines in a high volume caseload; and
- demonstrated history of good judgment.

#### Application Process and Materials

There is a two-step application process for this position. All application materials are due on or before June 16, 2017.

Step One: You must submit an on-line application along with your resume at [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers) by June 16, 2017.

Step Two: In addition to the on-line application, and regardless of whether such materials were uploaded with your on-line application, the following materials must be submitted in hard copy to City of Chicago Department of Law's Legal Recruiter, 30 North LaSalle Street, Suite 1640, Chicago, IL 60602:

- Cover letter that (1) includes the position title and job number as noted on the posting; and (2) specifically identifies how you meet the minimum qualifications and have the knowledge, skills, and abilities listed below;
- Resume;
- Law school transcript (official or unofficial);
- Two writing samples, one preferably a motion for summary judgment; and
- Current printout from the Illinois ARDC website at [www.iardc.org](http://www.iardc.org) (or your admitted state bar's equivalent).

Failure to submit all materials will result in your application not being considered for the position.

NOTE: The foregoing materials must be submitted in person (interoffice delivery of application materials will not be accepted) or received via U.S. Mail or another similar mailing method (e.g., FedEx, UPS, DHL) at the address noted above on or before June 16, 2017; late submissions shall result in your application not being considered for the position. Should you wish to confirm receipt of your materials, please use a traceable delivery method.

NOTE: Please do not submit references with your hard copy materials. Please do not send to us any materials other than those we have specifically requested above. Submission of references and/or additional materials with your hard copy materials other than what is specifically requested above shall result in your application not being considered for the position. Please note that the submission deadline for both the online application and the hard-copy materials is June 16, 2017.

NOTE: If you have any questions regarding how to apply, please contact the Department of Human Resources. Please note that due to the volume of applications we receive, the Recruiting and Personnel Sections in the Department of Law are not able to take or return emails or phone calls seeking any information pertaining to the position or the process. Only those applicants selected for an interview will be contacted.

Thank you for your interest in the City of Chicago Department of Law.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 2, 2017

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**Expiration Date:** June 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

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

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**Requested Document Notes:** Application Process and Materials

There is a two-step application process for this position. All application materials are due on or before June 16, 2017.

Step One: You must submit an on-line application along with your resume at [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers) by June 16, 2017.

Step Two: In addition to the on-line application, and regardless of whether such materials were uploaded with your on-line application, the following materials must be submitted in hard copy to City of Chicago Department of Law's Legal Recruiter, 30 North LaSalle Street, Suite 1640, Chicago, IL 60602:

- Cover letter that (1) includes the position title and job number as noted on the posting; and (2) specifically identifies how you meet the minimum qualifications and have the knowledge, skills, and abilities listed below;
- Resume;
- Law school transcript (official or unofficial);
- Two writing samples, one preferably a motion for summary judgment; and
- Current printout from the Illinois ARDC website at [www.iardc.org](http://www.iardc.org) (or your admitted state bar's equivalent).

Failure to submit all materials will result in your application not being considered for the position.

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**ID:** 2829

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## **TRIAL ATTORNEY (Antitrust)**

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

**Position Type:** Full-time

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

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**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL  
POSITION VACANCY ANNOUNCEMENT  
ANNOUNCEMENT NO: #17-040  
POSITION TITLE:  
TRIAL ATTORNEY  
(Antitrust)  
POSITION GRADE & 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: June 1, 2017  
CLOSING DATE: June 26, 2017  
DURATION OF APPOINTMENT: Permanent  
AREA OF CONSIDERATION: Open to the Public  
WORKSITE LOCATION:  
Office of the Attorney General  
for the District of Columbia  
Public Advocacy Division  
441 4th Street NW  
Washington, DC 20001  
NO. OF VACANCIES: One (1)  
This position is in the collective bargaining unit represented by AFGE Local 1403 and you may be required to pay an agency service fee through direct payroll deduction.  
DESCRIPTION OF DUTIES: The Public Integrity Unit 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 Unit 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. 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.  
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.



**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**

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 2, 2017

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**Expiration Date:** June 26, 2017

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

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**Resume Receipt:** E-mail

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

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

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**ID:** 2827

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## **TRIAL ATTORNEY (Enforcement)**

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

**Position Type:** Full-time

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

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**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: #17-039

POSITION TITLE:

TRIAL ATTORNEY

(Enforcement)

POSITION GRADE & SERIES: LS-13/1 to 13/6

SALARY RANGE: \$94,915 – \$110,730

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

OPENING DATE: June 1, 2017

CLOSING DATE: June 23, 2017

DURATION OF APPOINTMENT: Permanent

AREA OF CONSIDERATION: Open to the Public

WORKSITE LOCATION:

Office of the Attorney General

for the District of Columbia

Public Advocacy Division

441 4th Street NW

Washington, DC 20001

NO. OF VACANCIES: One (1)

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

**DESCRIPTION OF DUTIES:** The Public Integrity Unit of the Public Advocacy Division of the Office of the Attorney General for the District of Columbia is seeking a Trial Attorney to handle affirmative litigation. The Public Advocacy Division investigates and litigates civil cases aimed at protecting the public interest. The Public Integrity Unit 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 perform enforcement work focusing on local issues pertaining to District residents or to businesses based in the District. The successful candidate may also perform high-impact litigation involving complex issues of constitutional law and statutory interpretation. 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, drafting and reviewing legislative proposals, and engaging in public education activities. 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. There will likely be opportunities to serve on the Executive Committees of multistate attorney general groups handling complex, document-intensive investigations of practices that were

national in scope.

**QUALIFICATIONS:** A minimum of five years of litigation experience is required. The candidate should have substantial civil litigation experience, including experience with complex questions of constitutional law and statutory interpretation. The candidate should also have excellent analytical, writing and litigation skills.

**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**

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 2, 2017

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**Expiration Date:** June 23, 2017

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

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**Resume Receipt:** E-mail

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

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

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

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**ID:** 2826

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**Advocate**

## The Borgen Project

**Position Type:** Internship

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**Practice Area(s):** All Practice Areas, Adjunct Law Teaching, Administrative, Admiralty, Aeronautical, Antitrust & Trade Regulation, Appellate, Banking & Finance, Bankruptcy, Civil Rights, Commercial, Construction, Corporate, Corporate Securities, Criminal - Defense, Crminal - Prosecution, Disability, Education/School, Employee Benefits, Employment, Energy/Utility, Entertainment & Sports, Environmental, Estate Planning & Probate, Government Contracts, Health, Housing, Immigration/Refuge, Insurance, Insurance Defense, Intellectual Property, International, Labor, Litigation, Malpractice - Defense, Malpractice - Plaintiff, Military, Municipal, Negligence & Personal Injury, Real Property, Taxation, Worker's Compensation, Zoning & Land Use, ACCOUNTING, PSYCHOLOGY, BUSINESS MANAGEMENT, POLITICAL SCIENCE, GOVERNMENT/SERVICE, JOURNALISM, BUSINESS ADMINISTRATION, INTERNATIONAL RELATIONS, BIOLOGY, GENERAL, MUSIC, HISTORY, MARKETING, CRIMINOLOGY, FINANCE, RELIGION/RELIGIOUS STUDIES, ART/DESIGN, SOCIOLOGY, CHEMICAL ENGINEERING, ECONOMICS, COMMUNICATIONS, CRIMINAL JUSTICE, LIBERAL ARTS, PUBLIC AFFAIRS/SERVICES/ADMIN, ENGLISH, PETROLEUM ENGINEERING, CHEMISTRY, SPECIALIZATION, HUMANITIES - OTHER, BUSINESS MANAGEMENT/ADMINISTRATION, INTERDISCIPLINARY STUDIES, FILM PRODUCTION, PRE-LAW, INTER AMERICAN RELATIONS, INDUSTRIAL ENGINEERING, SPEECH PATHOLOGY/AUDIOLOGY, ANY AREA NOT LISTED - OTHER, PHILOSOPHY, PHYSICAL EDUCATION, INTERNATIONAL STUDIES, WOMEN'S STUDIES, GERMAN, BUSINESS/COMMERCE - OTHER, EDUCATION, GENERAL, LITERATURE, ENVIRONMENTAL SCIENCES, LAW, HEALTH PROFESSIONS - OTHER, AGRICULTURE

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**Geographic Preference:** Unknown

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**Description:** This is a great entry-level volunteer position for someone looking to be part of The Borgen Project. Advocates can operate from anywhere in the U.S.

- Serve as an ambassador for the world's poor. Build awareness of the issues and ways people can help.
- Manage and implement fundraising campaigns.
- Represent The Borgen Project in your city – attend events and engage people in the cause.
- Contact congressional leaders in support of key poverty-reduction programs.

Qualifications:

- Excellent overall communication skills: oral, written, presentation.
  - Ability to self-manage and prioritize assignments
- 

**Desired Class Level:** 1L, 2L, 3L, LLM, Graduate/Alumni**Posting Date:** June 1, 2017**Expiration Date:** September 1, 2017**Salary Range:** Not Applicable

**Contact:** Borgen Project  
Seattle, Washington 98107 United States

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**Resume Receipt:** E-mail, Accumulate Online, Other (see below)**Default email for resumes.:** ops@borgenproject.org

**How To Apply:** Learn more at <http://borgenproject.org>.  
Email your resume and cover letter to [hire@borgenproject.org](mailto:hire@borgenproject.org) with the respective position in the subject line.

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**Additional Documents:** Cover Letter, Unofficial Transcript**ID:** 2621



## **Associate Director, Career Services - Emory University School of Law** Emory University School of Law (Atlanta, Georgia)

**Position Type:** Full-time

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

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**Description:** Associate Director, Career Services - Emory University School of Law

881420: School of Law

72104BR

### Job Description

This position reports to the Assistant Dean of the Career Center and utilizes the Senior Director for Professional Development & Career Strategy as the primary resource for day-to-day, tactical and logistical issues.

#### I. Career Advising

1. Counsel law students with respect to career planning, resume preparation, development of cover letters, etc.
2. Meet individually with students in identifying career paths and helpful career-related resources
3. Assist students in development of interview/job search skills and networking skills
4. Conduct regular outreach to all assigned students to encourage engagement with the Center (e.g. informing students about job opportunities and networking opportunities that correlate with their unique interests)
5. Connect students with appropriate employers
6. Prepare twice-a-month Career Center email updates while school is in session, and as needed over breaks
7. Maintain advising notes on Symplicity for assigned students
8. Hold weekly "Quick Question Hour" advising in Student Commons
9. Meet as requested with prospective and admitted students

#### II. Educational Programs

1. Lead or assist in planning and executing a full range of educational programs for students
2. Select topics, obtain speakers and assure that all arrangements are made for rooms, audio/visual, food and beverage and publicity for all assigned events
3. Create any appropriate materials or handouts
4. Advise Practice Societies with developing educational programming

#### III. Resources

1. Draft or update career-related resources produced by the Center (e.g. Career Strategy Guide, job search timelines)

#### IV. Practice Society Advising

1. Attend events hosted by assigned societies
2. Maintain societies' website content - job search related resources, contact list
3. Conduct outreach via bar associations/sections or professional associations related to assigned societies
4. Coordinate aspects of assigned societies' events:
  - a) Funding approval
  - b) Serve as sounding board to society leaders and make suggestions for programming
  - c) Advisors work with/follow up with Administrative Assistant to ensure details of the event are executed

#### V. Recruitment Programs/Initiatives

1. If needed, assist with certain management components of our recruitment programs (e.g. employer recruiting; communication to students regarding logistics of the job fair; attending an off-campus



- job fair; interfacing with consortium members)
2. Welcome employers during on-campus interviews
  3. Conduct outreach to students with respect to employer "matchings" according to department matching policy
  4. Participate in "mining" for job postings in our target markets

VI. Internal Relationship Building

1. Work as a team player - collaboratively and collegially with faculty, staff, students, and administrators from diverse backgrounds
2. Build and maintain strong relationships with our constituents, including practice society leaders, students, alumni, employers, and other law school career services professionals

Other duties as assigned.

**PREFERRED QUALIFICATIONS:** JD highly preferred as this position will be working in the School of Law. This position calls for warmth and approachability, solid judgment, attention to detail, and the ability to plan, meet deadlines, and multitask. Must enjoy working with a highly-collaborative team! Must have a professional demeanor and excellent interpersonal, communication, organizational, and administrative skills. Some evening and occasional weekend work, as well as some local and out-of-state travel will be required. While we prefer prior career services experience, it is not required.

**FORMAL JOB DESCRIPTION:** Creates, implements, and directs various activities related to the provision of career services for students within a particular school of the University. These activities may include on-campus recruiting activities, the marketing and administration of related internship programs, and career guidance and counseling services.

**MINIMUM QUALIFICATIONS:** A bachelor's degree in the school's specialty or a related field. 4 years of experience in career planning and placement or a related field.

Operating Unit/Division

School Of Law

Full/Part Time

Full-Time

Regular/Temporary

Regular

Minimum Hourly Rate \$

23.076923

Midpoint Hourly Rate \$

30.817308

Minimum Annual Rate \$

48000

<https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25066&siteid=5043#jobDetails=617891>

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 1, 2017

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**Expiration Date:** July 4, 2017

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**Contact:** Laura Yearout  
Interim Associate Dean for Career Services

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

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**How To Apply:** TO APPLY GO TO EMORY UNIVERSITY HR:

[https://sjobs.brassring.com/TGnewUI/Search/Home/Home?  
partnerid=25066&siteid=5043#jobDetails=617891](https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25066&siteid=5043#jobDetails=617891)

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**ID:** 2821

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## Inside Client Manager

Thomson Reuters (Eagan, MN)

**Position Type:** Full-time

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

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

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**Description:** The Inside Client Manager (CMI) is responsible for customer retention and growing revenue, usage, and market-share in his/her assigned account territory. The Inside Client Manager uses expertise in customer relations, 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 craft upsell opportunities.

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

- Hit 100% of target renewals and renewal campaigns
- Hit or exceed your annual targets around business reviews, sales referrals, trainings or training referrals, pre-sale demos and use 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, you will:

- Be Receptive to Change. Demonstrate an openness and willingness to change behavior in response to new insights and situations, and be an Agile Learner. Demonstrate the ability to rapidly learn new knowledge and acquire new skills
- Be Tenacious and Results Oriented by displaying resiliency in the face of adversity and always acting with the end goal and business objective in mind.
- Work with a focus on Partnership by building and maintain 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, you 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
- 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.

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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 1, 2017

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**Expiration Date:** July 3, 2017

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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:** <https://goo.gl/UgzMNX>

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**ID:** 2824

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## Political Affairs Internship

The Borgen Project

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**Position Type:** Internship

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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:** The Borgen Project is an innovative, national campaign that is working to make poverty a focus of U.S. foreign policy. This is a part-time 14-hours per week, unpaid telecommuting internship. The internship is 4-months and responsible for leading public and political outreach in the state and district assigned to.

- Meet with members of Congress and/or Congressional staffers in your State and District.
- Represent The Borgen Project at various business, political and community events.
- Assist with fundraising. Create a personal fundraising campaign and meet targets.
- Mobilize individuals to contact their members of Congress in support of key poverty-reduction legislation.
- As needed, speak to groups, classes and organizations.
- Write letters of support for key programs to political leaders, media and other groups.

Qualifications:

- Outstanding writing skills.
  - Self-starter who can produce great results with limited supervision.
  - Strong oral communication skills and ability to lead meetings and give speeches.
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**Desired Class Level:** 1L, 2L, 3L, LLM, Graduate/Alumni, Class Level

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**Posting Date:** June 1, 2017

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**Expiration Date:** September 1, 2017

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**Salary Range:** Not Applicable

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**Contact:** Borgen Project  
Seattle, Washington 98107 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** borgenproject-BRGN0725@applications.recruiterbox.com

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**ID:** 2642

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**Regional Director**

## The Borgen Project

**Position Type:** Internship

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**Practice Area(s):** All Practice Areas, Adjunct Law Teaching, Administrative, Admiralty, Aeronautical, Antitrust & Trade Regulation, Appellate, Banking & Finance, Bankruptcy, Civil Rights, Commercial, Construction, Corporate, Corporate Securities, Criminal - Defense, Crminal - Prosecution, Disability, Education/School, Employee Benefits, Employment, Energy/Utility, Entertainment & Sports, Environmental, Estate Planning & Probate, Government Contracts, Health, Housing, Immigration/Refuge, Insurance, Insurance Defense, Intellectual Property, International, Labor, Litigation, Malpractice - Defense, Malpractice - Plaintiff, Military, Municipal, Negligence & Personal Injury, Real Property, Taxation, Worker's Compensation, Zoning & Land Use, ACCOUNTING, PSYCHOLOGY, BUSINESS MANAGEMENT, POLITICAL SCIENCE, GOVERNMENT/SERVICE, JOURNALISM, BUSINESS ADMINISTRATION, INTERNATIONAL RELATIONS, BIOLOGY, GENERAL, MUSIC, HISTORY, MARKETING, CRIMINOLOGY, FINANCE, RELIGION/RELIGIOUS STUDIES, ART/DESIGN, SOCIOLOGY, CHEMICAL ENGINEERING, ECONOMICS, COMMUNICATIONS, CRIMINAL JUSTICE, LIBERAL ARTS, PUBLIC AFFAIRS/SERVICES/ADMIN, ENGLISH, PETROLEUM ENGINEERING, CHEMISTRY, SPECIALIZATION, HUMANITIES - OTHER, BUSINESS MANAGEMENT/ADMINISTRATION, INTERDISCIPLINARY STUDIES, FILM PRODUCTION, PRE-LAW, INTER AMERICAN RELATIONS, INDUSTRIAL ENGINEERING, SPEECH PATHOLOGY/AUDIOLOGY, ANY AREA NOT LISTED - OTHER, PHILOSOPHY, PHYSICAL EDUCATION, INTERNATIONAL STUDIES, WOMEN'S STUDIES, GERMAN, BUSINESS/COMMERCE - OTHER, EDUCATION, GENERAL, LITERATURE, ENVIRONMENTAL SCIENCES, LAW, HEALTH PROFESSIONS - OTHER, AGRICULTURE

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**Geographic Preference:** Unknown

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**Description:** You don't need to be a lobbyist to help influence foreign policy. As a Regional Director, you'll serve as a Borgen Project Ambassador in your city – mobilizing your friends, family and colleagues to contact Congress in support of key poverty reduction legislation.

**Key Responsibilities:**

- Meet with local congressional leaders and lobby for legislation that improves living conditions for the world's poor.
- Mobilize people in your community to contact their congressional leaders to support poverty reduction legislation.
- Manage and implement fundraising campaigns.
- Build a network of people engaged in the cause.
- Serve as The Borgen Project's ambassador in your city.

**Qualifications:**

- Basic understanding of U.S. Politics and international development.
- Highly organized with the ability to prioritize multiple functions and tasks while managing their work time efficiently.
- Strong team player that loves to bring new ideas to the table.
- Ability to demonstrate frequent independent judgment with decisiveness.

Excellent overall communication skills: oral, written, presentation

**Desired Class Level:** 1L, 2L, 3L, LL.M., Graduate/Alumni**Posting Date:** June 1, 2017**Expiration Date:** September 1, 2017**Salary Range:** Not Applicable**Contact:** Borgen Project  
Seattle, Washington 98107 United States**Resume Receipt:** E-mail, Accumulate Online, Other (see below)

**Default email for resumes.:** [borgenproject-brgn0771@applications.recruiterbox.com](mailto:borgenproject-brgn0771@applications.recruiterbox.com)

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**How To Apply:** Learn more at <http://borgenproject.org>.  
Email your resume and cover letter to [hire@borgenproject.org](mailto:hire@borgenproject.org)  
with the respective position in the subject line.

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

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**ID:** 2622

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## **TRIAL ATTORNEY (Tuition Fraud)**

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

**Position Type:** Full-time

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

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**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: #17-038

POSITION TITLE:

TRIAL ATTORNEY

(Tuition Fraud)

POSITION GRADE & SERIES: LS-12/2 to 12/3

SALARY RANGE: \$82,472 – \$85,134

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

OPENING DATE: June 1, 2017

CLOSING DATE: June 22, 2017

DURATION OF APPOINTMENT: Permanent

AREA OF CONSIDERATION: Open to the Public

WORKSITE LOCATION:

Office of the Attorney General

for the District of Columbia

Public Advocacy Division

441 4th Street NW

Washington, DC 20001

NO. OF VACANCIES: One (1)

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

**DESCRIPTION OF DUTIES:** The Public Integrity Unit of the Public Advocacy Division of the Office of the Attorney General for the District of Columbia is seeking a Trial Attorney to handle public school tuition fraud matters. The Public Advocacy Division investigates and litigates civil cases aimed at protecting the public interest. The Public Integrity Unit 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 using anti-fraud authorities to combat non-resident tuition fraud in the District's public schools. Duties will include: identifying areas for investigation, conducting pre-complaint discovery using compulsory process and informal methods, analyzing complex factual and legal issues, negotiating settlements, preparing matters for litigation, litigating cases through trial in D.C. Superior Court, coordinating efforts with other District enforcement agencies, and drafting and reviewing legislative proposals.

**QUALIFICATIONS:** The candidate should have 2-3 years of civil litigation experience, in addition to excellent analytical, writing and litigation skills.

**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**

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** June 1, 2017

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**Expiration Date:** June 22, 2017

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

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**Resume Receipt:** E-mail

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

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

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**Requested Document Notes:** HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number)

summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

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**ID: 2822**

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## **ATTORNEY ADVISOR (Legal Counsel Division)**

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

**Position Type:** Full-time

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

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**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL  
POSITION VACANCY ANNOUNCEMENT  
\*AMENDED\*  
Information for the worksite location has been updated.  
ANNOUNCEMENT NO: #17-036 POSITION TITLE:  
ATTORNEY ADVISOR  
(Legal Counsel Division)  
POSITION GRADE & SERIES: LS-12/1 to 13/3 SALARY RANGE:  
\$79,810 – \$101,241  
Salary in this range will be based on a multitude of  
factors including applicable rules, regulations and  
guidelines.  
OPENING DATE: May 23, 2017 CLOSING DATE: June 13, 2017  
DURATION OF APPOINTMENT: Permanent AREA OF  
CONSIDERATION: Open to the Public  
WORKSITE LOCATION:  
Office of the Attorney General  
for the District of Columbia  
Legal Counsel Division  
1350 Pennsylvania Avenue NW  
Washington, DC 20004  
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 Office of Attorney General is  
seeking an Attorney-Advisor for the Legal  
Counsel Division (LCD). LCD provides legal advice to the Mayor,  
District agencies, officials and employees on  
a broad range of legal issues, legislation and regulations. LCD  
also provides legal advice to the Attorney  
General on sensitive and high priority matters, and is  
responsible for drafting legal opinions of the Attorney  
General. In addition, LCD performs legal reviews of all draft  
legislation introduced on the Mayor's behalf, all  
draft rulemakings from the Executive Branch, and all Council-  
enrolled bills presented to the Mayor. LCD  
regularly advises on complex issues of constitutional law,  
statutory construction, the Home Rule Act, and other  
legal matters particular to the unique status of the District.  
The successful candidate will be responsible for: 1) performing  
extensive legal research and providing detailed  
oral or written advice to District officials and employees in the  
Office of the Attorney General, Executive Office  
of the Mayor and offices of the City Administrator and Deputy  
Mayors, District agencies, the Council of the  
District of Columbia, and the District of Columbia Courts with  
respect to legal issues that arise from the  
performance of official duties; 2) reviewing legal documents,  
including bills, regulations, and other issuances to  
determine whether they are legally sufficient and appropriate as  
to form, and drafting proposed language  
necessary to obviate objections to them; 3) drafting legislation  
and rulemakings; 4) preparing opinions, legal  
memoranda, letters, Office Orders, and other documents for the  
LCD Deputy's or Attorney General's signature;  
and 5) keeping abreast of judicial, agency, and other changes  
and interpretations regarding laws and regulations  
related to the District government.

**QUALIFICATIONS:** The ideal candidate should have excellent legal research and writing skills, including professional experience that is heavily focused on preparing briefs, legal memoranda or other legal writing involving difficult or sophisticated legal issues, or significant legislative and rulemaking experience.

The applicant must be able to:

- identify all legal and factual issues;
- identify controlling statutory, regulatory, and case authority applicable to each legal issue;
- prepare written work that is persuasive, thorough, well-organized, and well-reasoned and that is appropriate in length, style, and tone;
- prepare all written work in accordance with deadlines set by supervisors and clients; and
- have a demonstrated ability to effectively work with client agencies and colleagues.

In addition, an understanding of the District government and knowledge of constitutional, criminal, administrative or appropriations law is important.

**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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 31, 2017

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**Expiration Date:** June 13, 2017

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**Contact:** Tamesha L. Keel  
Talent Acquisition, EEO and Training Officer  
441 4th Street N.W. Suite 1100S Washington, District of Columbia 20001 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** tamesha.keel@dc.gov

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

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

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**ID:** 2819

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## Senior Litigator

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

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**Position Type:** Full-time

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

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

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**Description:**

Senior Litigator: The Office of the West Virginia Attorney General is currently seeking an attorney to handle senior litigation matters and other senior staff duties. Ideal candidates will have excellent employment credentials with a minimum of six (6) years litigation experience. Candidates will have superior written and oral communication skills. Successful candidates will have management experience as well as be aggressive and focused with the ability to produce a high-quality legal product while meeting deadlines. Candidates must also have an active WV license or be eligible for admission.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 31, 2017

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**Expiration Date:** July 15, 2017

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

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**Resume Receipt:** E-mail

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

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

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

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**ID:** 2817

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## Senior Manager/Director

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

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**Position Type:** Full-time

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

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

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**Description:** Senior Manager/Director. The Office of the West Virginia Attorney General is currently seeking an attorney for a senior management position. Candidates must have senior management experience, specifically managing attorneys and staff as well as some day-to-day operations in the office. Successful candidates will have experience handling high profile, complex and multi-state litigation. Candidates must have an active WV law license or be eligible for admission.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 31, 2017

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**Expiration Date:** July 15, 2017

---

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

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**Resume Receipt:** E-mail

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**Default email for resumes.:** jobs@wvago.gov

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

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**Requested Document Notes:** Please send your resume, a writing sample and preferred salary range to jobs@wvago.gov with "Senior Attorney" in the subject line.

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**ID:** 2818

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## Assistant Director for Private Sector Opportunities - Sturm College of Law

University of Denver (Denver Colorado)

**Position Type:** Full-time

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

**Description:** Assistant Director for Private Sector Opportunities - Sturm College of Law  
Tracking Code  
003528  
Job Description

The University of Denver Sturm College of Law (Denver Law), a national leader in experiential learning, seeks to hire an innovative, knowledgeable, and energetic professional to serve as its inaugural Assistant Director of Private Sector Opportunities within its Career Development Office (CDO). Located in one of the nation's most beautiful and economically dynamic cities, Denver Law features a distinguished and internationally recognized faculty, an outstanding and diverse student body, a motivated and highly professional staff, and an alumni base that has achieved distinction in law, business, government, public interest, and other professional domains. Benefiting from a robust bar passage rate, an innovative Externship Program, a team of expert and dedicated career counselors, and the robust opportunities afforded by the state of Colorado the nation's most thriving state economy, recent graduates of Denver Law have pursued an extensive range of postgraduate opportunities within a range of for-profit, non-profit, and governmental entities.

### Position Summary

Reporting to the Assistant Dean for Career Opportunities, and working closely with other members of the CDO team, the Assistant Director for Private Sector Opportunities will spur efforts to expand professional opportunities for Denver Laws JD students, as well as students in its Masters and certificate programs, with a particular emphasis on the private sector. The Assistant Director for Private Sector Opportunities will have an up-to-date, market-relevant understanding of the variety of legal practice settings available to students trained in law, including law firms (solo, boutique, mid-sized, and large), accounting firms, consulting firms, financial services companies, start-ups, and other for-profit entities. In collaboration with faculty, staff, alumni, and external partners, the successful candidate will lead efforts to expand opportunities at the state, regional, national, and international levels through employer outreach, programmatic initiatives, and one-on-one counseling.

### Essential Functions

Engage in outreach designed to expand and strengthen relationships with current and prospective private-sector employers.

Develop and enhance programming designed to expand private-sector opportunities for JD students, as well as students in Denver Laws Masters and certificate programs.

Provide professional career counseling in one-on-one and small-group settings to Denver Law students.

Lead Denver Laws on-campus interview programs for JD and Masters students.

Work closely with the Externship Program to cultivate and steward employer-partners.

Work closely with the Assistant Dean for Graduate and International Legal Studies to develop international professional opportunities.

Work with the CDO team to compile and report employment



statistics in an accurate and comprehensive manner.  
Collaborate with other members of the Denver Law community including faculty, staff, and alumni to expand professional opportunities for students.

**Required Qualifications**

JD or equivalent from an accredited law school.  
A minimum of three years of legal experience in one or more relevant areas, including legal practice, business, or higher education administration.  
Detailed knowledge of the evolving market for legal services.  
Excellent written and oral communication skills.  
A strong compliance orientation.  
A strong commitment to diversity and inclusion.

**Preferred Qualifications**

Ability to work in a high-performance setting.  
Demonstrated ability to work collaboratively on a variety of projects and with a variety of constituents.  
Experience counseling professional students or practicing professionals.

**Work Schedule**

Regular business hours; hours will be determined by Assistant Dean of CDO.

**Application deadline**

For best consideration, please submit your application materials by Tuesday, June 6, 2017.

**Special Instructions**

Candidates must apply online through [www.du.edu/jobs](http://www.du.edu/jobs) to be considered. Only applications submitted online will be accepted. Once within the job description online, please scroll to the bottom of the page to apply. If you have questions regarding this position please contact Assistant Dean of Career Development and Opportunities, Eric Bono ([ebono@law.du.edu](mailto:ebono@law.du.edu)).

Please include the following documents with your application:

Resume  
Cover Letter

The University of Denver is committed to enhancing the diversity of its faculty and staff and encourages applications from women, minorities, members of the LGBTQ community, people with disabilities and veterans. The University is an equal opportunity/affirmative action employer.

All offers of employment are based upon satisfactory completion of a criminal history background check, pre-employment drug screen and verification of education & employment.

Department  
SCOL-Student Affairs Administration (185800)  
Position Type  
Full-Time/Regular

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 30, 2017

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**Expiration Date:** June 6, 2017

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**Contact:** Eric Bono  
Assistant Dean of Career Development  
2199 South University Blvd Denver, Colorado 80208 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [ebono@law.du.edu](mailto:ebono@law.du.edu)

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** Please include the following documents with your application:

Resume

Cover Letter

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**ID:** 2812

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## Assistant Director for Public Service Opportunities - Sturm College of Law

University of Denver (Denver Colorado)

**Position Type:** Full-time

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

**Description:** Assistant Director for Public Service Opportunities - Sturm College of Law  
Tracking Code  
005737  
Job Description

The University of Denver Sturm College of Law (Denver Law), a national leader in experiential learning, seeks to hire an innovative, knowledgeable, and energetic professional to serve as its inaugural Assistant Director for Public Service Opportunities within its Career Development Office (CDO). Located in one of the nation's most beautiful and economically dynamic cities, Denver Law features a distinguished and internationally recognized faculty, an outstanding and diverse student body, a motivated and highly professional staff, and an alumni base that has achieved distinction in law, business, government, public interest, and other professional domains. Benefiting from a robust bar passage rate, an innovative Externship Program, a team of expert and dedicated career counselors, and the robust opportunities afforded by the state of Colorado the nation's most thriving state economy, recent graduates of Denver Law have pursued an extensive range of postgraduate opportunities within a range of for-profit, non-profit, and governmental entities.

### Position Summary

Reporting to the Assistant Dean for Career Opportunities, and working closely with other members of the CDO team, the Assistant Director for Public Service Opportunities will spur efforts to expand professional opportunities for Denver Law JD students, as well as students in its Masters and certificate programs, with a particular emphasis on opportunities in federal, state, and local government, international organizations and agencies, and the non-profit sector. The Assistant Director for Public Service Opportunities will have an up-to-date, market-relevant understanding of the variety of work settings available to students trained in law, including executive and legislative bodies, administrative agencies, federal and state judicial clerkships, international agencies and organizations, and non-profits. In collaboration with faculty, staff, alumni, and external partners, the successful candidate will lead efforts to expand opportunities at the state, regional, national, and international levels through employer outreach, programmatic initiatives, and one-on-one counseling.

### Essential Functions

Engage in outreach designed to expand and strengthen relationships with current and prospective public-sector employers.

Develop and enhance programming designed to expand public-sector opportunities for JD students, as well as students in Denver Law's Masters and certificate programs.

Provide professional career counseling in one-on-one and small-group settings to Denver Law students.

Work closely with the Externship Program to cultivate and steward employer-partners.

Collaborate with the CDO Team and the Director for Externships and Public Interest Initiatives on public service fellowship programs with employer-partners and through national and international fellowship programs.

Work closely with the Assistant Dean for Graduate and International Legal Studies to develop international professional opportunities.

Work with the CDO team to compile and report employment statistics in an accurate and comprehensive manner. Collaborate with other members of the Denver Law community including faculty, staff, and alumni to expand professional opportunities for students.

#### Required Qualifications

JD or equivalent from an accredited law school.  
A minimum of three years of legal experience in one or more relevant areas, including legal practice, business, or higher education administration.  
Detailed knowledge of the evolving market for legal services.  
Excellent written and oral communication skills.  
A strong compliance orientation.  
A strong commitment to diversity and inclusion.

#### Preferred Qualifications

Ability to work in a high-performance setting.  
Demonstrated ability to work collaboratively on a variety of projects and with a variety of constituents.  
Experience counseling professional students or practicing professionals.

#### Work Schedule

Regular business hours; hours will be determined by Assistant Dean of CDO.

#### Application deadline

For best consideration, please submit your application materials by Tuesday, June 6, 2017.

#### Special Instructions

Candidates must apply online through [www.du.edu/jobs](http://www.du.edu/jobs) to be considered. Only applications submitted online will be accepted. Once within the job description online, please scroll to the bottom of the page to apply. If you have questions regarding this position please contact Assistant Dean of Career Development and Opportunities, Eric Bono ([ebono@law.du.edu](mailto:ebono@law.du.edu)).

Please include the following documents with your application:

Resume  
Cover Letter

The University of Denver is committed to enhancing the diversity of its faculty and staff and encourages applications from women, minorities, members of the LGBTQ community, people with disabilities and veterans. The University is an equal opportunity/affirmative action employer.

All offers of employment are based upon satisfactory completion of a criminal history background check, pre-employment drug screen and verification of education & employment.

Department  
SCOL-Student Affairs Administration (185800)  
Position Type  
Full-Time/Regular

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 30, 2017

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**Expiration Date:** June 6, 2017

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**Contact:** Eric Bono  
Assistant Dean of Career Development  
2199 South University Blvd Denver, Colorado 80208 United

States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** ebono@law.du.edu

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** Please include the following documents with your application:

Resume

Cover Letter

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**ID:** 2813

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## Attorney

Mintzer Sarowitz Seris Ledva & Meyers, LLP (Pittsburgh, PA)

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**Position Type:** Full-time

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

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**Description:** The Pittsburgh office of Mintzer Sarowitz Seris Ledva & Meyers, LLP, a Philadelphia based insurance defense firm has an opening for an experienced attorney. Candidates must have at least 5 to 7 years experience in insurance defense and liability litigation.

Candidates must possess both Pennsylvania and West Virginia Bar admissions.

We offer competitive salary and benefits, including medical, dental, life insurance and 401k Plan. Compensation amount is negotiable and based upon level of experience.

Open deadline to apply.

Job responsibilities: handling of diverse and active caseload from filing of initial pleadings through trial of lawsuit.

Send cover letter, resume (including references) and writing samples to the attention of Jason Wehrle, Esquire (jwehrle@defensecounsel.com).

Our office will be relocating to Wexford, PA in early 2018.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 30, 2017

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**Expiration Date:** July 31, 2017

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**Contact:** Denise McDonald  
Office Manager and Secretary  
625 Liberty Avenue Suite 390, Pittsburgh Pennsylvania 15222

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**Resume Receipt:** E-mail

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**Default email for resumes.:** DMcdonald@defensecounsel.com

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

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**Requested Document Notes:** Send cover letter, resume (including references) and writing samples to the attention of Jason Wehrle, Esquire (jwehrle@defensecounsel.com).

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**ID:** 2814

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## Title Attorney (Recent Grads Should Apply!)

Solvaire Technologies (Pittsburgh)

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**Position Type:** Full-time

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**Practice Area(s):** Energy/Utility

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

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**Description:** Looking for attorneys and recent J.D.s to assist an expanding Title group within a leading law firm in downtown Pittsburgh. Experience drafting Title Opinions in PA, WV & OH is preferred but not required. Licensure is not required. Willing to train recent grads with good grades & strong work ethic. \$27/hr. Full time. O.T. paid on all hours > 40 / wk. Benefits available after initial waiting period. The work must be done onsite - remote work is not available. Start now or interview now to start after the bar exam. This is not a project. There is no defined end date to this work. Submit resumes to [crile@solvaire.com](mailto:crile@solvaire.com). No telephone inquiries.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 30, 2017

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**Expiration Date:** August 31, 2017

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

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**Contact:** Mr CHARLES G RILE  
CIO  
603 Stanwix St Suite 250 Pittsburgh, Pennsylvania 15222  
<http://www.solvaire.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [CRILE@SOLVAIRE.COM](mailto:CRILE@SOLVAIRE.COM)

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**ID:** 2811

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## Associate

Johnstone & Gabhart, LLP (Charleston, WV)

**Position Type:** Full-time

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

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**Description:**

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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 26, 2017

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**Expiration Date:** June 30, 2017

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**Contact:** David Dobson  
Attorney at Law  
1125 Virginia Street East, Charleston West Virginia 25301

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

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**How To Apply:** Send resume, references and writing sample to Johnstone & Gabhart, LLP, P.O. Box 313, Charleston, West Virginia 25321

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

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**Requested Document Notes:** References

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**ID:** 2807

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

Troy Law, PLLC (Flushing, New York)

**Position Type:** Full-time

**Practice Area(s):** Employment

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

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

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

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

This position is a great opportunity for bilingual attorneys with a demonstrated interest in economic justice/ poverty alleviation. Fluency in Chinese/ Spanish is a requirement. Admission to the NY Federal Bar is a must. (Note: Recent law graduates who have passed the bar but have not yet been admitted should apply only once they are admitted to the bar and to the district court as well.)

#### Requirements

- Fluency in Chinese/ Spanish is a must!
- Applicant must be already admitted to New York Federal District Court Bar, and preferably in the District of New Jersey as well.
- An ideal candidate is diligent, detailed-oriented, well-versed in research and articulate on a professional level and able to work independently.

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

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

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

**Posting Date:** May 26, 2017

**Expiration Date:** June 26, 2017

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

**Resume Receipt:** E-mail

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

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

**ID:** 2808

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

Troy Law, PLLC (Flushing, New York)

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**Position Type:** Full-time

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**Practice Area(s):** Employment

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

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

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

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

Requirements:

- Candidates must have at least two (2) years of relevant TRIAL experience in wage-and-hour and employment discrimination law before US district courts;
- who is Admitted in New York Federal Bar for at least one (1) year, and preferably in New Jersey;
- The ideal candidate is diligent, detailed-oriented, well-versed in research and articulate on a professional level and able to work independently.
- Ability to speak Chinese and/or Spanish preferred, but not required.

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

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

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

All your information will be kept confidential.

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

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

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**Posting Date:** May 26, 2017

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**Expiration Date:** June 26, 2017

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

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**Resume Receipt:** E-mail

---

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

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

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**ID:** 2809

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## Lead Specialist, Contracts and Compliance - 17000467

Mylan Inc. (Chestnut Ridge Road)

**Position Type:** Full-time

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

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**Description:** Job Description

Primary Location

- USA-WV-Morgantown

Organization

- Mylan Pharmaceuticals Inc.

Lead Specialist, Contracts and Compliance - 17000467

For Us, It's A Mission

At Mylan, we mean it when we say we work every day to provide access to high quality medicines to the world's 7 billion people. If you are unconventional, relentless and passionate. If you believe in doing what's right, not what's easy. If you are a doer and have a passion for serving others, we want to talk to you.

**Make a Difference**

At Mylan, each person has the ability to make a difference. From the providers who sell and market our products to the producers who develop and manufacture them and finally to our business partners who support the providers and producers, we all have a mission critical role. Here's how this role will help:

- Assist in the management of the daily work of the Pricing and Contracts Compliance team by setting goals and priorities and ensuring the accuracy of their work as well as maintain and organize the storage of departmental legal documents and reference materials
- Create and/or redline legal documents, such as terms of agreement, amendments, etc and assist in researching internal and external audit requests.
- Oversee the creation of customer product bids, contract terms, promotions and rebates and route for approval in accordance with Mylan's policies that govern such items, including the Pricing Committee Charter.
- Complete ad-hoc analyses and projects per Management's request. Review and address interdepartmental requests for product or customer contract information.
- Review and approve customer contract changes, customer notifications for NDC changes, discontinuations, and pack size changes.
- Coordinate customer reporting and analysis with Pricing and Contracts, and cross-functionally throughout North America sales, finance, marketing, and commercial teams.
- Continuously communicate with the Pricing and Contracts team, and cross functionally, to ensure pricing contract strategies are clearly defined and on target and ensure compliance of the Pricing Committee Charter, including documentation.

**Make Our Values Your Values**

Mylan hires only the best. People who thrive in a culture of innovation and empowerment. People who are active learners and have a positive attitude. People who are leaders and know that by working together we can run faster, reach higher and achieve more. By doing so, we will continue to set new standards in health care. Here are the minimum qualifications and essential functions for this position:

- Minimum of a Bachelor's degree (or equivalent) and 2-4 years of experience. However, a combination of experience and/or education will be taken into consideration.
- Must possess strong knowledge of sales, marketing, finance

- and accounting preferably in the pharmaceutical industry.
- Must possess excellent attention to detail and organizations skills. Must have the ability to present analysis in a clear, concise manner with excellent written and verbal communications skills. A strong team player with the ability to establish and maintain effective business relationships. Must have the ability to work independently and take initiative, prioritize and manage multiple deliverables under tight deadlines. Strong computer application skills including Microsoft Access, excel, Word and PowerPoint. Must have the ability to handle and protect confidential and sensitive information.
  - Ability to read and interpret complex business and/or technical documents. Ability to write comprehensive reports and detailed business correspondence. Ability to work with groups of people such as other departments and communicate known concepts. Ability to present to a group of departments.
  - Ability to add, subtract, multiply, and divide, computations such as percentages, ratios, and rates.
  - Ability to solve problems with a variety of concrete variables through semi-standardized solutions that require some ingenuity and analysis. Ability to draw inferences and follow prescribed and detailed procedures to solve moderately complex problems.
  - Normal office situation. Typically sitting at a desk or table. Intermittently sitting, standing, walking or stooping. May be required to stand; walk; stoop; bend; kneel; and climb steps. May require use of hands and use of arms. Sedentary lifting requirements.
  - Proficiency in speaking, comprehending, reading and writing English is preferred.

**Why Mylan?**

If you want to be part of a global health care company that is making a difference and changing lives, Mylan may be the place for you. With a workforce of more than 35,000 worldwide, we can make a difference. We encourage you to visit Mylan.com to learn more about our unconventional culture, our approach to doing business and how we plan to set new standards in health care.

Mylan offers competitive salary, excellent benefits and an environment conducive to professional growth and advancement. All qualified applicants will receive consideration for employment without regard to their disability or protected veteran status. Mylan is an Equal Opportunity Employer, Minorities/Female/Disabled/Veteran.

**Schedule**

- Full-time
- Job Posting**
- Mar 28, 2017, 11:38:34 AM
- Unposting Date**
- Ongoing

Best,  
Laura

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> May 26, 2017
<b>Expiration Date:</b> July 31, 2017
<b>Contact:</b> Laura Greene 781 Chestnut Ridge Road Morgantown, West Virginia 26505 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> Laura.Greene@mylanlabs.com

**Requested Document Notes:** . Applicants should apply on our Career's Page, which is also our

applicant tracking system. Recruiter: Ciara Little. While the job posting does not expressly list a JD, this role interfaces with the Legal department and so J.D.'s are desirable.

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**ID: 2806**

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

Troy Law, PLLC (Flushing, New York)

**Position Type:** Internship

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

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

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

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

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

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

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

EXCELLENT TRAINING for

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

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

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

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

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

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

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<b>Desired Class Level:</b> 1L, 2L, 3L, LLM, Graduate/Alumni, Class Level
<b>Posting Date:</b> May 26, 2017
<b>Expiration Date:</b> June 26, 2017
<b>Contact:</b> Ms Tiffany Troy HR Coordinator 41-25 Kissena Blvd Suite 119, Flushing New York 11355 <a href="http://troypllc.com">http://troypllc.com</a>
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:recruit@troypllc.com">recruit@troypllc.com</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>ID:</b> 2810

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## Assistant Dean for Experiential Education

UCLA School of Law (California )

**Position Type:** Full-time

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

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**Description:** Assistant Dean for Experiential Education

Apply now to Assistant Dean for Experiential Education

Job #JPF02951

SCHOOL OF LAW - LAW

RECRUITMENT PERIOD

Open April 18th, 2017 through June 13th, 2017

DESCRIPTION

The position of Assistant Dean for Experiential Education requires a talented and enthusiastic individual to build and oversee the operational excellence of the UCLA Law program of clinical and experiential education. The Assistant Dean will report to and work under the general direction of the Faculty Director and/or Vice Dean of Experiential Education and will be expected to work independently with multiple faculty and staff within the law school. The Assistant Dean will participate in the Law School's academic and curricular planning and support the Faculty Director and/or Vice Dean in expanding and promoting excellence in the law school's program of clinical and experiential education. The Assistant Dean will also develop and maintain systems to ensure the provision of excellent legal services to clients and excellent pedagogical opportunities for students. These duties will require the Assistant Dean to build strong relationships within the law school community, as well as with external governmental and nonprofit entities with which the law school is collaborating. The person in this position should have some background and familiarity with clinical legal education, the ability to exercise creativity and good judgment about the law school program, and a deep interest in educating students and providing legal services to clients and communities in the region. The person in this position has the possibility of spending up to approximately 25% of his/her time teaching in a clinical program, to be determined in consultation with the Faculty Director/Vice Dean.

Minimum requirements include an excellent academic record; a J.D. or equivalent advanced degree; at least five years of substantial legal practice or related experience; and demonstrated management, administrative, and organizational skills, with successful prior experience in clinical legal education preferred. The salary and level of appointment will be commensurate with qualifications and experience. This position is a full-time, year round, non-tenure track academic appointment with an expected start date of July 1, 2017. This appointment is subject to the rules and regulations of the Regents of the University of California, which are mostly embodied in The UCLA CALL and the University of California Academic Personnel Manual. (See <https://www.apo.ucla.edu/policies/the-call>; and <http://www.ucop.edu/acadpersonnel/apm/welcome.html>.)

Confidential review of applications, nominations and expressions of interest will begin immediately and continue until an appointment is made. To ensure full consideration, applications should be received by Tuesday, June 13, 2017 but will be considered thereafter until the position is filled. Please apply online at <https://recruit.apo.ucla.edu/apply/JPF02951> by submitting pdf copies of a cover letter, CV or resume, and the names and contact information for at least three professional references. Applicants with teaching experience should also

include their teaching evaluations, a summary thereof, or other testimonials concerning their teaching experience.

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

#### JOB LOCATION

Los Angeles, CA  
LEARN MORE

More information about this recruitment: <http://law.ucla.edu/REQUIREMENTS>

#### DOCUMENTS

Cover Letter - A letter discussing your interest, qualifications and/or experience.

Curriculum Vitae - Your most recently updated C.V.

List of References - Names and contact information for at least three (3) professional references

Teaching Evaluation - Applicants with teaching experience should also include their teaching evaluations, a summary thereof, or other testimonials concerning their teaching experience. (Optional)

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

#### REFERENCES

3-5 references required (contact information only)  
HOW TO APPLY

Create an ApplicantID  
Provide required information and documents  
If any, provide required reference information  
Get started: press Apply Now  
Apply now to Assistant Dean for Experiential Education

Questions? Contact the hiring department  
Already applied? Log in to your application  
The University of California, Los Angeles is an Equal Opportunity/Affirmative Action Employer. You have the right to an equal employment opportunity.  
For more information about your rights, see the EEO is the Law Supplement.  
The University of California, Los Angeles is committed to providing reasonable accommodations to applicants with disabilities.  
See our Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act Annual Security Reports.  
Academic RECRUIT Personnel System  
University of California, Los Angeles  
Privacy Policy Accessibility About  
© 2007-2017 The Regents of the University of California. All rights reserved

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 25, 2017

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**Expiration Date:** June 13, 2017

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**Contact:** Beth Moeller  
385 Charles E. Young Drive East 1242 Law Building, Los Angeles  
California 90095

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**Resume Receipt:** E-mail

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

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** REQUIREMENTS

DOCUMENTS

Cover Letter - A letter discussing your interest, qualifications and/or experience.

Curriculum Vitae - Your most recently updated C.V.

List of References - Names and contact information for at least three (3) professional references

Teaching Evaluation - Applicants with teaching experience should also include their teaching evaluations, a summary thereof, or other testimonials concerning their teaching experience. (Optional)

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

REFERENCES

3-5 references required (contact information only)

HOW TO APPLY

Create an ApplicantID

Provide required information and documents

If any, provide required reference information

Get started: press Apply Now

Apply now to Assistant Dean for Experiential Education

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**ID:** 2805

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**ATTORNEY ADVISOR (Legal Counsel Division)**

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

**Position Type:** Full-time

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

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**Description:**

GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT NNOUNCEMENT NO:

#17-036 POSITION TITLE:

ATTORNEY ADVISOR

(Legal Counsel Division)

POSITION GRADE & SERIES: LS-12/1 to 13/3 SALARY RANGE:

\$79,810 – \$101,241

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

PENING DATE: May 23, 2017 CLOSING DATE: June 13, 2017

URATION OF APPOINTMENT: Permanent AREA OF

CONSIDERATION: Open to the Public

**ORKSITE LOCATION:**

Office of the Attorney General for the District of Columbia  
Legal Counsel 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: The Office of Attorney General is seeking an Attorney-Advisor for the Legal Counsel Division (LCD). LCD provides legal advice to the Mayor, District agencies, officials and employees on a broad range of legal issues, legislation and regulations. LCD also provides legal advice to the Attorney General on sensitive and high priority matters, and is responsible for drafting legal opinions of the Attorney General. In addition, LCD performs legal reviews of all draft legislation introduced on the Mayor's behalf, all draft rulemakings from the Executive Branch, and all Council-enrolled bills presented to the Mayor. LCD regularly advises on complex issues of constitutional law, statutory construction, the Home Rule Act, and other legal matters

particular to the unique status of the District.

The successful candidate will be responsible for: 1) performing extensive legal research and providing detailed oral or written advice to District officials and employees in the Office of the Attorney General, Executive Office of the Mayor and offices of the City Administrator and Deputy Mayors, District agencies, the Council of the District of Columbia, and the District of Columbia Courts with respect to legal issues that arise from the performance of official duties; 2) reviewing legal documents, including bills, regulations, and other issuances to determine whether they are legally sufficient and appropriate as to form, and drafting proposed language necessary to obviate objections to them; 3) drafting legislation and rulemakings; 4) preparing opinions, legal memoranda, letters, Office Orders, and other documents for the LCD Deputy's or Attorney General's signature;

and 5) keeping abreast of judicial, agency, and other changes and interpretations regarding laws and regulations related to the District government.

**QUALIFICATIONS:** The ideal candidate should have excellent legal research and writing skills, including professional experience that is heavily focused on preparing briefs, legal memoranda or other legal writing involving difficult or sophisticated legal issues, or significant legislative and rulemaking experience.

The applicant must be able to:

- identify all legal and factual issues;
- identify controlling statutory, regulatory, and case authority applicable to each legal issue;
- prepare written work that is persuasive, thorough, well-organized, and well-reasoned and that is appropriate in length, style, and tone;
- prepare all written work in accordance with deadlines set by supervisors and clients; and
- have a demonstrated ability to effectively work with client agencies and colleagues.

In addition, an understanding of the District government and knowledge of constitutional, criminal, administrative or appropriations law is important.

**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

Attached is a vacancy announcement for the position of Attorney Advisor with the Office of the Attorney General for the District of Columbia in our Legal Counsel Division. All applicants must be active members in good standing of the bar in any jurisdiction to be eligible. Ideal candidates we are seeking for this position must have excellent legal research and writing skills, including professional experience that is heavily focused on preparing briefs, legal memoranda or other legal writing involving difficult or sophisticated legal issues, or significant legislative and rulemaking experience.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 24, 2017

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**Expiration Date:** June 13, 2017

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

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**Resume Receipt:** E-mail

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

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

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

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**ID:** 2799

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## Cato Institute Fall Internship

Cato Institute

**Position Type:** Internship

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**Description:** \*\*\*Apply at [www.cato.org/intern](http://www.cato.org/intern) by June 27th\*\*\*

The Cato Institute is seeking interns to assist our scholars in all areas of policy research covered by the institute--healthcare, education, taxation, economics, foreign policy, defense, law, criminal justice, and more. Communications-oriented internships are also available: We offer media relations, external affairs, and graphic design/video production positions. All interns, regardless of specific departmental placement, will take part in an intensive seminar program which will cover a broad range of history, philosophy, policy, and professional development topics.

The internship is intended for students and recent graduates of all majors.

Applicants should be knowledgeable about and interested in promoting free markets, limited government, individual rights, and peace (the core values of the Cato Institute).

All domestic interns receive a \$700 monthly stipend, international interns receive a \$1,000 monthly stipend, and JD/legal interns receive a \$1,400 monthly stipend.

\*\*\*Apply online: [www.cato.org/intern](http://www.cato.org/intern)\*\*\*

\*\*\*All applicants must apply at the URL above by June 27th.\*\*\*

See here for expectations by department:  
<https://www.cato.org/Intern/placements>

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

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**Posting Date:** May 23, 2017

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**Expiration Date:** June 28, 2017

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**Contact:** Student Programs Coordinator Mark Houser

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

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**How To Apply:** Apply at [www.cato.org/intern](http://www.cato.org/intern)

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**ID:** 2794

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## Judicial Law Clerk

Philadelphia County Court of Common Pleas The Honorable Sandy L.V. Byrd  
(Philadelphia, PA)

---

**Position Type:** Full-time

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

---

**Description:** Judge Byrd has two immediate openings for paid full-time judicial law clerks. The Judge is also hiring summer interns. Please see the attached flyer describing summer intern program at the First Judicial District of Pennsylvania.

Judge Byrd sits in the trial division of the court and handles the court's homicide case docket. Work includes researching legal issues, drafting letters to counsel, drafting memoranda for presentation to the Judge, and drafting opinions of both direct appeals and collateral attacks on convictions for presentation to the Superior Court of Pennsylvania. For both the clerkship and the internship, the Judge is looking for candidates with strong research and writing skills.

Applicants can email a cover letter, resume, unofficial transcript, and writing sample to Judge Byrd's Judicial Secretary, Clarissa Winslow ([clarissa.winslow@courts.phila.gov](mailto:clarissa.winslow@courts.phila.gov)). The cover letter should be addressed to Judge Byrd:

The Honorable Sandy L.V. Byrd  
Philadelphia County Court of Common Pleas  
Justice Juanita Kidd Stout Criminal Justice Center  
1301 Filbert Street, Suite 1420  
Philadelphia, PA 19107

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 19, 2017

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**Expiration Date:** June 30, 2017

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**Contact:** Clarissa Winslow  
1301 Filbert Street Suite 1420, Philadelphia Pennsylvania 19107

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [clarissa.winslow@courts.phila.gov](mailto:clarissa.winslow@courts.phila.gov)

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

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**Requested Document Notes:** Applicants can email a cover letter, resume, unofficial transcript, and writing sample to Judge Byrd's Judicial Secretary, Clarissa Winslow ([clarissa.winslow@courts.phila.gov](mailto:clarissa.winslow@courts.phila.gov)). The cover letter should be addressed to Judge Byrd: The Honorable Sandy L.V. Byrd  
Philadelphia County Court of Common Pleas  
Justice Juanita Kidd Stout Criminal Justice Center  
1301 Filbert Street, Suite 1420  
Philadelphia, PA 19107

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**ID:** 2790

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## Judicial Law Clerk

Philadelphia County Court of Common Pleas The Honorable Sandy L.V. Byrd  
(Philadelphia, PA)

---

**Position Type:** Full-time

---

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

---

**Description:** Judge Byrd has two immediate openings for paid full-time judicial law clerks. The Judge is also hiring summer interns. Please see the attached flyer describing summer intern program at the First Judicial District of Pennsylvania.

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The Honorable Sandy L.V. Byrd  
Philadelphia County Court of Common Pleas  
Justice Juanita Kidd Stout Criminal Justice Center  
1301 Filbert Street, Suite 1420  
Philadelphia, PA 19107

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 19, 2017

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**Expiration Date:** June 30, 2017

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**Contact:** Clarissa Winslow  
1301 Filbert Street Suite 1420, Philadelphia Pennsylvania 19107

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**Resume Receipt:** E-mail

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**Default email for resumes.:** clarissa.winslow@courts.phila.gov

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

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**Requested Document Notes:** Applicants can email a cover letter, resume, unofficial transcript, and writing sample to Judge Byrd's Judicial Secretary, Clarissa Winslow (clarissa.winslow@courts.phila.gov). The cover letter should be addressed to Judge Byrd:

The Honorable Sandy L.V. Byrd  
Philadelphia County Court of Common Pleas  
Justice Juanita Kidd Stout Criminal Justice Center  
1301 Filbert Street, Suite 1420  
Philadelphia, PA 19107

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**ID:** 2791

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## Summer Interns

Philadelphia County Court of Common Pleas The Honorable Sandy L.V. Byrd  
(Philadelphia, PA)

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**Position Type:** Summer

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

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**Description:** The Judge is also hiring summer interns. Please see the attached flyer describing summer intern program at the First Judicial District of Pennsylvania.

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**Desired Class Level:** 1L, 2L, 3L, LL.M., Graduate/Alumni, Class Level

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**Posting Date:** May 19, 2017

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**Expiration Date:** June 30, 2017

---

**Contact:** Clarissa Winslow  
1301 Filbert Street Suite 1420, Philadelphia Pennsylvania 19107

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [clarissa.winslow@courts.phila.gov](mailto:clarissa.winslow@courts.phila.gov)

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

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**ID:** 2792

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## Bankruptcy Attorney

Whiteford Taylor & Preston L.L.P. (Baltimore, Maryland)

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**Position Type:** Full-time

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**Practice Area(s):** Bankruptcy

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

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**Description:** Whiteford, Taylor & Preston L.L.P. is seeking an experienced bankruptcy attorney to work in its Pittsburgh office location. Along with having a minimum of 5 years of corporate bankruptcy experience, candidates must have knowledge of Chapter 11 and Chapter 7 bankruptcy law. Should possess excellent research and writing skills, and have outstanding academic record. Must be currently barred in Pennsylvania. Please send resume and law school transcript to:

Susan M. Bolyard  
Recruitment Administrator  
Whiteford, Taylor & Preston L.L.P.  
Towson Commons, Suite 300  
One West Pennsylvania Avenue  
Towson, MD 21204-5025  
Phone: 410.347.8706  
Fax: 410.832.2015  
Email: [Sbolyard@wtplaw.com](mailto:Sbolyard@wtplaw.com)

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 16, 2017

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**Expiration Date:** June 17, 2017

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**Contact:** Melissa Myers  
7 St. Paul Street Baltimore, Maryland 21202  
<http://www.wtplaw.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [sbolyard@wtplaw.com](mailto:sbolyard@wtplaw.com)

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**ID:** 2781

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## 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

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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## **Student Debt Specialist, Law School Engagement & Advocacy Unit** Equal Justice Works (Washington, D.C.)

**Position Type:** Full-time

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

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**Description:** Equal Justice Works logo  
[www.equaljusticeworks.org](http://www.equaljusticeworks.org)  
Student Debt Specialist, Law School Engagement & Advocacy  
Unit  
1730 M Street, NW, Suite 800, Washington, DC 20036 Full-time

### ABOUT EQUAL JUSTICE WORKS:

The mission of Equal Justice Works is to create a just society by mobilizing the next generation of lawyers committed to equal justice. Equal Justice Works is a recognized leader in the public interest law movement. Please go to [www.equaljusticeworks.org](http://www.equaljusticeworks.org) to learn more about Equal Justice Works.

Equal Justice Works provides a continuum of opportunity that begins with incoming law school students and extends into later careers in the profession. From advocating for law school programs that instill public service values among students, to creating summer and postgraduate public interest jobs, to addressing the staggering educational debt that blocks lawyers from going into public service, Equal Justice Works inspires and provides opportunities for the legal community to change lives, make careers, and deliver on the promise of justice for all.

### GENERAL JOB DESCRIPTION:

The Student Debt Specialist is responsible for maintaining Equal Justice Works' national leadership position on student debt issues in the legal community and providing law students, law schools, lawyers, and legal organizations with comprehensive information on overcoming student debt. The position works closely with the Student Engagement Program and is an integral part of the collaborative team working to fulfill the unit's functions. The Specialist reports directly to the Director of the Law School Engagement & Advocacy unit.

### RESPONSIBILITIES:

We are looking for a dynamic and creative team member who knows how to communicate and organize effectively in the legal world. Qualified applicants will demonstrate an ability to understand the burden of student debt for law students and lawyers seeking public interest careers and a passion for providing them with comprehensive assistance.

In addition, the qualified applicant must be able to demonstrate his/her ability to:

Develop expertise in and keep up to date on student debt programs important to law students and lawyers, including Public Service Loan Forgiveness, income-driven repayment plans, and Loan Repayment Assistance Programs. In addition, the Specialist must develop and maintain a generalized knowledge of a wide variety of student debt and educational issues.

Meet the unit's strategic plan goals of growing Equal Justice Works' student debt list and providing comprehensive information on student debt to law students and lawyers. Demonstrate superior writing skills and the ability to produce and update written materials, including a comprehensive student debt e-book, the organization's Huffington Post blog,

the student debt portions of the organization's website, and content for newsletters, presentations, and other communications materials.

Create and give compelling in-person and online presentations, including at law schools, conferences, legal aid organizations and via monthly online webinars.

Develop and maintain strong working relationships with the organization's key constituents and allies, including law schools, law students, legal organizations, and higher education advocacy groups.

Work with unit director to track legislative and regulatory developments regarding student debt that impact Equal Justice Works constituencies. Help advocate for the preservation and improvement of student debt relief programs and participate in regulatory actions, including notice and comment and negotiated rulemaking, as necessary.

Capture and analyze data on the program's progress in Equal Justice Works' CRM database.

Perform other duties as needed.

**QUALIFICATIONS:**

Bachelor's degree plus two to three years' relevant working experience.

Strong public speaking, communication and writing skills.

Demonstrated project management, problem solving, and analytical skills.

Strong computer skills including knowledge of Microsoft Office applications (e.g. Excel, Outlook, PowerPoint and Word). Ability to work with current technology and to adapt to new technology.

Strong interpersonal and collaborative skills.

Willingness to travel.

Ability to multi-task.

Proven ability to take individual initiative and responsibility for assignments.

J.D. a plus.

Experience with state or federal advocacy campaigns a plus.

State or federal legislative experience a plus.

**SALARY AND BENEFITS:**

Comprehensive and generous benefits package commensurate with education and experience, including loan repayment assistance, full healthcare coverage, dental and 403(b) 4% match, employer sponsored disability insurance program, monthly transportation stipend, and 12 holidays, 14 days of vacation, 2 personal days, and 10 days of sick leave.

Professional development funds available to support staff in achieving career objectives. Salary Range: \$40-48K

**TO APPLY:**

Applicants should send a one-page resume, three references, and cover letter describing in detail their experience, qualifications and why they would be a good fit. Please note: Phone calls and direct emails will not be accepted.

EQUAL JUSTICE WORKS is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin, gender identity, age, marital status, personal appearance, sexual orientation, family responsibilities, physical or mental handicap, matriculation, or political affiliation.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 16, 2017

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**Expiration Date:** June 30, 2017

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**Contact:** Brian Stone  
Program Manager, Public Programs



1730 M Street N.W., Washington District of Columbia 20036

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

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**How To Apply:** [www.equaljusticeworks.org](http://www.equaljusticeworks.org)

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

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**Requested Document Notes:** TO APPLY:

Applicants should send a one-page resume, three references, and cover letter describing in detail their experience, qualifications and why they would be a good fit. Please note: Phone calls and direct emails will not be accepted.

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**ID:** 2779

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## Compliance Analyst

AML RightSource (Cleveland, OH)

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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:** Responsibilities primarily include transaction monitoring and research of customers deemed to be "high risk" by our various financial institution clients as required by their respective AML/BSA programs. This position can be located in the Cleveland, Ohio office or Hudson, Ohio office. We recently expanded and are looking to hire multiple analysts to start in May and June of 2017.

**Position Responsibilities:**

- Transaction monitoring of assigned accounts to assess potential suspicious activity on the account, such as money laundering.
- Identify data anomalies as they relate to AML initiatives, AML/BSA regulations, and industry best practices for AML/BSA analysis.
- Assist other members of the Compliance Unit, data management efforts, and other company employees to maintain and implement the most effective means of meeting the company's AML and other transaction analysis and reporting requirements.
- Work effectively with multiple complex data sources and technical analytical tools/resources.
- Work and contribute in a team-oriented and collaborative environment to improve the analytical and reporting processes.
- Adhere to and comply with all applicable, federal and state laws, regulations and guidance, including those related to Anti-Money Laundering (i.e. Bank Secrecy Act, USA PATRIOT Act, etc.), as well as adhering to company policies and procedures and client requirements.

**Knowledge & Skills:**

- 1-3 years AML banking or financial experience preferred.
- Bachelor's Degree minimum.
- Strong oral and written communication skills.
- Sound analytical, problem solving, and organizational skills.

We are an equal opportunity employer.

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

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**Posting Date:** May 15, 2017

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**Expiration Date:** August 15, 2017

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**Contact:** Ms. Erica B. Fellows  
Recruiting Assistant  
200 Public Square Ste 3100 Cleveland, OH Ohio 44114  
<http://gabrielpartners.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [efellows@gabrielpartners.com](mailto:efellows@gabrielpartners.com)

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**ID:** 2774

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## Chief Public Defender Canyon County

**Position Type:** Full-time

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**Description:** The Canyon County Board of Commissioners seeks applications for the position of Chief Public Defender. The Chief Public Defender manages the County's Public Defender Department. The Department is presently staffed with 42 County employees, and is housed in the County's new Administration Building in Caldwell, Idaho, at a Fiscal Year 2017 operating budget of \$4,442,243 million dollars, inclusive of independent contractor conflict case representation costs. The Chief Public Defender reports to the Board of County Commissioners and is expected to develop and implement departmental fiscal and operational policy at the Boards direction while retaining independent professional discretion in matters of case management and client representation. Visit our website full details and instructions on how to apply:  
<https://www.canyonco.org/job/chief-public-defender/>  
Application Review begins 06/01/17 @ 3:30PM

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 10, 2017

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**Expiration Date:** June 16, 2017

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**Contact:** Sue Baumgart  
Human Resource Director  
1115 Albany Street Caldwell, Idaho 83634 United States

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

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**How To Apply:** <https://www.canyonco.org/job/chief-public-defender/>

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**Requested Document Notes:** Up to three (3) letters of recommendation

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**ID:** 2771

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## Associate Attorney

Frankovitch, Anetakis, Simon, Decapio & Pearl, LLP (Weirton, West Virginia)

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**Position Type:** Full-time

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

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

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**Description:** We are seeking for a full-time associate in the Pittsburgh Tri-State area to begin working and taking cases right away. The position will involve work in a wide array of legal issues including personal injury litigation, corporate transactions, real estate, and oil and gas.

**Position Qualifications:**

- Excellent written and verbal communication skills.
- Detail oriented problem-solver with ability to function in a fast-paced environment and manage multiple competing priorities.
- Experience with legal research and drafting litigation pleadings, discovery and legal memoranda.
- Real estate title experience preferred.

**Position Requirements:**

- Strong academic background.
- West Virginia bar license (or to be admitted within a year of being hired).
- Ohio and Pennsylvania bar licenses as well are preferred.
- Able and willing to work daily in the Weirton, WV office.
- Proficient in Microsoft Office and Westlaw Next.

**Application Instructions:**

Interested candidates must submit a cover letter and resume. Interviews will be scheduled on a rolling basis, and the position will be filled immediately.

**Employment details:**

- Full time (40+ hours per week)
- Guaranteed base salary commensurate with relevant work experience and abilities.
- Unlimited bonus
- Flexibility and independence

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 8, 2017

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**Expiration Date:** July 31, 2017

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**Contact:** Mr. Kevin M Pearl  
Partner  
337 Penco Road Weirton, West Virginia 26062 United States  
<http://www.faslaw.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [WeirtonLaw@gmail.com](mailto:WeirtonLaw@gmail.com)

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** Please e-mail your resume and cover letter to [WeirtonLaw@gmail.com](mailto:WeirtonLaw@gmail.com)

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**ID:** 2762

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## Employee Benefits Attorney

McClelland Legal Search

**Position Type:** Full-time

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

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**Description:** Employee Benefits Attorney:  
Position Type: Full-time permanent

Employer Name: McClelland Legal Search  
Job Title: Employee Benefits Attorney  
Job Description: Candidate needs to have ERISA /employee benefits experience including qualified retirement plans, welfare benefit plans and executive compensation.  
Hiring Criteria: Two to five years of experience and must be admitted in PA  
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 2-5 years of experience  
How we would like to receive the materials: Interested candidates should send their information to :  
dianne@mcclellandlegalsearch@gmail.com

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 8, 2017

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**Expiration Date:** July 31, 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

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**Requested Document Notes:** Interested candidates should send their information to :  
dianne@mcclellandlegalsearch@gmail.com

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**ID:** 2767

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## Labor Attorney

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:** Labor Attorney:  
Position Type: Full-time permanent

Employer Name: McClelland Legal Search  
Job Title: Labor Attorney  
Job Description: Candidate needs to have actual collective bargaining experience, experience with union negotiations and actual hearing experience. A book of business is a plus but not necessary.  
Hiring Criteria: Six plus years of experience and must be admitted in PA  
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 6+ years of experience  
How we would like to receive the materials: Interested candidates should send their information to :  
dianne@mcclellandlegalsearch@gmail.com

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 8, 2017

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**Expiration Date:** July 31, 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

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**Requested Document Notes:** Interested candidates should send their information to :  
dianne@mcclellandlegalsearch@gmail.com

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**ID:** 2766

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

Troy Law, PLLC (Flushing, New York)

**Position Type:** Full-time

**Practice Area(s):** Employment

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

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

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

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

This position is a great opportunity for bilingual attorneys with a demonstrated interest in economic justice/ poverty alleviation. Fluency in Chinese/ Spanish is a requirement. Admission to the NY Federal Bar is a must. (Note: Recent law graduates who have passed the bar but have not yet been admitted should apply only once they are admitted to the bar and to the district court as well.)

#### Requirements

- ▣ Fluency in Chinese/ Spanish is a must!
- ▣ Applicant must be already admitted to New York Federal District Court Bar, and preferably in the District of New Jersey as well.
- ▣ An ideal candidate is diligent, detailed-oriented, well-versed in research and articulate on a professional level and able to work independently.

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

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

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

**Posting Date:** April 29, 2017

**Expiration Date:** May 29, 2017

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

**Resume Receipt:** E-mail

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

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

**ID:** 2742

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

Troy Law, PLLC (Flushing, New York)

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**Position Type:** Full-time

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**Practice Area(s):** Employment

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

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

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

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

Requirements:

- Candidates must have at least two (2) years of relevant TRIAL experience in wage-and-hour and employment discrimination law before US district courts;
- who is Admitted in New York Federal Bar for at least one (1) year, and preferably in New Jersey;
- The ideal candidate is diligent, detailed-oriented, well-versed in research and articulate on a professional level and able to work independently.
- Ability to speak Chinese and/or Spanish preferred, but not required.

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

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

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

All your information will be kept confidential.

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

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

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**Posting Date:** April 29, 2017

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**Expiration Date:** May 29, 2017

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

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**Resume Receipt:** E-mail

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

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

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**ID:** 2743

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

Troy Law, PLLC (Flushing, New York)

**Position Type:** Internship

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

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

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

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

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

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

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

EXCELLENT TRAINING for

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

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

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

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

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

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

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<b>Desired Class Level:</b> 1L, 2L, 3L, LLM, Graduate/Alumni, Class Level
<b>Posting Date:</b> April 29, 2017
<b>Expiration Date:</b> May 29, 2017
<b>Contact:</b> Ms Tiffany Troy HR Coordinator 41-25 Kissena Blvd Suite 119, Flushing New York 11355 <a href="http://troypllc.com">http://troypllc.com</a>
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:recruit@troypllc.com">recruit@troypllc.com</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>ID:</b> 2744

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## Assistant District Attorney

Office of the Warren County District Attorney(Warren County Court House)  
(Warren Pennsylvania)

**Position Type:** Full-time

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

**Description:** OFFICE OF THE WARREN COUNTY DISTRICT ATTORNEY  
WARREN COUNTY COURT HOUSE  
204 Fourth Avenue  
WARREN, PENNSYLVANIA 16365  
Phone: 814-728-3460 FAX: 814-728-3483

April 27, 2017

POSITION OPENING

JOB TITLE: Assistant District Attorney

GRADE & SALARY: \$42,000 per year+ benefits (full-time 40+ hrs. per week)

QUALIFICATIONS:

- Juris Doctorate Degree
- Admission to practice before the Supreme Court of Pennsylvania with current Attorney License.
- Basic knowledge with Microsoft Office products.
- Good communication/trial skills
- Experience in Criminal Law a plus
- Must have excellent "people skills" with the public, coworkers and other professionals.
- Must be able to work within the "Team Concept"

Interested persons should submit resume and cover letter to:  
District Attorney Rob Greene  
Warren County Courthouse 204 Fourth Avenue  
Warren, PA 16365

Position open until filled.

Warren County is an equal opportunity employer and will consider applications for Employment, regardless of race, color, religion, sex, national origin, age, marital or Veteran status, presence of a non-job-related medical condition or handicap, or any other legally protected status.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** April 28, 2017

**Expiration Date:** May 31, 2017

**Contact:** Tyra Olson  
Office Manager  
204 Fourth Avenue Warren, Pennsylvania 16365 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** Tolson@warren-county.net

**ID:** 2739

## Senior Attorney

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

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**Position Type:** Full-time

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

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

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**Description:**

Senior Attorney: The Attorney General's Office seeks a senior level attorney. Candidates must have senior management experience, be motivated self-starters with strong work ethic, integrity and professionalism. Excellent interpersonal, organizational and verbal/written communication skills are a must for this position. Ideal candidates will have top academic credentials, outstanding transcripts and a judicial clerkship. Successful candidates will be expected to work long hours, produce a high-quality legal product that meets exacting standards, and seek to enhance the reputation of the Attorney General's Office as a top law firm in the State of West Virginia. Candidates must also have an active WV license or be eligible for admission.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** April 28, 2017

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**Expiration Date:** May 30, 2017

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

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**Resume Receipt:** E-mail

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**Default email for resumes.:** jobs@wvago.gov

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

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**Requested Document Notes:** Please send your resume, a writing sample and preferred salary range to jobs@wvago.gov with "Senior Attorney" in the subject line.

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**ID:** 2738

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## Law Clerk

Administrative Office of Fayette County Courts/ Fourteenth Judicial District  
(Uniontown, Pennsylvania)

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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:** The Fayette County Court of Common Pleas has a position available for a full-time law clerk, a law school graduate. The duties of a law clerk include drafting opinions and orders. The position also offers the opportunity to observe civil and criminal trials and the practical aspects of Pennsylvania law. The law clerk is requested to commit for a period of not less than one year. The salary is \$29,640 per annum, with benefits. Please post this position in your legal journal, any employment pamphlet you may publish or on your website. Interested applicants are welcome to forward their information to me by mail or email. Your cooperation in this regard will be greatly appreciated.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** April 27, 2017

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**Expiration Date:** May 31, 2017

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**Contact:** Ms. Karen M. Kuhn  
District Court Administrator  
61 east Main Street Uniontown, Pennsylvania 15401-3514 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [kkuhn@faycopa.org](mailto:kkuhn@faycopa.org)

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**ID:** 2735

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## Attorney -- Workers Compensation Department

Lipsitz, Green, Scime, Cambria, LLP (Buffalo, NY)

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**Position Type:** Full-time

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

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

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**Description:** Buffalo NY based Law Firm, Lipsitz Green Scime Cambria LLP, seeks an Attorney to join its Workers Compensation Department assisting injured workers with filing and litigating claims as well as negotiating settlements on behalf of the client. Some Workers Compensation experience preferred. Must possess excellent writing, drafting, organizational, communication and client service skills. We are a dynamic firm with a comprehensive client focus & a reputation for our commitment to excellence. We offer a competitive compensation and benefits package. Send resume, cover letter, writing sample and transcript to: HR Manager, Lipsitz Green Scime Cambria LLP  
42 Delaware Avenue, Suite 120, Buffalo, NY 14202  
or email [hrdept@lglaw.com](mailto:hrdept@lglaw.com)

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** April 21, 2017

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**Expiration Date:** June 30, 2017

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**Contact:** HumanResourcesDept  
HR Manager  
42 Delaware Avenue Suite 120 Buffalo, New York 14202 United States

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**Resume Receipt:** E-mail

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

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

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**ID:** 2728

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## Employee Benefits Associate

McClelland Legal Search

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**Position Type:** Full-time

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

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**Description:** Benefits Posting:

Position Type: Full-time permanent

Employer Name: McClelland Legal Search

Job Title: Employee Benefits Associate

Job Description: Employee benefits experience required to perform research, writing, document drafting and other legal functions in an international employee benefits practice.

Hiring Criteria: Two plus years of experience, must be admitted in West Virginia or willing to take WV Bar exam

Location: Local

Materials requested: Resume, unofficial transcript

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

Compensation Details: Compensation determined by experience

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

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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** April 21, 2017

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**Expiration Date:** June 30, 2017

---

**Contact:** Dianne McClelland

---

**Resume Receipt:** E-mail

---

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

---

**Additional Documents:** Unofficial Transcript

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**Requested Document Notes:** Materials requested: Resume, unofficial transcript

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

Compensation Details: Compensation determined by experience

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

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

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**ID:** 2724

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## Litigation Associate -- Civil Experience Required

McClelland Legal Search

**Position Type:** Full-time

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

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**Description:** Litigation Posting:

Position Type: Full-time permanent

Employer Name: McClelland Legal Search

Job Title: Litigation Associate -- civil experience required

Job Description: Meeting with clients, research and writing, preparation of pleadings, discovery and preparation and presentation of motions, arbitrations and assisting partners in trial

Hiring Criteria: Five to seven years of experience, must be admitted in Pennsylvania

Location: Pittsburgh

Materials requested: Resume, unofficial transcript, writing sample

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

Compensation Details: Compensation determined by experience

Desired years of Experience: Candidates should have 5-7 years of experience

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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** April 21, 2017

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**Expiration Date:** June 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

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

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**Requested Document Notes:** Hiring Criteria: Five to seven years of experience, must be admitted in Pennsylvania

Location: Pittsburgh

Materials requested: Resume, unofficial transcript, writing sample

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

Compensation Details: Compensation determined by experience

Desired years of Experience: Candidates should have 5-7 years of experience

How we would like to receive the materials: Interested

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

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**ID: 2725**

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## Litigation Associate -- Civil Experience Required

McClelland Legal Search

**Position Type:** Full-time

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

---

**Description:** Litigation Posting:

Position Type: Full-time permanent

Employer Name: McClelland Legal Search

Job Title: Litigation Associate -- civil experience required

Job Description: Meeting with clients, research and writing, preparation of pleadings, discovery and preparation and presentation of motions, arbitrations and assisting partners in trial

Hiring Criteria: Two to five years of experience, must be admitted in Pennsylvania

Location: Pittsburgh

Materials requested: Resume, unofficial transcript, writing sample

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

Compensation Details: Compensation determined by experience

Desired years of Experience: Candidates should have 2-5 years of experience

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

---

**Desired Class Level:** Graduate/Alumni

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**Posting Date:** April 21, 2017

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**Expiration Date:** June 30, 2017

---

**Contact:** Dianne McClelland

---

**Resume Receipt:** E-mail

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

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

---

**Requested Document Notes:** Hiring Criteria: Two to five years of experience, must be admitted in Pennsylvania

Location: Pittsburgh

Materials requested: Resume, unofficial transcript, writing sample

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

Compensation Details: Compensation determined by experience

Desired years of Experience: Candidates should have 2-5 years of experience

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

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**ID: 2726**

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## Corporate Associate

McClelland Legal Search

**Position Type:** Full-time

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

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**Description:** Corporate Posting:

Position Type: Full-time permanent

Employer Name: McClelland Legal Search

Job Title: Corporate Associate

Job Description: Transactional experience in m&a, corporate governance and private equity.

Hiring Criteria: Two to four years of experience, 3.0 G.P.A. and must be admitted in West Virginia or willing to take WV Bar exam

Location: Local

Materials requested: Resume, unofficial transcript, listing of representative transactions would be helpful

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

Compensation Details: Compensation determined by experience

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

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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** April 19, 2017

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**Expiration Date:** May 31, 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

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

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

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**ID:** 2715

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## Graduate Summer Research Fellow (San Francisco)

US Water Alliance

**Position Type:** Summer

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

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**Description:** US Water Alliance  
Graduate Summer Research Fellow  
Position located in San Francisco Office

### About the US Water Alliance

Founded in 2008, the US Water Alliance advances policies and programs to secure a sustainable water future for all. We are driving a One Water movement—an approach to water stewardship that is innovative, inclusive, and integrated. As a national nonprofit organization, we:

- o Educate the nation about the true value of water and the need for investment through the Value of Water Campaign.
- o Accelerate the adoption of policies and programs that address our nation's most pressing water challenges through national dialogues, knowledge building and peer exchange, the development of forward-looking and inclusive water policies and programs, public education, and coalition building.
- o Celebrate what works by showcasing examples of sustainable, innovative, and integrated water resource management solutions through story-telling, cataloging and disseminating best practices, and spearheading special recognition programs such as the US Water Prize.

The US Water Alliance is a small and growing nonprofit organization with offices in Washington, DC and San Francisco, CA. For more information, please visit our website at: [www.uswateralliance.org](http://www.uswateralliance.org).

### About our Graduate Student Researcher Positions

The US Water Alliance is looking for two Graduate Student Researchers for the summer of 2017 to provide research and writing support to advance key policy initiatives. During these 10-week, full-time, paid internship positions, our Graduate Student Researchers will work on focused projects, which are outlined below. Graduate Student Researchers will also have the opportunity to attend and help shape the US Water Alliance's One Water Summit, a thought-provoking and action-oriented convening of hundreds of water leaders from across the nation. Graduate Student Researchers will each contribute to a concrete publication or deliverable as an output of their time with the US Water Alliance. These internships would be ideal for graduate students interested in water policy, sustainability, community development, social and economic equity, and infrastructure.

### Qualifications

- o Current graduate student in related field—public policy, city planning, etc.
- o At least one year of experience in a research position
- o Excellent research, writing, and communications skills
- o Flexible, entrepreneurial, with the ability to work in a fast-paced environment

### Details

This is a paid internship for 10 weeks, 35 hours per week, with flexible start and end dates. \$850 weekly stipend. Possibility of school credit or integrating research with thesis projects.

### How to Apply

Please send cover letter and resume to Megan Demit:  
[mdemit@uswateralliance.org](mailto:mdemit@uswateralliance.org)

Project Descriptions – Graduate Student Researchers

The US Water Alliance is undertaking a two-year project to better understand, catalogue, and accelerate the adoption of promising programs and policies that improve outcomes for disadvantaged communities through inclusive and integrated water management. Visit our website for more information: <http://uswateralliance.org/initiatives/water-equity>

Water Equity National Clearinghouse

This Graduate Student Researcher will develop an online database of organizations and projects focused on the intersection of water management and vulnerable communities. They will research organizations, write profiles of promising practices, and conduct research on water stress hotspots around the country.

Responsibilities:

- o Develop online database of water equity-focused projects and initiatives
- o Write summaries, profiles, and other project materials
- o Assist with website design and management
- o Outreach to organizations featured in database
- o Develop digital storytelling project

Water Equity 101

The US Water Alliance is developing a Water 101 curriculum that will be used to provide an overview of the water sector and the concept of water equity. The curriculum will include a short (~10 page) briefing paper and a 3-hour workshop. This Graduate Student Researcher will research, develop, and write these materials.

Responsibilities

- o Conduct research on water sector and water equity issues; may include online research, interviews, and literature reviews
- o Write Water 101 document
- o Develop Water 101 workshop

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> April 18, 2017
<b>Expiration Date:</b> May 31, 2017
<b>Contact:</b> Megan Demit 1010 Vermont Ave NW Suite 1100 Washington, District of Columbia 20005 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:mdemit@uswateralliance.org">mdemit@uswateralliance.org</a>
<b>Additional Documents:</b> Cover Letter
<b>Requested Document Notes:</b> How to Apply Please send cover letter and resume to Megan Demit: <a href="mailto:mdemit@uswateralliance.org">mdemit@uswateralliance.org</a>
<b>ID:</b> 2714

## Policy Researcher

ACLU of Ohio (Cleveland)

**Position Type:** Full-time

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

**Description:** Full-Time One-Year Policy Researcher

Position Available in Either Cleveland or Columbus  
April 2017

For more than 93 years, the American Civil Liberties Union has been at the forefront of every major battle for civil liberties and social justice in this country. Principled and nonpartisan, the ACLU brings together activists from all walks of life in the advancement of equality, fairness, and freedom, especially for the most vulnerable in our society.

The ACLU of Ohio seeks a motivated professional to help us advance this mission.

The Policy Researcher supports the ACLU of Ohio's policy strategy through research, analysis, and reporting.

Ideal candidates will have outstanding verbal and written communication skills, an outgoing personality, and an ability to travel.

This is an exciting opportunity to build a career in the service of social justice with a dynamic nonprofit organization. ACLU of Ohio staff are committed to equality, respectful of diversity, and are willing to go above and beyond to get the job done.

Over the years staff members have found the ACLU to be an accommodating, inspiring and fun place to work. Although the environment is informal—staff members wear jeans to work a good deal of the time—we are an activist, hard-working team involved in the life of the community.

To apply, please email a resume and cover letter to [contact@acluohio.org](mailto:contact@acluohio.org). In your cover letter, include the phrase "Policy Researcher."

### EEO/AA STATEMENT

The American Civil Liberties Union of Ohio is committed to nondiscrimination, equal opportunity and affirmative action in its employment, delivery of legal and educational services, and relationships with vendors and contractors. The organization will not tolerate discrimination with regard to race, color, national origin, gender, religion, age, disability, sexual orientation, gender identity, gender expression, or marital or family status.

The ACLU of Ohio acts affirmatively to meet both the spirit and the letter of applicable polices and laws and to value and respect the diverse population it serves in Ohio.

JOB TITLE: Policy Researcher  
REPORTS TO: Senior Policy Director  
DEPARTMENT: Policy  
LOCATION: Cleveland or Columbus  
FLSA STATUS: Non-exempt  
DATE: 2017-04-17

POSITION SUMMARY: One-year grant-funded position to research, analyze, and report on, practices around fines and fees in mayor's courts across Ohio as



part

of the ACLU's mission to expand and defend Ohioans' civil liberties.

**RESPONSIBILITIES:**

Conduct and report research on how fines and fees are handled in mayor's courts

- Develop a strong knowledge of issues and campaign

- Utilize various resources, such as legal, legislative, and social science writings, to conduct research

- Draft and manage records requests

- Interview and screen impacted individuals

- Evaluate policies, reports, and audits

- Analyze information to identify trends and interests

- Assist senior staff in developing talking points, policy positions, and publications

- Write about issue campaigns to educate and activate supporters, coalition partners, and stakeholders

- Coordinate special projects as assigned by senior staff

- Act as lead author of summaries, analyses, briefings and reports on findings regarding how mayor's court use fines and fees

**MINIMUM QUALIFICATIONS:**

- Proficiency with web navigation, Microsoft Office, and all basic office functions

- Excellent written, oral, computer, and organizational skills

- Experience in legal writing and research

- Experience in policy and bill analysis

- Ability to handle research projects without excessive supervision and an interest in legal education

- Ability to manage multiple tasks with minimal supervision and to effectively delegate tasks to others

- Ability to evaluate data

- Ability to provide staff support to committee meetings and to provide volunteers with assistance and courtesy in their efforts

- The ability to write summaries

- Strong commitment to social justice and civil liberties issues

- About 40 hours per week. Some evening and weekend work is required.

Applicants must have a reliable vehicle, a valid driver's license, and an excellent driving record. The position may require travel outside the Cleveland area. The organization conducts a driving record check.

**ADDITIONAL DESIRABLE QUALIFICATIONS:**

- Creativity and initiative

- Team player

**ESSENTIAL FUNCTIONS:**

- Ability to drive, and have access to, a car

- Communicating effectively with people in person, and via telephone, fax, and email

- Using a computer to create written communication

**NON-ESSENTIAL FUNCTIONS:**

- Ability to lift and carry 25 pounds

**EEO/AA STATEMENT**

The American Civil Liberties Union of Ohio is committed to nondiscrimination, equal opportunity and affirmative action in its employment, delivery of legal and educational services, and relationships with vendors and contractors. The organization will not tolerate discrimination with regard to race, color, national origin, gender, religion, age, disability, sexual orientation,

gender identity, gender expression, or marital or family status. The ACLU of Ohio acts affirmatively to meet both the spirit and the letter of applicable polices and laws and to value and respect the diverse population it serves in Ohio.

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<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> April 17, 2017
<b>Expiration Date:</b> June 30, 2017
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:contact@acluohio.org">contact@acluohio.org</a>
<b>Additional Documents:</b> Cover Letter
<b>ID:</b> 2727

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## Metuchen NJ Public Defender Volunteer Internships available

Metuchen NJ Public Defender Volunteer Internships available (Edison, NJ)

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**Position Type:** Internship

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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:** Metuchen NJ Public Defender Volunteer Internships available  
The Public Defenders provide Indigent individuals charged with criminal or serious motor vehicle charges with free or limited cost legal defense. The Public Defender of Metuchen invites students interested in attending law school or a career in law enforcement to apply to serve as volunteer interns. Volunteer Law Clerk interns will attend Wednesday evening and occasional Friday morning court sessions.  
Information regarding our Law Office plus information can be found on the website  
[www.njlaws.com/public-defender-volunteer.html](http://www.njlaws.com/public-defender-volunteer.html)  
Interested students must mail or fax a cover letter indicating the internship they are applying for and resume. If no personal cover letter by student, the resume will not be considered. Emails not accepted. After sending the resume and cover letter, call the office. The Public Defender does not have a paid staff so it is unable to post to websites.  
Mail or fax cover letter and resume to  
Kenneth Vercammen, Esq.  
Public Defender for the Borough of Metuchen  
c/o 2053 Woodbridge Ave.  
Edison, NJ 08817  
Fax 732-572-0030

Very truly yours,

KENNETH VERCAMMEN,  
Metuchen Public Defender Volunteer Internship Mentor Program  
Director

PUBLIC DEFENDER OF METUCHEN VOLUNTEER LEGAL INTERNS  
NEEDED  
Please post!

Court times: WEDNESDAY 1pm PM [approx]- 8:30 PM, every other Friday 9-12, plus hearing preparation work.  
3rd year Law students and Law school graduates can appear in court and represent clients at pleas and motions -Metuchen Public Defender Volunteer Internships  
The NJ Supreme Court has approved this Metuchen program for 3rd year students and law school grads to appear in court under supervision

Volunteer Internship Description:

-Interview Clients facing charges in Municipal Court including Drug Possession, Drunk Driving, Assault, Driving While Suspended and other criminal and traffic offenses

-Make demands for Discovery on Prosecutor and review police reports

-Attend hearings and learn from experienced trial attorneys

-Prepare Motions to Suppress Evidence and Motions to Compel Discovery

-Conduct appropriate Legal research

-Acquire skills in Criminal Law and Procedure by active participation

-Participate in Public Relations activities and help organize seminars

- Update Lists of Prosecutors, Judges and Attorneys for

publication of  
NJ Municipal Court Law Review  
- Revise criminal and traffic law Articles and submit to Law Journals and criminal law websites.  
Volunteer to help indigent people charged with criminal and motor vehicle offenses of magnitude. In addition to time in court, you will be given research assignments. You can work more hours if you want. Help people less fortunate than you who are down on their luck.

Program lasts 12 weeks Minimum Volunteer time commitment in summer- 18 hours per week. For Summer- Law students only. Send cover letter and resume. After sending resume, call to schedule interview 732-572-0500.

We require an in office interview.

We sponsor a statewide website [www.njlaws.com](http://www.njlaws.com) with information on criminal, litigation, traffic, and probate matters. This office is committed to excellence and service to clients and the community. Applicants must have attention to detail. We attempt to give assignments, which will be meaningful and memorable but, nevertheless, expect that interns will pitch in on whatever needs to be done.

Mail or fax cover letter and resume to

Kenneth Vercaemen, Esq.

Public Defender for the Borough of Metuchen  
c/o 2053 Woodbridge Ave.

Edison, NJ 08817

Fax 732-572-0030

No emails

Kenneth Vercaemen is an Edison, Middlesex County, NJ trial attorney where he handles Criminal, Municipal Court, Probate, Civil Litigation and Estate Administration matters. Ken is author of the American Bar Association's new book "Criminal Law Forms" and often lectures to trial lawyers of the American Bar Association, NJ State Bar Association and Middlesex County Bar Association. As the Past Chair of the Municipal Court Section he has served on its board for 10 years.

Awarded the Municipal Court Attorney of the Year by both the NJSBA and Middlesex County Bar Association, he also received the NJSBA- YLD Service to the Bar Award and the General Practitioner Attorney of the Year, now Solo Attorney of the Year. Ken Vercaemen is a highly regarded lecturer on both Municipal Court/ DWI and Estate/ Probate Law issues for the NJICLE- New Jersey State Bar Association, American Bar Association, and Middlesex County Bar Association. He wrote the ABA book "Wills & Estate Administration" and "Criminal Law Forms". His articles have been published by NJ Law Journal, ABA Law Practice Management Magazine, YLD Dictum, GP Gazette and New Jersey Lawyer magazine. He was a speaker at the 2013 ABA Annual meeting program "Handling the Criminal Misdemeanor and Traffic Case" and serves as is the Editor in Chief of the NJ Municipal Court Law Review.

For nine years he served as the Cranbury Township Prosecutor and also was a Special Acting Prosecutor in nine different towns. Ken has successfully handled over one thousand Municipal Court and Superior Court matters in the past 27 years.

His private practice has devoted a substantial portion of professional time to the preparation and trial of litigated matters. Appearing in Courts throughout New Jersey several times each week on Criminal and Municipal Court trials, civil and contested Probate hearings. Ken also serves as the Editor of the popular legal website and related blogs. In Law School he was a member of the Law Review, winner of the ATLA trial competition and top ten in class.

Throughout his career he has served the NJSBA in many leadership and volunteer positions. Ken has testified for the

NJSBA before the Senate Judiciary Committee to support changes in the DWI law to permit restricted use driver license and interlock legislation. Ken also testified before the Assembly Judiciary Committee in favor of the first-time criminal offender "Conditional Dismissal" legislation which permits dismissal of some criminal charges. He is the voice of the Solo and Small firm attorneys who juggle active court practice with bar and community activities. In his private life he has been a member of the NJ State champion Raritan Valley Road Runners master's team and is a 4th degree black belt.

KENNETH VERCAMMEN  
ATTORNEY AT LAW  
2053 Woodbridge Ave.  
Edison, NJ 08817  
(Phone) 732-572-0500

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**Desired Class Level:** 1L, 2L, 3L, LL.M., Graduate/Alumni

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**Posting Date:** April 16, 2017

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**Expiration Date:** December 31, 2017

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**Salary Range:** Not Applicable

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**Contact:** Kenneth Vercammen Esq.  
2053 Woodbridge Ave. Edison, New Jersey 08817 109 Olde Ash Lane  
<http://www.njlaws.com/public-defender-volunteer.html>

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

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**How To Apply:** Mail or fax cover letter and resume to  
Kenneth Vercammen, Esq.  
Public Defender for the Borough of Metuchen  
c/o 2053 Woodbridge Ave.  
Edison, NJ 08817  
Fax 732-572-0030

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** Mail or fax cover letter and resume to  
Kenneth Vercammen, Esq.  
Public Defender for the Borough of Metuchen  
c/o 2053 Woodbridge Ave.  
Edison, NJ 08817  
Fax 732-572-0030

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**ID:** 2709

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## Energy Litigation Associate

Steptoe & 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:** Steptoe & Johnson PLLC is seeking an experienced associate (2-4 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:** April 14, 2017

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**Expiration Date:** June 14, 2017

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**Contact:** Jennifer Trippett  
United Center 1085 Van Voorhis Rd., Suite 400 Morgantown West Virginia

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [jennifer.trippett@steptoe-johnson.com](mailto:jennifer.trippett@steptoe-johnson.com)

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

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**ID:** 2627

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## Litigation Attorney

Steptoe & Johnson, PLLC (Morgantown, Charleston, Huntington, Bridgeport, WV )

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**Position Type:** Full-time

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**Practice Area(s):** Litigation

---

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

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**Description:** Steptoe & Johnson PLLC is seeking entry-level and experienced attorneys for its litigation practice in West Virginia and regional offices (including Southpointe and Columbus). Qualified candidates should have litigation experience commensurate with time in practice, strong writing and analytical skills, and excellent academic credentials. 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:** April 14, 2017

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**Expiration Date:** June 14, 2017

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**Contact:** Jennifer Trippett  
United Center 1085 Van Voorhis Rd., Suite 400 Morgantown West Virginia

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**Resume Receipt:** E-mail

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**Default email for resumes.:** jennifer.trippett@steptoe-johnson.com

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

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**ID:** 2568

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## Clerk of Court

U.S. District Court and Probation Office Southern District of West Virginia  
(Charleston)

**Position Type:** Full-time

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

**Description:**

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF  
WEST VIRGINIA

EMPLOYMENT OPPORTUNITY

Position: Clerk of Court Vacancy Announcement #:  
17-CO-04

Appointment: Full-time

Duty Station: Charleston, WV

Salary Range: JSP 15/01 – JSP 17/10 (\$119,285 to \$186,282)

Promotion Potential: Up to JSP 17

without further competition Open To: All qualified applicants

Opening Date: April 4, 2017

Closing Date: Open until filled. To apply for this position, please  
send a cover letter

of two pages or less that outlines the reasons why you are  
seeking the position and your management  
philosophy. The letter should also address the knowledge, skills,  
and experience you possess to  
perform the duties of the Clerk. Please also send a resume,  
salary history, three (3) professional  
references, and Application for Judicial Employment, form AO-  
78 to Ms. Korin Parsons, HR Specialist  
at [Korin\\_Parsons@wvwd.uscourts.gov](mailto:Korin_Parsons@wvwd.uscourts.gov). Application packets must  
be received by 5:00pm (EST) on May 31,  
2017, to receive priority consideration.



#### POSITION OVERVIEW:

The United States District Court for the Southern District of West Virginia is seeking qualified applicants with expertise as a high level executive to serve as the Clerk of Court, the administrator of a complex, diverse, and innovative organization. This position, working under the Chief Judge, has overall management authority and responsibility for the administrative activities of the Clerk's Office and oversees the performance of the statutory duties of the office. The position requires an individual who possesses the experience, management skills, and technical expertise necessary to anticipate and resolve complex administrative, operational, budgetary, and information technology challenges quickly and efficiently. Exceptional communication and interpersonal skills are required, along with a proven record of leadership and accomplishment, preferably in a court environment.

The Court presently consists of five active Article III Judges, one Senior Article III Judge, and three Magistrate Judges. The Clerk of Court is appointed by the judges of the Southern District of West Virginia and serves at the will and pleasure of the Court. The Southern District of West Virginia is headquartered in Charleston and has divisional offices in Beckley, Bluefield, and Huntington, serving 23 counties in southern West Virginia.

#### REPRESENTATIVE DUTIES:

- Preparing and managing the annual budget;
- Hiring and managing personnel, as well as designing and managing training programs;
- Consulting with and making recommendations to the judges regarding court policies and procedures;
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process and the maintenance of official records in the custody of the court;
- Managing the jury operations of the court and making recommendations to improve juror utilization;
- Directing through subordinate staff the court's financial service function including purchasing, juror payments, and accounting functions for both the District Court and the Probation Office;
- Directing staff responsible for automation and information technology services; developing IT policy and strategies in compliance with the national judiciary requirements for internal and external systems, including the electronic courtrooms; and overseeing IT infrastructure, network administration, IT security, voice, data and evidence presentation systems, mission-critical databases and judiciary-specific applications for both the District Court and the Probation Office;

- Preparing and overseeing long and short term plans for space and facilities management for four courthouses and working closely with the General Services Administration (GSA) on their implementation;
- Providing statistical analysis and required reports and conducting special studies as necessary;
- Working with members of the bar and the public to improve the delivery of court services;
- Working with various governmental agencies such as the United States Marshal, the United States Attorney, and the Federal Public Defender on a variety of issues necessary to court activities;
- Working closely with the Chief Judge, District Judges, and Magistrate Judges of the Southern District of West Virginia regarding court administration, policy matters, local rules and procedures affecting the operations of the court.
- Performing related duties as required by the Court, the Administrative Office of the U. S. Courts, and the laws.

#### QUALIFICATIONS:

A minimum of 10 years of progressively responsible administrative experience in public service or business that provides a thorough understanding of organizational, procedural and human aspects in managing an organization, preferably in a court environment. At least three of the 10 years' experience must have been in a position of substantial management responsibility. An attorney who is in the active practice of law in either the public or private sector may substitute active practice on a year-for-year basis for the management or administrative experience requirement. A bachelor's degree is required. A law degree from an accredited law school is preferred, but not required.

Education in a college or university of recognized standing may be substituted for a maximum of 3 years of the required general experience on the basis that one academic year of education equals 9 months of experience. A bachelor's degree from a college or university of recognized standing may be substituted for 3 years of the required general experience. Preferably such degree should have included courses in law, government, public, business or judicial administration or related fields. A postgraduate degree in public, business or judicial administration from such a college or university may be substituted for one additional year of the required general experience. A degree from an accredited law school may be considered as qualifying for two additional years of the required general experience.

#### EMPLOYEE BENEFITS:

This position is covered by the Judicial Salary Plan and is entitled to benefits that include participation in the Federal Employees' Retirement System, Social Security, Thrift Savings Plan (retirement savings plan with immediate employer matching), a

choice of a health benefits plan from among several options, federal dental and vision insurance programs, life insurance, a flexible benefit program (pre-tax contributions for health insurance premiums, health care and dependent care expenses), accrual of 13- 26 days of annual leave annually, accrual of 13 days of sick leave annually, a long term care program, periodic salary increases, and 10 paid holidays per year.

**INFORMATION FOR APPLICANTS:**

As a condition of employment, the selected candidate must successfully complete a ten-year background investigation, and subsequent favorable suitability determination, and every five years thereafter will be subject to a re-investigation. The United States District Court is part of the Judicial Branch of government. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. An applicant must be a U.S. citizen or eligible to work in the United States. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay.

**APPLICATION PROCESS:**

Qualified applicants are invited to submit:

1. A cover letter of two pages or less that outlines the reasons why you are seeking this position and your management philosophy. The letter should also address the knowledge, skills, and experience you possess to perform the duties of the Clerk;
2. A detailed résumé;
3. Salary history;
4. Three (3) professional references; and
5. A completed Application for Judicial Employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078/.pdf>).

Completed application packages may be emailed, preferably in a single PDF, to Ms. Korin Parsons, HR Specialist at [Korin\\_Parsons@wvsd.uscourts.gov](mailto:Korin_Parsons@wvsd.uscourts.gov). In the email subject line, please reference 17-CO-04 – Clerk of Court.

To receive priority consideration, application packages must be received by 5:00pm (EST) on May 31, 2017. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Only applicants selected for interview will be contacted.

The United States District Court is an equal opportunity employer and values diversity in the work place.

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> April 6, 2017
<b>Expiration Date:</b> May 31, 2017
<b>Contact:</b> Korin Parsons HR Specialist Charleston, West Virginia United States
<b>Resume Receipt:</b> E-mail, Other (see below)
<b>Default email for resumes.:</b> <a href="mailto:Korin_Parsons@wvsd.uscourts.gov">Korin_Parsons@wvsd.uscourts.gov</a>
<b>How To Apply:</b> Please see instructions on application process below
<b>Additional Documents:</b> Cover Letter, Other Documents
<b>Requested Document Notes:</b> Position: Clerk of Court Vacancy Announcement #: 17-CO-04 Appointment: Full-time Duty Station: Charleston, WV Salary Range: JSP 15/01 – JSP 17/10 (\$119,285 to \$186,282) Promotion Potential: Up to JSP 17 without further competition Open To: All qualified applicants Opening Date: April 4, 2017 Closing Date: Open until filled. To apply for this position, please send a cover letter of two pages or less that outlines the reasons why you are seeking the position and your management philosophy. The letter should also address the knowledge, skills, and experience you possess to perform the duties of the Clerk. Please also send a resume, salary history, three (3) professional references, and Application for Judicial Employment, form AO-78 to Ms. Korin Parsons, HR Specialist at <a href="mailto:Korin_Parsons@wvsd.uscourts.gov">Korin_Parsons@wvsd.uscourts.gov</a> . Application packets must be received by 5:00pm (EST) on May 31, 2017, to receive priority consideration.
<b>ID:</b> 2691

## Law Clerk

Judge Frederick K. Stamp (Wheeling, WV)

**Position Type:** Full-time

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

**Description:** Clerkship

Status: Clerkship Type: Clerkshlp Term: Open Date: Close  
Date: Term Start: Term End:  
Number of Positions: Interview Dates:  
Interview Methods Accepted:

Description:

Renewable: City:  
State:

Cover Letter Required?: Resume Required?:

Writing sample Required?:

Available

Term Law Clerk-Chambers 1 Year  
Aprll 6, 2017

November 30, 2017

August 20, 2018

October 25, 2019

1

Tentatively scheduled from September 6, 2017 to September 8, 2017 In Person

Judge Stamp Is currently accepting applications for a law clerkship with a one-year term beginning In August 2018 and ending In October 2019. Judge Stamp has tentatively scheduled Interviews on September 6-September 8, 2017. Quallfcatlons Include upper 20%; law review or other journal preferred; completion of at least one year of law school; competency In Westlaw and WordPerfect required; at least two letters of recommendation from law school professors preferred. Applications may be submitted through OSCAR or by United States mall.

No Wheeling  
West Virginia Yes  
Yes

Yes  
a, Number of Writing Samples Required:  
1

Law Grade Sheet Required?:

Minimum Number of Years of Law School Grades Required?:

Undergraduate Grade Sheet Required?:

Other Grade Sheet Required?:

Number of Recommendations Required:

Law Review Preferred?: Other Journal Preferred?:

Moot Court Participation Preferred?: Class Standing Preferred:

Yes

1

Yes No 2  
Yes Yes No 20%

<https://oscar.uscourts.gov/utills/printJob.php?id=9d38f2ab564df1695f195dd8e9a8e4a7&jobt...>  
4/6/2017

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<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> April 6, 2017
<b>Expiration Date:</b> November 30, 2017
<b>Contact:</b> Ms. Dolly Jaworski Wheeling, West Virginia United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:dolly_jaworski@wvnd.uscourts.gov">dolly_jaworski@wvnd.uscourts.gov</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample
<b>Requested Document Notes:</b> I will be accepting applications by United States mail and online
<b>ID:</b> 2692

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## Recruitment Manager

Penn State Law (University Park, PA)

**Position Type:** Full-time

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

**Description:** COCURRICULAR PROGRAMS MANAGER 1 (RECRUITMENT MANAGER)

Campus/Location: University Park Campus

Date Announced: 04/03/2017

Date Closing: open until filled

Job Number: 70234

Level/Salary Band: 01 – G – Exempt

Work Unit: Penn State Law

Department: Career Services Office

Full/Part Time: Full-Time

DESCRIPTION

The Career Services Office at Pennsylvania State University, Penn State Law, in University Park, PA, seeks to fill the role of Recruitment Manager. The Recruitment Manager will report to the Assistant Dean for Career Services. The Recruitment Manager will oversee and manage the Fall and Spring Recruiting Programs, serve as the principal point of contact for employer communications, help manage the employment data collection process, and help direct internal office administration. In support of these efforts, the Recruitment Manager responsibilities will include but are not limited to: Create systems to manage internal and external processes involving employer communications, law school recruiting, employment statistics, invoicing, and office management; research the law industry job market, and answer student, employer, and staff questions; research and identify job opportunities for students and alumni; Schedule, plan, and promote employer events both on and off campus; become adept with Symplicity and other office software to train students, and enter data into Symplicity for reporting, record keeping and other reasons; interface between students, alumni, and employers and ensure timely communication of employment opportunities and programs; Courteously resolve problems and complaints; author error-free correspondence and marketing materials; Answer student and employer questions about the Career Services Office, Penn State Law, and Symplicity; follow-up with employers on recruitment initiatives; Collect, input, and report employment data to various entities; assist with the coordination and supervision of work-study students; schedule interviews, information sessions, events and counseling sessions; complete purchase and reimbursement orders for internal approval; answer phone calls; Coordinate Law School's participation in consortium group activities (like the Public Interest Public Sector job fair); represent the law school at external events; Update and maintain databases, spreadsheets and forms and ensure accurate job board entries; manage program calendar for office; prepare reports as needed and will assist office with other support at the direction of the Assistant Dean for Career Services. Typically requires a Master's degree or higher plus two years of related experience, or an equivalent combination of education and experience. Juris Doctor strongly preferred. Prior use, or familiarity with Symplicity is also preferred. The successful candidate will be highly detail-oriented with excellent organization and follow-up skills; customer service oriented; familiar with the legal recruitment hiring process; able to work and communicate with a diverse student body; able to analyze information and solve problems; able to contribute as a collaborative member of a dynamic team; and able to meet deadlines. The successful candidate must also possess strong

interpersonal, oral, and written communication skills, and impeccable judgment in dealing with sensitive and confidential information. Please submit an on-line application, including a cover letter, resume and your salary requirement. Address your cover letter to the Search Committee, care of, Randolph Reliford, the Assistant Dean for Career Services. There will be occasional travel. Operation of a motor vehicle as part of the position's duties and a valid driver's license are required. Successful completion of a motor vehicle records check, in addition to standard background checks, is also required. Review of applications will begin immediately and the position will remain open until filled. Please visit <https://psu.jobs/job/70234> to submit application materials.

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> April 4, 2017
<b>Expiration Date:</b> June 30, 2017
<b>Contact:</b> Randolph Reliford Assistant Dean for Career Services 307D Lewis Katz Building University Park, Pennsylvania 16802 United States
<b>Resume Receipt:</b> E-mail, Other (see below)
<b>Default email for resumes.:</b> rcr126@pennstatelaw.psu.edu
<b>How To Apply:</b> Please visit <a href="https://psu.jobs/job/70234">https://psu.jobs/job/70234</a> to submit application materials.
<b>Additional Documents:</b> Cover Letter, Other Documents
<b>Requested Document Notes:</b> Please submit an online application, including a cover letter, resume, and your salary requirement. Address your cover letter to the Search Committee, care of Randolph Reliford, Assistant Dean for Career Services.
<b>ID:</b> 2736

## Litigation Attorney - Mass Tort

Rawle & Henderson LLP (Wheeling, WV)

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**Position Type:** Full-time

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

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

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**Description:** RAWLE & HENDERSON LLP, the nation's oldest law office, seeks a Litigation Attorney for our Pittsburgh office with three to seven years experience in areas of general casualty litigation, mass tort and/or products liability experience. West Virginia bar admission required. Ohio and/or Pennsylvania bar admission a plus.

RAWLE & HENDERSON LLP provides generous employment benefits with respect to health care benefits, disability and life insurance and 401K plans. EOE.

RAWLE & HENDERSON LLP is a Mid-Atlantic regional law firm of over 100 attorneys, headquartered in Philadelphia, which is engaged in defense civil litigation and trial practice. With regional offices in Pittsburgh and Harrisburg, Pennsylvania; Wilmington, Delaware; Marlton, New Jersey; Wheeling, WV and Long Island and New York City, New York the firm services clients in nearly every industry, service and profession.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 29, 2017

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**Expiration Date:** May 30, 2017

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**Contact:** Nancy P. Mangini  
Office Manager  
1339 Chestnut Street 16th Fl. Widener Building One South Penn  
Square, Philadelphia Pennsylvania 19107  
<http://www.rawle.com>

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**Resume Receipt:** E-mail

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

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**Additional Documents:** Writing Sample

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**ID:** 2681

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## Deputy Clerk of WV Court of Claims

WV Court of Claims (Charleston WV)

**Position Type:** Full-time

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

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**Description:** WV COURT OF CLAIMS SEEKING ATTORNEY FOR DEPUTY CLERK POSITION at West Virginia Legislature in Charleston February 2017

WV COURT OF CLAIMS SEEKING ATTORNEY FOR DEPUTY CLERK POSITION The Deputy Clerk (must have law degree) is responsible for preparing decisions for the cases before the Court of Claims and Crime Victim Fund. He/she also assists the Clerk in the courtroom in Charleston as well as for out-of-town dockets. The Deputy Clerk also acts "in the place and stead" of the Clerk if the Clerk is unable to be in Court and/or the office. He/she takes telephone calls from the public and attorneys and assists claimants for both the Court of Claims and the Crime Victims Fund.

The Deputy Clerk drafts headnotes in all opinions for the Reports to the Legislature and the published Reports of the Court. Volume 31 will be prepared this year.

The Deputy Clerk performs legal research at the direction of the Judges, the Clerk, and the Chief Deputy Clerk.

Salary commensurate with experience. Send resume to Chief Deputy Clerk, Becky O'Fiesh, at [Becky.ofiesh@wvlegislature.gov](mailto:Becky.ofiesh@wvlegislature.gov) or call 304-347-4852.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** February 22, 2017

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**Expiration Date:** June 1, 2017

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**Contact:** Becky O'Fiesh  
1900 Kanawha Blvd. East Room 334, Charleston West Virginia  
25305-0610

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [becky.ofiesh@wvlegislature.gov](mailto:becky.ofiesh@wvlegislature.gov)

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**Additional Documents:** Other Documents

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**Requested Document Notes:** Send resume to Chief Deputy Clerk, Becky O'Fiesh, at [Becky.ofiesh@wvlegislature.gov](mailto:Becky.ofiesh@wvlegislature.gov) or call 304-347-4852.

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**ID:** 2625

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## Contract Attorney

Clearwater Legal (Washington, DC)

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**Position Type:** Part-time

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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:** Clearwater Legal is seeking recent law school graduates for document review projects in Washington, D.C. Must be licensed to practice in at least one US jurisdiction; must be active and in good standing. No experience necessary. Document reviews will be held at various locations in the DC area. No concurrent legal work permitted; must complete a conflicts form and be able to pass a background check.

To apply, please email us your resume in WORD format with "2016 Law Grad" in the subject line to: [info@clearwater-legal.com](mailto:info@clearwater-legal.com)

Please, no phone calls and please attach your resume as a Word document to the email (no Google links)

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** February 8, 2017

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**Expiration Date:** June 8, 2017

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**Contact:** Sandra Chu  
Recruiter  
650 Massachusetts Ave NW Suite 500 Washington, District of  
Columbia 20001 United States  
<http://clearwater-legal.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [info@clearwater-legal.com](mailto:info@clearwater-legal.com)

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**ID:** 2601

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## Full time Law Clerk

Monroe County Courts, Stroudsburg, PA

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**Position Type:** Full-time

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

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**Description:**

LAW CLERK OPPORTUNITIES  
Margherita Patti-Worthington, President Judge Jonathan Mark,  
Judge  
Stephen M. Higgins, Judge David J. Williamson, Judge  
Stroudsburg, Monroe County, Pennsylvania

February 8, 2017

Full-Time Clerkship to Begin Immediately

Earliest date for submission of applications: ASAP  
Deadline date for receipt of applications: Open  
Selection Criteria: Must be law school graduate  
Salary: \$36,850.90 ·Salary-Plus Benefits  
Term of appointment: One year

Applications should include: Resume; Transcript; Writing  
Sample;  
Two Letters of Recommendation, and Criminal Record Check for  
Pennsylvania

Mailing Address:  
Margherita Patti-Worthington, P.J.  
610 Monroe Street, Ste 221  
Stroudsburg, PA 18360

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** February 8, 2017

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**Expiration Date:** June 30, 2017

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**Contact:** Susan Bonser  
Administrative Assistant  
610 Monroe Street Suite 221, Stroudsburg Pennsylvania 18360

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [sbonser@monroepacourts.us](mailto:sbonser@monroepacourts.us)

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

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**Requested Document Notes:** Applications should include: Resume; Transcript; Writing  
Sample;  
Two Letters of Recommendation, and Criminal Record Check for  
Pennsylvania

Mailing Address:  
Margherita Patti-Worthington, P.J.  
610 Monroe Street, Ste 221  
Stroudsburg, PA 18360

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**ID:** 2603

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## Health Justice Project Teaching Fellow and Supervising Attorney

Loyola University Chicago School of Law

**Position Type:** Full-time

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

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**Description:** Loyola University Chicago

Job Description

Job Title: Health Justice Project Teaching Fellow and Supervising Attorney

Department: Law

Division: Beazley Institute for Health Law and Policy

Campus: Water Tower

Duties and Responsibilities:

The Health Justice Project is medical-legal partnership ("MLP") housed in the Beazley

Institute for Health Law and Policy at Loyola University Chicago School of Law. The

partners in the MLP include Loyola's School of Law, School of Medicine, and

Department of Public Health, Erie Family Health Center, and LAF Chicago. Students

enrolled in the clinic engage in direct client representation and policy advocacy.

The fellow and faculty member work as colleagues, sharing responsibilities for designing

and teaching classes; administering the clinic; supervising research assistants,

Americorps VISTA volunteers, and students; and all other matters. The fellowship is

designed to provide leadership development, experience collaborating on an

interprofessional team, clinical teaching training, and career growth for public interest

leaders.

The fellowship is particularly well-suited to lawyers who are seeking a career in clinical

law teaching or social justice advocacy. The ideal applicant has experience in an MLP or

other law school clinic setting, is barred in Illinois by the start date (or bar eligible) and

experience in one or more of the case subject matters, including public benefits,

disability, housing, advance care planning, immigration, guardianship, among others. The

Fellowship is for a term of two years.

Essential Duties and Responsibilities include the following. Other duties may be

assigned.

1. Plans and directs implementation and administration of the Health Justice Project

MLP and law school clinic;

2. Supervises law students and volunteers in skill development and client representation;

3. Prepares and communicates information to partners, doctors, law students, partners, students and volunteers regarding legal and social resources;

4. Maintains frequent and professional communication with contacts at community

health centers and other collaborating entities;

5. Supports faculty research;

6. Develops and maintains case management and data collection systems.

Minimum Education/Experience:

Bachelor's and J.D. degree required. Demonstrated interest in public interest law, public

interest legal or policy experience preferred.

Ability to read, analyze, and interpret legal sources (including regulations, statute, case law, administrative decisions and legislative history), law periodicals, professional journals, and agency procedures. Ability to write reports, business correspondence, and legal manuals in a variety of subjects, including housing, public benefits, immigration, education, trusts and estates, guardianship, health law. Ability to effectively present information and respond to questions from partners, health center staff, clients, students, and the general public.

Strong organizational skills with the ability to prioritize tasks.

Ability to work independently with minimal supervision, and as part of a team. Detail oriented.

Flexible work attitude, ability to work effectively in a fast-paced environment with a small staff and frequent student turnover (due to semester long courses and graduation).

Ability to successfully interact with a variety of people of various socio-economic backgrounds and education level. Excellent judgment, including sensitivity to client needs, cultural nuances and confidential information.

Interest in serving low-income people and addressing to health disparities.

Computer Skills:  
Adept user of Internet, case management systems, e-mail and other office automation systems. Will be expected to oversee the installation and maintenance of case management and data collection system.

Certificates and Licenses:  
Juris Doctor  
Admission/eligibility for admission to the Illinois Bar

Special Instructions:  
Review of applications will begin February 1, 2017 and continue until the position is filled. Position to begin August 1, 2017. Applicants are asked to submit (1) a letter of interest, (2) resume/curriculum vitae, and (3) the names and contact information of three individuals prepared to provide professional references.

Direct applications to: <https://www.careers.luc.edu>. Make inquiries to: Megan Bess, Health Justice Project, School of Law, Loyola University Chicago, 25 E. Pearson Street, Suite 720, Chicago, IL, 60611, [mbess@luc.edu](mailto:mbess@luc.edu).

Loyola University Chicago is an Equal Opportunity/Affirmative Action employer with a strong commitment to hiring for our mission and diversifying our faculty. As a Jesuit Catholic institution of higher education, we seek candidates who will contribute to our

Page 3 of 2  
Last printed 1/27/17  
strategic plan to deliver a Transformative Education in the Jesuit tradition. To learn more about LUC's mission, candidates should consult our website at [www.luc.edu/mission/](http://www.luc.edu/mission/). For information about the university's focus on transformative education, they should consult our website at [www.luc.edu/transformativeed](http://www.luc.edu/transformativeed). Applications from women,



minorities, veterans, and persons with disabilities are especially encouraged.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** February 1, 2017

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**Expiration Date:** August 1, 2017

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**Contact:** Anita Weinberg  
Clinical Professor and Director, ChildLaw Policy Institute  
25 E. Pearson Street Chicago, Illinois 60611 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** aweinbe@luc.edu

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

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**Requested Document Notes:** Special Instructions:  
Review of applications will begin February 1, 2017 and continue until the position is filled. Position to begin August 1, 2017. Applicants are asked to submit (1) a letter of interest, (2) resume/curriculum vitae, and (3) the names and contact information of three individuals prepared to provide professional references.  
Direct applications to: <https://www.careers.luc.edu>. Make inquiries to: Megan Bess, Health Justice Project, School of Law, Loyola University Chicago, 25 E. Pearson Street, Suite 720, Chicago, IL, 60611, mbess@luc.edu.

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**ID:** 2581

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## Law Clerk

The Supreme Court of Minnesota (Saint Paul, Minnesota)

**Position Type:** Full-time

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

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**Description:** STATE OF MINNESOTA  
APPELLATE COURTS

TO APPLICANTS SEEKING A POSITION AS A LAW CLERK FOR  
THE MINNESOTA COURT OF APPEALS FOR THE 2018-2019  
TERM

### COURT OF APPEALS

The Minnesota Court of Appeals reviews cases appealed from district courts and administrative agencies. Nineteen judges serve on the Court of Appeals, which is divided into six rotating panels of three judges each, hearing oral arguments throughout the year. The court is located in the Minnesota Judicial Center in St. Paul, Minnesota.

It is anticipated that approximately 25-30 positions will be open for the term of August 2018 through August 2019.

**COURT OF APPEALS LAW CLERK DUTIES:** The primary duties of a law clerk are to analyze and research cases on appeal. A law clerk's typical responsibilities include close review of the record and transcripts from the district court, evaluating conflicting briefs, supplementing the legal research submitted in the briefs, assisting the judge in accurately synthesizing the facts and the law through preparation of bench memoranda and providing further assistance in opinion preparation, and cite-checking opinions.

**QUALIFICATIONS:** The minimum academic requirement for application is enrollment as a second-year law student; graduation from an accredited law school is required to begin employment. Professional skills and academic record are both considered. Strong writing and research skills are essential. Experience on a law review or law journal is preferred. The judges of the court will select law clerks after reviewing applications and conducting interviews.

**SALARY AND BENEFITS:** Anticipated salary for 2018-2019 term is \$57,942 per year, plus excellent State of Minnesota benefits package, which includes low-cost medical, dental, and life insurance; retirement savings plan; and low-cost parking or mass-transit subsidy. Visit <http://mn.gov/mmb/segip/> for current benefit information.

**TO APPLY:** Apply online at [www.mncourts.gov](http://www.mncourts.gov) by attaching a cover letter, resume, and legal writing sample to the online application. Please arrange for your official transcript, with class rank, if available, to be mailed or e-mailed directly from your Registrar's Office to the address listed below. Letters of recommendation are highly recommended and also should be sent or e-mailed directly to the address listed below. Please note that if you are interested in applying for both the MN Supreme Court Law Clerk position and the Court of Appeals Law Clerk position, you must complete application forms for both courts. The Supreme Court Law Clerk application deadline is March, 31, 2017. The Court of Appeals Law Clerk application deadline is August 1, 2017. Please note that there is a series of supplemental questions in the application. Please complete

thoroughly. Responses are submitted to judges verbatim. If you have any questions, please call (651) 215-9486. Applications must be submitted by August 1, 2017.

Minnesota Judicial Center  
Human Resources Department, Rm. G08  
25 Rev. Dr. Martin Luther King, Jr. Blvd.  
St. Paul, MN 55155  
MNLawClerkRecruiting@courts.state.mn.us

THE MINNESOTA APPELLATE COURTS ARE AN EQUAL  
OPPORTUNITY EMPLOYER

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** January 25, 2017

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**Expiration Date:** August 1, 2017

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**Contact:** Katie Perry  
Human Resources and Development  
Minnesota Judicial Center 25 Rev. Dr. Martin Luther King Jr.  
Blvd. Saint Paul, Minnesota 55155 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** katie.perry@courts.state.mn.org

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

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**Requested Document Notes:** TO APPLY: Apply online at [www.mncourts.gov](http://www.mncourts.gov) by attaching a cover letter, resume, and legal writing sample to the online application. Please arrange for your official transcript, with class rank, if available, to be mailed or e-mailed directly from your Registrar's Office to the address listed below. Letters of recommendation are highly recommended and also should be sent or e-mailed directly to the address listed below. Please note that if you are interested in applying for both the MN Supreme Court Law Clerk position and the Court of Appeals Law Clerk position, you must complete application forms for both courts. The Supreme Court Law Clerk application deadline is March, 31, 2017. The Court of Appeals Law Clerk application deadline is August 1, 2017. Please note that there is a series of supplemental questions in the application. Please complete thoroughly. Responses are submitted to judges verbatim. If you have any questions, please call (651) 215-9486. Applications must be submitted by August 1, 2017.

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THE MINNESOTA APPELLATE COURTS ARE AN EQUAL  
OPPORTUNITY EMPLOYER

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**ID:** 2575

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**Associate**

Maryland Office of the Attorney General (Baltimore, MD)

**Position Type:** Full-time**Practice Area(s):** All Practice Areas**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** The Office of the Maryland Attorney General is now seeking applications for its Associate Attorney Program. An Associate Attorney is an unpaid position lasting up to one year, offering an opportunity for recent law school graduates to perform substantive legal work at both the state and federal level. The responsibilities may vary depending on the assigned department or division but can include the following: participating in civil and criminal investigations, assisting with the representation of state employees, performing legal research, drafting briefs, assisting Assistant Attorneys General in pre-trial proceedings, trials and administrative hearings, and aiding in policy work. Scheduling flexibility is available.

Positions are currently available in the following divisions:

- Antitrust
- Civil Rights & Legislative Affairs
- Consumer Protection
- Correctional Litigation Unit
- Courts and Judicial Affairs
- Criminal
- Dept. of Education
- Dept. of Health and Mental Hygiene
- Educational Affairs
- Medicaid Fraud Control Unit
- Tobacco Enforcement Unit

**Desired Class Level:** Graduate/Alumni**Posting Date:** December 29, 2016**Expiration Date:** June 1, 2017

**Contact:** Mrs. Ronda Kirk  
 Internship and Training Programs Specialist  
 200 St. Paul Place 19th Floor, Baltimore Maryland 21202  
<http://www.oag.state.md.us>

**Resume Receipt:** E-mail**Default email for resumes.:** rkirk@oag.state.md.us**Additional Documents:** Cover Letter, Writing Sample**ID:** 2509

## 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 &amp; 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](mailto: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, Graduate/Alumni**Posting Date:** November 3, 2016**Expiration Date:** December 31, 2017**Contact:** Jazmine Hitt  
11350 Random Hills Road Suite 600, Fairfax Virginia 22030**Resume Receipt:** E-mail, Accumulate Online**Default email for resumes.:** [pat@harrityllp.com](mailto:pat@harrityllp.com)**Additional Documents:** Cover Letter**ID:** 2360

## Experienced Attorney

McClelland Legal Search

**Position Type:** Full-time

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

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**Description:** Are you an experienced attorney looking to relocate back to the North-Central WV/Greater Pittsburgh area? Or are you just looking for a change from your current employer? McClelland Legal Search works with many national and regional firms and would love to help you find your niche. Their attorney services are FREE and they are always looking to expand their book of qualified practitioners. Simply contact them and forward your resume to get started.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** August 24, 2016

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**Expiration Date:** August 24, 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:** 2262

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## LL.M. Law Energy & Sustainable Development

West Virginia University College of Law - Admissions (Morgantown, WV)

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**Position Type:** Full-time

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

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**Description:** Description: West Virginia is at the center of energy production for the country. There is no better place to learn about the intersecting laws and policies governing all of the country's energy resources than at WVU Law.

While many law schools provide opportunities to learn energy or environmental law, WVU Law is committed to providing students opportunities to learn the full range of energy, environmental and sustainable development law through its Center for Energy and Sustainable Development and through its other resources in the area. Our broad spectrum of courses allows our students to prepare to be lawyers serving energy companies, investors, utilities, manufacturing companies, lawmakers, policymakers, regulators, land use professionals, and environmental organizations.

Learn more at <http://law.wvu.edu/home/llm>. Applications are now being accepted for 2017-2018.

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

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**Posting Date:** May 5, 2016

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**Expiration Date:** July 14, 2017

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**Contact:** Alice Foley  
Assistant Director of Admission  
PO Box 6130 Morgantown, West Virginia 26506-6130

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**Resume Receipt:** E-mail

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

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**ID:** 2142

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## LL.M. Law Forensic Justice Program

West Virginia University College of Law - Admissions (Morgantown, WV)

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**Position Type:** Full-time

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

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**Description:** Forensic Justice LL.M. Program

WVU College of Law, in partnership with the WVU Department of Forensic and Investigative Science, is proud to be a pioneer in the criminal justice field by offering the country's first and only graduate law degree program in Forensic Justice. While many American law schools offer upper-level courses in areas such as expert testimony and forensic evidence, no other ABA-approved U.S. law school currently offers an on-line LL.M. in forensic justice.

By offering this LL.M. online, WVU Law is providing a flexible, convenient and comfortable way for busy attorneys to further develop their expertise and skills, advance their careers, and help their clients.

Learn more at <http://law.wvu.edu/home/llm>. Applications are now being accepted for 2017-2018.

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

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**Posting Date:** May 5, 2016

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**Contact:** Alice Foley  
Assistant Director of Admission  
PO Box 6130 Morgantown, West Virginia 26506-6130

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**Resume Receipt:** E-mail

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

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**ID:** 2143

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