



## Circuit Judge Law Clerk for the Honorable Judge Jay M. Hoke

The Supreme Court of Appeals of West Virginia

**Position Type:** Full-time

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

**Job Location(s):** Hamlin, West Virginia (United States)

**Description:**

TWENTY-FIFTH JUDICIAL CIRCUIT COUNTY  
EMPLOYMENT OPPORTUNITY  
Hamlin, West Virginia  
Position open July 2022 (Posted 6-30-2022)

**The Position**

The Administrative Office of the Supreme Court of Appeals of West Virginia ("AO") is now accepting resumes for the position of Circuit Judge Law Clerk for the Honorable Judge Jay M. Hoke. This position works under the direct supervision of Judge Jay M. Hoke in the Twenty-Fifth Judicial Circuit, Lincoln County, WV. This is a salaried position. The position is described as follows:

**CIRCUIT JUDGE LAW CLERK**

Pay Scale: The annual salary for those who are not members of the West Virginia State Bar is \$53,496.00, plus benefits, and the annual salary for those who are members of the West Virginia State Bar is \$62,088.00, plus benefits. Documentation from the West Virginia State Bar, i.e., Bar Dues Statement, will be required to receive the higher salary.

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

M. Hoke. The position is a unique opportunity to learn court operations from the inside out, and gain invaluable "real life" practical experience while working in a challenging, high volume, highly-variable and fast-paced environment.

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

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

**Duties and Responsibilities:**

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

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

**Criminal Background Check:**

All successful candidates must submit to a criminal background check.

**Compensation and Benefits include:**

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

**The Administrative Office of the Courts**

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

**West Virginia Courts**

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

**Equal Opportunity in Employment**

It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia

judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action

Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

**Application Process**

To apply for this position, please direct the following application materials to the Law Clerk Program Coordinator at sarah.loftus@courtsww.gov.

- Cover Letter,
- Resume,
- Law School Transcript,
- Writing Sample,
- References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website), and

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

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

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**Posting Date:** July 5, 2022

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**Expiration Date:** August 5, 2022

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**Contact:**

Sarah Loftus  
Law Clerk Program Coordinator  
Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States

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**Resume Receipt:** E-mail

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

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

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**Requested Document Notes:**

Application Process  
To apply for this position, please direct the following application materials to the Law Clerk Program Coordinator at sarah.loftus@courtsww.gov.

- Cover Letter,
- Resume,
- Law School Transcript,
- Writing Sample,
- References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website),

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**ID:** 9676

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**Corporate Associate - Philadelphia**  
Ballard Spahr LLP (Philadelphia, PA)

**Job Type:** Full-time

**Job Location(s):** Philadelphia, Pennsylvania United States

**Job Description:**

Our Philadelphia office seeks a corporate attorney with at least 3-6 years of significant experience practicing in mergers and acquisitions and/or public company securities transactions and disclosures to join our Business and Transactions Department. Qualified candidates will have experience in mergers and acquisitions, general corporate and commercial matters, and/or public company securities transactions and disclosure (experience in joint ventures, licensing, and technology agreements, preferred, not required). Additional experience with corporate governance and compliance and/or private equity transactions is a plus. Successful candidates will have experience leading all phases of transactions, as well as stellar academic credentials and superior writing and communication skills. Active license in PA preferred.

Our Business and Transactions Department has a regional and national practice involving public and private companies and nonprofit organizations, including private equity funds, financial institutions, investment companies, sports and other franchises, public utilities, and hospitals and health services. Our clients include companies engaged in technology; life sciences, including pharmaceutical and medical device; manufacturing and service functions; energy; retail; telecommunications; and software.

Ballard Spahr LLP is a more than 600 lawyer firm with 15 offices across the U.S. and is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

The health, safety and well-being of our Ballard community is a top priority. Therefore, all lawyers and staff are required to be fully vaccinated as a condition of employment. We believe this is the most prudent position to take in order to meet our obligation to provide as safe of a workplace as possible. The firm will provide exemptions and accommodations for medical and religious reasons consistent with applicable law.

**Physical Requirements:**

- Ability to sit for long periods of time. Ability to communicate verbally and in writing. Push, pull and lift up to 40 pounds. Intermittent standing, walking, bending and stooping. Typing ability for the use of a personal computer.
- The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

**This Job Description describes the general content and requirements for the position. It is not an exhaustive statement of the essential functions, responsibilities, or requirements of the job; they may change from time to time and are dictated by the needs of the firm and the managers to whom the employee will report. Employment is at will. Ballard Spahr may change the functions and responsibilities of the position at any time, and it may reassign the employee to another department in its sole discretion.**

**Posting Date:** July 2, 2022

**Expiration Date:** August 8, 2022

**Contact:** Kathryn J. Ball  
Manager of Attorney Growth and Integration  
1735 Market Street Philadelphia, Pennsylvania 19103 United States

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

**How To Apply:** <https://selfapply.ballardspahr.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=1&FilterJobCategoryID=4&FilterJobID=610>

**Additional Documents:** Unofficial Transcript

**Visual ID:** 8028

## Associate

Lpw (Los Angeles, CA)

**Position Type:** Full-time

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

**Job Location(s):** Los Angeles, California (United States)

### Description:

For the first time, the Law Office of Lisa Pierson Weinberger, P.C. is hiring for an associate position. This is a unique opportunity to join a small, thriving, and growing practice, working on matters that make a real difference in the lives of families, employees, and small businesses. As a solo practitioner, I take great pride in the relationships I have built with my clients, and the high quality of legal work that I provide. I am looking for an experienced and engaged attorney with a similar work ethic and a shared sense of professional values.

#### PRACTICE FOCUS, HISTORY, AND PHILOSOPHY

The Law Office of Lisa Pierson Weinberger, P.C. is a boutique law firm with a specific niche. While I work on a wide variety of transactional employment matters, I am most known for my household employment practice, which provides legal support to high profile and high net worth individuals throughout California and New York. I work with special clients on very personal matters – it is important work and, necessarily, private. My clients find me exclusively through word of mouth and I purposely keep a very low profile.

I founded this law firm in 2011, shortly after I became a mother for the first time. I was fortunate to have worked at Greenberg Glusker in Century City for seven years, and was trained by the best in the business. At the time I left to start my own practice, I knew that I needed more work/life balance than even the best and most progressive law firms could provide. I launched my practice with no clients at all, and worked on a part-time basis while my children were small.

Over the past 11 years, my practice has steadily, yet significantly, grown. I work on purely transactional matters for both employers and employees – providing advice, counsel, and strategy; reviewing, providing comments, and making revisions to all kinds of employment-related documents; and drafting communications, policies, and agreements. As the number of clients that I serve has increased (I work with hundreds of clients in a given year), doing all of the work myself has made it difficult for me to

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LISA PIERSON WEINBERGER, PC

LAW OFFICE O F

sustain the work/life balance that I started this practice to create. For this reason, I realize that it is time for my practice to begin a new chapter, doubling the number of lawyers from one to two!

While my client base has become quite large, the philosophy that I bring to the practice of law has remain unchanged. I believe that clients deserve the highest quality of legal work at all times. I think every client should have their lawyer's focused attention, and that advice and strategy should be determined based on a client's individual needs, goals, and circumstances. I am fiercely protective of my clients, but I don't always take an aggressive approach. Rather, I am measured and practical, and help clients get to their desired result in the most efficient way possible. Different clients need different things, so I do not believe in providing cookie cutter advice or churning work. I have a warm rapport with all of my clients, and they consider me a trusted advisor. I do not take this trust for granted.

A S S O C I A T E R E S P O N S I B I L I T I E S

AND EXPECTATIONS

I spend a lot of my time during the day on the phone, in zoom meetings, and/or engaged in email correspondence with clients to discuss a particular issue and decide on a strategy to address it. Often, at the end of those communications, I have a deliverable (to draft something, to review something, to research something, etc.). I am looking for a trusted associate to work with me on those deliverables.

In order to be considered for this position, the following are essential criteria:

Experience: It is critical that the associate in this role have deep experience as a transactional employment lawyer. In order to be successful, the associate needs to be able to be given a project and complete it without much oversight. Strong issuespotting and competency with current employment laws is essential. This is not a position that will provide substantive training.

Discretion: I work with very high-profile clients. The importance of discretion, with strict adherence to obligations of attorney-client privilege, cannot be overstated. This will be a remote role, and having a space to work from where conversations can be private and documents are secure is required.

Professionalism: I will expect an associate who is accountable, meets deadlines, and works efficiently. I am looking for someone with a high EQ – who is able to communicate clearly, who knows when to collaborate and when to be deferential, and who understands that their role is important, but that it is a supporting role.

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LISA PIERSON WEINBERGER, PC

LAW OFFICE O F

Commitment: There will be no billable hour requirements in this position because I think that metric incentivizes the wrong thing. I do not believe in creating work. But, due to the nature of my practice, the work that does need to be done typically needs to be turned around quickly. As such, the person in this role must be available at the times that we have agreed so that I can rely on that availability when managing workload and making commitments to clients.

Genuine Interest: I am hoping to find someone for whom this job is exactly what they

are looking for, and not a placeholder while they wait for the job that they really want. I have a unique practice and this is a unique opportunity – I understand that it will not be the right fit for everyone. While, of course, there is no guarantee of continued employment (you know I had to say it...!), I would like to invest in someone who sees this as a position that fits well into their life now and for the foreseeable future.

**HOURS + COMPENSATION**

I do not expect that this position will be a full-time role, and hours will likely fluctuate from week to week. With that said, I am committed to paying a salary to ensure availability during certain, agreed-upon hours (I am open to what those hours may be). I would like to regain the work/life balance that I set out to achieve, and it is important to me that all members of my team have that same balance in their life, too. Salary to be discussed based upon experience.

**NEXT STEPS**

More information about my practice can be found at [www.lawofficelpw.com](http://www.lawofficelpw.com). Interested applicants should send a resume and cover letter to [lpw@lawofficelpw.com](mailto:lpw@lawofficelpw.com). I am looking forward to meeting you!

Thank you,

Lisa Pierson Weinberger, Esq.

11693 San Vicente Blvd. #414 Los Angeles, CA 90049

(310) 927-5559

[lpw@lawofficelpw.com](mailto:lpw@lawofficelpw.com)

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**Posting Date:** July 1, 2022

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**Expiration Date:** August 1, 2022

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**Contact:** Lisa Pierson Weinberger, Esq.

Owner

11693 San Vicente Blvd. #414 Los Angeles, California 90049 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [lpw@lawofficelpw.com](mailto:lpw@lawofficelpw.com)

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**Additional Documents:** Cover Letter

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**ID:** 9673

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**Associate Attorney**

Immigration Lawyers, PC (Chicago, IL)

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**Job Type:** Full-time**Job Location(s):**Chicago, Illinois United States

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**Job Description:**

A well established full service immigration law firm in Chicago is seeking an Associate Attorney with 1-2 years of experience, preferably in immigration law. Candidate's responsibilities will include drafting various employment and family based immigration documents and immigration court motions, conducting research of immigration rule and regulation changes, occasional appearance at Immigration Court and Homeland Security, file management from inception to finish, liaison with clients of case progress.

The ideal candidate needs to possess a strong academic background, ambition and eagerness to learn, entrepreneurship, and leadership skills. Candidates must also be organized, enthusiastic, detail-oriented, and have excellent written and oral communication skills. Foreign language skills in major foreign languages a big plus.

This attorney position is a full-time salaried position with competitive benefits. This position has partnership career path. Licensed in any 50 U.S. states. Candidates are encouraged to submit their resume, law school transcript and writing sample.

foreign language skills such as Spanish a big plus must be licensed

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**Posting Date:** July 1, 2022

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**Expiration Date:** August 7, 2022**Contact:**

Charles Cui  
Attorney at Law  
5519 N Cumberland Ave Chicago, Illinois 60656 United States

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**Resume Receipt:** Online

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

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**Visual ID:** 9674

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**Litigation Associate**  
KPM Law

**Job Type:** Full-time

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**Job Location(s):**

Roanoke, Virginia United States

Fairfax, Virginia United States

Norfolk, Virginia United States

Chesterfield, Virginia United States

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**Job Description:**

KPM LAW is a mid-sized civil litigation firm with offices in Richmond, Fairfax, Norfolk, and Roanoke. KPM is hiring litigation associates to join its practice.

KPM has created an atmosphere where the practice of law is challenging and professional, but also rewarding and innovative. The attorneys at KPM work in a collegial environment to ensure a successful partnership with both co-workers and clients. KPM handles a wide range of legal issues, including premises liability, employment, and automobile cases, as well as fraud, coverage, and construction defect matters. KPM also has a robust workers' compensation department.

The successful candidate must possess an ability to think critically, communicate effectively, and collaborate with others. This position is ideal for someone who wants to work directly with clients and manage their own cases. It will allow the applicant to enhance their skills in all aspects of the litigation process, from generating defense strategies and leading the discovery process to trying cases.

KPM is an equal opportunity employer. KPM is committed to creating a diverse and inclusive workforce. We believe that our team must reflect the diversity of our clients and our community. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Applicants must be licensed to practice in Virginia. KPM offers compensation commensurate with experience as well as a competitive benefits package. Please submit a cover letter (or email), resume with references, and a writing sample to [jobs@kpmlaw.com](mailto:jobs@kpmlaw.com).

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**Posting Date:** July 1, 2022

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**Expiration Date:** July 17, 2022

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**Contact:** Cindy O'Brien

901 Moorefield Park Drive Richmond, Virginia 23236 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** [jobs@kpmlaw.com](mailto:jobs@kpmlaw.com)

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

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**Visual ID:** 9557

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**Associate Attorney**  
J Law (Parkersburg, WV )

<b>Position Type:</b> Full-time
<b>Geographic Preference:</b> Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)
<b>Job Location(s):</b> Parkersburg, West Virginia (United States)
<b>Description:</b> <p>Please find below the job description. A resume, cover letter, writing sample, and transcript would be great. Address all documents to Mr. Leach at morgan@jmorganleach.law. Qualifications - JD Degree Deadline to apply: July 17, 2022</p> <p>Salary - Starting salary is fifty thousand (\$50,000.00) per year with annual living wage increases. Bonuses - Bonuses will be at the discretion of the employer and based on the associate's performance. Hours - This position is full time, with a minimum of forty (40) hours per week expected and office / remote work schedule to be determined. Benefits - Health insurance, malpractice insurance, bar dues, and an individual retirement account will be provided with terms to be provided in the onboarding documents if this position is accepted. At will employment - This is at will employment and subject to renegotiation after one (1) year. Responsibilities - The scope of your employment as associate attorney will include enlistment as a panel attorney with Wood County and primary management of the criminal case docket subject to supervision of the employer. Associate attorney will assist with other trial work including our family and civil docket and will be expected to dedicate at least ten (10) hours per week toward the family and civil docket at the direction of the employer. Associate attorney will be expected to timely correspond with clients, opposing counsel and the courts; prepare and file necessary and proper pleadings; maintain case files; track and report all billable hours; conduct discovery; conduct legal research; appear at court hearings and conduct trials; learn and use our case management system; and coordinate with employer on trial strategy and preparation for our entire trial docket. Office Facilities and Staff - Associate attorneys will have an office space with access to the internet, printing, and basic office supplies, and will receive support from staff including answering phones, mail management and filing, calendaring and scheduling, voucher submission, and training on our case management system.</p>
<b>Posting Date:</b> June 30, 2022
<b>Expiration Date:</b> July 17, 2022
<b>Contact:</b> Morgan Leach Attorney 331 Juliana St Parkersburg, West Virginia 26101 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> morgan@jmorganleach.law
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample
<b>ID:</b> 9672

## Attorney Vacancies & Volunteer Legal Internships

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Job Location(s):** , Nationwide (United States)

**Description:**

To learn more about Justice and our legal careers, please visit our website at <https://www.justice.gov/legal-careers>.

### ATTORNEY VACANCIES & VOLUNTEER LEGAL INTERNSHIPS

Hiring Organization

Job Title

State

Posted/ Updated

USAO Central District of California

Assistant United States Attorney - Criminal and National Security

California

June 29, 2022

USAO Central District of California

Assistant United States Attorney - Civil Division

California

June 29, 2022

USAO Central District of California

Assistant United States Attorney - Asset Forfeiture and Recovery Section

California

June 29, 2022

USAO Central District of California

Assistant United States Attorney - Santa Ana Branch

California

June 29, 2022

USAO District of Maryland

Assistant United States Attorney

Maryland

June 29, 2022

USAO Eastern District of North Carolina

ASSISTANT UNITED STATES ATTORNEY

North Carolina

June 29, 2022

Criminal Division (CRM)

ATTORNEY

District of Columbia

June 29, 2022

USAO Eastern District of Pennsylvania

Assistant United States Attorney (Civil Division)

Pennsylvania

June 29, 2022

USAO Eastern District of Pennsylvania

Assistant United States Attorney (Criminal Division)

Pennsylvania

June 29, 2022

Executive Office for Immigration Review (EOIR)

Law Student Volunteer, Fall 2022

New York

June 29, 2022

USAO Western District of North Carolina

AUSA

North Carolina

June 29, 2022

USAO Southern District of Florida

Assistant United States Attorney

Florida

June 28, 2022

USAO District of Arizona

Assistant United States Attorney (Criminal)

Arizona

June 28, 2022

USAO District of Montana

Attorney

Montana

June 28, 2022

USAO Western District of Oklahoma

Assistant U.S. Attorney

Oklahoma

June 27, 2022

USAO District of New Mexico

Assistant United States Attorney

New Mexico

June 27, 2022

USAO Western District of Louisiana

Assistant United States Attorney

Louisiana

June 27, 2022

USAO District of Arizona

Assistant United States Attorney (Criminal)

Arizona  
 June 27, 2022  
 USAO Western District of North Carolina  
 AUSA  
 North Carolina  
 June 27, 2022  
 USAO District of Nevada  
 Assistant U.S. Attorney  
 Nevada  
 June 24, 2022  
 Criminal Division (CRM)  
 Resident Legal Advisor, Kosovo  
  
 June 24, 2022  
 USAO Eastern District of Texas  
 Assistant United States Attorney (Civil)  
 Texas  
 June 24, 2022  
 Civil Division (CIV)  
 Unpaid Law Student Volunteer, Fall/Spring - National Courts Section  
 District of Columbia  
 June 24, 2022  
 Criminal Division (CRM)  
 Resident Legal Advisor, Guatemala  
  
 June 24, 2022  
 USAO Eastern District of Oklahoma  
 Special Assistant United States Attorney  
 Oklahoma  
 June 24, 2022  
 ATTORNEY VACANCIES & VOLUNTEER LEGAL INTERNSHIPS  
 Hiring Organization  
 Job Title  
 State  
 Posted/ Updated  
 USAO Eastern District of Oklahoma  
 Assistant United States Attorney  
 Oklahoma  
 June 24, 2022  
 Federal Bureau of Investigation (FBI)  
 Civil Litigation Unit Chief/Supervisory-Attorney Advisor  
 District of Columbia  
 June 24, 2022  
 USAO Eastern District of Virginia  
 Assistant United States Attorney  
 Virginia  
 June 24, 2022  
 Criminal Division (CRM)  
 Law Student Volunteer, Fall 2022, Office of Policy and Legislation  
  
 June 24, 2022  
 Environment and Natural Resources Division (ENRD)  
 Deputy Chief  
 District of Columbia  
 June 24, 2022  
 Federal Bureau of Prisons (BOP)  
 Attorney Advisor  
 Pennsylvania  
 June 23, 2022  
 Criminal Division (CRM)  
 Trial Attorney (Cyber Fellows Program)  
 District of Columbia  
 June 23, 2022  
 Criminal Division (CRM)  
 Trial Attorney (Foreign Corrupt Practices Act Unit)  
 District of Columbia  
 June 23, 2022  
 Criminal Division (CRM)  
 Resident Legal Advisor, Bangladesh  
  
 June 23, 2022  
 National Security Division (NSD)  
 Experienced Trial Attorneys, GS-905-15  
 District of Columbia  
 June 23, 2022

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**Posting Date:** June 30, 2022

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**Expiration Date:** July 31, 2022

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**Contact:** Mr. Richard L. Parker  
 Washington, District of Columbia United States

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

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**How to Apply:** To learn more about Justice and our legal careers, please visit our website at <https://www.justice.gov/legal-careers>.

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**ID:** 9670

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## IMMIGRATION ATTORNEY

Catholic Charities Michigan (Grand Rapids Michigan)

**Position Type:** Full-time

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

**Job Location(s):** Grand Rapids, Michigan (United States)

**Description:**

IMMIGRATION ATTORNEY-LIMITED ONE YEAR TERM EMPLOYMENT (FULL-TIME) - CEDAR RAPIDS

Catholic Charities is looking to expand our ability to provide quality, affordable legal services to newly-arrived Afghan parolees and their families in the Cedar Rapids metro area. Qualified applicants should have a JD degree and be in good standing. Other preferred experience such as prior immigration law experience, specifically in the field of humanitarian asylum law is a plus. The position will be located in Cedar Rapids. We offer a competitive salary and along with professional development including:

- paid Iowa BAR membership fees,
- paid American Immigration Lawyers Association (AILA) membership,
- paid professional liability insurance and
- assistance with CLE's.

Benefits include 4 weeks vacation, paid sick time program, and health/dental coverage. Email your resume and cover letter to Human Resources at [DBQCHR@DBQARCH.ORG](mailto:DBQCHR@DBQARCH.ORG).

**Posting Date:** June 30, 2022

**Expiration Date:** August 31, 2022

**Contact:** Sahar Mahmoud Taman

Esq.

40 Jefferson Ave SE Grand Rapids, Michigan 49503 United States

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

**How to Apply:** . Email your resume and cover letter to Human Resources at [DBQCHR@DBQARCH.ORG](mailto:DBQCHR@DBQARCH.ORG)

**Additional Documents:** Cover Letter

**ID:** 9669

## Law Clerk

Mercer County Court House (Mercer PA)

**Position Type:** Full-time

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

**Job Location(s):** Mercer, Pennsylvania (United States)

**Description:**

Mercer County Court of Common Pleas (Mercer, PA) currently has an immediate opening for a Judicial Law Clerk. This is a full-time position; 35 hours per week; 8:30 a.m. to 4:30 p.m., Monday through Friday. The successful candidate will be an employee of Mercer County, subject to the control of the Courts.

There is a comprehensive benefits package, including paid holidays. An optional health insurance component does require an employee contribution.

The 2022 salary is \$41,927.25; extra compensation is available by processing Protection From Abuse petitions.

The applicant must be a graduate of an accredited law school. If not already licensed to practice in Pennsylvania, successful completion of the Pa. Bar exam is required within one year of the date of hire by Mercer County.

Interested candidates should submit the following:

- A letter of interest in the position
- Complete resume
- Law School transcript
- Writing sample

This information may be submitted via email, or regular mail to:

Bo D. McCleary, District Court Administrator  
Mercer County Courthouse  
North Diamond Street  
Mercer, PA 16137

Tel: (724) 662-3800 ext. 2516  
Email: [bmcclary@mercercountypa.gov](mailto:bmcclary@mercercountypa.gov)

Submissions will be accepted until July 22nd, 2022 at 4:30 p.m.

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**Posting Date:** June 30, 2022

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**Expiration Date:** July 22, 2022

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**Contact:** Bo D. McCleary  
District Court Administrator  
North Diamond Street Mercer, Pennsylvania 16137 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [bmcclary@mcc.co.mercer.pa.us](mailto:bmcclary@mcc.co.mercer.pa.us)

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

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**Requested Document Notes:** Interested candidates should submit the following:

- A letter of interest in the position
- Complete resume
- Law School transcript
- Writing sample

This information may be submitted via email, or regular mail to:

Bo D. McCleary, District Court Administrator  
Mercer County Courthouse

North Diamond Street  
Mercer, PA 16137

Tel: (724) 662-3800 ext. 2516  
Email: [bmcclary@mercercountypa.gov](mailto:bmcclary@mercercountypa.gov)

Submissions will be accepted until July 22nd, 2022 at 4:30 p.m.

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**ID: 9671**

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## Underwriter, Representations & Warranties Insurance (R&W)

Liberty Mutual Insurance

**Job Type:** Full-time

**Job Location(s):** United States

**Job Description:**

Liberty Mutual's Global Risk Solutions strategic business unit has centralized its vast mergers & acquisitions (M&A) insurance solutions expertise into its Global Transaction Solutions group (GTS).

GTS is one of the largest global M&A insurance teams in the industry. With more than 80 specialists, we have helped facilitate over 500 M&A deals a year on average—successfully insuring thousands of transactions since our inception.

### About Liberty Mutual Insurance Group

Liberty Mutual is the 6th largest global insurer based on 2020 gross written premium, with over 45,000 employees in 29 countries and economies around the world. Our purpose is to help people embrace today and confidently pursue tomorrow. The promise we make to our customers throughout the world is to provide protection for the unexpected, delivered with care. We achieve this by offering a full range of personal, commercial, and specialty Property & Casualty insurance coverages. Our customers' trust has earned us the 71st position on the Fortune 100 list of largest corporations in the U.S. based on 2020 revenue.

Find out what it takes to be part of a global Fortune 100 company that exists to help people embrace today and confidently pursue tomorrow: **[www.libertymutualinsurance.com](http://www.libertymutualinsurance.com)**

- Global company.
- Competitive salary and benefits.
- Career development opportunities.
- Team-work culture.

The R&W underwriter role provides a rare opportunity to develop your career as part of a market-leading, dedicated team of underwriting professionals. We are looking for an intelligent and enthusiastic candidate to underwrite transactional risk insurance products, specializing in R&W insurance. The successful candidate will be a key member of GTS' U.S. M&A team and will undertake a meaningful role in expanding our business, including building relationships with clients, brokers and law firms in the North American region.

GTS is proud of its reputation for training and developing staff and as such, this role offers great potential for an individual with a strong M&A/corporate legal background interested in establishing or further developing expertise in this exciting and growing sector of the insurance market. The successful candidate will attend to the following responsibilities:

- Conduct business and legal review of public and private M&A deals, including analysis of risk, reviewing transaction documents, disclosure process, diligence reports and discussions with the deal team as part of underwriting R&W insurance policies.
- Assess insurability of risk and negotiate and draft policies for insured risks.
- Cultivate and form relationships with M&A production and distribution sources, with focus on brokers, law firms, private equity firms, investment banks, and accounting firms.
- Travel within the region for client visits, with periodic travel to regional North American offices and occasional international travel.
- Mentoring and development of junior members of the team.

- Previous legal M&A experience (2-4 years) at a reputable law firm, accounting firm, investment bank or in-house M&A counsel role at a fortune 500 company. - Sound decision making and analytical skills. - Excellent verbal and written communication skills. - Strong negotiation skills. - Strong legal drafting skills and broad understanding of legal concepts (including negotiating representations/warranties and indemnities in a purchase agreement. - Interpersonal and relationship building skills. - Business, financial and risk awareness/understanding a plus. - Juris Doctor strongly preferred.

**Posting Date:** June 30, 2022

**Expiration Date:** August 6, 2022

**Contact:** Matthew Barber  
Senior Recruiter  
175 Berkeley Street Boston, Massachusetts 02116 United States

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

**How To Apply:** <https://careers-libertymutual.icims.com/jobs/47116/underwriter%2c-representations-%26-warranties-insurance-%28r%26w%29---grs/job?mode=view>

**Visual ID:** 9668

## **CORPORATE/SECURITIES/M & A/FINANCE TRANSACTIONAL ATTORNEY**

Cole Schotz PC

**Job Type:** Full-time

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**Job Location(s):**

Dallas, Texas United States  
Baltimore, Maryland United States  
Boca Raton, Florida United States  
Wilmington, Delaware United States  
New York, New York United States  
Hackensack, New Jersey United States

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**Job Description:**

**COLE SCHOTZ P.C.**

**CORPORATE/SECURITIES/MERGERS & ACQUISITIONS/FINANCE TRANSACTIONAL ATTORNEY- DELAWARE, FLORIDA, MARYLAND, NEW JERSEY, NEW YORK OR TEXAS OFFICES:**

Prominent mid-Atlantic law firm with multiple regional office locations seeks corporate attorneys for its Delaware, Florida, Maryland, New Jersey, New York or Texas offices. Candidates should have 4 + years of experience in corporate, mergers and acquisitions, fund formation, finance and/or securities. Applicable bar admission required. Strong academic credentials, excellent oral and written communication skills required. We offer an excellent compensation package and comprehensive benefits program. Please e-mail resume for consideration to:

Gayle P. Englert

Chief Human Resources Officer

Cole Schotz P.C.

Court Plaza North

25 Main Street, P.O. Box 800

Hackensack, NJ 07602-0800

genglert@coleschotz.com

Please visit us at our website [www.coleschotz.com](http://www.coleschotz.com)

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

Cole Schotz is an Equal Opportunity Employer

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**Posting Date:** June 29, 2022

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**Expiration Date:** August 4, 2022

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**Contact:** Chief Human Resources Officer Gayle Englert  
25 Main Street Hackensack, New Jersey 07601 United States

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**Resume Receipt:** Online

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**Visual ID:** 9665

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## Corporate/Mining, Oil and Gas, and Energy Associate (#719)

Dorsey & Whitney LLP (Minneapolis, MN)

**Job Type:** Full-time

**Job Location(s):** Salt Lake City, Utah United States

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### Job Description:

Dorsey & Whitney LLP is seeking an associate with two to four years of experience to join our Salt Lake City office, providing support to our Regulatory Affairs Practice Group on mining, oil and gas, and energy mergers, acquisitions, joint ventures, and other transactional matters. This associate will have the opportunity to work on national and international natural resource-related transactions with teams of Dorsey lawyers located across our 20 offices with an emphasis on nationally-based energy companies, unique Canadian/U.S. commerce intersections and Asian-Pacific international markets. Dorsey's Natural Resource Practice Group enjoys a strong and frequent working relationship among a string of offices that runs from Anchorage, through Seattle, Salt Lake City, and Denver to Washington, D.C. Dorsey has decades of experience successfully completing hundreds of deals and billions in worldwide transactions. Our firm has ranked in the top 25 in U.S. M&A deals completed for over 20 years, with a solid understanding of transactions of all sizes and complexity.

Qualified candidates will have:

- Two to four years of corporate experience, including substantial mergers and acquisitions experience;
- Experience working in the business/corporate group of a large law firm;
- Experience with natural resources or energy transactions is a plus;
- Utah bar admission
- Strong communication and writing skills; and
- Top academic credentials.

Candidates with additional Nevada, Wyoming, Texas, or Idaho bar admission preferred.

Dorsey offers opportunities for advancement within a collaborative and dynamic environment, competitive salary, and excellent benefits. Our benefits include comprehensive medical, dental, and vision insurance; domestic partner benefits (for same-sex and opposite-sex domestic partners); Dorsey & Whitney 401(K) Retirement and Savings Plan; 15 weeks of paid parental leave, plus an additional 6-8 weeks of paid short-term disability for lawyers who give birth; adoption assistance; back-up child care program; education and college advising programs; well-being programs and activities; a 24/7 employee assistance program with confidential counseling; and more!

Dorsey values the strength that comes from a diverse and inclusive work environment. It contributes to the success of our people and our clients and enriches our experience. We believe that everyone should feel at home and part of our community.

You will receive consideration for employment without regard to race, color, creed, religion, ancestry, sex, national origin, sexual orientation, gender identity, affectional preference, disability, age, marital status, familial status, status with regard to public assistance, military or veteran status, or any other legally-protected status.

Dorsey participates in E-Verify.

### About Dorsey

Clients have relied on the international law firm of Dorsey & Whitney LLP since 1912 as a trusted legal advisor and valued business partner. With locations across the United States as well as Canada, Europe and Asia, Dorsey provides an integrated, dedicated approach to its clients' legal and business needs. Dorsey's diverse client base includes more than one-third of Fortune 100 companies.

Our lawyers apply superb legal knowledge and skills with practical wisdom and a deep understanding of business and industry. We serve clients in nearly all industries, but focus on six key industries in which we have excellent depth and a history of achieving client success:

- Banking and Financial Institutions
- Development and Infrastructure
- Energy & Natural Resources
- Food, Beverage & Agribusiness
- Healthcare
- Technology

Dorsey's distinguished alumni include U.S. Supreme Court Justice Harry Blackmun, noted law professor and scholar William Prosser and former U.S. Vice President Walter Mondale. Recognized for our dedication to community, Dorsey has met the ABA Law Firm Pro Bono Challenge every year since the Challenge began in 1993 by devoting more than 3% of billable hours to pro bono work.

One of our greatest strengths is a friendly, cooperative culture that values and appreciates each individual. Dorsey has received external recognition for our welcoming workplace, including:

- Mansfield Certification Plus (Diversity Lab)
- Best Law Firms for Women (National Association of Female Executives and Flex-Time Lawyers)
- 100% rating on the Corporate Equality Index (Human Rights Campaign)
- Gold Standard Certification (Women in Law Empowerment Forum)
- Adoption Advocate (Dave Thomas Foundation for Adoption)

#### How to Apply

Dorsey accepts online applications at <http://www.dorsey.com/attorneyjobs>. We do not accept application materials by mail or email except as a reasonable accommodation for qualified disabled applicants. Individuals who are unable to use our online process due to a disability should call 612-492-5033.

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**Posting Date:** June 29, 2022

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**Expiration Date:** August 5, 2022

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**Contact:** Brianna Rod  
50 South 6th Street Minneapolis, Minnesota 55402 United States

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

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**How To Apply:** [www.dorsey.com/attorneyjobs](http://www.dorsey.com/attorneyjobs)

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**Visual ID:** 9535

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## Law Clerk

Judiciary of the U.S. Virgin Islands

**Job Type:** Full-time

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**Job Location(s):**

U.S. Virgin Islands

U.S. Virgin Islands

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**Job Description:**

Clerk for trial court judges in paradise! The Superior Court of the Virgin Islands is accepting applications for judicial clerkships. The clerkship is for one year, with the possibility of renewal for a second year. Reimbursements for some relocation expenses up to \$2,000 are allowable. To apply, please send a resume, transcript, writing sample and cover letter to: [human.resources@vicourts.org](mailto:human.resources@vicourts.org). More information about the Superior Court of the Virgin Islands can be also found at [www.vicourts.org](http://www.vicourts.org)

**Nature of Work**

This is professional legal work performed for a judge of the Superior Court. Work involves the performance of professional legal research and other related administrative work in the preparation of memoranda, opinions, or orders for a judge concerning the cases before him/her. Work is performed under general supervision of a judge and is reviewed through conferences and submitted work.

**Essential Functions** *(Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed)*

- Reviews, studies, searches, and annotates laws, court decisions, documents, opinions, briefs, and related legal authorities; researches the law for oral motions made during trials.
- Prepares briefs, legal memoranda, statement of issues involved, opinions and judgment for review by the judge, including appropriate suggestions or recommendations to the judge; prepares jury instructions.
- Compiles references on laws and decisions necessary for legal determinations.
- Confers with judge concerning legal questions, construction of documents and granting of orders.
- Attends court sessions to hear oral arguments and record necessary case information; maintain notes attendant to court proceedings.
- May mediate small claims cases as assigned by a judge.
- Other duties as assigned or required.

**Knowledge, Abilities and Skills**

- Knowledge of general law, territorial code, established precedent, and sources of legal reference.
- Knowledge of court practices and procedures.
- Knowledge of legal terminology and concepts.
- Ability to communicate clearly and concisely, both orally and in writing, with a diverse group of people.
- Ability to research complex legal problems or questions and apply legal principles.
- Ability to represent the court in a respectful manner.
- Ability to establish and maintain effective working relationship with others.
- Skill in the operation of a personal computer with word processing and legal research software.

**Working Conditions**

Work is performed primarily in an office setting or a courtroom.

**Physical Demands**

Work is essentially sedentary with occasional walking, standing, bending, and transferring items under 25 pounds such as papers and files. Positions may require periods of extended sitting or computer use.

**Qualifications** *(Any combination of training and work experience which indicates possession of the knowledge, abilities and skills listed above. An example of an acceptable qualification for this position is:)*

Graduation from an accredited law school.

**Licensure and Certification**

None

**Salary**

\$58,995

To apply, please submit a letter of application **indicating the specific judge**, current resume (including three references), official final transcript, and at least two (2) writing samples, along with any other relevant documents to:

Nissa Bailey, MPA

Employee Relations Coordinator

Judicial Branch of the Virgin Islands

R.H. Amphlett Leader Justice Complex

P.O. Box 929

Christiansted, VI 00821

Phone: 340-713-6648 / Fax: 340-713-6605

E-mail: [human.resources@vicourts.org](mailto:human.resources@vicourts.org)

The Judicial Branch of the Virgin Islands is an equal opportunity employer.

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**Posting Date:** June 29, 2022

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**Expiration Date:** August 4, 2022

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**Contact:** Koya Ottley  
8174 Subbase St. Thomas, 802 U.S. Virgin Islands

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** [human.resources@vicourts.org](mailto:human.resources@vicourts.org)

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**How To Apply:** [human.resources@vicourts.org](mailto:human.resources@vicourts.org)

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

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**Additional Documents Notes:** Resume, Application

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**Visual ID:** 9663

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## CIRCUIT JUDGE LAW CLERK

The Supreme Court of Appeals of West Virginia

**Position Type:** Full-time

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

**Job Location(s):** Logan, West Virginia (United States)

### Description:

Page 1 of 2

The Administrative Office of  
The Supreme Court of Appeals of West Virginia  
Position Announcement  
SEVENTH JUDICIAL CIRCUIT LOGAN COUNTY  
EMPLOYMENT OPPORTUNITY

Logan, West Virginia

Position open July 2022 (Posted 6-28-2022)

The Position

The Administrative Office of the Supreme Court of Appeals of West Virginia ("AO") is now accepting resumes for the position of Circuit Judge Law Clerk for the Honorable Judge Kelly Codispoti. This position works under the direct supervision of Judge Kelly Codispoti in the Seventh Judicial Circuit, Logan County, WV. This is a salaried position. The position is described as follows:

CIRCUIT JUDGE LAW CLERK

Pay Scale: The annual salary for those who are not members of the West Virginia State Bar is \$53,496.00, plus benefits, and the annual salary for those who are members of the West Virginia State Bar is \$62,088.00, plus benefits. Documentation from the West Virginia State Bar, i.e., Bar Dues Statement, will be required to receive the higher salary.

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

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

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

Duties and Responsibilities:

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

- Perform legal research,
- Prepare confidential legal memoranda,
- Attend court hearings,
- Draft orders and opinions,
- Advise and assist judge with legal issues,
- Conduct discovery conferences,

Page 2 of 2

- Respond to attorneys and self-represented litigants, and
- Monitor the court's docket.

Criminal Background Check:

All successful candidates must submit to a criminal background check.

Compensation and Benefits include:

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

The Administrative Office of the Courts

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

West Virginia Courts

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

Equal Opportunity in Employment

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

Application Process

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

Coordinator at [sarah.loftus@courtswwv.gov](mailto:sarah.loftus@courtswwv.gov).

- Cover Letter,
- Resume,
- Law School Transcript,
- Writing Sample,
- References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website), and

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

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

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**Posting Date:** June 28, 2022

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**Expiration Date:** July 29, 2022

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**Contact:** Sarah Loftus  
Law Clerk Program Coordinator  
Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [sarah.loftus@courtswwv.gov](mailto:sarah.loftus@courtswwv.gov)

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

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**ID:** 9664

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## Law Clerk

New Jersey Courts

**Position Type:** Full-time

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

**Job Location(s):** Paterson, New Jersey (United States)

**Description:**

Judge Brogan at our Passaic County vicinage is seeking a law clerk for court term 2022-2023. If you know of any interested law school graduates please have them submit at their application materials (resume, cover letter, transcripts, writing sample) to Michael Cervino at michael.cervino@njcourts.gov and cc me Melodia Juillet melodia.juillet@njcourts.gov

Judge information:

Judge Thomas Brogan (Civil Division)

Superior Court of New Jersey

77 Hamilton Street 3rd Floor

Paterson, NJ 07505

**Posting Date:** June 28, 2022

**Expiration Date:** August 31, 2022

**Contact:** Melodia Juillet

25 Market Street Trenton, New Jersey 08625 United States

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

**How to Apply:** michael.cervino@njcourts.gov

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

**Requested Document Notes:** resume, cover letter, transcripts, writing sample) to Michael Cervino at michael.cervino@njcourts.gov and cc me Melodia Juillet melodia.juillet@njcourts.gov

**ID:** 9661

## Law Clerk

New Jersey Courts

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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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**Job Location(s):** Flemington, New Jersey (United States)

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**Description:**

Judge Bury at our Hunterdon Somerset & Warren vicinage is seeking a law clerk for court term 2022-2023. If you know of any interested law school graduates please have them submit at their application materials (resume, cover letter, transcripts, writing sample) to Nancy Carey at [nancy.carey@njcourts.gov](mailto:nancy.carey@njcourts.gov) and cc me Melodia Juillet [melodia.juillet@njcourts.gov](mailto:melodia.juillet@njcourts.gov)

Also, this vicinage will be expecting three additional judges who will be taking the bench come July. So, they will be using this pool to hire for the additional law clerks for the incoming judges.

Judge information:

Judge Bradford Bury (Family Division)

Hunterdon County Justice Center

Flemington, NJ 08822

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**Posting Date:** June 28, 2022

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**Expiration Date:** August 31, 2022

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**Contact:** Melodia Juillet  
25 Market Street Trenton, New Jersey 08625 United States

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

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**How to Apply:** application materials (resume, cover letter, transcripts, writing sample) to Nancy Carey at [nancy.carey@njcourts.gov](mailto:nancy.carey@njcourts.gov) and cc me Melodia Juillet [melodia.juillet@njcourts.gov](mailto:melodia.juillet@njcourts.gov)

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

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**Requested Document Notes:** resume, cover letter, transcripts, writing sample) to Nancy Carey at [nancy.carey@njcourts.gov](mailto:nancy.carey@njcourts.gov) and cc me Melodia Juillet [melodia.juillet@njcourts.gov](mailto:melodia.juillet@njcourts.gov)

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**ID:** 9662

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**NAPABA Law Foundation Community Law Fellowship**  
NAPABA

**Job Type:** Fellowship

**Job Location(s):**

Washington, District of Columbia United States

**Job Description:**

The NAPABA Law Foundation Community Law Fellow placement at the National Asian Pacific American Bar Association (NAPABA) is a two-year fellowship program in Washington, DC designed for a recent law school graduate who is interested in pursuing a career in public interest law and policy.

The Community Law Fellow will directly support NAPABA's advocacy and policy program with a focus on supporting and leading initiatives within our anti-hate project. The Community Law Fellow will take a leadership role in our hate crimes reporting program and referral program, conduct outreach and educational presentations, maintain, and develop relationships with key stakeholders, and engage in other analysis and advocacy as needed. The Fellow will also support other NAPABA community engagement programs, educational programs, and legislative advocacy. The Fellow will work under the supervision of NAPABA's Policy Director.

The NAPABA Law Foundation Community Law Fellowship Program provides funds directly to NAPABA for the Fellowship, including a salary of \$45,000 per year with a \$10,000 payment to the Fellow upon completion of the Fellowship. NAPABA will supplement the salary with an additional \$15,000 per year, in addition to the funding provided by the NAPABA Law Foundation. **The total compensation will be \$60,000 per year and a \$10,000 payment to the Fellow upon completion of the Fellowship.** NAPABA shall be the employer of the Fellow and will be responsible for providing health and fringe benefits.

Candidates must be a recent law school graduate (2020 - 22 graduating year), or a recent judicial clerk or non-public interest fellow (departed service in 2020 or later) with a demonstrated commitment to public interest law and Asian Pacific American issues. The placement is at the National Asian Pacific American Bar Association in Washington DC. It is a full-time position. Candidates cannot be a current full-time employee with the same organization though may have had a prior internship with NAPABA. Furthermore, because it is intended that the candidate focus his or her efforts on the Fellowship and its attendant commitments, the candidate may not seek other full or part-time employment with any other employer once the Fellowship is received and may not engage in other employment during the Fellowship period. NAPABA agrees to employ the Community Law Fellow during the two-year Fellowship term if awarded. They must also provide him/her with supervision, training, employee health and fringe benefits, a workspace, and the materials that he/she will need to complete a designated project during the Fellowship.

**Posting Date:** June 27, 2022

**Expiration Date:** August 3, 2022

**Contact:** Vincent Eng

1612 K Street Northwest Washington, District of Columbia 20006 United States

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

**How To Apply:** <https://www.napabalawfoundation.org/fellowships/>

**Additional Documents:** Other Documents

**Additional Documents Notes:** Applicant must review instructions and complete online application found here:  
<https://www.napabalawfoundation.org/fellowships>

**Visual ID:** 9660

**Staff Attorney**  
Northwestern Legal Services

**Job Type:** Full-time

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**Job Location(s):**

Erie, Pennsylvania United States  
Bradford, Pennsylvania United States  
Hermitage, Pennsylvania United States  
Warren, Pennsylvania United States

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**Job Description:**

Northwestern Legal Services is seeking qualified applicants for multiple full-time Staff Attorney positions. We are a Pennsylvania non-profit organization providing free civil legal services to low-income people living in the 10 northwestern counties of PA. Caseload will include public benefits, domestic violence, family law, housing, and other areas of public interest law. Some travel is required. Applicants must be admitted or eligible to practice law in PA or awaiting upcoming PA bar exam results. Starting salary range for 0-3 years' experience is \$43,000-\$45,500. **We offer LIBERAL benefits.** Loan repayment assistance is available for qualifying loans and employment qualifies for the federal Public Service Loan Forgiveness Program. EEO Employer.

Applicants must email a detailed cover letter, resume, references, and brief writing sample to the Administrative Assistant at **ttate@nwls.org** to be considered.

Northwestern Legal Services  
1001 State Street, Suite 700  
Erie, PA 16501  
[www.nwls.org](http://www.nwls.org)

**No Phone Calls Please**

The number one qualification is having a desire to assist the less fortunate with civil legal matters that will have a major impact on their quality of life. We currently employ 15 staff attorneys throughout our 6 offices. The average tenure of all our staff attorneys is 13 years; 6 of our attorneys have been with our program for 16-43 years. We extensively train new attorneys using an immersive approach. We have a laid-back and practical work culture that new attorneys enjoy, emphasizing a work/life balance to help avoid burn-out and stress. We also offer an extensive benefits package which includes extremely affordable health and free dental insurance plans, large 401(k) employer contributions (regardless of employee participation), 13 paid holidays, 3 weeks of vacation to start, sick and personal leave, short-term disability, and more! Plus, there are approaching opportunities on the horizon for advancement to management positions. If public interest law is your passion, or even if it is a short-term commitment to fulfill eligibility requirements for the Public Service Loan Forgiveness Program, it doesn't get much better than this!

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**Posting Date:** June 27, 2022

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**Expiration Date:** July 9, 2022

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**Contact:** Terrika Tate  
1001 State Street Erie, Pennsylvania 16501 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** [ttate@nwls.org](mailto:ttate@nwls.org)

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

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**Additional Documents Notes:** References

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**Visual ID:** 9575

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## Budget Director

New Mexico Law Offices of the Public Defender

**Job Type:** Full-time

**Job Location(s):** Santa Fe, New Mexico United States

### Job Description:

Our department offers flexible work opportunities, including teleworking (a.k.a. working from home) and work schedules outside the typical 8 am to 5 pm schedule. Applicants selected for a position are encouraged to discuss these options with the hiring manager early in the hiring process to ensure the specifics of any terms and conditions of an approved flexible work arrangement are clearly understood.

Management and oversight of budget, accounts payable and procurement for the Fiscal Department and supervision of staff.

#### Essential Functions

- Management of, and professional oversight for, the maintenance, review and reconciliation of financial records that meet generally accepted accounting principles and standards and result in sound fiscal management.
- Assist the Chief Financial Officer with the annual audit and budgetary compliance.
- Assist in budget preparation by compiling necessary information manually or by using computer-based records pertaining to budgets, accounts, inventories and other financial operations; prepares financial information for management.
- Track department's general ledger, generate reports, provide analysis of financial data and calculate, compile and report budget projections.
- Oversee the department data processing system, analyze and recommend data processing alternatives for efficiency.
- Oversee and verify the department's fiscal records by reviewing documents such as payroll, purchase requisitions, budget and procurement activities.
- Track the department's general ledger; reconcile accounting records and extracts; and compile information from records.
- Review transactions for documentation of obligation, payment authorization, timely payment and accurate recording.
- Analyze budget by reviewing fund balances and reporting overages and shortages to superiors.
- Process annual Budget Adjustment Request (BAR) for government-to-government agreement. Increase or decrease budget authority depending upon funding received.
- Identify encumbrances for budget preparation to include realignment based on expenditure patterns and ensure encumbrances for goods are processed and approved in compliance with fiscal policies, codes, regulations, New Mexico law and guidelines.
- Coordinate accounts payable activities and purchasing functions.
- Confer with vendors.
- Audit all litigation and CCLS invoices prior to payment.
- Ensure all contracts, leases and agreements are in place by fiscal year start up and ensure this is sufficient budget to cover the fiscal year.
- Ensure all LOPD purchases of goods and services, establishing adequate fiscal year budgets and revenue, projections and encumbrances are in place by fiscal year start up.
- Supervise and train personnel assigned as the Financial Specialists to ensure the efficient handling of their tasks and responsibilities.
- The scope and complexity of responsibilities is well defined and the incumbent has some latitude to change the scope of operations.
- Operate within the defined LOPD procedures and clearly defined policies.
- Manage resources, operational activities and supervise the work of direct reports to ensure the delivery of financial services for the agency.
- Perform other duties as assigned.

#### Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Note: An Employee with this classification may be required to perform at an DD level or duties of a lower classification without additional compensation. Employee will be required to show competence in all levels AA through DD.**

**Posting Date:** June 24, 2022

**Expiration Date:** July 31, 2022

**Contact:** Elizabeth Holmes  
505 Marquette Ave. NW Albuquerque, New Mexico 87102 United States

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

**How To Apply:** <https://www.governmentjobs.com/careers/lopdnm/jobs/3596301/budget-director-3248?pagetype=jobOpportunitiesJobs>

**Visual ID:** 9649

## Employee Benefits Associate

Blake and Uhlig PA

**Job Type:** Full-time

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**Job Location(s):**

Kansas City, Kansas United States

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**Job Description:**

Blake & Uhlig P.A., a twenty attorney Kansas City law firm representing multiemployer employee benefit plans and labor unions, seeks an attorney for its employee-benefits practice. This position primarily involves providing advice to clients and plan service providers on compliance with ERISA, PPACA, HIPAA, and other federal and state laws impacting employee-benefit plans; plan document drafting (plan documents/amendments, summary plan descriptions, and plan policies); and attending client meetings.

Prior experience working with qualified retirement plans, self-funded health and welfare plans, and/or LLM in tax or tax certificate preferred.

Blake & Uhlig offers a competitive salary and outstanding benefits package, including a profit sharing plan, a 401(k) with matching contributions, a HRA, and fully paid for medical and dental insurance. Blake & Uhlig is committed to Equal Opportunity and to considering applications from all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, disability, or religion. Email cover letter, resume, writing sample and law school transcript to: [hiringpartners@blake-uhlig.com](mailto:hiringpartners@blake-uhlig.com).

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**Posting Date:** June 24, 2022

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**Expiration Date:** July 31, 2022

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**Contact:** Partner Michelle Levine Graves

Partner

753 State Avenue Kansas City, Kansas 66101 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** [hiringpartners@blake-uhlig.com](mailto:hiringpartners@blake-uhlig.com)

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

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**Additional Documents Notes:** Resume

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**Visual ID:** 9648

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## Estate Litigation Attorney

Cole Schotz PC

**Job Type:** Full-time

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**Job Location(s):** New York, New York United States

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**Job Description:** **COLE SCHOTZ P.C.**

### **ESTATE LITIGATION ATTORNEY- NEW YORK OFFICE:**

Prominent mid-Atlantic law firm with multiple regional office locations seeks an attorney with 5-7+ years' experience in estate litigation for our New York office. NY bar is required. We have a sophisticated practice and offer an extraordinary opportunity for challenging, interesting, and rewarding work. We seek an individual devoted to meeting the highest standards of excellence and serving clients, and who wants to be part of an established and dynamic firm. Strong academic credentials and excellent oral and written communication skills are required. We offer a competitive starting salary and a comprehensive benefits program. Please e-mail resume for consideration to:

Gayle P. Englert

Chief Human Resources Officer

Cole Schotz P.C.

Court Plaza North

25 Main Street, P.O. Box 800

Hackensack, NJ 07602-0800

genglert@coleschotz.com

Please visit us at our website. [www.coleschotz.com](http://www.coleschotz.com)

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

Cole Schotz is an Equal Opportunity Employer

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**Posting Date:** June 24, 2022

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**Expiration Date:** July 31, 2022

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**Contact:** Chief Human Resources Officer Gayle Englert  
25 Main Street Hackensack, New Jersey 07601 United States

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**Resume Receipt:** Online

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**Visual ID:** 9650

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## Judicial Clerk - Judge Matish

The Supreme Court of Appeals of West Virginia

**Position Type:** Full-time

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

**Job Location(s):** Clarksburg, West Virginia (United States)

**Description:**

The Administrative Office of  
The Supreme Court of Appeals of West Virginia  
Position Announcement  
FIFTEENTH JUDICIAL CIRCUIT HARRISON COUNTY  
EMPLOYMENT OPPORTUNITY

Clarksburg, West Virginia  
Position opens 8/1/2022 (Posted 10-26-2021)  
The Position

The Administrative Office of the Supreme Court of Appeals of West Virginia ("AO") is now accepting resumes

for the position of Circuit Judge Law Clerk for the Honorable Judge James A. Matish. This position works under

the direct supervision of Judge James A. Matish in the Fifteenth Judicial Circuit, Clarksburg, WV. This is a one year salaried, term position, beginning August 2022 and ending August 2023.

CIRCUIT JUDGE LAW CLERK

Pay Scale: The annual salary for those who are not members of the West Virginia State Bar is \$50,946.00, plus benefits, and the annual salary for those who are members of the West Virginia State Bar is \$59,538.00,

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

Position Purpose: The Circuit Court Law Clerk will be responsible for providing legal support to Judge James A. Matish. The position is a unique opportunity to learn court operations from the inside out, and gain

invaluable "real life" practical experience while working in a challenging, high volume, highly-variable and fast-paced environment.

Minimum Qualifications: A successful candidate must possess excellent legal research and writing skills.

The candidate must also possess the ability to communicate clearly and concisely. Ability to exercise good judgment and maintain tact, composure, and confidentiality. The candidate must possess strong organizational skills and attention to detail.

All circuit judge law clerks must be current members or become members of the West Virginia State Bar and/or sit for the Uniform Bar Examination (UBE) each time it is offered. The failure to pass the Uniform Bar

Examination within two (2) attempts will result in a loss of employment. West Virginia Bar

Examination/Uniform Bar Examination failures predating judicial employment count toward the two (2)

attempts. Any person who has failed the West Virginia Bar Examination the UBE, or any bar examination, two (2) or more times is ineligible for these positions. Once a person passes the Uniform Bar Examination, the issue of bar examination failures is moot. Additionally, the minimum law school g.p.a. for these positions

is 2.2.

Duties and Responsibilities:

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

- Perform legal research,
- Prepare confidential legal memoranda,
- Attend court hearings,
- Draft orders and opinions,
- Advise and assist judge with legal issues,
- Conduct discovery conferences,

- Respond to attorneys and self-represented litigants, and

- Monitor the court's docket.

Criminal Background Check:

All successful candidates must submit to a criminal background check.

Compensation and Benefits include:

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

The Administrative Office of the Courts

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

the state judiciary.

West Virginia Courts

West Virginia has a Unified Court System, under which all state courts, including Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme

Court of Appeals is also the state's only appellate court. The Supreme Court of Appeals and its Administrative

Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia's Courts can be found on our website at [www.courtswv.gov](http://www.courtswv.gov).

Equal Opportunity in Employment

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

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

religion,  
sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

**Application Process**

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

at [sarah.loftus@courtswv.gov](mailto:sarah.loftus@courtswv.gov).

- Cover Letter,
- Resume,
- Law School Transcript,
- Writing Sample,
- References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website), and

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

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

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**Posting Date:** June 24, 2022

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**Expiration Date:** August 1, 2022

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**Contact:** Sarah Loftus  
Law Clerk Program Coordinator  
Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [sarah.loftus@courtswv.gov](mailto:sarah.loftus@courtswv.gov)

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

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**ID:** 9647

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## Litigation Attorney

Bowles Rice LLP (All office locations)

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**Position Type:** Full-time

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**Practice Area(s):** Litigation

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**Job Location(s):** Morgantown, West Virginia (United States)

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**Description:**

If you are a litigator looking for a lateral opportunity, we have the job for you. Bowles Rice LLP is seeking a highly motivated, mid-level litigation attorney to work in our Morgantown, West Virginia office as a member of our busy and thriving litigation team. The ideal candidate will be someone who has meaningful experience with drafting pleadings, preparing and responding to written discovery, interviewing witnesses, drafting motions and briefs, taking and defending depositions, and developing overall case strategy. A minimum of three years of relevant litigation experience is required, along with strong writing and analytical skills and a solid work ethic. Prior defense experience, especially in employment law, is highly preferred. Selected candidate must be licensed to practice law in West Virginia and able to pass all required background screening.

Bowles Rice, which recently celebrated its 100th anniversary, offers a competitive salary, an excellent benefits package that includes health, vision and dental insurance, disability and life insurance, and a very generous retirement plan, and much more. We also offer a professional work environment where your contributions are valued and appreciated. We are a large, regional, full-service law firm with six offices located throughout West Virginia, Pennsylvania, and Virginia, yet we maintain that small office comradery.

Bowles Rice promises a collegial office setting with highly functioning teams. Our culture is what sets us apart from our competition. If you are looking for a fulfilling career opportunity, then look no further as this is the firm for you.

Applicants should e-mail cover letter, résumé, and references to the Human Resources Department at: HRdepartment@bowlesrice.com, by facsimile to (304) 347-2191, or by mail to P.O. Box 1386, Charleston, WV 25325. All submissions are held in confidence. Qualified candidates will be contacted.

For more information, visit our website at [www.bowlesrice.com](http://www.bowlesrice.com).

An Equal Opportunity Employer

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**Posting Date:** June 24, 2022

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**Expiration Date:** July 30, 2022

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**Contact:** Mr. Ben Thomas

Partner

600 Quarrier Street Charleston, West Virginia United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [hrdepartment@bowlesrice.com](mailto:hrdepartment@bowlesrice.com)

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**Additional Documents:** Cover Letter

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**ID:** 9646

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## Procurement Contract Specialist

Antero Resources (Bridgeport, WV)

**Position Type:** Full-time

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

**Job Location(s):** Bridgeport, West Virginia (United States)

### Description:

Procurement Contract Specialist  
Full-time RegularOther Non ExemptWest Virginia Bridgeport, Bridgeport, WV, US  
1 ATTACHMENTS  
8 days agoRequisition ID: 1198APPLY  
Position Summary

Ensure that there are written agreements with all of the Company's contracted service providers and suppliers, and there is uniformity across those documents to mitigate risk. Interact directly with in-house and, where necessary, outside counsel to advise the Company on legal rights, obligations and responsibilities in connection with the Company's service contracts, claim liability, investigations, and legal proceedings arising from service contracts. Develop tools to identify vendors/service providers who are noncompliant with the standards set forth in the Company's contractor management system and communicate findings with those organizations as well as with internal parties. Deliver excellent service to internal and external stakeholders in support of operations.

### Essential Duties and Responsibilities

Provide guidance with respect to various types of field level service and supply contracts and related compliance matters. Coordinate with in-house counsel, and where necessary, oversee the activities of and engage with outside counsel with respect to drafting of such contracts.  
Support the Company's Master Service Agreement (MSA) and insurance risk management program, including contractor compliance.  
Maintain contract repository for in force agreements and monitor contractor compliance through the Company's contractor management system.  
Communicate with contractors, suppliers and Company employees regarding the Company's insurance requirements, requests for variances and related insurance and licensing compliance matters.  
Work with others in the Procurement Department and with project managers to properly onboard new service providers and suppliers.  
Uphold a strict level of confidentiality, handle sensitive and confidential information with discretion.  
Track and maintain the records for the following types of contracts outside of traditional field service providers and suppliers such as office leases, rig contracts, and IT agreements.  
Maintain direct communication with vendors/service providers regarding the onboarding process, to include answering questions regarding insurance requirements and other matters contained in the Company's applicable master services/purchase order agreement. Coordinate and communicate contract renewals.  
Help develop, update, and maintain process documentation, procedures, and policies to ensure consistent practice and training on MSA and insurance compliance related issues. Help educate Company employees and contractors regarding same.  
Initiate and assist with negotiation and management of master services agreements with suppliers and service providers across several departments.  
Prepare, distribute and manage approved vendor reports.

### Other Duties and Responsibilities

Prepare credit applications requested by vendors.  
Assist field with work scope requests related to service contracts, invoicing, and safety and compliance requests.  
Participate in regular audits of contractor invoices to ensure compliance with MSA's and work orders, and assist with spend data analysis to identify and minimize maverick spends.  
Perform other duties as assigned.

### Qualifications

#### Required Education, Experience, Licensure

Bachelor's Degree from an accredited institution.

#### Preferred Education, Experience, Licensure

Juris Doctor from an accredited law school.  
At least two (2) years of experience performing legal review/drafting commercial contracts or litigating disputes involving commercial contracts.  
At least two (2) years of experience in contract administration, vendor onboarding or strategic sourcing in a Procurement department preferably within an upstream or midstream oil and natural gas company.

### Required Core Competencies – Knowledge, Skills, and Abilities

Strong understanding of contracting principles with ability to review, comprehend, and analyze commercial contracts.  
Excellent verbal and written communication skills.  
Demonstrate and apply strategic skills in decision making.  
Good interpersonal skills with proven ability to establish and maintain effective working relationships.  
Well organized with ability to multi-task and manage competing priorities.  
Good attention to detail, problem solving, and follow up skills.

Ability to provide excellent service to internal and external stakeholders.

#### Supervisory Responsibilities

Functions as an individual contributor with no supervisory responsibilities.

#### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Job is performed in an office setting with exposure to computer screens and requires regular use of a computer, keyboard, mouse, and multi-line telephone system.

The noise level in the work environment is usually quiet.

Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

#### Physical Demands

The employee is regularly required to sit, stand, walk, and reach with hands and arms.

The employee will minimally lift, push, carry and/or move up to 25 pounds.

#### Travel Requirements

Minimal travel may be required to other locations.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

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**Posting Date:** June 24, 2022

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**Expiration Date:** August 31, 2022

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**Contact:** Tim Rady  
Esq  
535 White Oaks Boulevard Bridgeport, West Virginia 26330 United States

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

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**How to Apply:** [https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=be841b2c-7fe9-4b77-bda5-63263ad0f62b&ccId=19000101\\_000001&jobId=440750&lang=en\\_US&source=CC4](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=be841b2c-7fe9-4b77-bda5-63263ad0f62b&ccId=19000101_000001&jobId=440750&lang=en_US&source=CC4)

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**ID:** 9645

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**Public Defender 5 (Felony Division) - Albuquerque, NM**  
New Mexico Law Offices of the Public Defender

**Job Type:** Full-time

**Job Location(s):** Albuquerque, New Mexico United States

**Job Description:**

**Objectives Summary**

*Our department offers flexible work opportunities, including teleworking (a.k.a. working from home) and work schedules outside the typical 8 am to 5 pm schedule. Applicants selected for a position are encouraged to discuss these options with the hiring manager early in the hiring process to ensure the specifics of any terms and conditions of an approved flexible work arrangement are clearly understood.*

For more information on living in Albuquerque, click [here](#).

Provide professional legal services representing juvenile and adult indigent clients, handle highly complex appeals or serve as lead counsel for serious violent felony or appeals and other highly complex litigation cases.

**Essential Functions**

Public Defender 5:

- Positions at this level handle all levels of criminal cases and legal matters including the most complex felonies, including high profile cases, such as capital cases.
- Can act with independence with little guidance.
- Has acquired sufficient knowledge and experience to handle an appellate caseload.
- Has knowledge and experience to prepare appellate briefs and argue cases before the Court of Appeals and for Supreme Court.
- Incumbents in positions at this level are recognized as an expert in one or more areas of criminal law.
- Positions at this level may also provide supervision from a lead work perspective to attorneys at lower levels and conduct in-house training for attorneys.
- Works independently and is able to recognize and resolve complex issues related to the caseload.
- Provide input to the performance review and development of attorneys at lower levels.
- Provides key input into the development of policies and procedures for the assigned organization unit and/or program.
- Trains, coordinates and advises less experienced public defender attorneys to include co-counseling.
- Conducts legal research/analysis of laws, precedents, legal issues, procedural rules, in preparation of cases.
- Reviews and investigates client cases to determine legal position and propose legal strategy.
- Prepares for litigation and appeal through initiation of legal documents, review of case information, obtaining evidence, conducting interviews, preparation of witnesses to testify.
- Researches changes in laws, legislation, rules court decisions, case precedents, to determine/ anticipate legal problems and propose resolutions.
- Drafts/reviews, proposes and prepares reports, memoranda in opposition, briefs, legal documents, motions, correspondence, and appeals for clients.
- Counsels and advises clients on cases such as pleadings, arraignments, trials, appeals.
- Represents the client in legal matters, such as motions, hearings, litigation and appeals.
- Explains, interprets and keeps client informed on changes in law, court decisions, legal issues and problems.
- Attends seminars, training classes and reviews current professional literature to maintain and develop professional skill and knowledge.
- Conducts plea bargaining with District Attorneys and other parties to establish agreements to resolve cases.
- Follows through on case by ensuring client release, client payments.
- Performs related work as required.
- Depending on location: may assist with (CLIP) program or coordinate volunteer/intern/extern programs.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Note: An employee with this classification may be required to perform at a PD5 level or duties of a lower classification without additional compensation. Employee will be required to show competence in all levels PD2 through PD5.**

**Minimum Qualifications**

Current license as an attorney issued by the New Mexico Supreme Court or eligible for limited license issued by New Mexico Supreme Court and four (4) years of criminal law experience as a practicing attorney.

**Employment Requirements**

Must possess and maintain a valid driver's license.

Collective Bargaining: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Default FLSA: Exempt.

The Law Offices of the Public Defender is an Equal Opportunity Employer and does not discriminate on the basis of race, color, ancestry, national origin, sex, age, spousal affiliation, sexual orientation, gender identity, veteran status, political affiliation or religion, mental or physical disability, or serious medical condition.

This job advertisement may be used to fill multiple vacancies.

Preference may be given to multilingual applicants fluent in English and other languages.

**Benefits**

The State's General Services Department Risk Management Division, Employee Benefits Bureau (EBB), is responsible for the procurement and oversight of employee benefits - including Medical, Pharmacy, Dental, Vision, Short & Long Term Disability, and Life Insurance. The State's Group Benefits Plan also offers COBRA, Flexible Spending Account Programs, and an Employee Assistance Program (EAP).

Erisa Administrative Services, Inc. (Erisa) is the State's Third Party Administrator. They provide benefits administration to all plan participants, and offer knowledgeable staff to answer your questions. To learn more about the benefits available please click [HERE](#).

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**Posting Date:** June 24, 2022

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**Expiration Date:** July 31, 2022

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**Contact:** Elizabeth Holmes  
505 Marquette Ave. NW Albuquerque, New Mexico 87102 United States

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

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**How To Apply:** <https://www.governmentjobs.com/careers/lopdnm>

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

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**Visual ID:** 9521

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**Assistant Public Defender**

2nd Judicial Circuit Public Defender Corporation (Moundsville, 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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**Job Location(s):** Moundsville, West Virginia (United States)

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**Description:**

The 2nd Judicial Circuit Public Defender Corporation has an opening for an Assistant Public Defender position at our office in Moundsville. The starting annual salary will be in the range of \$50,000.00 to \$55,000.00, plus benefits. Resumes may be sent to the attention of the Chief Public Defender (me) by email at b.ferro.pdc2@gmail.com, fax at (304) 843-4076, or snail mail at 509 7th Street; Moundsville, WV 26041

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**Posting Date:** June 23, 2022

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**Expiration Date:** August 31, 2022

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**Contact:** Brett M. Ferro  
Chief Public Defender  
509 7th Street Moundsville, West Virginia 26041 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** b.ferro.pdc2@gmail.com

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**ID:** 9644

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## Attorney

Georgia State University, College of Law (Atlanta, GA)

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**Position Type:** Full-time

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

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**Job Location(s):** Atlanta, Georgia (United States)

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**Description:**

Attorney - 22000787  
Description  
: College of Law  
Low Income Taxpayer Clinic  
Supervising Attorney

The College of Law at Georgia State University currently seeks qualified applicants for the position of Clinical Supervising Attorney. Along with the Director, this position oversees the management of clinic operations and works with full-time staff, students and temporary employees of the College of Law's Low-Income Taxpayer Clinic. Specific responsibilities include instructional program and course development; management of client services; personnel and budget management; development of publications; communication and outreach; and project management. Position exercises considerable independent judgment and decision-making in dealing with operations of the Clinic and facilitates Clinic relationships with clients, external constituents and the United States Tax Court.

Duties of this position include, but are not limited to:  
Manages Clinic operations. Supervises students, graduate research assistants, and temporary employees in live-client cases. Administers personnel and program policies in the supervision of student employees. Assesses and manages client cases and directs the services provided to clients, adhering to legal standards. Oversees the progress of client cases as they move through the process of analysis and representation in federal court. Ensures compliance with all provisions of the Internal Revenue Tax Code within assigned programs. Develops working relationships and serves as a Clinic liaison with the United States Tax Court, Internal Revenue Service and Tax Bar, and tracks developments in relevant areas of tax law and policy. Maintains relationships with contributors, government officials and the legal community.

Prepares comprehensive reports. Analyzes statistical data for reports. Conducts internal and external meetings. Oversees departmental operations and procedures; develops departmental policies and implements recommendations for improving clinic operations and processes. Facilitates long-term strategic planning goals for the Tax Clinic. Researches and develops content for grant and funding proposals. Teaches and develops clinic-related coursework and training. Develops written Clinic publications and develops, compiles and edits content for Clinic website. Develops content for Clinic operation and procedure manual.

Applicants must have a Juris Doctor (J.D.) or equivalent degree and three years of experience representing clients on tax-related matters. Applicants should also have an interest in teaching and working with students. Review of applications will begin immediately and continue until the positions has been filled.

Disclaimer: This job requisition provides a high-level job definition. It is not intended to provide a comprehensive or exclusive list of job duties. As such, job duties and/or responsibilities within the context of this job requisition may change at the discretion of the employee's direct supervisor.

**Qualifications**

: Juris Doctor or Doctoral in Law and three years of related experience.

College/Business Unit

: College of Law

Department: Low Income Taxpayer Clinic

Location

: Atlanta Campus

Shift: 8:30 am - 5:15pm

Salary : Commensurate with experience

Pay Grade: NPP

FLSA Status: Exempt

Job Type: Full Time (Benefits Eligible)

Job Posting

: 06/07/22, 8:21:53 PM

Closing Date

: 07/07/22, 11:59:00 PM

Preferred Hiring Qualifications: Admitted to the practice of law.

Relationships with United States Tax Court, tax bar and Internal Revenue Service.

Previous low-income taxpayer clinic as a student and post-graduate fellow in a tax clinic highly preferred. Effective oral and written communication skills and excellent organizational skills to manage varied tasks simultaneously.

Special Instructions: In addition to a completed application, applicants should provide a statement of interest, CV, and list of professional references.

Please note, Georgia State University's career board updates daily and requisitions are subject to be removed without prior notice or before the posting expires.

Georgia State University is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

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**Posting Date:** June 23, 2022

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**Expiration Date:** July 7, 2022

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**Contact:** Lisa Bliss

---

Associate Dean for Experiential Education and Clinical Programs  
PO Box 4037 Atlanta, Georgia 30302-4037 United States

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

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**How to Apply:** [jobs@gsu.edu](mailto:jobs@gsu.edu)

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** In addition to a completed application, applicants should provide a statement of interest, CV, and list of professional references.

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**ID:** 9640

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## Attorney

Georgia State University, College of Law (Atlanta, GA)

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**Position Type:** Full-time

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

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**Job Location(s):** Atlanta, Georgia (United States)

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**Description:**

Attorney - 22000787  
Description  
: College of Law  
Low Income Taxpayer Clinic  
Supervising Attorney

The College of Law at Georgia State University currently seeks qualified applicants for the position of Clinical Supervising Attorney. Along with the Director, this position oversees the management of clinic operations and works with full-time staff, students and temporary employees of the College of Law's Low-Income Taxpayer Clinic. Specific responsibilities include instructional program and course development; management of client services; personnel and budget management; development of publications; communication and outreach; and project management. Position exercises considerable independent judgment and decision-making in dealing with operations of the Clinic and facilitates Clinic relationships with clients, external constituents and the United States Tax Court.

Duties of this position include, but are not limited to:  
Manages Clinic operations. Supervises students, graduate research assistants, and temporary employees in live-client cases. Administers personnel and program policies in the supervision of student employees. Assesses and manages client cases and directs the services provided to clients, adhering to legal standards. Oversees the progress of client cases as they move through the process of analysis and representation in federal court. Ensures compliance with all provisions of the Internal Revenue Tax Code within assigned programs. Develops working relationships and serves as a Clinic liaison with the United States Tax Court, Internal Revenue Service and Tax Bar, and tracks developments in relevant areas of tax law and policy. Maintains relationships with contributors, government officials and the legal community.

Prepares comprehensive reports. Analyzes statistical data for reports. Conducts internal and external meetings. Oversees departmental operations and procedures; develops departmental policies and implements recommendations for improving clinic operations and processes. Facilitates long-term strategic planning goals for the Tax Clinic. Researches and develops content for grant and funding proposals. Teaches and develops clinic-related coursework and training. Develops written Clinic publications and develops, compiles and edits content for Clinic website. Develops content for Clinic operation and procedure manual.

Applicants must have a Juris Doctor (J.D.) or equivalent degree and three years of experience representing clients on tax-related matters. Applicants should also have an interest in teaching and working with students. Review of applications will begin immediately and continue until the positions has been filled.

Disclaimer: This job requisition provides a high-level job definition. It is not intended to provide a comprehensive or exclusive list of job duties. As such, job duties and/or responsibilities within the context of this job requisition may change at the discretion of the employee's direct supervisor.

**Qualifications**

: Juris Doctor or Doctoral in Law and three years of related experience.

College/Business Unit

: College of Law

Department: Low Income Taxpayer Clinic

Location

: Atlanta Campus

Shift: 8:30 am - 5:15pm

Salary : Commensurate with experience

Pay Grade: NPP

FLSA Status: Exempt

Job Type: Full Time (Benefits Eligible)

Job Posting

: 06/07/22, 8:21:53 PM

Closing Date

: 07/07/22, 11:59:00 PM

Preferred Hiring Qualifications: Admitted to the practice of law.

Relationships with United States Tax Court, tax bar and Internal Revenue Service.

Previous low-income taxpayer clinic as a student and post-graduate fellow in a tax clinic highly preferred. Effective oral and written communication skills and excellent organizational skills to manage varied tasks simultaneously.

Special Instructions: In addition to a completed application, applicants should provide a statement of interest, CV, and list of professional references.

Please note, Georgia State University's career board updates daily and requisitions are subject to be removed without prior notice or before the posting expires.

Georgia State University is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

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**Posting Date:** June 23, 2022

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**Expiration Date:** July 7, 2022

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**Contact:** Lisa Bliss

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Associate Dean for Experiential Education and Clinical Programs  
PO Box 4037 Atlanta, Georgia 30302-4037 United States

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

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**How to Apply:** [jobs@gsu.edu](mailto:jobs@gsu.edu)

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** In addition to a completed application, applicants should provide a statement of interest, CV, and list of professional references.

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**ID:** 9641

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**Attorney-Adviser (Honors Attorney Program) CG-12**  
Federal Deposit Insurance Corporation (Washington, DC)

**Job Type:** Full-time

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**Job Location(s):**

Washington, District of Columbia United States

Arlington, Virginia United States

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**Job Description:**

**Summary**

This Honors Attorney Program position is located in the Legal Division, Strategic Planning and Operations Group of the FDIC. The Program allows students in their final year of law school, new law school graduates in a post graduate program, and recently graduated judicial clerks to learn and work in support of the FDIC's mission.

Additional selections may be made from this vacancy announcement to fill identical vacancies that occur subsequent to this announcement.

**Why Join the FDIC?**

The FDIC is a cornerstone federal agency upholding, protecting, and maintaining stability and public confidence in the nation's financial system. As an independent federal agency that insures deposits, the FDIC is charged with examining and supervising financial institutions for safety, soundness and consumer protection; making large and complex financial institutions resolvable; and managing receiverships. Created in 1933 in response to the thousands of bank failures that occurred in the 1920s and early 1930s, the FDIC was established to maintain public confidence in the nation's financial system and to provide a Federal guarantee of customers' deposits, within certain limits, in the event of a financial institution failure.

Since the start of FDIC insurance on January 1, 1934, not one depositor has lost a cent of insured funds as a result of a failure of a financial institution. The FDIC sign - posted in insured financial institutions across the country - is a symbol of confidence.

During the recent financial crises, the FDIC played a critical leadership role in stemming the global crisis, including an unprecedented use of emergency authorities. FDIC attorneys made critical contributions to the FDIC's actions in containing the systemic risk within the banking industry and restoring financial stability after the failure of almost 500 insured depository institutions. Further, FDIC attorneys have been leaders in creating regulatory changes in the wake of the Great Recession.

For many years, the FDIC has routinely been ranked as one the Best Places to Work in the Federal Government. We provide highly competitive pay and comprehensive benefits that include health, life, and dental insurance, paid vacation time, paid parental leave, flexible spending and 401(k) savings accounts, and enrollment in the Federal Employee Retirement System. Furthermore, employment with the FDIC may qualify you for the Public Service Loan Forgiveness (PSLF) Program. The FDIC remains committed to helping employees maintain a work/life balance through reasonable work hours and flexible schedules.

**Legal Practice at the FDIC**

The practice of law at the FDIC reflects the broad nature of the FDIC's work as well as its unique statutory powers. Unlike many federal agencies, the FDIC has independent litigating authority and our attorneys are able to practice before all courts as well as administrative tribunals. FDIC attorneys develop case strategy, write briefs, and appear in court for arguments on behalf of the Corporation. FDIC attorneys maintain active practices in the following areas:

*Bank regulatory matters*

- Developing, drafting, and providing legal opinions on legislation, regulations, and policy statements relating to insured depository institutions;
- Providing advice on deposit insurance coverage, and assessments of insured depository institutions, and consumer protection laws;
- Providing advice to foreign countries that are developing deposit insurance programs;
- Working closely with examiners to ensure compliance with banking and consumer protection laws and regulations, while maintaining the continued safety and soundness of insured depository institutions;
- Providing advice to bank innovators and fintechs in deploying new technology and innovative solutions;
- Working on the development of new "reg-tech" strategies to meet the supervisory challenges of evolving technological advances in payment systems, digitalization, machine learning and artificial intelligence; and
- Preparing and litigating enforcement cases before administrative law judges and in federal courts.

*Litigation*

- Litigating multimillion dollar actions against financial institution directors, officers, attorneys, accountants and other parties when negligence and/or malpractice contributed to the failure of insured depository institutions;
- Managing large, complex commercial litigation arising out of the business lines of failed institutions, as well as civil and other claims owned by receiverships;
- Coordinating the FDIC's anti-fraud efforts with the Department of Justice, prosecutors, and FBI agents across the country in the investigation and prosecution of criminal conduct in insured depository institutions; and
- Defending the FDIC against challenges to its statutory authority and appeals from its administrative determinations.

*Complex Financial Institutions*

- Providing legal advice on the FDIC's responsibilities under the Dodd Frank Wall Street Reform and Consumer Protection Act (Dodd-Frank Act) involving complex financial institutions;
- Supporting the FDIC's execution of policies and program initiatives concerning the development of resolution strategies and resolution planning for complex financial institutions;
- Reviewing and assessing resolution plans developed by complex financial institutions under the Dodd-Frank Act; and
- Participating in the FDIC's international outreach and coordination efforts with regard to the resolution of complex financial institutions.

#### *Resolution and Receivership Matters*

- Developing resolution, receivership, and marketing strategies for failed banks involving hundreds of millions of dollars in deposits and loans;
- Providing legal advice on the FDIC's responsibilities under the Dodd Frank Wall Street Reform and Consumer Protection Act (Dodd-Frank Act) involving complex financial institutions;
- Supporting the FDIC's execution of policies and program initiatives concerning the development of resolution strategies and resolution planning for complex financial institutions;
- Reviewing and assessing resolution plans developed by complex financial institutions under the Dodd-Frank Act; and
- Participating in the FDIC's international outreach and coordination efforts with regard to the resolution of complex financial institutions.

#### *Corporate practice*

- Providing legal opinions on a wide range of topics, including statutory powers of the FDIC, the role of the FDIC as a federal agency, and corporate governance;
- Handling all labor and employment issues, including administrative hearings on employee-related matters and negotiations with the bargaining unit representative;
- Handling FDIC contracting, including contracting for the services of outside counsel; and
- Addressing Legal Division information technology needs and issues.

#### **Duties**

- Provides legal research and analysis.
- Demonstrates knowledge of corporate, commercial, constitutional, and administrative law as well as knowledge of statutory construction.
- Prepares legal opinions on a wide variety of subjects.
- Prepares legal documents such as complaints, motions, briefs, and regulations, and legal memoranda/forms.
- Complete assigned tasks and/or projects of limited scope and complexity designed to develop skills and proficiency.

#### **Qualifications**

##### **Conditions of Employment**

Bar membership required.

Successful completion of the Honors Attorney Program may lead to a permanent appointment in the FDIC's Legal Division.

In order to qualify for the Honors Attorney Program, you must meet the following qualification criteria:

1) A J.D. degree from an ABA-accredited law school; **AND** 2.) A current judicial law clerk, who's judicial law clerk experience began no later than nine months after law school graduation and has been no longer than three years in length; **AND** 3.) Active member in good standing of the bar of at least one state, territory commonwealth, or the District of Columbia; **AND** 4.) Be in at least the upper thirty-three percent (33%) of your law school class and/or have an overall grade point average (GPA) of at least 3.0 unrounded based on a scale of 4.0. NOTE: If your law school does not calculate class rank, and also does not provide traditional grades or a GPA, you should include a link to the school's grading policy and should provide a narrative explanation of how your law school performance correlates with our requirements.

There is no substitution of education for the experience for this position.

#### **Additional Information**

The FDIC is an independent agency of the federal government.

The FDIC is an equal opportunity employer.

Applications will be considered without regard to race, color, religion, gender, national origin, age, marital status, disability, gender identity, political affiliation, sexual orientation, or any other non-merit factor.

FDIC provides reasonable accommodation to applicants with disabilities where appropriate.

Candidates who are eligible for veterans' preference will receive consideration.

Selected candidates will be assigned to our headquarters offices in Washington, DC and Arlington, Virginia.

Successful completion of the Honors Attorney Program may lead to a permanent appointment in the FDIC's Legal Division.

### How You Will Be Evaluated

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

Your application will be rated based on the information provided in your resume and supplemental information. If your complete application meets the minimum position qualifications, your application will be referred to the selecting official.

Your complete application must be submitted during the open period and reflect how you meet the minimum qualification and ideal candidate criteria listed under the "Qualifications" section.

Please keep in mind your resume is of key importance for evaluating your knowledge, skills, and abilities as they relate to this position. Therefore, we encourage you to submit a thorough resume that directly relates to this position. If you rated yourself higher than what is supported by your resume, your overall qualifications assessment may be adversely affected.

All candidates that meet the minimum qualifications will be referred to the selecting official for further review and consideration.

The assessment questionnaire when applying on USAJOBS is designed to measure your ability in the following competencies/knowledge, skills, and abilities (KSAs):

1. Ability to perform research, recognize legal issues, weigh and evaluate complicated information and utilize both facts and law in developing legal arguments and alternative positions.
2. Knowledge of rules of evidence, appellate and civil procedure and practice.
3. Ability to draft legal memoranda, legal opinions, regulations, pleadings, motions, briefs and other legal documents.
4. Ability to convey ideas effectively and persuasively to others in writing.
5. Ability to coordinate work with attorneys, paralegals and other support staff to ensure work is accomplished correctly and in a timely manner.

You do not need to respond separately to these KSAs. Your answers to the online questionnaire on USAJOBS and resume will serve as responses to the KSAs.

### Required Documents

A complete application consists of:

1. Cover letter stating anticipated date of graduation or availability;
2. Resume, which should include unrounded law school GPA and undergraduate GPA. The resume may exceed one page and should emphasize honors, awards and achievements awarded during law school and undergraduate school;
3. Persuasive unedited writing sample of 15 pages or less;
4. The names of two references including email addresses and daytime phone numbers;
5. Law school transcript from ALL LAW SCHOOLS ATTENDED, official or unofficial in a format generated by the law school (photocopy acceptable), and class rank, only when present on an official transcript. Self-prepared transcripts cannot be submitted in lieu of a law school transcript;
6. Explanation of unusual grading system, if applicable; and
7. Proof of Bar admission reflecting good standing status.

When deciding which candidates are qualified for an interview, we look at the candidate's total application package including undergraduate academic record, law school academic record, any law review or law journal participation (including service as an editor), judicial clerkship, national or regional moot court competition participation, and other special qualifications (such as another advanced degree in a related area) or life experience and writing sample. An appropriate writing sample should demonstrate the candidate's legal research, analytical problem solving, and writing skills, (i.e., organization, grammar, spelling, and persuasiveness). Applicants should not submit an edited work, such as a published law review article or opinion issued by a court; however, a draft that is totally your work (i.e., not edited by anyone other than you) is acceptable. Writing samples should not exceed 15 pages.

The application process is completely automated through the USAJOBS website. Only applications completed through USAJOBS will be evaluated.

For more information, email your questions to [HonorsAttorneyProgram@fdic.gov](mailto:HonorsAttorneyProgram@fdic.gov).

<b>Posting Date:</b> June 23, 2022
<b>Expiration Date:</b> July 30, 2022
<b>Contact:</b> Meredith Robinson 550 17th Street Northwest Washington, District of Columbia 20429 United States
<b>Resume Receipt:</b> Other (see below)
<b>How To Apply:</b> <a href="https://www.usajobs.gov/job/657651300">https://www.usajobs.gov/job/657651300</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>Additional Documents Notes:</b> 1) Cover letter stating anticipated date of graduation or availability; 2) Resume, which should include unrounded law school GPA and undergraduate GPA. The resume may exceed one page and should emphasize honors, awards and achievements awarded during law school and undergraduate school;

- 3) Persuasive unedited writing sample of 15 pages or less;
- 4) The names of two references including email addresses and daytime phone numbers;
- 5) Law school transcript from ALL LAW SCHOOLS ATTENDED, official or unofficial in a format generated by the law school (photocopy acceptable), and class rank, only when present on an official transcript. Self-prepared transcripts cannot be submitted in lieu of a law school transcript;
- 6) Explanation of unusual grading system, if applicable; and
- 7) Proof of Bar admission reflecting good standing status.

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**Visual ID:** 9639

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## Five openings - Energy Associates and Litigation Associates

Step toe & Johnson, PLLC (Bridgeport, Charleston, Huntington, and Morgantown, and Wheeling WV.

**Position Type:** Full-time

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

**Job Location(s):** , Nationwide (United States)

**Description:**

Energy Associate, Charleston

Step toe & Johnson PLLC is actively seeking an associate with 0-3 years of experience for its energy practice in Charleston, WV. Qualified candidates should have experience commensurate with time in practice. General property, M&A and/or commercial transactions experience in the energy sector is a plus but not required. Candidates should possess strong interpersonal skills and the ability to interact with client, business and legal teams. Must have a strong academic record, excellent writing and oral communication skills and the ability to work independently with clients and colleagues.

Litigation Associate, Bridgeport

Step toe & Johnson PLLC is seeking a litigation associate with at least 1 year of experience for its Bridgeport, WV, office. Qualified candidates should have litigation experience commensurate with time in practice, strong writing and analytical skills, excellent academic credentials, and a desire to appear in court. Experience with litigation in federal courts and experience with complex, high-profile, high-dollar litigation is particularly helpful. License to practice in WV is required. We offer a competitive starting salary and a comprehensive benefits package, along with opportunity for advancement.

Litigation Associate, Charleston

Step toe & Johnson PLLC is seeking a litigation associate with at least 1 year of experience for its Charleston, WV, office. Qualified candidates should have litigation experience commensurate with time in practice, strong writing and analytical skills, excellent academic credentials, and a desire to appear in court. Experience with litigation in federal courts and experience with complex, high-profile, high-dollar litigation is particularly helpful. License to practice in WV is required. We offer a competitive starting salary and a comprehensive benefits package, along with opportunity for advancement.

Litigation Associate, Huntington

Step toe & Johnson PLLC is seeking a litigation associate with at least 1 year of experience for its Huntington, WV, office. Qualified candidates should have litigation experience commensurate with time in practice, strong writing and analytical skills, excellent academic credentials, and a desire to appear in court. Experience with litigation in federal courts and experience with complex, high-profile, high-dollar litigation is particularly helpful. License to practice in WV is required. We offer a competitive starting salary and a comprehensive benefits package, along with opportunity for advancement.

Litigation Associate, Morgantown

Step toe & Johnson PLLC is seeking a mid-level Associate with 3+ years of experience to join our busy litigation practice in Morgantown, WV. Prior defense experience is required, and the ideal candidate will have the ability to conduct and defend depositions, draft various briefings and pleadings, develop case strategy and handle extensive contact with client representatives and opposing counsel. Proven business and client development skills are preferred. We offer a competitive starting salary and a comprehensive benefits package, along with opportunity for advancement.

Apply with: resume, cover letter, writing sample, and transcript, to:

Mary Jane Ashley

Coordinator, Recruiting & Professional Development  
Step toe & Johnson PLLC

1000 Swiss Pine Way Suite 200

Morgantown, WV 26501

**Posting Date:** June 23, 2022

**Expiration Date:** September 23, 2022

**Contact:** Mary Jane Ashley

Coordinator, Recruiting & Professional Development  
United Center, 1085 Van Voorhis Rd., Suite 400 Morgantown, West Virginia 26507 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** maryjane.ashley@steptoe-johnson.com

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

**ID:** 9643

## Corporate Tax In-House Counsel

State Farm

**Job Type:** Full-time

**Job Location(s):** Bloomington, Illinois United States

**Job Description:** We are not just offering a job but a meaningful career! Come join our passionate team!

The Tax, Reinsurance, and Financial Counseling unit counsels on federal, state, local, and international tax matters. The primary focus of the Counsel position in this unit is to advise on insurance tax, general corporate tax issues, tax and ERISA issues concerning State Farm benefit programs, and all financial services and products offered by State Farm. This unit also acts in a counseling role, advising on international tax issues, acquisitions, and reinsurance matters, and provides support for State Farm's advanced life markets area including estate planning and financial counseling issues. In part the individual selected will:

- Provide legal advice related to federal and state audits and other controversy work
- Advise on tax compliance
- Provide legal advice on issues involving mergers and acquisitions and various company transactions including reinsurance and federal and state tax credits
- Provide legal advice to appropriate representatives of the State Farm Mutual Automobile Insurance Company and its affiliates
- Provide legal services on behalf of the State Farm Mutual Automobile Insurance Company and its affiliates
- Analyze legal problems and interpret laws and regulations
- Approach legal matters and/or litigation resolution in creative ways
- Serve as a resource for the organization on complex issues

### Qualifications

- Law degree and excellent academic credentials from an ABA accredited law school required
- Must have active license to practice law in at least one state and a member in good standing of the bar
- Must be able to obtain a limited license if not already appropriately licensed in IL
- Attorney with 3+ years of federal and state corporate income tax experience preferably with a medium to large size law firm, national office of prominent accounting firm, or corporate legal department
- Experience with various company transactions including mergers and acquisitions, reinsurance, and tax credits
- Commitment to providing quality legal advice, learning agility (including a demonstrated willingness to develop expertise in new subject matters), and a history of enthusiastic participation in a team environment
- Applicants are required to be eligible to lawfully work in the U.S. immediately; employer will not sponsor applicants for U.S. work opportunity

### Additional Details

- Other than as authorized by the General Counsel or designee, employees are not permitted to handle any legal business outside of State Farm except authorized pro bono work
- Newly hired employees must cease all outside practice and all suit involvement before joining State Farm
- Travel may be required via commercial transportation or driving to job related activities
- May work irregular hours due to workload and nature of the work
- This position is classified as a hybrid role, meaning that the work arrangement calls for hours in the office and virtually. Everyone in a hybrid role is required to spend some time in office. Work arrangements could change over time based on business needs.

As a Fortune 50 company, we hire the best employees to serve our customers, making us a leader in the insurance and financial services industry. State Farm embraces diversity and inclusion to ensure a workforce that is engaged, builds on the strengths and talents of all associates, and creates a Good Neighbor culture.

We offer competitive benefits and pay with the potential for an annual financial award based on both individual and enterprise performance. Our employees have an opportunity to participate in volunteer events within the community and engage in a learning culture. We offer programs to assist with tuition reimbursement, professional designations, employee development, wellness initiatives, and more!

Visit our Careers page for more information on our benefits, locations and the process of joining the State Farm team!

State Farm is offering a Counsel opportunity within the Tax, Reinsurance, and Financial Counseling unit of the Corporate Law Department, located in State Farm's corporate headquarters in Bloomington, Illinois. Our Law Department employees are challenged, committed, and empowered. At State Farm, we help one another grow professionally and personally. It is part of who we are and have been since 1922.

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**Posting Date:** June 22, 2022

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**Expiration Date:** July 29, 2022

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**Contact:** Robyn Crowley  
1 State Farm Plaza Bloomington, Illinois 61710 United States

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

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**How To Apply:** <https://jobs.statefarm.com/main/jobs/26710?lang=en-us>

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**Visual ID:** 9636

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## Employment Law Attorney

Marble Law

**Job Type:** Full-time

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**Job Location(s):**

California United States

Georgia United States

Florida United States

Arizona United States

New York United States

Texas United States

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**Job Description:**

**Who we are:**

Marble is an untraditional law firm that's redefining how clients and attorneys experience legal care. Our mission is to provide people with equal access to the legal services they need. By combining the best legal partners, technology, and flexible payment plans, we've helped over 7,500 people move forward in their lives. If you love helping clients navigate the legal system, take pride in producing high quality work, and want to change the future of legal care, your place is with us.

**About the role:**

Marble is looking to partner with an experienced, professional, tech-savvy employment lawyer. We are a rapidly expanding law firm interested in partnering with candidates who are reliable, compassionate individuals looking to grow their practice while making a real impact on people's lives. Customer service is of the utmost importance and we believe that collaboration and communication is key to delivering a great experience for our clients. The ideal candidate must have experience in employment law including trial experience, thrive in a fast-paced collaborative environment, and be able to provide our clients with top-quality representation, no matter the challenge they face.

**Responsibilities:**

- Engage in strategy review sessions with our clients to understand the facts and goals to prepare a Case Plan for each client
- Communicate with clients and discuss options, strategies and solutions at key junctures of their case so they understand their options and make informed decisions
- Prepare clients for hearings and trials
- Attend hearings and trials
- Communicate with Marble on important case updates

**Key skills**

- Provide top-quality customer service
- Work independently with a remote support staff
- Comfortable with handling a high volume of cases
- Highly developed organizational ability
- Tech-savvy

**Qualifications**

- At least three years of experience as a employment law attorney
- Licensed to practice in the state in which you are located
- Comfortable learning to use case management software
- Ethical, accountable, professional, and compassionate

**Why Co-Counsel with Marble:**

- Great cases - our marketing efforts, online questionnaire, dedicated and experienced intake team are all focused on screening and vetting potential clients, so that you don't need to waste your time on administrative tasks.
  - Flexibility - take the cases that suit your schedule, scope, cadence, or interest. Want to build your entire case pipeline on Marble cases? We have enough! Want to only supplement your existing case portfolio? That's fine, we are flexible.
  - Impact - you'll help change lives.
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**Posting Date:** June 22, 2022

**Expiration Date:** July 29, 2022

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**Contact:** Joshua Renfro  
Head of Recruiting  
6140 Innovation Way, Carlsbad, California 92009 United States

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**Resume Receipt:** Online

**Visual ID:** 9634

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**Investment/Real Estate Finance Counsel**  
State Farm

**Job Type:** Full-time

**Job Location(s):** Bloomington, Illinois United States

**Job Description:** We are not just offering a job but a meaningful career! Come join our passionate team!

State Farm, a Fortune 50 company, is offering a Counsel opportunity within the Investments Unit of the Law Department, located in State Farm's corporate headquarters in Bloomington, Illinois. Our Law Department employees are challenged, committed and empowered. At State Farm, we help one another grow professionally and personally. It is part of who we are and have been since 1922.

The Investments Unit counsels on transactional, regulatory, and compliance matters related to State Farm's investment portfolios, which exceed \$300 billion in assets. The Unit's primary responsibilities include counseling State Farm on: (i) commercial mortgage loan transactions; (ii) investment real estate; (iii) private corporate debt and other fixed income investments; (iv) investments in private equity funds; (v) venture capital and other equity investment transactions; (vi) the formation and governance of affiliated entities; and (vii) laws and regulations impacting the investment activities of an insurer and its affiliates. In addition to these core areas, the role of the Investments Unit continues to evolve and expand as new legal issues arise in an ever-changing business environment.

**Interested candidates should have experience in one or more of the following areas:**

- Complex commercial mortgage loan transactions and construction loans.
- Purchases and sales of commercial real estate and real estate construction and development issues.
- Complex corporate finance transactions, including private corporate debt investments and other fixed income structures.

**Candidates should also possess:**

- An awareness of current economic trends impacting institutional investors.
- Demonstrated legal, organizational and interpersonal skills.
- Demonstrated ability to work independently in a fast-paced environment.
- Superior written and verbal communication skills.
- A strong work ethic and customer-service mentality.
- The ability to work in an environment that emphasizes information sharing, collaboration, teamwork, mutual respect and integrity.

**Qualifications:**

- Law Degree and excellent academic credentials from an ABA-accredited law school required
- Must have an active license to practice law in at least one state and a member in good standing of the bar
- Must be able to obtain a limited license if not already appropriately licensed in IL
- Applicants are required to be eligible to lawfully work in the U.S. immediately; employer will not sponsor applicants for U.S. work opportunity

**Additional Details:**

- Other than as authorized by the General Counsel or his designee, employees are not permitted to handle any legal business outside of State Farm except authorized pro bono work
- Newly hired employees must cease all outside practice and all suit involvement before joining State Farm
- Travel may be required via commercial transportation or driving to job related activities
- May work irregular hours due to workload and nature of the work

**Located in Bloomington, IL, this position is classified as a hybrid role, meaning that the work arrangement calls for days in the office in our Corporate Headquarters in Bloomington and virtually. Everyone in a hybrid role is required to spend some time in the office. Work arrangements could change over time based on business needs.**

As a Fortune 50 company, we hire the best employees to serve our customers, making us a leader in the insurance and financial services industry. State Farm embraces diversity and inclusion to ensure a workforce that is engaged, builds on the strengths and talents of all associates, and creates a Good Neighbor culture.

We offer competitive benefits and pay with the potential for an annual financial award based on both individual and enterprise performance. Our employees have an opportunity to participate in volunteer events within the community and engage in a learning culture. We offer programs to assist with tuition reimbursement, professional designations, employee development, wellness initiatives, and more!

Visit our Careers page for more information on our benefits, locations and the process of joining the State Farm team!

**Posting Date:** June 22, 2022

**Expiration Date:** July 29, 2022

**Contact:** Robyn Crowley  
1 State Farm Plaza Bloomington, Illinois 61710 United States

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

**How To Apply:** <https://jobs.statefarm.com/main/jobs/25904?lang=en-us>

**Visual ID:** 9635

## Patent Agent or Associate – Biotechnology

Ballard Spahr LLP (Philadelphia, PA)

**Job Type:** Full-time

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**Job Location(s):**

Philadelphia, Pennsylvania United States

New York, New York United States

Atlanta, Georgia United States

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**Job Description:**

We are seeking a patent attorney, patent agent, or technical specialist, preferably with patent prosecution experience, to assist our team in prosecution, IP diligence, IP-transfer commercial transactions, and strategic IP business counseling. A graduate degree in a biological science is required, and a PhD is preferred. Preference for a degree in molecular biology, biochemistry, immunology, or genetics. Strong academic credentials and excellent references are expected. Admission to the patent bar, or qualification to sit for the patent bar, is required.

Ballard Spahr LLP is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

**Physical Requirements:**

- Ability to sit for long periods of time. Ability to communicate verbally and in writing. Push, pull and lift up to 40 pounds. Intermittent standing, walking, bending and stooping. Typing ability for the use of a personal computer.
- The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

**This Job Description describes the general content and requirements for the position. It is not an exhaustive statement of the essential functions, responsibilities, or requirements of the job; they may change from time to time and are dictated by the needs of the firm and the managers to whom the employee will report. Employment is at will. Ballard Spahr may change the functions and responsibilities of the position at any time, and it may reassign the employee to another department in its sole discretion.**

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**Posting Date:** June 22, 2022

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**Expiration Date:** July 29, 2022

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**Contact:**

Kathryn J. Ball  
Manager of Attorney Growth and Integration  
1735 Market Street Philadelphia, Pennsylvania 19103 United States

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

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**How To Apply:** <https://selfapply.ballardspahr.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=1&FilterJobCategoryID=4&FilterJobID=582>

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**Additional Documents:** Unofficial Transcript

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**Visual ID:** 8869

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## Attorney

Pollock Morris Belletti & Simms, LLC (Green County 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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**Job Location(s):** Waynesburg, Pennsylvania (United States)

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**Description:**

An established law firm, located in Greene County, Pennsylvania, is seeking an associate attorney to handle matters of general practice with a specialization in family law. Fields of applicable law include, but are not limited to, family law, contractual law and criminal law. The successful applicant is expected to operate as the primary counsel for client's matters assigned to the associate. The position affords opportunity for growth within the firm.

**Hiring Criteria:**

Applicant must be a duly licensed attorney authorized to practice law in the Commonwealth of Pennsylvania. There is no minimum requirement with regard to years of experience in the practice of law. However, prior experience and clerkships are preferred. Applicants must have no prior disciplinary history in the Commonwealth or in any other state in which the applicant is licensed. Applicant should have the ability manage assigned cases, work independently and should be a self-starter. As applicant, upon successful performance, may be offered growth opportunities within the firm; applicant should possess certain business knowledge with respect to business decisions. The successful hire is expected to eventually manage their respective billing and be self-motivated.

**Salary:**

The successful applicant's income is determined by the income generated by the successful hire. Employee contribution shall be anticipated which shall increase over the term of employment. This position affords a self-motivated employee an opportunity to make an income above that of comparable positions within the local market. Specification with regard to income structure shall be provided to those applicants the firm seeks to hire. The initial months of practice will have a weekly income based upon work performed in assistance with one or more of the partners in the firm.

Applicants should provide the following documentation as a portion of their application:

One Page Cover Letter

Resume

Writing Sample

References

Unofficial Transcript

Applicants may apply by directing the aforementioned documents to Christopher Simms via email at [chris@pollockmorris.com](mailto:chris@pollockmorris.com).

The deadline for submission of applications is July 15, 2022.

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**Posting Date:** June 21, 2022

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**Expiration Date:** July 15, 2022

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**Contact:** Chris Pollock Morris  
54 S Washington St, Waynesburg, PA 15370 Waynesburg, Pennsylvania 15370 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [chris@pollockmorris.com](mailto:chris@pollockmorris.com)

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

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**ID:** 9632

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## Corporate Mergers & Acquisitions Associate

Dorsey & Whitney LLP (Minneapolis, MN)

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**Job Type:** Full-time

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**Job Location(s):**

New York, New York United States

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**Job Description:**

Dorsey & Whitney LLP is seeking a mid-level Corporate Associate and a senior-level Corporate Associate to join our New York office, primarily providing support to our Mergers & Acquisitions Practice Group. These associates will have the opportunity to work on a wide variety of corporate transactions, including mergers, acquisitions, divestitures, corporate restructurings, recapitalizations, strategic partnerships, cross-border transactions, auctions, takeover defense, fund formation, and private equity and venture capital investments.

Dorsey's M&A Group has decades of experience successfully completing thousands of deals and billions of dollars in worldwide transactions. Our firm has ranked in the top 25 in U.S. M&A deals completed for over 20 years. With a solid understanding of transactions of all sizes and complexity, the 175+ members of Dorsey's M&A Group help clients navigate and execute a full range of M&A deals that accomplish their strategic objectives.

Qualified candidates will have:

- A JD degree from an ABA-accredited law school;
- 2-3 years of corporate experience for the mid-level position or 4-6 years of corporate experience for the senior-level position
- Substantial mergers and acquisitions experience;
- Experience working in the business/corporate group of a large law firm or a high-quality mid-sized or boutique firm;
- Strong communication and writing skills;
- Top academic credentials; and
- New York bar admission.

Corporate finance and basic accounting knowledge is preferred.

Dorsey offers opportunities for advancement within a collaborative and dynamic environment, competitive salary, and excellent benefits. Our benefits include comprehensive medical, dental, and vision insurance; domestic partner benefits (for same-sex and opposite-sex domestic partners); Dorsey & Whitney 401(K) Retirement and Savings Plan; 15 weeks of paid parental leave, plus an additional 6-8 weeks of paid short-term disability for lawyers who give birth; adoption assistance; back-up child care program; education and college advising programs; well-being programs and activities; a 24/7 employee assistance program with confidential counseling; and more!

Dorsey values the strength that comes from a diverse and inclusive work environment. It contributes to the success of our people and our clients and enriches our experience. We believe that everyone should feel at home and part of our community.

You will receive consideration for employment without regard to race, color, creed, religion, ancestry, sex, national origin, sexual orientation, gender identity, affectional preference, disability, age, marital status, familial status, status with regard to public assistance, military or veteran status, or any other legally-protected status.

Dorsey participates in E-Verify.

**About Dorsey**

Clients have relied on the international law firm of Dorsey & Whitney LLP since 1912 as a trusted legal advisor and valued business partner. With locations across the United States as well as Canada, Europe and Asia, Dorsey provides an integrated, dedicated approach to its clients' legal and business needs. Dorsey's diverse client base includes more than one-third of Fortune 100 companies.

Our lawyers apply superb legal knowledge and skills with practical wisdom and a deep understanding of business and industry. We serve clients in nearly all industries, but focus on six key industries in which we have excellent depth and a history of achieving client success:

- Banking and Financial Institutions
- Development and Infrastructure
- Energy & Natural Resources
- Food, Beverage & Agribusiness
- Healthcare
- Technology

Dorsey's distinguished alumni include U.S. Supreme Court Justice Harry Blackmun, noted law professor and scholar William Prosser and former U.S. Vice President Walter Mondale. Recognized for our dedication to community, Dorsey has met the ABA Law Firm Pro Bono Challenge every year since the Challenge began in 1993 by devoting more than 3% of billable hours to pro bono work.

One of our greatest strengths is a friendly, cooperative culture that values and appreciates each individual. Dorsey has received external recognition for our welcoming workplace, including:

- Mansfield Certification Plus (Diversity Lab)

- Best Law Firms for Women (National Association of Female Executives and Flex-Time Lawyers)
- 100% rating on the Corporate Equality Index (Human Rights Campaign)
- Gold Standard Certification (Women in Law Empowerment Forum)
- Adoption Advocate (Dave Thomas Foundation for Adoption)

How to Apply

Dorsey accepts online applications at <http://www.dorsey.com/attorneyjobs>. We do not accept application materials by mail or email except as a reasonable accommodation for qualified disabled applicants. Individuals who are unable to use our online process due to a disability should call 612-492-5149.

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**Posting Date:** June 21, 2022

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**Expiration Date:** July 28, 2022

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**Contact:** Recruiting Coordinator Kirsten Otto  
Recruiting Coordinator  
50 S 6th St Minneapolis, Minnesota 55402 United States

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

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**How To Apply:** [www.dorsey.com/attorneyjobs](http://www.dorsey.com/attorneyjobs)

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

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**Visual ID:** 8337

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**Real Estate Finance Associate | Denver**  
Ballard Spahr LLP (Philadelphia, PA)

**Job Type:** Full-time

**Job Location(s):** Denver, Colorado United States

**Job Description:**

Our real estate finance practice seeks to hire an associate with 3+ years of experience to join our Finance Department in our Denver office. Qualified candidates should have distinguished academic credentials and relevant transactional experience. Active bar in the location for which you wish to be considered is preferred but not required. This is a great opportunity to become part of our long standing national finance practice which has closed transactions in all 50 states with exposure to both emerging market opportunities, structured finance and preferred equity originations and commercial loan servicing (including non-performing loans). Additionally, the position provides the opportunity to consistently work one-on-one with partners while gaining direct client contact in a collegial environment.

Ballard Spahr has an industry-leading finance practice. We represent a wide variety of institutional clients nationwide, including commercial and investment banks, finance companies, life insurance companies, real estate lenders, bond underwriters, private equity firms, investors and developers, and major non-profits.

Ballard Spahr LLP is a more than 600 lawyer firm with 15 offices across the U.S. and is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

The health, safety and well-being of our Ballard community is a top priority. Therefore, all lawyers and staff are required to be fully vaccinated as a condition of employment. We believe this is the most prudent position to take in order to meet our obligation to provide as safe of a workplace as possible. The firm will provide exemptions and accommodations for medical and religious reasons consistent with applicable law.

**Physical Requirements:**

- Ability to sit for long periods of time. Ability to communicate verbally and in writing. Push, pull and lift up to 40 pounds. Intermittent standing, walking, bending and stooping. Typing ability for the use of a personal computer.
- The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

**This Job Description describes the general content and requirements for the position. It is not an exhaustive statement of the essential functions, responsibilities, or requirements of the job; they may change from time to time and are dictated by the needs of the firm and the managers to whom the employee will report. Employment is at will. Ballard Spahr may change the functions and responsibilities of the position at any time, and it may reassign the employee to another department in its sole discretion.**

**Posting Date:** June 21, 2022

**Expiration Date:** July 28, 2022

**Contact:** Kathryn J. Ball  
Manager of Attorney Growth and Integration  
1735 Market Street Philadelphia, Pennsylvania 19103 United States

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

**How To Apply:** <https://selfapply.ballardspahr.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=1&FilterJobCategoryID=4&FilterJobID=628>

**Additional Documents:** Unofficial Transcript

**Visual ID:** 8334

## Assistant Chief Counsel

Department of Fair Employment and Housing

**Job Type:** Full-time

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**Job Location(s):** California United States

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**Job Description:** Under the general direction and supervision of the Deputy Director of Dispute Resolution of the Department of Fair Employment and Housing, the Assistant Chief Counsel (ACC) supports the Deputy Director in the direction, oversight, and administration of the Dispute Resolution Division. The ACC serves as an advisor to the Deputy Director.

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**Posting Date:** June 20, 2022

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**Expiration Date:** July 27, 2022

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**Contact:** Cristina S Granado  
2218 Kausen Drive, Suite 100 ELK GROVE, California 95624 United States

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

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**How To Apply:** Please use the link below to apply for the position.  
<https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=313135>

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**Visual ID:** 9631

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**Associate Attorney - Hybrid/Remote**  
CaJacob Law Group (Columbus, Ohio)

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**Job Type:** Full-time

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**Job Location(s):** Columbus, Ohio United States

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**Job Description:** Growing boutique law firm seeking attorney for expansion. Work will be concentrated in our personal injury department, with the possibility of helping out our consumer bankruptcy department. Position is full-time position. We have a full case load to hand you day one. Compensation will be salary plus a generous percentage of fees collected. Ideal candidate is independent, hard-working, and willing to learn. Marketing and/or business development experience a plus, but not required. We put a strong emphasis on client satisfaction. Respectful, frequent communications with clients will be required. We will consider recently grads sitting for the Ohio Bar Exam in July 2022. If you're a really amazing 3L and are interested in this position, let us know why you'd be a good fit.

The culture of our firm is different from anything else out there. We love what we do and we love helping our clients. We need an attorney who will compliment our team. All of our team members are 1099 positions. We have an office near Polaris in Westerville, Ohio. You will have space to work any time of day. However, once you learn the job and our systems, you are free to work remotely. Client meetings are necessary and we often go to our personal injury clients. Aside from the time you need to meet with clients, your time is yours.

Ohio license - or sitting for the July 2022 bar exam - REQUIRED.

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**Posting Date:** June 20, 2022

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**Expiration Date:** July 20, 2022

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**Contact:** Jennifer G. CaJacob  
Owner/Attorney  
470 Olde Worthington Road Westerville, Ohio 43082 United States

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**Resume Receipt:** Online

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**How To Apply:** Please send resume and cover letter to [jennifer@cajacoblawgroup.com](mailto:jennifer@cajacoblawgroup.com) or mail to CaJacob Law Group, 470 Olde Worthington Rd., Suite 200, Westerville, Ohio 43082.

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**Additional Documents:** Cover Letter

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**Visual ID:** 9618

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## Health Associate (#700)

Dorsey & Whitney LLP (Minneapolis, MN)

**Job Type:** Full-time

**Job Location(s):** Minneapolis, Minnesota United States

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**Job Description:**

Dorsey & Whitney LLP's Health group is seeking an entry-level health law associate (1-3 years of experience) and a mid-level health law associate (3-5 years of experience) for our Minneapolis office.

These positions will focus on transactions and regulatory compliance work (e.g., assisting on M&A teams, negotiating and drafting contracts, researching state and federal licensure and certification requirements, and advising on compliance with the Stark Law, AKS and HIPAA) for clients in the health industry.

Successful candidates will have 1 to 3 years (for the entry-level position) or 3 to 5 years (for the mid-level position) of transactional health law and regulatory experience, superior academic credentials, and very strong communication, organization, writing, research and analytical skills. We prefer candidates with a background in the health industry and Minnesota bar admission. The candidates must have a deep knowledge of the business and regulatory aspects of health law and strong drafting skills.

Dorsey offers opportunities for advancement within a collaborative and dynamic environment, competitive salary, and excellent benefits. Our benefits include comprehensive medical, dental, and vision insurance; domestic partner benefits (for same-sex and opposite-sex domestic partners); Dorsey & Whitney 401(K) Retirement and Savings Plan; 15 weeks of paid parental leave, plus an additional 6-8 weeks of paid short-term disability for lawyers who give birth; adoption assistance; back-up child care program; education and college advising programs; well-being programs and activities; a 24/7 employee assistance program with confidential counseling; and more!

Dorsey values the strength that comes from a diverse and inclusive work environment. It contributes to the success of our people and our clients and enriches our experience. We believe that everyone should feel at home and part of our community.

You will receive consideration for employment without regard to race, color, creed, religion, ancestry, sex, national origin, sexual orientation, gender identity, affectional preference, disability, age, marital status, familial status, status with regard to public assistance, military or veteran status, or any other legally-protected status.

Dorsey participates in E-Verify.

### About Dorsey

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- Development and Infrastructure
- Energy & Natural Resources
- Food, Beverage & Agribusiness
- Healthcare
- Technology

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- Best Law Firms for Women (National Association of Female Executives and Flex-Time Lawyers)
- 100% rating on the Corporate Equality Index (Human Rights Campaign)
- Gold Standard Certification (Women in Law Empowerment Forum)
- Adoption Advocate (Dave Thomas Foundation for Adoption)

### How to Apply

Dorsey accepts online applications at <http://www.dorsey.com/careers/attorneys>. We do not accept application materials by mail or email except as a reasonable accommodation for qualified disabled applicants. Individuals who are unable to use our online process due to a disability should call 612-492-5033.

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**Posting Date:** June 19, 2022

**Expiration Date:** July 26, 2022

**Contact:** Brianna Rod  
50 South 6th Street Minneapolis, Minnesota 55402 United States

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

**How To Apply:** [www.dorsey.com/attorneyjobs](http://www.dorsey.com/attorneyjobs)

**Visual ID:** 9501

**Attorney**

Bailey and Wyant, PLLC (Charleston, Wheeling WV )

**Position Type:** Full-time**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Job Location(s):** Charleston, West Virginia (United States)**Description:**

Bailey & Wyant PLLC is looking to hire an attorney with 2+ years of defense litigation experience to join the firm in our Charleston, West Virginia office. Bailey & Wyant is a nationally recognized law firm with a proven reputation for providing aggressive litigation representation to clients in West Virginia. The ideal candidate is a team player with a strong work ethic and willingness to learn. They must be confident, highly motivated, possess excellent communication skills, and work well in a fast-paced office environment. We offer very competitive salaries, bonuses, and comprehensive benefits, including health insurance and a 401 (k) plan. Qualified candidates should apply by submitting their resume in confidence to the attention of Justin Taylor by email at [jtaylor@baileywyant.com](mailto:jtaylor@baileywyant.com). Only applicants granted an interview will be contacted.

Bailey & Wyant 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, sexual orientation, gender identity, disability, veteran status, pregnancy, or nonpregnancy conditions, including childbirth or other legally protected classes.

**Posting Date:** June 17, 2022**Expiration Date:** July 30, 2022

**Contact:** Justin Taylor  
Equity Member  
500 Virginia Street, East Suite 600 Charleston, West Virginia 25301 United States

**Resume Receipt:** E-mail**Default email for resumes.:** [jtaylor@baileywyant.com](mailto:jtaylor@baileywyant.com)**ID:** 9630

**Associate Attorney**

Lyne Ranson Law Office, PLLC (Charleston)

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**Position Type:** Full-time

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**Practice Area(s):** LAW

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**Job Location(s):** Charleston, West Virginia (United States)

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**Description:**

Prestigious Family Law firm in Charleston is seeking an eager, self-motivated attorney to practice family law. No experience necessary --will train. Organizational and writing skills are very important. Salary negotiable. Email your resume to Lyne@LyneRanson.com

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**Posting Date:** June 16, 2022

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**Expiration Date:** August 16, 2022

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

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [lyne@lyneranson.com](mailto:lyne@lyneranson.com)

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

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**ID:** 6516

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**Attorney**

Lyne Ranson Law Office, PLLC (Charleston)

**Position Type:** Full-time**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Job Location(s):** Charleston, West Virginia (United States)**Description:**

Seeking full time attorney in Charleston, WV with an interest in family law. Organizational and writing skills are very important. Experience is not necessary and will train an attorney in this field. The firm is looking for an eager, aggressive candidate who wants to move up. Salary is negotiable based on experience

**Posting Date:** June 16, 2022**Expiration Date:** August 16, 2022

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

**Resume Receipt:** E-mail**Default email for resumes.:** [lyne@lyneranson.com](mailto:lyne@lyneranson.com)**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**ID:** 7134

## Multiple Attorney Vacancies & Volunteer Legal Internships

U.S. Department of Justice (Washington, D.C.)

**Position Type:** Full-time

**Job Location(s):** , Nationwide (United States)

**Description:**

Below is a list of current attorney and legal internship vacancies at the U.S. Department of Justice. Please post on your internal sites and distribute to any interested audience, including law student organizations and other affinity groups.

As the federal agency whose mission is to ensure the fair and impartial administration of justice for all Americans, the Department of Justice is committed to fostering a diverse and inclusive work environment. To build and retain a workforce that reflects the diverse experiences and perspectives of the American people, we welcome applicants from the many communities, identities, races, ethnicities, backgrounds, abilities, religions, and cultures of the United States who share our commitment to public service. We welcome applications from candidates who are interested in positively contributing to Justice and hope that you will consider joining the dedicated public servants at the Department of Justice. To learn more about Justice and our legal careers, please visit our website at <https://www.justice.gov/legal-careers>.

Hiring Organization	Job Title
State	
Posted/ Updated	
USAO District of Maryland	
Assistant United States Attorney	
Maryland	
June 15, 2022	
USAO Eastern District of Arkansas	
AUSA	
Arkansas	
June 15, 2022	
Civil Division (CIV)	
Law Student Volunteer	
District of Columbia	
June 15, 2022	
USAO District of Alaska	
Law Student Volunteer, Summer	
Alaska	
June 15, 2022	
USAO Northern District of Georgia	
ATTORNEY	
Georgia	
June 15, 2022	
Federal Bureau of Prisons (BOP)	
Attorney Advisor	
Georgia	
June 15, 2022	
Drug Enforcement Administration (DEA)	
Attorney Advisor (General)	
Virginia	
June 15, 2022	
Criminal Division (CRM)	
Trial Attorney (Health Care Fraud)	
California	
June 15, 2022	
Criminal Division (CRM)	
Trial Attorney (Health Care Fraud)	
District of Columbia	
June 15, 2022	
USAO Eastern District of Arkansas	
Law Student Volunteer, Term Fall 2022	
Arkansas	
June 15, 2022	
USAO Southern District of Iowa	
Assistant United States Attorney	
Iowa	
June 15, 2022	
USAO District of Montana	
Attorney	
Montana	
June 14, 2022	
Federal Bureau of Prisons (BOP)	
Attorney Advisor	
California	
June 14, 2022	
USAO Western District of Washington	
Assistant United States Attorney	
Washington	
June 14, 2022	
USAO Western District of New York	
Assistant United States Attorney	
New York	
June 14, 2022	
Criminal Division (CRM)	
Trial Attorney (Special Matters Unit)	

District of Columbia  
June 14, 2022  
Executive Office for Immigration Review (EOIR)  
In-Person Fall 2022 Volunteer Legal Internship  
Maryland  
June 14, 2022  
National Security Division (NSD)  
Law Student Volunteer, Spring 2023/Summer 2023 /Fall 2023, Office of Law and Policy  
District of Columbia  
June 14, 2022  
USAO District of Arizona  
LAW STUDENT VOLUNTEER, SPRING 2023 PHOENIX  
Arizona  
June 13, 2022  
USAO District of Arizona  
LAW STUDENT VOLUNTEER SPRING 2023 TUCSON  
Arizona  
June 13, 2022  
USAO District of Nebraska  
Attorney  
Nebraska  
June 13, 2022  
USAO Middle District of North Carolina  
Assistant United States Attorney  
North Carolina  
June 13, 2022  
USAO Northern District of Georgia  
Attorney  
Georgia  
June 13, 2022  
Civil Division (CIV)  
Affirmative Civil Enforcement (ACE) Assistant United States Attorney  
Tennessee  
June 10, 2022  
USAO Northern District of Alabama  
Assistant United States Attorney  
Alabama  
June 10, 2022  
Hiring Organization  
Job Title  
State  
Posted/ Updated  
USAO Northern District of Florida  
Assistant United States Attorney (Criminal)  
Florida  
June 10, 2022

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**Posting Date:** June 16, 2022

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**Expiration Date:** August 31, 2022

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**Contact:** Mr. Richard L. Parker  
Washington, District of Columbia United States

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

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**How to Apply:** <https://www.justice.gov/legal-careers>.

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**ID:** 9628

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## Director of Government Affairs

WV Association for Justice (Charleston, WV)

**Position Type:** Full-time

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

**Job Location(s):** Charleston, West Virginia (United States)

### Description:

Job Announcement

Director of Government Affairs

Founded in 1959, the West Virginia Association for Justice is a voluntary bar association for attorneys licensed to practice in West Virginia and paralegals. WVAJ and its members are committed to protecting access to our state and federal courts, the civil justice system, and our 7th Amendment right to trial by jury in civil cases. WVAJ members seek justice in our courts for those who have been harmed physically and financially by the conduct and negligence of others.

WVAJ's Director of Government Affairs will serve as the association's primary lobbyist and manage its governmental affairs. Responsibilities include tracking, drafting, and influencing state legislation and amendments impacting the practice of civil plaintiffs law in West Virginia; building relationships with all members of the West Virginia Legislature, legislative staff, governor's office and state agencies, and coalition partners; and managing WVAJ members who volunteer to assist at the capitol. Qualifications include: bachelor's degree required; graduate degree or Juris Doctorate preferred; at least five years of legislative lobbying and/or staff experience preferred; flexible work hours; excellent written and oral communications skills; can manage multiple issues and deadlines; ability to work effectively in the state's bipartisan political climate; and coalition building. Salary and benefits commensurate with experience.

For more information and to apply: [www.wvaj.org/2022GovernmentalAffairsDirector](http://www.wvaj.org/2022GovernmentalAffairsDirector).

Beth A. White CAE

executive director

West Virginia Association for Justice

208 Capitol Street, Suite 100

Charleston, West Virginia 25301

(304)344-0692 Office

(304)389-8587 Mobile

[bethwhite@wjaj.org](mailto:bethwhite@wjaj.org)

**Posting Date:** June 15, 2022

**Expiration Date:** August 31, 2022

**Contact:** Beth White

Executive Director

208 Capitol Street Suite 100 Charleston, West Virginia 25301 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [bethwhite@wjaj.org](mailto:bethwhite@wjaj.org)

**ID:** 9625



## Junior Litigation Associate

Burns White LLC (Pittsburgh)

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**Position Type:** Full-time

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**Practice Area(s):** Litigation

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**Job Location(s):** Wheeling, West Virginia (United States)

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**Description:**

Burns White seeks to hire a Junior Litigation Associate to join its Wheeling, WV office. The ideal candidate will have 1-3 years of litigation experience. Candidates must be licensed to practice in West Virginia, Pennsylvania and/or Ohio Bar membership is a plus, but not required. Candidates should also have a strong knowledge of county, state, and federal courts and related rules of civil procedure. Excellent oral and written communication skills, strong organizational skills, attention to detail and the ability to multi-task are prerequisites. Candidates must be self-starters with the ability to work individually and in teams.

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**Posting Date:** June 15, 2022

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**Expiration Date:** July 15, 2022

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**Contact:** Jessica Gangjee

Burns White Center 48 26th Street Pittsburgh, Pennsylvania 15222 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** jobs@burnswhite.com

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**Additional Documents:** Cover Letter

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**ID:** 9623

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**Staff Services Manager II (Supervisory)**  
Department of Fair Employment and Housing

**Job Type:** Full-time

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**Job Location(s):** Los Angeles, California United States

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**Job Description:** Under the general supervision of the Assistant Deputy Director, the Staff Services Manager II (SSM II) serves as manager of the Department's Quality Assurance and Reporting Unit (QARU). The QARU is comprised of two sections: Public Records Act (PRA) and Appeals and Reporting. The SSM II ensures that administrative appeals, public records requests, and other QARU functions are processed timely and accurately. The SSM II also assists the Assistant Deputy Director with investigating Equal Employment Opportunity (EEO) complaints and any other EEO related duties.

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**Posting Date:** June 15, 2022

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**Expiration Date:** July 22, 2022

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**Contact:** Cristina S Granado  
2218 Kausen Drive, Suite 100 ELK GROVE, California 95624 United States

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

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**How To Apply:** Please use the link below to review the position and to submit your application package.  
<https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=312607>

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**Visual ID:** 9627

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**Staff Attorney**  
Maryland Legal Aid (Cumberland MD)

<b>Position Type:</b> Full-time	
<b>Geographic Preference:</b> Mid-Atlantic (DE, MD, DC, VA)	
<b>Job Location(s):</b> Cumberland, Maryland (United States)	
<b>Description:</b>	Staff Attorney Full Time
	Requisition ID: 2027  Allegany/Garrett Office, Cumberland, MD, US  **A RESUME AND COVER LETTER ARE REQUIRED TO APPLY FOR THIS POSITION**  Maryland Legal Aid (MLA) announces the availability of a full-time staff attorney position in its Allegany/Garrett Maryland office, located in Cumberland, Maryland. Maryland Legal Aid has been awarded a one-year renewable grant to provide legal services to job training participants in and around the city of Cumberland and the western Maryland counties. The Maryland Workforce Legal Services project attorney will conduct "legal check-ups" of participants of the training programs, file petitions to expunge criminal records where appropriate, address other civil legal needs of participants, and develop expertise in child support matters and other substantive areas identified as creating barriers to achieving meaningful employment. The attorney will work closely with the Western Maryland American Job Center, located in Cumberland, and with various other partners throughout the western Maryland region.  Duties and Responsibilities:  Screen training program participants for eligibility and make referrals, as appropriate; Conduct preliminary and subsequent interviews with participants and administer "legal checkups" to comprehensively assess participants' needs for civil legal services; Conduct factual investigations, analysis, and legal research; Advise clients of results of investigations and research and counsel clients about their options; Prepare legal documents, including but, not limited to, correspondence, pleadings, motions, discovery, memoranda of law, briefs, and other legal documents; Develop case theories and strategies for the representation of clients. Qualifications:  Admitted to practice in the State of Maryland or admitted in another jurisdiction and immediately eligible for admission in the State of Maryland. Strong knowledge of Westlaw research. Excellent writing skills.
<b>Posting Date:</b> June 13, 2022	
<b>Expiration Date:</b> August 31, 2022	
<b>Contact:</b>	Robin Emerick Office Manager
	110 Greene Street Cumberland, Maryland 21502 United States
<b>Resume Receipt:</b> E-mail	
<b>Default email for resumes.:</b> remerick@mdlab.org	
<b>Additional Documents:</b> Cover Letter	
<b>ID:</b> 9617	

## US Junior Tax Associate

Klopp Richards

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**Job Type:** Full-time

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**Job Location(s):**

Calgary, Alberta Canada

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**Job Description:**

We seek to add a junior associate to our US tax law team located in Calgary, Alberta, Canada, which focuses on providing renunciation and tax planning services for US expats living around the world.

**The Role**

The ideal candidate will have a JD and LL.M, or CPA, and some experience or classes taken in US international tax (but not mandatory). Recent graduates are welcome to apply. In addition, the ideal candidate will be a highly motivated individual with an intense curiosity and a passion for learning. Current personal connections to Canada are considered helpful, such as permanent residency or Canadian citizenship.

The candidate will report directly to the Director of US Tax and work with a team of other US Lawyers, US Accountants, Canadian Lawyers, and Canadian Accountants. A confident individual who demonstrates initiative and motivation toward continuous improvement of self and firm processes, who operates with a sense of urgency, is recommended for this position.

**Benefits**

Compensation, including health insurance and other benefits, holiday, and vacation time, is competitive. Immigration assistance will be provided if needed. This position will provide the opportunity to work with a team of professionals whose expertise in cross border tax is second to none, make an impact, see the positive results of your actions, and play in integral role in the success of the firm through your efforts

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**Posting Date:** June 13, 2022

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**Expiration Date:** July 19, 2022

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**Contact:** Suzanne N. Spanier

Lawyer/Senior Recruiter

512-23rd Ave S.W. Calgary, Alberta T2T3L4 Canada

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** sspanier@klopprichards.com

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**Visual ID:** 9614

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## Appellate Law Clerk

Judiciary of the U.S. Virgin Islands

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**Job Type:** Full-time

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**Job Location(s):** U.S. Virgin Islands

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**Job Description:**  
Nature of Work  
This is professional legal work performed for a justice at the Supreme Court of the U.S. Virgin Islands. Work involves the performance of professional legal research and other related administrative work in the preparation of memoranda, opinions, or orders for a judge concerning the cases before him/her. Work is performed under general supervision of a justice and is reviewed through conferences and submitted work.  
  
Graduation from an accredited Law School.

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**Posting Date:** June 10, 2022

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**Expiration Date:** July 17, 2022

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**Contact:** Nissa Bailey  
161B Crown Bay St. Thomas, 00802 U.S. Virgin Islands

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** maria.cabret@viccourts.org

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

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**Additional Documents Notes:** Cover letter, Resume to include GPA and class rank, Law School and Undergraduate Transcripts, Three Letters of Recommendations, Two Writing Samples, and Official Transcripts, Email submissions must be in PDF Format.

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**Visual ID:** 9610

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## Chief Counsel

Department of Energy (Washington, DC)

**Job Type:** Full-time

**Job Location(s):** Washington United States

**Job Description:** This executive position is in the Department of Energy's Office of the General Counsel and serves as chief legal advisor to the managers and staff at the Richland Operations Office and Office of River Protection, the position also acts as the director of RL's Office of Chief Counsel and is responsible for providing legal advice and representation in legal areas such as: Environmental Law, Procurement Law, Atomic Energy Act and Nuclear Safety and Security, Administrative Law, and Employment Law.

As the Chief Counsel you will:

- Provide legal advice and counsel to the Manager and staff concerning the legal authority for and the legal implementations of all activities of the Richland Operations Office (RL) and the Office of River Protection (ORP).
- Provide legal advice and assistance in the selection, negotiation, award, preparation, execution, modification, and administration of contracts, grants, interagency, and cooperative agreements, consent, and compliance agreements.
- Provide legal advice and counsel regarding Federal personnel law, property issues, Freedom of Information Act, and ethics restrictions for Federal employees.
- Review a wide variety of complex contractual instruments including performance-based contracts, management and operating contracts, cost-plus-fixed-fee and cost-plus-award-fee contracts, construction contracts, cooperative agreements, grants, fixed-price contracts, automated data processing contracts, and contract modifications.
- Participate in the conduct of judicial and administrative litigation by/against the Department, and lawsuits by/against its contractors the cost of which may be allowable/reimbursable under prime contracts.
- Review the legal basis of all claims by/against the Department in which RL and/or ORP has an interest.
- Serve as the first line supervisor to Office of Chief Counsel employees.

**Posting Date:** June 10, 2022

**Expiration Date:** July 17, 2022

**Contact:** Morgan McKnight  
1000 Independence Ave., SW Washington, District of Columbia 20585 United States

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

**How To Apply:** <https://www.usajobs.gov/job/659498700>

**Visual ID:** 9608

**law clerk for court term 2022-2023**

New Jersey Courts

**Position Type:** Full-time**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Job Location(s):** Camden, New Jersey (United States)**Description:**

Judge Bucci at our Camden County vicinage is seeking a law clerk for court term 2022-2023. If you know of any interested law school graduates please have them submit at their application materials (resume, cover letter, transcripts, writing sample) to Suzanne Miller at [suzanne.miller@njcourts.gov](mailto:suzanne.miller@njcourts.gov) and cc me Melodia Juillet [melodia.juillet@njcourts.gov](mailto:melodia.juillet@njcourts.gov)

Judge information:

Judge James Bucci (Family Division)

Superior Court of New Jersey

Camden County Hall of Justice

101 South 5th Street

Camden, NJ 08103

**Posting Date:** June 10, 2022**Expiration Date:** August 31, 2022**Contact:** Suzanne Miller

25 Market Street Trenton, New Jersey 08625 United States

**Resume Receipt:** E-mail**Default email for resumes.:** [suzanne.miller@njcourts.gov](mailto:suzanne.miller@njcourts.gov)**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**ID:** 9607

**Attorney I-IV**

Alaska Public Defender Agency (Anchorage, AK)

<b>Position Type:</b> Full-time	
<b>Practice Area(s):</b> Criminal - Defense	
<b>Job Location(s):</b> Nome, Alaska (United States) Fairbanks, Alaska (United States) Kotzebue, Alaska (United States) Utqiagvik, Alaska (United States) Palmer, Alaska (United States) Ketchikan, Alaska (United States) Anchorage, Alaska (United States) Kenai, Alaska (United States) Bethel, Alaska (United States) Sitka, Alaska (United States) Juneau, Alaska (United States) Dillingham, Alaska (United States) Kodiak, Alaska (United States)	
<b>Description:</b>  Public Defender Agency (PDA) is recruiting for full-time  Attorney I-IV positions statewide   The Alaska Public Defender Agency (Agency) is currently accepting applications to fill attorney positions in multiple locations. The Agency's mission is to provide constitutionally mandated legal representation to indigent clients appointed by the court. The Agency hires new lawyers and experienced attorneys to handle civil (Child in Need of Aid and commitment), appellate, and criminal matters. Positions are available in both urban and rural locations. The Agency has thirteen offices statewide, located in Anchorage, Bethel, Dillingham, Fairbanks, Juneau, Kenai, Ketchikan, Kodiak, Kotzebue, Nome, Palmer, Sitka, and Utqiagvik.   Trial attorneys in the Agency enjoy the mentorship and community of a unified statewide defense agency, training opportunities, and competitive benefits and salaries. Additionally, the Agency provides paid time off to study for the Bar examination, pays annual Bar dues, and Alaska allows a 10-month limited license to practice for public defenders prior to gaining admission to the Alaska Bar Association. Additionally, employees may be eligible for student loan forgiveness through the Public Loan Forgiveness Program.   Contact Information. Please visit our website for a list of available positions and instructions to apply: <a href="https://doa.alaska.gov/pda/Employment/attorneys.html">https://doa.alaska.gov/pda/Employment/attorneys.html</a>	
<b>Posting Date:</b> June 9, 2022	
<b>Expiration Date:</b> August 31, 2022	
<b>Salary Range:</b> 60,000 - 69,999	
<b>Contact:</b> Ms. Rhonda Thayer Administrative Assistant III 900 W 5th Ave Suite 101 Anchorage, Alaska 99501 United States <a href="https://doa.alaska.gov/pda/Employment/attorneys.html">https://doa.alaska.gov/pda/Employment/attorneys.html</a>	
<b>Resume Receipt:</b> E-mail	
<b>Default email for resumes.:</b> <a href="mailto:pdarecruitment@alaska.gov">pdarecruitment@alaska.gov</a>	
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample, Other Documents	
<b>Requested Document Notes:</b> Applicants for these positions must possess outstanding writing and analytical skills and be able to work independently to research and compose legal briefs as well as possess strong oral advocacy skills. Applicants must be admitted to the Alaska bar, be willing to sit for the next Alaska Bar exam, or be eligible for bar admission by reciprocity. Prior legal experience preferred.  If interested, please submit a cover letter, resume, legal writing sample of 15 pages or less, and three references by email to <a href="mailto:PDAREcruitment@alaska.gov">PDAREcruitment@alaska.gov</a> . The legal writing sample should reflect the applicant's own work without significant revision from others. Applications will be accepted until these positions are filled.	
<b>ID:</b> 9604	



**CEA - Assistant Deputy Director**

Department of Fair Employment and Housing

**Job Type:** Full-time**Job Location(s):** United States

**Job Description:** Under general direction of the Deputy Director of the Executive Programs Division, the Assistant Deputy Director develops, implements, and evaluates policies and programs related to reducing hate violence in California, among other strategic initiatives and priority projects of the Department of Fair Employment and Housing (DFEH). The incumbent is a subject matter expert who staffs and advises the new Commission on the State of Hate, working closely with the Commissioners and Department staff to study hate in California, develop anti-hate resources for community leaders, law enforcement and others, and make recommendations for further action (see Assembly Bill 1126, Statutes of 2021, Chapter 712).

**Posting Date:** June 9, 2022**Expiration Date:** July 16, 2022**Contact:** Cristina S Granado  
2218 Kausen Drive, Suite 100 ELK GROVE, California 95624 United States**Resume Receipt:** Other (see below)**How To Apply:** Please click on the link below to apply for the position.  
<https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=311155>**Visual ID:** 9600

**Criminal Defense Attorney - Gallup, NM**  
New Mexico Law Offices of the Public Defender

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**Job Type:** Full-time

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**Job Location(s):**  
Gallup, New Mexico United States

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**Job Description:**

To provide professional legal services for the Law Offices of the Public Defender in representing juvenile and adult indigent clients in areas of litigation, appeal, counsel, research and analysis.

Essential Functions

Criminal Defense Attorney PD2, PD3 or PD4:

Incumbent will be considered for a Public Defender 2, 3, or 4 classification. Classification will be determined at the time of hire based on applicant's job related qualifications and agency critical need.

**Public Defender 2 (PD2):**

- Attorneys at this level will handle a variety of misdemeanors and may assist in juvenile cases and youthful offender cases.
- May assist higher level attorneys with complex cases.
- Work is performed under the direction, guidance and supervision from more experienced colleagues and supervisor/manager.
- Will conduct plea bargaining when appropriate with District Attorneys and other parties to establish agreements to resolve cases.
- Will attend seminars, training classes and review current professional literature to maintain and develop professional skills and knowledge.
- Drafts/reviews, proposes and prepares reports and legal documents.

**Public Defender 3 (PD3)**

- Attorneys at this level should be able to represent clients in all misdemeanors or juvenile cases and low to medium level felonies with limited supervision.
- Provides guidance and mentoring to lower levels attorneys and law clerks.
- Works under the direction and guidance provided by higher level Attorneys and/or Managing Attorney.
- Will conduct plea bargaining when appropriate with District Attorneys and other parties to establish agreements to resolve cases.
- Will attend seminars, training classes and review current professional literature to maintain and develop professional skills and knowledge.
- Drafts/reviews, proposes and prepares reports and legal documents.

**Public Defender 4 (PD4)**

- Positions at this level handle felony cases such as burglaries, drug crimes, property crimes and probation violations with limited supervision.
- May handle more complex level felonies with some guidance/direction from a higher level attorney/managing attorney.
- Has acquired sufficient knowledge and/or experience to handle an appellate caseload.
- Has knowledge and experience to prepare appellate briefs and argue cases before the Court of Appeals and Supreme Court with some direction from higher level Attorneys.
- Provides guidance and advice to lower level attorneys.
- Works independently and is able to recognize and resolve complex issues related to the caseload.
- Will attend seminars, training classes and review current professional literature to maintain and develop professional skills and knowledge.
- Drafts/reviews, proposes and prepares reports and legal documents.
- Performs related and other duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

***Note: An employee with this classification may be required to perform at a PD4, PD3, PD2 level or duties of a lower classification without additional compensation. Employee will be required to show competence in all levels PD2 through PD4.***

**Minimum Qualifications**

PD2: Current license as an attorney issued by the New Mexico Supreme Court or eligible for limited license issued by New Mexico Supreme Court.

PD3: Current licensure as an attorney issued by the New Mexico Supreme Court or eligible for limited license issued by New Mexico Supreme Court and one (1) year of experience as a practicing attorney.

PD4: Current license as an attorney issued by the New Mexico Supreme Court or eligible for limited license issued by New Mexico Supreme Court and four (4) years of experience as a practicing attorney.

Employment Requirements

Must possess and maintain a valid driver's license.

Collective Bargaining: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Default FLSA: Exempt.

The Law Offices of the Public Defender is an Equal Opportunity Employer and does not discriminate on the basis of race, color, ancestry, national origin, sex, age, spousal affiliation, sexual orientation, gender identity, veteran status, political affiliation or religion, mental or physical disability, or serious medical condition.

This job advertisement may be used to fill multiple vacancies.

Preference may be given to multilingual applicants fluent in English and other languages.

<b>Posting Date:</b> June 9, 2022
<b>Expiration Date:</b> July 16, 2022
<b>Contact:</b> Elizabeth Holmes 505 Marquette Ave. NW Albuquerque, New Mexico 87102 United States
<b>Resume Receipt:</b> Other (see below)
<b>How To Apply:</b> <a href="https://www.governmentjobs.com/careers/lopdm/jobs/3585323/criminal-defense-attorney-10105194?sort=PostingDate%7CDescending&amp;pagetype=jobOpportunitiesJobs">https://www.governmentjobs.com/careers/lopdm/jobs/3585323/criminal-defense-attorney-10105194?sort=PostingDate%7CDescending&amp;pagetype=jobOpportunitiesJobs</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample
<b>Visual ID:</b> 9599

## Law Clerks

Mercer County Courthouse (Trenton NJ)

**Position Type:** Full-time

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

**Job Location(s):** Trenton, New Jersey (United States)

**Description:**

We have several judges that will be taking the bench in the next couple of weeks who are seeking law clerks for c 2022-2023 at our Mercer County vicinage. If you know of any interested law school graduates please have them : their application materials (resume, cover letter, transcripts, writing sample) to Tanisha Nollie at tanisha.nollie@njcourts.gov, Gregory Myers at Gregory.myers@njcourts.gov , Talaya Fortson at Talaya.fortson1@njcourts.gov and cc me Melodia Juillet melodia.juillet@njcourts.gov

Judge information:

Judge Sherry Wilson

Mercer County Courthouse

Trenton, NJ 08609

Criminal Division

Judge Supti Bhattacharya

Mercer County Courthouse

Trenton, NJ 08609

Family Division

Judge Russell Wojtenko, Jr.

Mercer County Courthouse

Trenton, NJ 08609

Family Division

Judge Rahat Babar

Mercer County Courthouse

Trenton, NJ 08609

Family Division

Judge Jodi Bouer

Mercer County Courthouse

Trenton, NJ 08609

Family Division

Thankyou,

Melodia Juillet

Administrative Office of the Courts

Human Resources – Placement Section

melodia.juillet@njcourts.gov

**Posting Date:** June 9, 2022

**Expiration Date:** August 31, 2022

**Contact:** Tanisha Nollie

Trenton, New Jersey United States

**Resume Receipt:** E-mail

**Default email for resumes.:** tanisha.nollie@njcourts.gov

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

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**Requested Document Notes:** submit at their application materials (resume, cover letter, transcripts, writing sample) to Tanisha Nollie at tanisha.nollie@njcourts.gov, Gregory Myers at Gregory.myers@njcourts.gov , Talaya Fortson at Talaya.fortson1@njcourts.gov and cc me Melodia Juillet melodia.juillet@njcourts.gov

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**ID:** 9602

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**Job Type:** Full-time

**Job Location(s):** Arizona United States

**Job Description:**

Zinda Law Group is a rapidly growing, elite personal injury law firm with offices across the Southwest. We handle complex cases and maintain a small docket, enabling us to best serve our clients. Our attorneys pride themselves on their skills, compassion, and commitment to helping those in need. At Zinda Law Group, we do things differently. We are innovative, use cutting edge technology, and have a start-up mentality. Our firm is a member of the Inc. 5000 and was named one of the top Firms in the Austin area for 2020 by Austin Monthly Magazine.

**Our core principles are:**

1. Excellence Always;
2. Only the Best;
3. Failure is Not an Option;
4. We All Take Out the Trash;
5. Run the Firm Like a Business.

We are looking for an ambitious and passionate Trial Lawyer to join our growing team in Arizona. We are currently interested in hearing from candidates based in either Tucson or Phoenix. As a Trial Lawyer, you will work alongside a dynamic and experienced team of Attorneys in Texas, Colorado, New Mexico, and Florida. A typical day for a Litigation Attorney at Zinda Law Group involves client communication, taking and defending depositions, research and drafting, leading mediations, developing case strategies, and/or arguing in court. Our Trial Lawyers handle cases from intake through settlement or jury verdict.

**Qualifications and Experience:**

- 3+ years of experience practicing personal injury or civil litigation;
- Licensed and in good standing with the Arizona State Bar;
- Spanish bilingual a plus;
- Experience drafting and responding to motions;
- Substantial knowledge of Arizona Rules of Civil Procedure.

**Compensation and Benefits:**

- \$125,000 - \$200,000 base salary;
- Uncapped quarterly bonuses;
- Contingency fee referral bonus opportunities;
- Medical, vision, and dental insurance;
- Paid time off and paid holidays;
- IRA Plan with company contribution match;
- Paid parental leave;
- Flexibility to work remotely;
- Opportunities to grow as a professional and advance in the company.
- Ongoing training and mentoring from our outstanding team.

Zinda Law Group is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or other protected status as required by applicable law.

Zinda Law Group is still operational during COVID-19. While this crisis poses unique challenges, thanks to an incredible team of dedicated attorneys, paralegals, and staff we have been able to continue running our office virtually. We have full remote-work capabilities and technology that allows our team to continue assisting our clients. The health and safety of our team is our number one priority, and we are committed to complying with all local, state, and national orders and guidelines regarding COVID-19.

**Posting Date:** June 8, 2022

**Expiration Date:** July 15, 2022

**Contact:** Christie Feyen  
8834 North Capital of Texas Highway Austin, Texas 78759 United States

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

**Default email address for resumes:** <https://zdfirm.bamboohr.com/jobs/view.php?id=428>

**How To Apply:** <https://zdfirm.bamboohr.com/jobs/view.php?id=504>

**Visual ID:** 9292

**Associate Attorney (Phoenix)**

Zinda Law Group, PLLC

**Job Type:** Full-time**Job Location(s):**

Phoenix, Arizona United States

**Job Description:**

Zinda Law Group is looking for an ambitious and passionate Associate Attorney join our team in Arizona This is a remote opportunity but we would like someone who can periodically come into our Phoenix office. Our Associate Attorneys work alongside our Senior Attorneys on diverse personal injury dockets. From day one, our Associate Attorneys work directly with clients; draft demands, motions, and pleadings; and handle discovery. Once they've demonstrated their abilities, our Associate Attorneys take and defend depositions, argue motions in court, handle mediations, and take witnesses at trial. This is an excellent opportunity to gain hands-on training with a nationwide law firm.

Zinda Law Group is a rapidly growing, elite personal injury law firm. We handle complex cases and maintain a small docket, enabling us to best serve our clients. Our attorneys pride themselves on their skills, compassion, and commitment to helping those in need. At Zinda Law Group, we do things differently. We are innovative, use cutting edge technology, and have a start-up mentality. Our firm is a member of the Inc. 5000 and was named one of the top Firms in the Austin area for 2020 by Austin Monthly Magazine. Our core principles are:

1. Excellence Always;
2. Only the Best;
3. Failure is Not an Option;
4. We All Take Out the Trash;
5. Run the Firm Like a Business.

**Qualifications and Experience:**

- At least one (1) year of experience practicing personal injury or civil litigation;
- Licensed and in good standing with the Arizona State Bar;
- Experience drafting and responding to motions;
- Substantial knowledge of Arizona Rules of Civil Procedure.

**Compensation and Benefits:**

- 1+ years of experience preferred but recent law school graduates are encouraged to apply;
- Ability to work remotely;
- Opportunities for ongoing training and mentoring;
- Opportunities to advance and grow within the firm.
- Contingency fee referral bonus opportunities;
- Paid time off and paid holidays;
- IRA plan with company contribution match;
- Medical, vision, and dental insurance;
- Paid parental leave.

Proof of the Covid-19 vaccination is required.

To apply, please send a resume and cover letter though the following link:

<https://zdfirm.bamboohr.com/jobs/view.php?id=509>

Zinda Law Group is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or other protected status as required by applicable law.

Zinda Law Group is still operational during COVID-19. While this crisis poses unique challenges, thanks to an incredible team of dedicated attorneys, paralegals, and staff we have been able to continue running our office virtually. We have full remote-work capabilities and technology that allows our team to continue assisting our clients. The health and safety of our team is our number one priority, and we are committed to complying with all local, state, and national orders and guidelines regarding COVID-19.

**Posting Date:** June 8, 2022**Expiration Date:** July 15, 2022**Contact:** Christie Feyen

8834 North Capital of Texas Highway Austin, Texas 78759 United States

**Resume Receipt:** Other (see below)**How To Apply:** <https://zdfirm.bamboohr.com/jobs/view.php?id=509>**Additional Documents:** Cover Letter**Visual ID:** 9293

## Case Counseling Attorney

The Washington Legal Clinic for the Homeless (Washington DC)

**Position Type:** Full-time

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

**Job Location(s):** Washington, District of Columbia (United States)

**Description:**

Position Announcement: Case Counseling Attorney

Full-Time, Permanent, D.C.-Based with Work from Home Flexibility

Expected Start: August 2022 | Salary: \$65,000+

The Washington Legal Clinic for the Homeless – a D.C.-based, locally-focused legal services and advocacy organization – seeks to hire an attorney who shares our vision of a just and inclusive community for all residents of D.C., where housing is a human right and where every individual and family has access to the resources they need to thrive.

The Legal Clinic's mission is to use the law to make justice a reality for our neighbors who struggle with homelessness and poverty. Combining community lawyering and advocacy to achieve our clients' goals, our staff and network of volunteer attorneys provide low barrier legal services, helping our clients access housing, shelter, and other vital supports and services.

Rooted in the experience of this client work, we blend system reform efforts, policy advocacy, client engagement and community education to advocate for long term improvements in programs that serve those who are homeless and low-income.

The Case Counseling Attorney (CCA), within our Legal Services team, will provide support to our pro bono attorneys and our clients. The CCA will support the volunteers, providing strategic guidance and ongoing supervision and support in the cases that came through intake. They will participate in the recruitment and training of the volunteer attorneys and legal assistants who staff and take on cases through our intake process (which is currently by phone, though we look forward to returning to in-person intake soon). In addition to being involved in our quarterly New Volunteer Trainings, the CCA will design and/or participate in ongoing webinar and brown bag trainings on substantive or strategic issues which our volunteers confront. The CCA will also work with our Legal Assistance Program team to ensure that we are responding effectively to clients' expressed needs. In addition, the CCA will: participate in our Attorney of the Day program to field emergency calls and respond to "walk-in" clients; support our client education and engagement efforts by periodically leading "Know Your Rights" trainings at shelters and day centers; and maintain a small caseload of their own.

We are looking for an attorney to join the Legal Clinic who:

- is committed to social and racial justice;
- is committed to client-centered representation;
- has experience working on public benefits, affordable housing, emergency shelter or other issues related to homelessness and poverty;
- is eager to be out in the community engaging with clients, service providers and volunteers;

True Reformer Building  
1200 U Street, NW  
Washington, DC 20009  
(202) 328-5500  
[www.legalclinic.org](http://www.legalclinic.org)  
[@washlegalclinic](mailto:@washlegalclinic)

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Engagement  
Amber W. Harding  
Director of Policy and Advocacy  
Karen Malovrh  
Senior Counsel  
Paul Marchione  
Managing Director  
William R. Merrifield, Jr.  
Special Counsel  
Becky O'Brien  
Director of Legal Services  
Carolyn E. H. Perez  
Senior Counsel  
Leslie Plant  
Administrator  
Brittany K. Ruffin  
Senior Counsel  
Ann Marie Staudenmaier  
Senior Counsel  
Kelsey Vaughan  
Volunteer Coordinator

- is comfortable being part of an organization that takes unpopular positions if justice demands we do so; and
- has D.C. Bar membership or immediate eligibility for D.C. Bar membership

Our ideal candidate will have:

- experience in legal services or with an extensive pro bono practice;
- knowledge of D.C. programs and resources; and
- familiarity with the D.C. legal community.

The successful candidate will be comfortable working in a small, non-profit environment, both independently and as part of a team.

While we envision this as a full-time position, we will give consideration to outstanding applicants who seek to work part-time.

Working Conditions: The Legal Clinic is currently operating on a hybrid work schedule. While there is flexibility to work from home, the Case Counseling Attorney is expected to be proximate to D.C. so they can work from the Legal

Clinic's office in northwest D.C. as needed. Our building requires proof of vaccination. (Note: the hybrid work schedule is subject to change depending on public health and other factors.)

Salary: Salary range begins at \$65,000 for attorneys in their first year of practice and increases based on experience in

accordance with the Legal Clinic's salary scale. The Legal Clinic offers excellent benefits. Applicants may be eligible for

loan repayment assistance through the D.C. Bar Foundation.

To Apply: Please send a cover letter and resume via e-mail to [job@legalclinic.org](mailto:job@legalclinic.org) and note "Case Counseling Attorney"

in the subject line. We are looking for thoughtful, personalized cover letters that demonstrate qualifications and interest in working to build a more just community. Interested persons are encouraged to apply immediately.

The first round of interviews will be chosen from applications received by June 24.

The Washington Legal Clinic for the Homeless values an inclusive workplace. Candidates who are Black, Indigenous, people of color, people with disabilities, and/or members of other underrepresented communities are strongly encouraged to apply

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**Posting Date:** June 8, 2022

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**Expiration Date:** August 31, 2022

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**Contact:** Human Resources  
1200 U St NW Washington, District of Columbia 20009 United States

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

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**How to Apply:** To Apply: Please send a cover letter and resume via e-mail to [job@legalclinic.org](mailto:job@legalclinic.org) and note "Case Counseling Attorney" in the subject line

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**Additional Documents:** Cover Letter

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**ID:** 9592

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## Communications and Development Assistant

The Washington Legal Clinic for the Homeless (Washington DC)

**Position Type:** Full-time

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

**Job Location(s):** Washington, District of Columbia (United States)

**Description:**

Position Announcement: Communications and Development Assistant  
Full-Time, Permanent, D.C.-Based with Work from Home Flexibility  
Expected Start: August 2022 | Salary: \$52,000-\$60,000

The Washington Legal Clinic for the Homeless – a D.C.-based, locally-focused legal services and advocacy organization – seeks to hire a Communications and Development Assistant who shares our vision of a just and inclusive community for all residents of D.C., where housing is a human right and where every individual and family has access to the resources they need to thrive. The Legal Clinic's mission is to use the law to make justice a reality for our neighbors who struggle with homelessness and poverty. Combining community lawyering and advocacy to achieve our clients' goals, our staff and network of volunteer attorneys provide low barrier legal services, helping our clients access housing, shelter, and other vital supports and services. Rooted in the experience of this client work, we blend system reform efforts, policy advocacy, client engagement and community education to advocate for long term improvements in programs that serve those who are homeless and low-income.

The Communications and Development Assistant will work closely with the Legal Clinic's Director of Communications and Development to support the organization's fundraising efforts and donor stewardship, as well as assist with creative and strategic efforts to raise the profile of the Legal Clinic and expand our network of supporters. These activities will include backend management tasks such as tracking donations and donor information, as well as supporting the overall strategic and development communications plan for the organization. This is a new position.

**Responsibilities:**

**Data Management**

- Entry of donor information and gifts into fundraising database (presently DonorPerfect).
- Generate donor reports.
- Track gifts to support Board of Directors Fundraising Committee.
- Generate reports from case management database (presently Legal Server) to report to funders.
- Import and export information among the Legal Clinic's various databases.

**Fundraising Requests**

- Provide logistical support for Legal Clinic mailings to donors and prospective donors (both email and snail mail).
- Monitor grant deadlines and assist with preparation of foundation proposals and reports.

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Washington, DC 20009  
(202) 328-5500  
[www.legalclinic.org](http://www.legalclinic.org)  
[@washlegalclinic](mailto:@washlegalclinic)

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Patricia Mullahy Fugere  
Executive Director  
Renata Aguilera-Titus  
Director of Communications  
and Development  
LaJuan Brooks  
Director of Community  
Engagement  
Amber W. Harding  
Director of Policy and Advocacy  
Karen Malovrh  
Senior Counsel  
Paul Marchione  
Managing Director  
William R. Merrifield, Jr.  
Special Counsel  
Becky O'Brien  
Director of Legal Services  
Carolyn E. H. Perez  
Senior Counsel  
Leslie Plant  
Administrator  
Brittany K. Ruffin  
Senior Counsel  
Ann Marie Staudenmaier  
Senior Counsel  
Kelsey Vaughan  
Volunteer Coordinator

**Donor Relations**

- Generate thank you letters and other communications to donors.
- Assist with preparation of grant reports.

**Communications**

- Assist the Director of Communications and Development with the creation and implementation of the organization's annual communications plan.
- Assist with creating written and graphic design content for website, social media, and blog in support of fundraising campaigns.

**General Legal Clinic Support**

- Contribute to administrative and office support as a key member of the organizational support team.

**Qualifications and Experience**

**Required**

- four years of experience with data entry and management, including experience specifically with DonorPerfect
- intermediate experience with Microsoft Office Suite
- excellent communication skills, both written and oral

**Preferred**

An outstanding candidate will also have

- a commitment to the Legal Clinic's work for housing justice
- a keen eye for detail
- experience working as part of a team
- a recognition of the importance of "back office" operations
- pride in providing administrative support for the organization
- comfort with social media
- experience with Constant Contact, Canva, and/or WordPress

**Working Conditions:** The Legal Clinic is currently operating on a hybrid work schedule. While there is flexibility to work from home, the Communications and Development Assistant is expected to be proximate to D.C. so they can work from the Legal Clinic's office in northwest D.C. as needed. Our building requires proof of vaccination. (Note: the hybrid work schedule is subject to change depending on public health and other factors.)

**Salary:** Compensation for a candidate who meets all qualifications above – required and preferred – will be in the range of \$52,000 to \$60,000. The Legal Clinic offers excellent benefits.

**To Apply:** Please send a cover letter and resume via e-mail to [job@legalclinic.org](mailto:job@legalclinic.org) and note "Communications and Development Assistant" in the subject line. We are looking for thoughtful, personalized cover letters that demonstrate qualifications and interest in working to build a more just community. Interested persons are encouraged to apply immediately. First round of interviews will be taken from applications received by June 24.

The Washington Legal Clinic for the Homeless values an inclusive workplace. Candidates who are Black, Indigenous, people of color, people with disabilities, and/or members of other underrepresented communities are strongly encouraged to apply

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**Posting Date:** June 8, 2022

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**Expiration Date:** August 31, 2022

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**Contact:** Human Resources

1200 U St NW Washington, District of Columbia 20009 United States

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

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**How to Apply:** Communications and Development Assistant

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**ID:** 9595

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## Director of Governmental Affairs

WV Association for Justice (Charleston, WV)

**Position Type:** Full-time

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

**Job Location(s):** Charleston, West Virginia (United States)

**Description:**

Director of Government Affairs  
West Virginia Association for Justice  
Charleston, West Virginia

**Overview**

The West Virginia Association for Justice (WVAJ) is a voluntary bar association for attorneys licensed to practice in West Virginia and paralegals. WVAJ and its members are committed to protecting access to our state and federal courts, our civil justice system and our 7th Amendment right to jury trial.

Founded in 1959, WVAJ represents nearly 500 attorneys practicing in West Virginia and surrounding states. Every day WVAJ members seek justice in our courts for those who have been harmed physically and financially by the conduct and negligence of others. Our work has established safer workplaces, employee rights, safer products, better healthcare, consumer protection law, property owners' rights, a cleaner environment and increased corporate responsibility.

**Job Responsibilities**

Tracking and influencing the content and outcome of all actions that would have an impact the practice of plaintiff's law taken by the state legislature, and to lesser degree the executive branch of the state government.  
Drafting and tracking legislation and amendments.  
Working with other organizations to achieve legislative goals.  
Building and maintaining relationships with all members of the legislature, the legislative staff and the lobbying community to achieve the above stated goals.  
Working with the Governor's office and state agencies to request support for, opposition of, and signature or vetoes of any bills that affect the Association  
Keeping the Executive Committee, the Board of Governors and other WVAJ members up to date on legislation and other activities at the legislature and executive branch of government.  
Instructing and managing WVAJ members who volunteer to work at the state capitol.  
Travel required

**Qualifications**

Bachelor's degree required; Master's degree or Juris Doctorate is preferred.  
Prior legislative staff role preferred, but not required.  
Five+ years of prior lobbying and advocacy experience preferred, but not required.  
Thorough knowledge of legislative process and procedures.  
Ability to work effectively in a bipartisan political climate.  
The ability to have flexible working hours especially during legislative sessions.  
The ability to manage multiple issues and deadlines.  
Experience with building and maintaining coalitions of partner organizations.  
Capacity to work cooperatively and courteously with others.  
Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.  
Ability to provide organization, supervisory, leadership and motivation to legislative staff, contractors, and volunteers.  
Excellent oral and written communication skills.  
Knowledge of office computer applications.

**Compensation**

Salary and bonus structure commensurate with experience. We offer health and dental insurance and an optional retirement plan.

**Application**

To apply, submit cover letter, resume, and additional information you wish to include to [bethwhite@wvaj.org](mailto:bethwhite@wvaj.org).

**Posting Date:** June 8, 2022

**Expiration Date:** August 31, 2022

**Contact:** Beth White  
Executive Director  
208 Capitol Street Suite 100 Charleston, West Virginia 25301 United States

**Resume Receipt:** E-mail

**Default email for resumes:** [bethwhite@wvaj.org](mailto:bethwhite@wvaj.org)

**Additional Documents:** Cover Letter

**ID:** 9597

## EXECUTIVE DIRECTOR

The Washington Legal Clinic for the Homeless (Washington DC)

**Position Type:** Full-time

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

**Job Location(s):** Washington, District of Columbia (United States)

### Description:

About The Washington Legal Clinic for the Homeless

The Washington Legal Clinic for the Homeless (Legal Clinic) envisions a just and inclusive community for all residents of the District of Columbia, where housing is a human right and where every resident has access to the resources they need to thrive.

The Legal Clinic's mission is to use the law to make justice a reality for neighbors experiencing homelessness and poverty...combining legal representation, systemic reform, policy and budget advocacy, and community engagement to achieve housing justice for DC's lowest-income residents.

The Legal Clinic's Goals

Closing the justice gap by making lawyers available to assist and/or represent unhoused and at-risk community members who are dealing with DC's regulatory and judicial systems related to housing and homelessness.

Promoting the human right to housing in multiple ways, including by preventing displacement, protecting and improving subsidized housing, advocating for expansion of deeply affordable housing opportunities, challenging discrimination and other barriers that decrease access to housing, protecting the rights of residents throughout the homeless services continuum in DC, and in the long run, by securing an enforceable right to housing in DC. Advancing community power by supporting community members in accessing information and building power to influence government decision-making.

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The Legal Clinic's Current Strategies

The Legal Clinic uses a combination of direct representation, systemic advocacy (impact litigation, agency reform efforts, and policy and budget advocacy), client education and civic engagement to achieve housing justice for our clients. Its strategies include:

Direct representation – Legal Clinic staff and volunteer attorneys represent individual clients, with a primary focus on accessing shelter and permanent housing.

Systemic advocacy – The Legal Clinic undertakes policy, legislative, and budget advocacy to improve, expand access to, and increase funding for, emergency shelter and deeply affordable housing, as well as fighting against the criminalization of homelessness and poverty. In much of its advocacy, the Legal Clinic partners with other legal service providers and community organizations, uniquely bringing to that collaborative work a legal perspective on issues that impact DC's extremely low-income residents and a deep knowledge of laws governing housing and homeless services.

Community education and engagement – The Legal Clinic is committed to ensuring that unhoused community members are aware of their rights, have the training and support needed to participate in the public discourse that impacts their lives, and have the ability and space to develop their own advocacy goals.

About the Position

The executive director is the chief executive officer of the organization, charged by the Board of Directors with: fulfilling the Legal Clinic's mission; maintaining its commitment to housing and racial justice; and managing the organization towards those ends.

The line item for the Executive Director's salary in the Legal Clinic's current budget is \$170,000 per year.

Duties and areas of responsibility

Strategy and mission

- Collaborates with staff in the development and implementation of policies and practices regarding provision of direct legal services
- Collaborates with staff in the development of advocacy priorities, positions, and strategies
- Collaborates with staff in the development of community engagement priorities and initiatives
- Collaborates with the staff to ensure that the provision of legal services remains low-barrier and accessible to the client community

3

- Collaborates with the staff to advocate for protection and advancement of the legal rights and autonomy of low-income DC residents and for non-punitive, dignified, and client-directed solutions to homelessness

Communications and relationships

- Sets, in collaboration with staff, an overall communications strategy to advance the Legal Clinic's mission and support its fundraising activities
- Forges and maintains relationships with Legal Clinic partners, including:
  - donors (foundations, law firms, corporations, and individuals)
  - pro bono law firms
  - legal services and advocacy organizations
  - elected and appointed government officials
- Collaborates with the staff to identify the best spokespersons for the strategic goals and initiatives of the Legal Clinic within the broader community

Principles and commitments

- Ensures that the Legal Clinic maintains its commitment to racial justice, diversity, equity and inclusion

Human resources

- Supports staff in achieving the goals and priorities of their positions
- Manages staff recruitment, hiring, performance support, and termination as necessary
- Sets and manages salaries and benefits

Financial management & compliance

- Oversees preparation of the annual budget for board review and approval

- Approves organizational expenditures
- Reviews monthly financial statements and relevant banking information
- Engages with auditors with regard to annual audit
- Ensures the Legal Clinic's compliance with relevant non-profit laws and regulations

#### Fundraising

In collaboration with the Director of Communications and Development:

- Identifies and reaches out to foundations
- Coordinates and advances fundraising proposals and reports
- Initiates direct fundraising efforts targeting the DC legal community, corporate organizations, and individual donors

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#### Board collaboration

- Recruits and trains new board members in collaboration with current members
- Supports board and committee meetings
- Briefs the board on substantive activities, financial developments, and fundraising efforts of the organization

#### Candidate qualifications

To be considered for this position, applicants must be in possession of the following:

- JD degree
- Active membership in the DC Bar or ability to waive into the DC Bar
- Demonstrated commitment to and experience with legal issues and advocacy relevant to those struggling with homelessness or near homelessness
- Experience engaging with impacted communities and commitment to doing so
- Demonstrated commitment to racial justice and sensitivity to issues of diversity, equity and inclusion

The following attributes are desirable:

- Prior nonprofit leadership experience
- Demonstrated fundraising experience
- Familiarity with DC non-profit and philanthropic community and DC government/politics

#### TO APPLY

The Washington Legal Clinic for the Homeless is partnering with POLIHIRE to find its next Executive Director. If you are interested in and prepared for this opportunity, please submit a cover letter outlining your qualifications and your resume to WLCH\_ED@polihire.com.

Please include only your name (Last, First) in the subject line when submitting these materials.

Note: Candidates who advance through the process should be prepared to provide references from a supervisor, a peer, and a direct report.

<b>Posting Date:</b>	June 8, 2022
<b>Expiration Date:</b>	August 31, 2022
<b>Contact:</b>	Human Resources 1200 U St NW Washington, District of Columbia 20009 United States
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	please submit a cover letter outlining your qualifications and your resume to WLCH_ED@polihire.com.
<b>Additional Documents:</b>	Cover Letter
<b>ID:</b>	9591

## Legal Assistance Project Coordinating Attorney

The Washington Legal Clinic for the Homeless (Washington DC)

**Position Type:** Full-time

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

**Job Location(s):** Washington, District of Columbia (United States)

**Description:**

Position Announcement: Legal Assistance Project Coordinating Attorney

Full-Time, Permanent, D.C.-Based with Work from Home Flexibility

Expected Start: August 2022 | Salary: \$65,000+

The Washington Legal Clinic for the Homeless – a D.C.-based, locally-focused legal services and advocacy organization – seeks to hire an attorney who shares our vision of a just and inclusive community for all residents of D.C., where housing is a human right and where every individual and family has access to the resources they need to thrive.

The Legal Clinic's mission is to use the law to make justice a reality for our neighbors who struggle with homelessness and poverty. Combining community lawyering and advocacy to achieve our clients' goals, our staff and network of volunteer attorneys provide low barrier legal services, helping our clients access housing, shelter, and other vital supports and services.

Rooted in the experience of this client work, we blend system reform efforts, policy advocacy, client engagement and community education to advocate for long term improvements in programs that serve those who are homeless and low-income.

The Legal Assistance Project Coordinating Attorney, within our Legal Services team, will coordinate our Legal Assistance Project, providing support to both clients and our pro bono attorneys. They will join volunteer attorneys at each of our legal intake sessions and assist the volunteer in conducting intake. (Current intake is conducted by phone but WLCH will be returning to some in-person intake in the future.) The attorney will report to the Director of Legal Services and will coordinate with the Director of Community Engagement and Director of Policy and Advocacy to ensure that community members who experience homelessness are aware of and able to access our services and systemic advocacy work. The attorney will work to strengthen pro bono relationships with volunteers, partner firms, and organizations; participate in our Attorney of the Day program; support our client education and engagement efforts; and maintain a small caseload of their own.

We are looking for an attorney to join the Legal Clinic who:

- is committed to social and racial justice;
- is committed to client-centered representation;
- has experience working on public benefits, affordable housing, emergency shelter or other issues related to homelessness and poverty;
- is eager to be out in the community engaging with clients, service providers and volunteers;
- is comfortable being part of an organization that takes unpopular positions if justice demands we do so; and
- has D.C. Bar membership or immediate eligibility for D.C. Bar membership

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William M. Leahy

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Tiana L. Russell

Allison Holt Ryan

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 Karen Malovrh  
 Senior Counsel  
 Paul Marchione  
 Managing Director  
 William R. Merrifield, Jr.  
 Special Counsel  
 Becky O'Brien  
 Director of Legal Services  
 Carolyn E. H. Perez  
 Senior Counsel  
 Leslie Plant  
 Administrator  
 Brittany K. Ruffin  
 Senior Counsel  
 Ann Marie Staudenmaier  
 Senior Counsel  
 Kelsey Vaughan  
 Volunteer Coordinator

Our ideal candidate will have:

- experience in legal services or with an extensive pro bono practice;
- knowledge of D.C. programs and resources;
- familiarity with the D.C. legal community;

The successful candidate will be comfortable working in a small, non-profit environment, both independently and as part of a team.

Working Conditions: The Legal Clinic is currently operating on a hybrid work schedule. While there is flexibility to

work from home, the Legal Assistance Project Coordinating Attorney is expected to be proximate to D.C. so they can

work from the Legal Clinic's office in northwest D.C. as needed. Our building requires proof of vaccination.

(Note: the

hybrid work schedule is subject to change depending on public health and other factors.)

Salary: Salary range begins at \$65,000 for attorneys in their first year of practice and increases based on experience in

accordance with the Legal Clinic's salary scale. The Legal Clinic offers excellent benefits. Applicants may be eligible for

loan repayment assistance through the D.C. Bar Foundation.

To Apply: Please send a cover letter and resume via e-mail to [job@legalclinic.org](mailto:job@legalclinic.org) and note "Legal Assistance Project

Coordinating Attorney" in the subject line. We are looking for thoughtful, personalized cover letters that demonstrate

qualifications and interest in working to build a more just community. Interested persons are encouraged to apply

immediately. The first round of interviews will be chosen from applications received by June 24.

The Washington Legal Clinic for the Homeless values an inclusive workplace. Candidates who are Black, Indigenous,

people of color, people with disabilities, and/or members of other underrepresented communities are strongly encouraged to apply

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**Posting Date:** June 8, 2022

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**Expiration Date:** August 31, 2022

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**Contact:** Human Resources

1200 U St NW Washington, District of Columbia 20009 United States

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

---

**How to Apply:** To Apply: Please send a cover letter and resume via e-mail to [job@legalclinic.org](mailto:job@legalclinic.org) and note "Legal Assistance Project

Coordinating Attorney"

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**Additional Documents:** Cover Letter

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**ID:** 9593

---



## MEDICAL-LEGAL PARTNERSHIP STAFF ATTORNEY

Appalachian Research & Defense Fund of Kentucky (AppalReD)

**Position Type:** Full-time

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

**Job Location(s):** Prestonsburg, Kentucky (United States)

**Description:**

AppalReD Legal Aid is recruiting for a medical-legal partnership (MLP) staff attorney in its Prestonsburg office located at 120 N. Front Avenue, Prestonsburg, KY. For over 50 years, this well-established legal services program has been serving low-income and other vulnerable clients in a 37-county area, which includes the Appalachian Mountains of eastern Kentucky and the rolling hills of south-central Kentucky.

AppalReD Legal Aid and Big Sandy Health Care have formed an MLP to help address the social determinants of health for disadvantaged residents of the Big Sandy region. The MLP staff attorney will handle a caseload for Big Sandy Health Care patients focusing on traditional poverty law areas like family, consumer, public benefits, housing, and expungement; provide training to Big Sandy Health Care staff on identifying legal needs; develop and maintain collaborative relationships with Big Sandy Health Care staff; and help develop and improve screening and outcome-measurement tools. The MLP staff attorney will work out of AppalReD Legal Aid's Prestonsburg office and will spend significant time in Big Sandy Health Care's clinics.

Applicants should have a strong interest in serving the legal needs of low-income people, a special desire to work in a rural area, and a particular interest in the problems of Appalachia. Admission to practice law in Kentucky or eligibility for limited admission under Kentucky Supreme Court Rule 2.112 if admitted in another state is preferred, but May 2022 law school graduates will be considered. Salary ranges from \$43,189 to \$64,650 depending on experience with generous benefits and leave time.

Interested applicants should apply to Robert C. Johns, Executive Director, AppalReD Legal Aid, 120 N. Front Avenue, Prestonsburg, KY 41653 or via email at [robertj@ardfky.org](mailto:robertj@ardfky.org). Applicants should send a resume under a cover letter indicating the specific nature of their interest in the position and particularly in working in a rural area. Applicants should also enclose a writing sample and list of references. Selected applicants will be asked to visit the Prestonsburg office. For further information and questions, interested applicants may call Robert C. Johns at (606) 886-9876, ext. 1247.

Submission Deadline: Friday, July 29, 2022

An Equal Opportunity Employer

**Posting Date:** June 8, 2022

**Expiration Date:** July 29, 2022

**Contact:** Ms. Lori Elam  
HR Dept.

Appalachian Research and Defense Fund of Ky., Inc., 120 North Front Avenue Prestonburg, Kentucky 41653  
United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [lorief@ardfky.org](mailto:lorief@ardfky.org)

**Additional Documents:** Cover Letter

**ID:** 9596

## Policy and Advocacy Attorney

The Washington Legal Clinic for the Homeless (Washington DC)

**Position Type:** Full-time

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

**Job Location(s):** Washington, District of Columbia (United States)

**Description:**

Position Announcement: Policy and Advocacy Attorney

Full-Time, Permanent, D.C.-Based with Work from Home Flexibility

Expected Start: August 2022 | Salary: \$65,000+

The Washington Legal Clinic for the Homeless – a D.C.-based, locally-focused legal services and advocacy organization – seeks to hire an attorney who shares our vision of a just and inclusive community for all residents of D.C., where housing is a human right and where every individual and family has access to the resources they need to thrive.

The Legal Clinic's mission is to use the law to make justice a reality for our neighbors who struggle with homelessness and poverty. Combining community lawyering and advocacy to achieve our clients' goals, our staff and network of volunteer attorneys provide low barrier legal services, helping our clients access housing, shelter, and other vital supports and services.

Rooted in the experience of this client work, we blend system reform efforts, policy advocacy, client engagement and community education to advocate for long term improvements in programs that serve those who are homeless and low-income.

The Policy and Advocacy Attorney is an opportunity for an attorney who is committed to making systemic reform in the District of Columbia that promotes housing and racial justice. The Attorney will primarily work on advocating for policy, budget, and programmatic solutions within the District government that will lead to positive change for people experiencing homelessness in D.C., including people living on the street, in shelters, or participating in Rapid Rehousing. In addition, they will: participate in our Attorney of the Day program to field emergency calls and respond to "walk-in" clients; support our client education and engagement efforts; maintain a small caseload of their own; and explore opportunities for impact litigation as necessary to achieve change.

We are looking for an attorney to join the Legal Clinic who:

- is committed to social and racial justice;
- is committed to client-centered representation, values community leadership, and recognizes the importance of working with community members, organizers, and community-based organizations in developing advocacy positions and strategies;
- has experience working on issues related to housing, homelessness, civil rights, or poverty;
- has experience working with diverse communities;
- is comfortable being part of an organization that takes unpopular positions if justice demands we do so; and
- has D.C. Bar membership or immediate eligibility for D.C. Bar membership

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Renata Aguilera-Titus  
Director of Communications  
and Development  
LaJuan Brooks  
Director of Community  
Engagement  
Amber W. Harding  
Director of Policy and Advocacy  
Karen Malovrh  
Senior Counsel  
Paul Marchione  
Managing Director  
William R. Merrifield, Jr.  
Special Counsel  
Becky O'Brien  
Director of Legal Services  
Carolyn E. H. Perez  
Senior Counsel  
Leslie Plant  
Administrator  
Brittany K. Ruffin  
Senior Counsel  
Ann Marie Staudenmaier  
Senior Counsel  
Kelsey Vaughan  
Volunteer Coordinator

Our ideal candidate will have:

- experience representing clients in a public interest setting;
- experience with policy or legislative campaigns;
- strong writing and oral communication skills; and
- knowledge of D.C. government and resources.

The successful candidate will be comfortable working in a small, non-profit environment, both independently and as part of a team.

Working Conditions: The Legal Clinic is currently operating on a hybrid work schedule. While there is flexibility to work from home, the Policy and Advocacy Attorney is expected to be proximate to D.C. so they can work from the

Legal Clinic's office in northwest D.C. as needed. Our building requires proof of vaccination. (Note: the hybrid work schedule is subject to change depending on public health and other factors.)

Salary: Salary range begins at \$65,000 for attorneys in their first year of practice and increases based on experience in accordance with the Legal Clinic's salary scale. The Legal Clinic offers excellent benefits.

Applicants

may be eligible for loan repayment assistance through the D.C. Bar Foundation.

To Apply: Please send a cover letter and resume via e-mail to [job@legalclinic.org](mailto:job@legalclinic.org) and note "Policy and Advocacy Attorney" in the subject line. We are looking for thoughtful, personalized cover letters that demonstrate qualifications and interest in working to build a more just community. Interested persons are encouraged to apply

immediately. The first round of interviews will be chosen from applications received by June 24.

The Washington Legal Clinic for the Homeless values an inclusive workplace. Candidates who are Black, Indigenous, people of color, people with disabilities, and/or members of other underrepresented communities are

strongly encouraged to apply

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**Posting Date:** June 8, 2022

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**Expiration Date:** August 31, 2022

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**Contact:** Human Resources

1200 U St NW Washington, District of Columbia 20009 United States

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

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**How to Apply:** To Apply: Please send a cover letter and resume via e-mail to [job@legalclinic.org](mailto:job@legalclinic.org) and note "Policy and Advocacy Attorney" in the subject line

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**Additional Documents:** Cover Letter

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**ID:** 9594

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**Real Estate Finance Associate - Las Vegas**  
Ballard Spahr LLP (Philadelphia, PA)

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**Job Type:** Full-time

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**Job Location(s):** Las Vegas, Nevada United States

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**Job Description:**

Our Finance Department is seeking to hire an associate with 2-5 years of experience to join the Real Estate Finance Practice Group in our Las Vegas office. Qualified candidates will have distinguished academic credentials and relevant transactional experience (sales and acquisitions, leasing, commercial development, finance, and workouts/restructuring). This is an excellent opportunity for professional growth in a collegial environment. Candidates interested in our Denver, Salt Lake City and Phoenix offices will also be considered. Active bar in the location for which you wish to be considered is preferred.

Ballard Spahr has an industry-leading finance practice. We represent a wide variety of institutional clients nationwide, including commercial and investment banks, finance companies, life insurance companies, real estate lenders, bond underwriters, private equity firms, investors and developers, and major non-profits.

Ballard Spahr LLP is a more than 600 lawyer firm with 15 offices across the U.S. and is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Ballard Spahr offers an excellent benefits package which includes medical, prescription drug, dental and vision coverage; life insurance, short and long-term disability; 401(k) retirement savings plan; and a generous paid time off program. Additional benefits provided are health care and dependent care flexible spending accounts, and a health savings account; firm subsidized emergency child and elder care services; family and medical leave; employee assistance program; and a pre-tax transportation program. The base salary for this position will range from \$190,000 - \$240,000 depending upon location and experience.

The health, safety and well-being of our Ballard community is a top priority. Therefore, all lawyers and staff are required to be fully vaccinated as a condition of employment. We believe this is the most prudent position to take in order to meet our obligation to provide as safe of a workplace as possible. The firm will provide exemptions and accommodations for medical and religious reasons consistent with applicable law.

**Physical Requirements:**

- Ability to sit for long periods of time. Ability to communicate verbally and in writing. Push, pull and lift up to 40 pounds. Intermittent standing, walking, bending and stooping. Typing ability for the use of a personal computer.
- The physical requirements described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

**This Job Description describes the general content and requirements for the position. It is not an exhaustive statement of the essential functions, responsibilities, or requirements of the job; they may change from time to time and are dictated by the needs of the firm and the managers to whom the employee will report. Employment is at will. Ballard Spahr may change the functions and responsibilities of the position at any time, and it may reassign the employee to another department in its sole discretion.**

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**Posting Date:** June 8, 2022

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**Expiration Date:** July 15, 2022

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**Contact:** Kathryn J. Ball  
Manager of Attorney Growth and Integration  
1735 Market Street Philadelphia, Pennsylvania 19103 United States

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

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**How To Apply:** <https://selfapply.ballardspahr.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=1&FilterJobCategoryID=4&FilterJobID=711>

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**Additional Documents:** Unofficial Transcript

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**Visual ID:** 9588

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## Staff Attorney

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

**Job Type:** Full-time

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**Job Location(s):**

Louisville, Kentucky United States

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**Job Description:**

The Louisville-Jefferson County Public Defender Corporation offers you the opportunity to be a litigator at an established and recognized public defender office. It is now accepting applications from 3rd year law school students who will be graduating in May. It is also accepting applications for entry level staff attorney positions from licensed lawyers to begin immediately.

The Louisville-Jefferson County Public Defender Corporation is a non-profit organization rendering legal services in the largest jurisdiction in the state of Kentucky to indigent adults and juveniles accused of crimes and status offenses, and to those who are subjected to involuntary hospitalization due to mental illness. The office functions as a full-service law firm providing defense representation in all state courts at every level, as well as appellate and post-conviction advocacy in the state courts.

The office operates a mixed caseload/vertical representation system in accordance with the ABA Standards for Criminal Justice (both Providing Defense Services and Defense Function), as well as the ABA's Ten Principles of a Public Defense Delivery System. As such, individual clients are represented by the same attorney throughout all stages of the proceedings from appointment until final disposition of the case.

Staff attorneys at the Louisville-Jefferson County Public Defender's office must be members in good standing of the Kentucky Bar Association (see Supreme Court Rule (SCR) 2.010). This may be accomplished by applying for admission in a timely manner (see SCR 2.022) and taking and passing the Kentucky Bar Examination, which is offered twice a year in February and July. If you are a licensed attorney in another state and a member in good standing of that state's bar, it may also be accomplished by seeking reciprocal admission pursuant to SCR 2.110 or by filing an application for a limited certificate of admission to practice law in an organized public defender program (see SCR 2.112). Law school graduates may be eligible for use of the Supervised Practice Rule (SCR 2.116). Admission can also be obtained by transferred Uniform Bar Examination (UBE) score pursuant to SCR 2.090. The various alternate types of admission can be found at the website for the Kentucky Office of Bar Admissions: [https://www.kyoba.org/Views/public/Content.aspx?page\\_id=215](https://www.kyoba.org/Views/public/Content.aspx?page_id=215)

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

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**Posting Date:** June 8, 2022

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**Expiration Date:** July 15, 2022

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**Contact:** Deputy Chief Public Defender Beth McMahon  
Deputy Chief Public Defender  
719 West Jefferson St. Louisville, Kentucky 40202 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** [bcmahon@metrodefender.org](mailto:bcmahon@metrodefender.org)

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

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**Additional Documents Notes:** List of References

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**Visual ID:** 9598

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## Law Clerk

Bergen County Courthouse (Hackensack NJ)

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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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**Job Location(s):** Hackensack, New Jersey (United States)

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**Description:**

I have an immediate opening for a law clerk position with Judge Nasta at our Bergen County vicinage, to finish the current 2021-2022 term through next court term August 2023. If you know of any interested law school graduates please have them send their application materials (resume, cover letter, transcripts, writing sample) to Lynda Villareal at [lynda.villareal@njcourts.gov](mailto:lynda.villareal@njcourts.gov) and cc me Melodia Juillet [melodia.juillet@njcourts.gov](mailto:melodia.juillet@njcourts.gov)

Judge information:

Judge David Nasta

Bergen County Courthouse

10 Main Street, 3rd Floor

Hackensack, NJ 07601

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**Posting Date:** June 7, 2022

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**Expiration Date:** August 31, 2022

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**Contact:** Lynda Villareal

10 Main Street, 3rd Floor Hackensack, New Jersey 07601 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [lynda.villareal@njcourts.gov](mailto:lynda.villareal@njcourts.gov)

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

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**ID:** 9584

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**Manager of Legal and Risk**  
Navy Federal Financial Group (Vienna, VA)

**Position Type:** Full-time

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

**Job Location(s):** Vienna, Virginia (United States)

**Description:**

Manager Legal & Risk - NFFG

Location: VA Vienna - Headquarters Full/Part Time: Full-Time Regular/Temporary: Regular

APPLY NOW

EMAIL

Job Description

YOUR LIFE'S MISSION: POSSIBLE

You have goals, dreams, hobbies and things you're passionate about.

What's Important to You Is Important to Us

We're looking for people who not only want to do meaningful, challenging work, keep their skills sharp and move a the things that matter to them—friends, family and passions. And we're looking for team members who are passion difference in military members' and their families' lives. Together, we can make it happen.

Don't take our word for it.

- Military Times 2021 Best for Vets Employers
- WayUp Top 100 Internship Programs
- Forbes® 2021 The Best Employers for New Grads
- Forbes® America's Best Employers
- Newsweek Top 100 Most Loved Workplaces
- 2021 People Companies that Care
- Fortune Best Workplaces for Women
- Fortune 100 Best Companies to Work For®
- Fortune Best Workplaces for Millennials
- Computerworld® Best Places to Work in IT

**Basic Purpose**

Direct day-to-day Risk program to ensure ongoing compliance with all applicable Federal and State regulations and and procedures to include ensuring risk management practices and standards are embedded across NFFG, respond inquiries, and interpretation and/or application of rules and legislation.

**Responsibilities**

- Act as liaison with NFFG's business units to facilitate, improve, and strengthen operations decisions-making thrce as part of the business development process
- At the direction of the VP Legal Compliance & Risk, (ie: NFFG Chief Compliance Officer), work with federal and s and regulatory implementations
- Act as liaison for NFFG legal inquiries from both outside parties and internal staff, responding to all member con and regulatory requests
- Serve as backup point of contact to VP Compliance, Legal & Risk for NFFG NFCU's Office of General Counsel and collaborating, and escalating issues to them as needed
- Prepare regulatory comments, letters and correspondence to government agencies, members of Congress, and support Navy Federal Financial Group's positions and proposals and maintains policies and procedures
- Respond to requests form the NFFG Chief Compliance Officer and senior management for legal interpretation an regulations.
- Analyze the external (e.g., legislative and regulatory changes, competitors and economic trends) and the intern policies and procedures, available resources and future direction/plans) environments to assist with establishing re association with the Chief Compliance Officer and Senior Management
- Research, evaluate, and guide efforts to develop a comprehensive enterprise-wide system of reviews and tests f applicable legislative and regulatory changes
- Direct the day-to-day risk program to align with NFFG's strategic objectives, risk management best practices, ar
- Ensure risk management practices and standards are embedded across the operational, financial, credit, compli for NFFG
- Partner with business units and senior management to assess, support, and develop risk mitigation strategies a
- Counsel and advise key stakeholders on complex risk issues; provide guidance and feedback to business units t lifecycle
- Provide special project support requiring legal or risk assessments, partners with other business units, NFCU de needed and directed by the NFFG Chief Compliance Officer
- Perform supervisory/managerial responsibilities -Manage staff &/or supervisors
  - o Ensure adequate/skilled staffing; select employees
  - o Establish performance goals and priorities
  - o Prepare, conduct and review performance appraisals
  - o Develop, mentor and counsel staff
  - o Provide input and/or prepare budget requirements for Annual Financial Plan (AFP)
  - o Ensure section/branch goals and objectives align with division/department strategy
  - o Ensure efficiency of operations
- Perform other duties as assigned

**Qualifications – All required unless otherwise noted**

- Juris Doctor from an accredited law school or the equivalent combinations of educations, training or experience
- Significant experience in evaluating a broker/dealer operation for associated risks in a financial organization
- Expert knowledge of federal, state, local and industry regulation affecting financial institutions to include broker,

- Significant experience in managing and maintaining an effective, ongoing compliance program
- Advanced skill making sound organizational and operational decisions
- Advanced research, analytical, and problem solving skills
- Experience in risk analysis
- Advanced skill analyzing facts/identifying controls/developing procedures/recommending solutions
- Advanced skill presenting findings, conclusions, alternatives, and information clearly and concisely
- Advanced relationship building, negotiation and facilitation skills
- Advanced verbal and written communication skills
- Significant experience in supervising and leading employees
- Expert knowledge of banking/financial industry standards and practices

Desired

- FINRA Registration: Securities Industry Essentials, Series 7, 24 preferred or must be willing to obtain them
- Familiarity with Navy Federal objectives, functions and policies and procedures.

Hours: Monday – Friday, standard business hours

Location: 820 Follin Lane, Vienna, Virginia 22180, United States

Salary Range: \$134,300 \$187,900

\*Please note: salary range is dependent on experience

Equal Employment Opportunity

Navy Federal values, celebrates, and enacts diversity in the workplace. Navy Federal takes affirmative action to ensure qualified individuals with disabilities, disabled veterans, Armed Forces service medal veterans, recently separated veterans. EOE/AA/M/F/Veteran/Disability

COVID-19 Vaccine Information

As a COVID-19 safety measure, our employees must either provide proof of COVID-19 vaccination or follow additional testing.

Disclaimer

Navy Federal reserves the right to fill this role at a higher/lower grade level based on business need. An assessment of this position.

Bank Secrecy Act

Remains cognizant of and adheres to Navy Federal policies and procedures, and regulations pertaining to the Bank

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**Posting Date:** June 7, 2022

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**Expiration Date:** August 31, 2022

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**Contact:** Marissa Bacino  
Chief Compliance Officer  
Vienna , Virginia United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** Marissa\_Bacino@navyfederal.org

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**ID:** 9583

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**Associate Governmental Program Analyst**  
Department of Fair Employment and Housing

**Job Type:** Full-time

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**Job Location(s):**

Elk Grove, California United States  
Riverside, California United States  
Oakland, California United States  
Los Angeles, California United States  
Bakersfield, California United States  
Fresno, California United States

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**Job Description:**

The incumbent performs a variety of tasks under the general supervision of the Staff Services Manager I. The Associate Governmental Program Analyst (AGPA) provides professional, quality service and accurate information to the public by accepting, investigating, and resolving the more varied and complex complaints of housing discrimination, denial of services by a public accommodation, and acts of hate violence under the Fair Employment and Housing Act, the Ralph Civil Rights Act and the Unruh Civil Rights Act. This is a full journey-level position.

This is a continuous and year-long posting with the following quarterly cutoffs:

**EMPLOYMENT TEAM 2**

- January 15
- April 15
- July 15
- October 15

***Candidates must have eligibility and submit applications in each quarter by the cutoff date in order to be considered for that round of recruitment.***

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate: Experience in or knowledge of complete investigative techniques, methodology and/or settlement of complaints. Ability to communicate effectively both verbally and in writing and establish and maintain cooperative working relationships with co-workers, members of the public, and display excellent customer service skills. Ability to operate a computer and knowledge of Excel and Word software programs. Ability to interpret and apply laws and regulations to specific situations. Ability to follow oral and written instruction and established procedures. Ability to gather and analyze facts and evidence; reason logically, draw valid conclusions, and make appropriate recommendations and participate effectively in investigations and interviews. Ability to prepare written documents and accurate detailed reports clearly and concisely. Experience working as a project leader or coordinating the efforts of representatives on projects. Ability to speak a second language (bilingual) or American Sign Language preferred, but not required.

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**Posting Date:** June 6, 2022

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**Expiration Date:** July 13, 2022

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**Contact:** Cristina S Granado  
2218 Kausen Drive, Suite 100 ELK GROVE, California 95624 United States

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

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**How To Apply:** <https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=288098>

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

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**Visual ID:** 9283

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**Assistant Attorney General (Civil Division)**

CNMI Office of AG

**Job Type:** Full-time**Job Location(s):**

Saipan Northern Mariana Islands

**Job Description:**

NATURE OF WORK: This position is located at the CNMI Office of the Attorney General and is under the general supervision of the Attorney General and/or his designee. The incumbent would represent the CNMI Government and its executive branch government agencies

**DUTIES AND RESPONSIBILITIES:**

Responsible for representing government agencies in all in-house legal matters including contract review, administrative hearings, government procurement, and litigation;

Draft legal memoranda, opinions, and regulations; Draft motions, pleadings, and other legal documents in civil litigation matters and appears on behalf of the government of the Commonwealth of the Northern Mariana Islands and/or executive branch agencies; Perform such acts as may be incidental to the exercise of the functions, powers, and duties set forth in the Commonwealth Constitution and statutes; Perform other duties as assigned.

Benefits include airfare, a relocation assistance stipend of \$3,000-\$5,000, health insurance, life insurance, competitive retirement benefits, paid holidays, paid vacation days, and paid sick leaves. In addition, the CNMI has warm weather year-round, beautiful beaches with crystal clear blue waters, and offers world famous scuba diving. CNMI residents are subject to significantly lower tax rates and are not required to file or pay federal income taxes. Employees qualify for student loan forgiveness under the Public Service Loan Forgiveness Program.

Must have graduated with a Juris Doctor ("J.D.") degree from an American Bar Association accredited law school within the United States, its territories, or possessions. In addition, applicant must be a member of a state or territorial bar association in good standing, making him or her eligible for a four-year temporary admittance to the Commonwealth Bar as a government attorney.

**Posting Date:** June 5, 2022**Expiration Date:** July 9, 2022**Contact:** Tina Deleon Guerrero

Office Manager

Capitol Hill, Box 10007 Saipan, Alaska 96950 United States

**Resume Receipt:** Email Resume, Online**Default email address for resumes:** tina\_deleonguerrero@cnmioag.org**Additional Documents:** Writing Sample, Other Documents**Additional Documents Notes:** Resume

List of three (3) references

**Visual ID:** 9576

**Assistant Attorney General - Criminal Division**  
CNMI Office of AG

**Job Type:** Full-time

**Job Location(s):** Capitol Hill Northern Mariana Islands

**Job Description:** NATURE OF WORK: This position is located at the CNMI Office of the Attorney General Criminal Division and is under the general supervision of the Attorney General and/or his designee.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for criminal cases, including juvenile cases, prosecution, appeals, felony, misdemeanor and traffic cases and other matters as assigned by the Attorney General and the Chief Prosecutor.
- Draft motions, pleadings, answers complaints and other legal documents common to criminal law practice and appears on behalf of the government of the Northern Mariana Islands.
- Investigates cases to ensure adequate prosecution, reviews the police investigation and reports to ensure that the gathering of evidence, interviewing, etc. are performed appropriately.
- Handle all phases of the prosecution of felony cases. This includes assisting police officers secure arrest and search warrants, and handle preliminary hearings, pretrial motions and final disposition of felony cases.
- Performs such acts as may be incidental to the exercise of the functions, powers, and duties set forth in the Commonwealth constitution and statutes;
- Performs other duties as assigned.

Benefits include airfare, a relocation assistance stipend of \$3,000-\$5,000, health insurance, life insurance, competitive retirement benefits, paid holidays, paid vacation days, and paid sick leaves. In addition, the CNMI has warm weather year-round, beautiful beaches with crystal clear blue waters, and offers world famous scuba diving. CNMI residents are subject to significantly lower tax rates and are not required to file or pay federal income taxes. Employees qualify for student loan forgiveness under the Public Service Loan Forgiveness Program

**Posting Date:** June 5, 2022

**Expiration Date:** July 9, 2022

**Contact:** Tina Deleon Guerrero  
Office Manager  
Capitol Hill, Box 10007 Saipan, Alaska 96950 United States

**Resume Receipt:** Email Resume, Online

**Default email address for resumes:** [tina\\_deleonguerrero@cnmioag.org](mailto:tina_deleonguerrero@cnmioag.org)

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

**Additional Documents Notes:** Resume  
Three References

**Visual ID:** 9576

## Executive Director

National Disability Rights Network (NDRN) (Washington, DC)

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**Job Type:** Full-time

**Job Location(s):**

Washington, District of Columbia United States

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**Job Description:**

THE OPPORTUNITY

This is a significant point in time for the future of the National Disability Rights Network (NDRN). NDRN has spent 37 years building the most powerful legally based advocacy arm of the disability rights movement this country has ever seen. Despite our progress, the most marginalized members of our community – black, indigenous, people of color, LGBTQIA2S+, those with developmental disabilities and psychiatric disabilities, are still experiencing higher levels of abuse, neglect, bullying, discrimination, and other forms of oppression. NDRN's goal is to ensure that all people with disabilities are treated as full and equal citizens. NDRN is positioned to welcome a new Executive Director to lead the organization in this important new chapter and pursuit of change and lasting impact. NDRN is seeking an extraordinary leader with the ability to inspire the dedicated NDRN staff, devoted Board of Directors and 57 Protection and Advocacy (P&A) and Client Assistance Programs (CAP) throughout the United States, territories, and Tribal Nations to create sustainable change. This is an exciting opportunity for a visionary disability rights leader to build on NDRN's amazing legacy, engage new generations and fulfill a mission that impacts society.

The Organization and Impact

The National Disability Rights Network is a national, non-profit, member-driven organization consisting of State and Territorial Protection and Advocacy Systems including Client Assistance Programs. As a 501(c)(3) non-profit, NDRN is governed by a volunteer member board of directors which hires and evaluates the executive director and guides strategic planning and organizational direction for the network. Collectively, the P&A/CAP network is the largest provider of legally based advocacy services to people with disabilities in the United States. NDRN's mission is to promote the integrity and capacity of the P&A/CAP national network and to advocate for the enactment and vigorous enforcement of laws protecting civil and human rights of people with disabilities. NDRN ensures that P&As/CAPs remain strong and effective by providing training and technical assistance. NDRN places high value on meaningful participation and contribution by its members' governance and employees. NDRN advocates and continually works towards positive system change on behalf of all individuals with disabilities including underserved and unserved minorities.

Position Summary

Seeking a Senior Level Disability Rights Leader with Demonstrated Skills in:

- Leadership
- Relationship Management
- Strategic Planning
- Communications
- Fiscal Development & Management
- Administration & Operations
- Supervision/Management
- Legislative & Public Policy Advocacy

The National Disability Rights Network is seeking a transformational and visionary leader who holds disability justice as a core value. The new Executive Director of NDRN should be an experienced leader who understands the disability rights movement and is able to articulate and advocate for the core values, mission, and priorities of NDRN to all key stakeholders and constituent interests. The right candidate will bring the strategic vision and collaborative approach needed to enable the organization to continue to lead and drive the disability rights movement as the national standard bearer. NDRN's next leader will collaborate with leaders of other disability and civil rights groups. The new Executive Director must be an articulate and passionate ambassador to advance the organization's mission through innovative and creative use of all media in a broad range of settings to diverse audiences. The candidate must be available to work long hours and weekends. Travel is required. The new Executive Director will supervise and oversee a staff of 34 while managing the organizational operations and budget. The ideal candidate will demonstrate the highest ethical standards and operate with integrity and transparency in conducting the business of the organization. The Successful candidate must pass background employment checks and if required by various funding sources, must be able to obtain federal or other government suitability clearance(s).

Location

The new Executive Director will be based in Washington, DC. and will work at least part time on-site in the Washington D.C. office.

**QUALIFICATIONS:**

- Â· Advanced degree in human services, public policy or law is preferred.
- Â· Extensive relevant experience in services to constituent populations and/or association management.
- Â· Demonstrated ability to work effectively with the Board to regularly assess progress toward agency's goals, identify the needs of the network, and establish priorities and implementation strategies.
- Â· Demonstrated understanding of disability rights and the work of the Protection & Advocacy System (P&A) including the Client Assistance Program (CAP).
- Â· Demonstrated understanding of intersectionality and the complex needs of the disability community.
- Â· Demonstrated management expertise including knowledge of fiscal management, (including federal contracts and grant) personnel functions, and organizational development and planning processes.
- Â· Demonstrated knowledge of the federally funded service system, the federal legislative process and experience in educating policy makers.
- Â· Demonstrated ability to organize and prioritize complex tasks.
- Â· Demonstrated interpersonal skills and cultural competence.
- Â· Demonstrated experience and skill in public speaking.
- Â· Demonstrated commitment to the human, civil and legal rights of all people including Black, Indigenous and People of Color.

**Personal Characteristics**

The new Executive Director must be a strong representational leader with an uncompromising commitment to advancing the rights of all people with disabilities. The successful candidate must demonstrate that they are an innovative, transparent, adaptive leader with the ability to build strong and effective teams and support employee personal and professional development. The ideal candidate will be a person with a disability and deep roots in the disability community. The successful individual should have the emotional intelligence to engage in honest self-reflection and receive constructive feedback, as well as the humility to share power and make thoughtful decisions. Proven success creating cultures defined by accountability, trust and respect are critical.

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**Posting Date:** June 5, 2022

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**Expiration Date:** July 5, 2022

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**Contact:** Christine Griffin  
Senior Executive Search Consultant  
820 First Street NE Washington, District of Columbia 20002 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** cgriffin@benderconsult.com

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**Additional Documents:** Cover Letter

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**Visual ID:** 9564

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## Wealth Management Associate

Equitable Advisorss

**Job Type:** Full-time

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**Job Location(s):**

West Virginia United States

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**Job Description:**

At Equitable Advisors, we value your ambition. We work hard to create a culture where you can move forward as fast as you're capable. Our #VP24 program is an established management track designed to help accelerate your success as a Financial Professional.

After your first year as an Equitable Advisors Financial Professional, you can join our 2-year management track and be on the path to becoming a vice president or district manager. Equitable Advisors' training systems are designed to provide you with the skills and tools you need to succeed:

- Development sessions
- Advanced coaching from peers, managers and executive leadership
- Leadership development school
- Equitable Advisors' virtual university
- Leadership meetings

**Responsibilities**

- Recruiting and selecting new financial sales professionals and supporting their development through training, coaching and joint-work opportunities, fostering relationships with existing experienced financial professionals
- Ensuring compliance oversight and supervision
- Exemplifies the successful financial professional profile by maintaining a sound, profitable personal and district sales practice consistent with branch and company strategy

**Requirements**

With a wide range of successful financial professionals, prior educational focus and professional background does not necessarily dictate success. We see success with people directly out of college, frustrated professionals looking to begin new career opportunities and those already in the financial services industry seeking a more comprehensive platform. We also seek and develop people of all backgrounds built on our proud history and focus of developing diverse talent and enabling an inclusive work environment.

- A four-year college degree *is preferred but not required*
- You will be required to attain state life and health licenses, SIE, FINRA Series 7 and 66 exams (other designations a plus)
- Results-driven, highly motivated, self-starter who possesses integrity, a strong work ethic and the desire to help others plan for and protect their financial futures
- Team player who possesses excellent interpersonal skills and communication abilities, with a high degree of self-confidence
- Ability to draw upon past/present experiences and acquaintances to develop markets and sustain long-term relationships

Note -- applicants must be authorized to work in the United States.

**Benefits**

- Compensation you control and a complete benefits package
- Personalized and comprehensive training and support in all areas important to building your business
- Sponsorship as well as coaching to obtain the licensing required for hire
- Ability to specialize in numerous areas from being a Certified Financial Planner, to a junior or senior partner in a firm model, to employee and executive benefits and other specialized areas of focus
- Ability to work jointly with senior joint-work partners and to be coached by top performers

- Advancement and management opportunities
- A work-life balance and access to a full suite of remote-work technology solutions

**If you are looking to expand your scope of impact with the support of a leading financial services firm, let's connect!**

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**Posting Date:** June 5, 2022

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**Expiration Date:** July 10, 2022

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**Contact:** Amelia Sumner  
1290 6th Avenue New York, New York 10104 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** amelia.mack@equitable.com

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**Visual ID:** 9577

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## Contract Specialist

Department of Energy (Washington, DC)

**Job Type:** Full-time

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**Job Location(s):**

Pittsburgh, Pennsylvania United States

Golden, Colorado United States

Morgantown, West Virginia United States

Washington, District of Columbia United States

Albany, New York United States

Idaho Falls, Idaho United States

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**Job Description:**

The Department of Energy is responsible for defining and advancing America's energy policy, technology, and security. Through our national laboratories and distinctive range of program centers we discover, deliver, and manage the energy breakthroughs that keep the nation and its economy safe and secure through the 21st century and beyond!

The Department of Energy is seeking motivated and highly-qualified candidates for exciting positions available in multiple locations throughout the United States.

**The mission of the Energy Department** is to ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions.

**As a Contract Specialist, you may:**

- Solicit, evaluate, negotiate, and award contracts with commercial organizations, educational institutions, nonprofit organizations, and State, local or foreign governments for furnishing products, services, construction or research and development to the Federal Government
- Administer contracts by assuring compliance with the terms and conditions of contracts, including resolution of problems concerning the obligations of the parties
- Terminate contracts by analyzing, negotiating, and settling claims and proposals
- Analyze and evaluate cost or price proposals and accounting systems data
- Plan, establish, or review contracts, programs, policies, or procedures
- Formulate and administer policies and procedures to ensure achievement of Federal socioeconomic goals, such as those affecting small business, labor surplus areas, and disadvantaged business firms
- Develop acquisition strategies and direct or manage procurement
- Provide staff advisory services in one or more of the specializations in this occupation

You must meet the Basic Requirement listed in the "Education Requirements" section and the "Specialized Experience" to qualify for this series as described below. **SPECIALIZED EXPERIENCE REQUIREMENTS:** A qualified candidate's online application and resume must demonstrate at least one year of specialized experience equivalent to the next lower grade level in the Federal service. Specialized experience for this position is defined as: GS-07: You must have one year of experience at a level of difficulty and responsibility equivalent to the GS-05 grade level in the Federal service. Experience is defined as: Assisting in developing appropriate solicitation packages that meet all legal, regulatory, and policy requirements in response to the needs of the agency; Identifying applicable business practices and market conditions that evaluate bid/offer or responsiveness, contractor responsibility, and contractor performance; Assisting with the evaluation of contractual agreements within a set timeframe, in order to ensure technical protocol. OR Education: Applicants may substitute education for the required experience. To qualify based on education for this grade level you must have successfully completed one full academic year of graduate education or law school or superior academic achievement. OR Combination of education and experience: A combination of education and experience may be used to qualify for this position as long as the applicant possess specialized experience and graduate education beyond the first year of graduate study that together meet the requirements for this position. GS-09: You must have one year of experience at a level of difficulty and responsibility equivalent to the GS-07 grade level in the Federal service. Experience is defined as: Assisting in developing appropriate solicitation packages that meet all legal, regulatory, and policy requirements in response to the needs of the agency; Identifying applicable business practices and market conditions that evaluate bid/offer or responsiveness, contractor responsibility, and contractor performance; Assisting with the evaluation of contractual agreements within a set timeframe, in order to ensure technical protocol; Conducting a variety of routine, limited analyses requiring professional knowledge of contract management. OR Education: have successfully completed two full academic years of progressively higher level graduate education or masters or equivalent graduate degree or LL.B. or J.D. B. OR Combination of Education and Experience: A combination of education and experience may be used to qualify for this position as long as the applicant possess specialized experience and graduate education beyond the first two years of graduate study that together meet the requirements for this position. GS-11: Applicants must also possess at least one year of specialized experience at or equivalent to the GS-09 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must demonstrate the following: applying acquisition, contract and procurement regulations to prepare solicitations containing appropriate provisions, clauses, terms and conditions that communicate requirements to industry; evaluating responses to solicitations for price reasonableness, compliance with terms and conditions, and adequacy of competition; coordinating contract/financial assistance actions with appropriate program/project managers to ensure contract information and documentation is accurate, complete and timely; and/or ensure acquisitions are compatible with overall mission, objectives, and projected program requirements and are consistent with mission requirements. OR FOR THE GS 11- have successfully completed a 3 full academic years of progressively higher level graduate education or Ph.D. or equivalent doctoral degree NOTE: There is no substitution of education for specialized experience at the GS-12 and above. GS-12: Applicants must also possess at least one year of specialized experience at or equivalent to the GS-11 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must demonstrate the following: evaluating responses to solicitations for price reasonableness, compliance with terms and conditions, and adequacy of competition; applying acquisition, contract and procurement regulations to prepare solicitations containing appropriate provisions, clauses, terms and conditions that communicate requirements to industry; and/or administering contracts to include contract scope determinations, contract modifications, supplemental agreements, justifications, approval reviews/fair opportunity evaluations and claims disputes, and contract terminations. GS-13: Applicants must also possess at least one year of specialized experience at or equivalent to the GS-12 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must demonstrate the following: analyzing,



evaluating, approving, or redirecting the strategy, plans, and techniques of pre-award and post-award functions involving highly specialized acquisitions; evaluating responses to solicitations for price reasonableness, compliance with terms and conditions, and adequacy of competition; conducting acquisition planning and contract pre-award functions to include: determining method of procurement and contract type, documenting the acquisition strategy, and obtaining appropriate approvals; administering contracts to include contract scope determinations, contract modifications, supplemental agreements, justifications, approval reviews/fair opportunity evaluations and claims disputes, and contract terminations; and/or interpreting and applying relevant laws, regulations, policies, standards, or procedures to specific contracting issues. GS-14: Applicants must also possess at least one year of specialized experience at or equivalent to the GS-13 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must demonstrate the following: planning, establishing, or reviewing contracts, programs, policies, or procedures; negotiations techniques to conduct contract negotiations and deal with high level business and industry; evaluating or implementing contracting programs; leading or supervising contracting professionals providing contracting services for the acquisition of a wide range of supplies, services and/or construction; and/or contracting experience that demonstrated the ability to perform the full range of highly complex pre-award and post award activities utilizing a variety of types of contracts. GS-15: Applicants must also possess at least one year of specialized experience at or equivalent to the GS-14 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must demonstrate the following: developing acquisition strategies and directing or managing procurements; providing staff advisory services in one or more of the specializations in this occupation; overseeing contractual actions and phases of the contract program; reviewing and analyzing the effects of proposed legislation and other regulations on acquisition programs; serving as an agency technical authority in the areas of acquisition and procurement; and/or developing policies, procedures, and guidelines pertaining to procurement. OPM Qualification Standards for the GS-1102 series can be found at the following website: OPM Qualification Standards for the GS-1102 series.

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**Posting Date:** June 3, 2022

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**Expiration Date:** July 10, 2022

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**Contact:** Morgan McKnight  
1000 Independence Ave., SW Washington, District of Columbia 20585 United States

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

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**How To Apply:** <https://www.usajobs.gov/job/650901500>

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**Visual ID:** 9412

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## Contract Specialist GS-7/15 (Remote or In Person)

Department of Energy (Washington, DC)

**Job Type:** Full-time

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**Job Location(s):**

Albany, Oregon United States  
Pittsburgh, Pennsylvania United States  
Morgantown, West Virginia United States  
Idaho Falls, Idaho United States  
Washington, District of Columbia United States  
Golden, Colorado United States

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**Job Description:**

These positions are to be filled under the OPM Government-Wide Direct Hire Authority for STEM Positions or Infrastructure Investment and Jobs Act (IIJA - P.L. 117-58). This serves as a public notice for the use of the Direct Hire Authority in accordance with 5 U.S.C. 3327 and 5 CFR 330. Under this recruitment procedure, applications will be accepted for each location/ installation identified. There may or may not be actual/projected vacancies at the time of your application.

**This series includes positions that manage, supervise, perform, or develop policies and procedures for professional work involving the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures; the evaluation of contract price proposals; and the administration or termination and close out of contracts. The work requires knowledge of the legislation, regulations, and methods used in contracting; and knowledge of business and industry practices, sources of supply, cost factors, and requirements characteristics.**

- **As a Contract Specialist, you may:** Solicit, evaluate, negotiate, and award contracts with commercial organizations, educational institutions, nonprofit organizations, and State, local or foreign governments for furnishing products, services, construction or research and development to the Federal Government
- Administer contracts by assuring compliance with the terms and conditions of contracts, including resolution of problems concerning the obligations of the parties
- Terminate contracts by analyzing, negotiating, and settling claims and proposals
- Analyze and evaluate cost or price proposals and accounting systems data
- Plan, establish, or review contracts, programs, policies, or procedures
- Formulate and administer policies and procedures to ensure achievement of Federal socioeconomic goals, such as those affecting small business, labor surplus areas, and disadvantaged business firms
- Develop acquisition strategies and direct or manage procurement
- Provide staff advisory services in one or more of the specializations in this occupation

Multiple locations exist including remote work.

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**Posting Date:** June 3, 2022

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**Expiration Date:** July 10, 2022

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**Contact:** Morgan McKnight  
1000 Independence Ave., SW Washington, District of Columbia 20585 United States

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

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**How To Apply:** <https://www.usajobs.gov/job/650901500#>

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**Visual ID:** 9413

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## CIRCUIT JUDGE LAW CLERK

The Supreme Court of Appeals of West Virginia

**Position Type:** Full-time

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

**Job Location(s):** Charleston, West Virginia (United States)

### Description:

The Administrative Office of  
The Supreme Court of Appeals of West Virginia  
Position Announcement  
FIFTEENTH JUDICIAL CIRCUIT HARRISON COUNTY  
EMPLOYMENT OPPORTUNITY  
Clarksburg, West Virginia  
Deadline JULY 5, 2022.

#### The Position

The Administrative Office of the Supreme Court of Appeals of West Virginia ("AO") is now accepting resumes for the position of Circuit Judge Law Clerk for the Honorable Judge Christopher McCarthy. This position works under the direct supervision of Judge Christopher McCarthy in the Fifteenth Judicial Circuit, Harrison County, WV. This is a salaried position. The position is described as follows:

#### CIRCUIT JUDGE LAW CLERK

Pay Scale: The annual salary for those who are not members of the West Virginia State Bar is \$50,946.00, plus benefits, and the annual salary for those who are members of the West Virginia State Bar is \$59,538.00, plus benefits. Documentation from the West Virginia State Bar, i.e., Bar Dues Statement, will be required to receive the higher salary.

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

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

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

#### Duties and Responsibilities:

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

- Perform legal research,
- Prepare confidential legal memoranda,
- Attend court hearings,
- Draft orders and opinions,
- Advise and assist judge with legal issues,
- Conduct discovery conferences,

Page 2 of 2

- Respond to attorneys and self-represented litigants, and
- Monitor the court's docket.

#### Criminal Background Check:

All successful candidates must submit to a criminal background check.

#### Compensation and Benefits include:

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

#### The Administrative Office of the Courts

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

#### West Virginia Courts

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

#### Equal Opportunity in Employment

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

#### Application Process

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

- Cover Letter,
  - Resume,
  - Law School Transcript,
  - Writing Sample,
  - References (at least three, including current contact information),
  - Signed Court Employment Application (available on Court website), and
  - Signed, Notarized Release for Criminal/Background Check (available on Court website).
- All of the requested documents and information must be received before a final employment decision will be made.  
Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.

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**Posting Date:** June 1, 2022

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**Expiration Date:** July 5, 2022

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**Contact:** Sarah Loftus  
Law Clerk Program Coordinator  
Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States

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**Resume Receipt:** E-mail

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

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

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**ID:** 9568

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## Entry-Level Assistant State Attorney

Miami-Dade State Attorney's Office (Miami, FL)

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**Position Type:** Full-time

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**Practice Area(s):** Criminal - Prosecution

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

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**Job Location(s):** Miami, Florida (United States)

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**Description:**

The Office of the Miami-Dade State Attorney prosecutes all criminal violations within its jurisdiction, which is the greater Miami area. While the number varies depending on the funding, the office generally hires an average of 60 Assistant State Attorneys each year. The great majority of these positions are entry level. Attorneys generally begin their employment in a training program lasting approximately two months and then proceed to trial division assignments. The office is staffed by over 300 attorneys and a support staff of approximately 900. The legal staff is approximately 50% female, and approximately 44% minority. The office provides a wide variety of criminal prosecution experience, including general misdemeanor and felony trial work, as well as assignment to specialized divisions. These specialized divisions include Sexual Battery, Career Criminal/Robbery, Senior Trial Counsel/Homicide, Economic Crimes, Domestic Crimes, Public Corruption and Racketeering/Organized Crime. Applicants should be interested in working in a large urban area in an office that has a very fast-paced working environment. We desire applicants who have demonstrated a strong interest in litigation/criminal law through their coursework and experience while in law school. Florida Bar admission is not a prerequisite to hiring. However, for those who are not members of the Florida Bar, certification under Chapter 11 of the Florida Bar Rules is strongly preferred. Those who do not meet these requirements may be considered; however, the opportunity for employment may be diminished and will be conditioned upon admission to the Florida Bar.

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**Posting Date:** June 1, 2022

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**Expiration Date:** August 26, 2022

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

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**Contact:** Mr. Gunnar Stewart  
Recruitment Coordinator  
1350 NW 12th Avenue Miami, Florida 33136 United States  
<http://www.miamisao.com>

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**Resume Receipt:** Accumulate Online

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

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**ID:** 9541

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## Housing Attorney

Mid-Minnesota Legal Aid (Minneapolis, MN)

**Job Type:** Full-time

**Job Location(s):** Minneapolis, Minnesota United States

**Job Description:** Mid-Minnesota Legal Aid (MMLA) is seeking a full-time staff attorney to join the Minneapolis Housing Unit. The Minneapolis Housing Unit defends hundreds of eviction actions per year and represents tenants in affirmative actions to secure their rights and allow them to lead safe, healthy, and independent lives in their communities. MMLA is hiring up to two staff attorneys to provide housing outreach, education, and representation to clients at one of two community clinic sites: African Community Services and Division of Indian Work. The attorney(s) will also join the housing team to advise and represent clients who connect with MMLA via our general intake line and Hennepin County housing court. This position will start as soon as possible after an offer is extended.

As an equal opportunity employer, MMLA is committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. We welcome information about how your experience can contribute to serving our diverse client communities. Applicants are encouraged to share in their cover letter how they can further our goal of equal justice for all. We are committed to a discrimination- and harassment-free workplace.

**BACKGROUND:** MMLA's mission is to advocate for the legal rights of disadvantaged people to have safe, healthy, and independent lives in their communities. MMLA provides civil legal representation to clients with low incomes and seniors in 21 counties in central Minnesota, and to people with disabilities throughout the state. MMLA's Minneapolis office primarily serves clients who reside in Hennepin and Anoka Counties. MMLA receives funding from a variety of public and private sources and enjoys strong support from the organized bar.

### RESPONSIBILITIES:

- Apply the principles of MMLA's Racial Justice Values Statement in all interactions.
- Advise and represent clients in a variety of court and administrative forums.
- Provide training for tenants and advocates about housing rights.
- Assist with community outreach and education as needed for clients' needs.
- Other duties as assigned.

### QUALIFICATIONS:

- Must be licensed to practice law in the State of Minnesota, eligible for admission by reciprocity, or sitting for the July 2022 bar exam. New graduates are welcomed and encouraged to apply.
- Demonstrated interest in and commitment to the needs of low-income/vulnerable clients.
- Commitment to working as a team member to serve clients' needs.
- Desire to appear in court to litigate client rights.
- Excellent analytical and written and verbal communication skills.
- Proficiency using Microsoft Office required.
- Legal training, knowledge of community resources, and experience with case management software preferred.
- Language proficiency, particularly in Arabic, Hmong, Oromo, Somali, or Spanish, preferred.
- Diverse economic, social, and cultural experiences preferred.

Mid-Minnesota Legal Aid offers a competitive salary and robust benefits package, including family medical and dental insurance, short- and long-term disability, life insurance, 403(b) with employer match, FSA, employee assistance programs, and generous paid time off.

**APPLICATIONS:** Submit resume and cover letter expressing interest in the position online at <https://mylegalaid.org/employment> by June 10th, 2022, or until position is filled.

If you require a reasonable accommodation for completing this application, interviewing, or otherwise participating in our employee selection process, please contact Jolene Chestnut at [jchestnut@mylegalaid.org](mailto:jchestnut@mylegalaid.org).

Mid-Minnesota Legal Aid is an Equal Opportunity/Affirmative Action employer.

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**Posting Date:** May 31, 2022

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**Expiration Date:** July 7, 2022

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**Contact:** Legal Secretary Cathy Sobotka  
430 North 1st Avenue Minneapolis, Minnesota 55401 United States

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

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**How To Apply:** <https://mylegalaid.org/employment>

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**Visual ID:** 9567

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## Associate Attorney, Gulf Region

Earthjustice

**Job Type:** Full-time

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**Job Location(s):** Houston, Texas United States

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**Job Description:** The new Gulf Regional office of Earthjustice seeks an Associate Attorney to join our team fighting for a healthy and just Gulf.

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

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

Earthjustice's new Gulf Regional Office will work across all three of Earthjustice's core program areas—healthy communities, climate and energy, and lands, oceans and wildlife. In collaboration with our clients and partners, we will fight for clean air and water and to combat unjust pollution burdens; we will fight for an equitable clean energy transition and for climate solutions that work for everyone; and we will fight to protect the magnificent lands, waters and wildlife in the Gulf. Earthjustice has a significant body of work in the Gulf and this new office will expand our capacity in this critical region.

This is an exciting opportunity for an early-career attorney to join a growing team dedicated to delivering meaningful results for the Gulf region.

The Associate Attorney position is a three-year position with the opportunity for extension. Earthjustice's Associate Attorney program is designed to help attorneys who are in the early stages of their careers develop into thoughtful, professional, and effective advocates skilled in the various phases of public interest litigation. As Associate Attorneys gain experience, they gradually take on more independent responsibility for their cases but work throughout their tenure under the supervision of Senior Attorneys, the Deputy Managing Attorney, and the Managing Attorney. Many Associates have gone on to other positions within Earthjustice and with other public interest organizations. More about our associate attorney program can be found [here](#).

This position is located in Houston and supports the work throughout the Gulf region.

### Responsibilities:

Associate attorneys perform a range of work, in partnership with senior attorneys and professional staff, to investigate, develop, and prosecute administrative appeals and litigation including: factual investigation, legal research, case development, record review, client engagement and development, expert evidence and witness development, motions practice and brief writing, oral advocacy, and appellate advocacy.

As associate attorneys gain experience, their case load may include cases for which they have primary responsibility under the supervision of a senior attorney, in addition to matters on which they work in a supporting role with senior attorneys. Specific responsibilities include:

- Working closely with Earthjustice attorneys, scientists, professional staff, and clients to build cases and support policies that serve a diverse set of clients.
- Participating in the full range of tasks involved in administrative advocacy and complex litigation, including factual investigation, legal research and analysis, memo writing, discovery, briefing, and oral advocacy.
- Interacting with clients and work with experts to develop a clear understanding of the facts involved in each case.
- Representing Earthjustice on telephone calls and at meetings with clients, partners, co-counsel, and experts.
- Developing skills required to serve as spokesperson in media.
- Assisting with hiring and supervision of student law clerks and externs.

### Required Qualifications:

- Law school graduate with 1-5 years of legal experience and admitted to, or willing to apply for admission to, the Texas State Bar.
- Excellent research, analytic, writing, and communication skills.
- Strong work ethic, good judgment, initiative, and creativity.
- Strong desire to fight for the right of all to a healthy environment.
- Ability to work well independently and in a team-oriented atmosphere.
- Demonstrated awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- Ability and desire to contribute to the creation of a diverse, equitable, and inclusive work culture that encourages and celebrates differences.
- High levels of emotional intelligence.

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

Compensation is based on experience and location.

**Salary Range for Houston, Texas: \$76,200 - \$93,400**

**To Apply:**

Interested applicants should submit the following via Jobvite:

- Resume.
- One or two page cover letter that addresses each of the following: (1) aspects of your background that are relevant to the qualifications listed above; (2) why you are drawn to Earthjustice's mission and whether there are particular legal, environmental, or justice issues that inspire you; and (3) how your time at Earthjustice would contribute to your career aspirations.
- Writing sample, preferably a legal brief or memorandum that primarily reflects your work.
- Law school transcript.

For this position, we are looking to hire a candidate who is available to start in **September 2022**. Preference will be given to candidates who apply by **June 12, 2022**. After that, applications may be reviewed on a rolling basis until the position is filled.

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

Earthjustice brings our associate attorneys on board on a quarterly schedule, during the months of January, April, June, and September.

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

*For positions located within the City and County of San Francisco: Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*

*For positions located within the City of Los Angeles: We will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.*

<b>Posting Date:</b> May 27, 2022
<b>Expiration Date:</b> July 3, 2022
<b>Contact:</b> Earthjustice California Regional Office Los Angeles, California United States
<b>Resume Receipt:</b> Other (see below)
<b>How To Apply:</b> <a href="https://app.jobvite.com/j?cj=oOEOjfwj&amp;s=symplicity">https://app.jobvite.com/j?cj=oOEOjfwj&amp;s=symplicity</a>
<b>Visual ID:</b> 9562



**Assistant Attorney General / Medicaid Fraud Control Unit**  
The Office of the West Virginia Attorney General (Charleston, WV)

**Position Type:** Full-time

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

**Job Location(s):** Charleston, West Virginia (United States)

**Description:**

Assistant Attorney General / Medicaid Fraud Control Unit: The West Virginia Attorney General's Office is seeking a full-time Attorney to join its Medicaid Fraud Control Unit ("MFCU"). The MFCU is charged with investigating, prosecuting, and obtaining criminal and civil remedies against individuals and corporate entities responsible for improper or fraudulent Medicaid billing schemes as well as investigating and prosecuting allegations of abuse and neglect of residents in nursing homes and other residential healthcare facilities.

To fulfill these obligations, the MFCU works to identify and investigate fraud committed by hospitals, nursing homes, pharmacies, home health agencies, transportation providers, clinics, hospitals, doctors, dentists, nurses, and other Medicaid providers – as well as individuals, who, for their own financial benefit, interfere with quality healthcare or exploit Medicaid beneficiaries.

Applicants must be organized, flexible, detail-oriented, capable of operating independently with minimal supervision, interested in acquiring new skills to assume greater responsibilities, and have a minimum of three (3) years of litigation experience handling criminal and/or civil matters. Applicants must have a demonstrated ability to make strategic decisions regarding case development, as well as strong analytical skills and the ability to exercise sound judgment. Candidates with prior healthcare or fraud experience are preferred. Ideal applicants will have at least five (5) years of litigation experience, or substantial grand jury and trial experience that preferably includes the investigation and prosecution of financial crimes, as well as experience in state and/or federal courts in West Virginia.

Responsibilities will include, but are not be limited to:

Providing legal advice on statewide criminal and civil investigations of healthcare fraud and the criminal abuse, neglect, and financial exploitation of vulnerable adults.  
Conducting legal research and performing all other legal functions necessary for effective case development to ensure the best possible chance for a successful prosecution.  
Providing expert legal counsel on complex issues involving federal and state law, rules, and regulations, including Stark Act violations, and nationwide multi-million-dollar global investigations involving major pharmaceutical companies.  
Preparing and editing all documents in accordance with deadlines set by supervisors and colleagues, resulting in documents that are free of technical errors and properly formatted.  
Assisting County Prosecutors as a Special Assistant Prosecutor where permitted, directly prosecuting criminal MFCU cases.  
Serving as a Special Assistant United States Attorney (SAUSA) to prosecute Medicaid fraud cases in federal courts where permitted.  
Pursuing civil remedies where civil recovery is appropriate by repayment request, demand letter, or civil lawsuit.  
Answering the legal questions of Investigators and other Unit members, as well as providing legal support to the Director and Deputy Director.  
Candidates must have an active WV law license or be eligible for admission

Please send your resume to [jobs@wvago.gov](mailto:jobs@wvago.gov) with "MFCU Attorney" in the subject line.

**Posting Date:** May 25, 2022

**Expiration Date:** August 31, 2022

**Contact:** Lori Sovel

Director of Human Resources

1900 Kanawha Blvd., East State Capitol, Building 1, Room E-26 Charleston, West Virginia 25305 United States

**Resume Receipt:** E-mail

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

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

**ID:** 9554

## Assistant Attorney General-Civil Rights

The Office of the West Virginia Attorney General (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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**Job Location(s):** Charleston, West Virginia (United States)

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**Description:**

Assistant Attorney General-Civil Rights: The West Virginia Attorney General's Office seeks a full-time attorney for its Civil Rights Division. Preferred candidates will have been practicing law for 3 or more years. Candidates will primarily be responsible for representing the WV Human Rights Commission in administrative hearings and before appellate courts. Successful candidates will have knowledge of statutes, court opinions, legislative rules, and procedural rules, excellent written and oral communication skills, and be able to conduct hearings before courts of law and quasi-judicial tribunals on behalf of the agency. Experience in employment law, housing or public accommodation issues is helpful, but not required. The attorney may be asked to take on other duties as needed.

Please send your cover letter, resume, writing sample, and preferred salary range to [jobs@wvago.gov](mailto:jobs@wvago.gov) with "Civil Right" in the subject line.

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**Posting Date:** May 25, 2022

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**Expiration Date:** August 31, 2022

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**Contact:**

Lori Sovel  
Director of Human Resources  
1900 Kanawha Blvd., East State Capitol, Building 1, Room E-26 Charleston, West Virginia 25305 United States

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**Resume Receipt:** E-mail

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

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

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**ID:** 9550

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## Assistant General Counsel - General Counsel (Hybrid)

West Virginia University - WVU (Morgantown, WV)

**Position Type:** Full-time

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

**Job Location(s):** Morgantown, West Virginia (United States)

### Description:

19763

Description

West Virginia University General Counsel is currently accepting applications for an Assistant General Counsel.

#### About the Opportunity

As an Assistant General Counsel, you will report directly to the General Counsel ("GC") and will work at the will and pleasure of the General Counsel. This position will be supervised day-to-day by the General Counsel. The Assistant/Associate General Counsel will represent and advocate the legal interests of West Virginia University, the WVU Board of Governors, the President, West Virginia University Research Corporation ("WVURC"), West Virginia University Innovation Corporation ("UIC"), and others on legal matters affecting the University by rendering a broad array of legal services as assigned.

We strongly believe in work-life balance and keeping time for things we love outside our work. WVU offers generous benefits, including:

37.5-hour work week

13 paid holidays (staff holiday calendar)

24 annual leave (vacation) days per year

18 sick days per year (for when you're ill, for when you need time to care for sick family, for your own, or your family's, regularly scheduled medical appointments. Who is family for the purpose of this leave? A lot of people in your life including immediate relatives and in-laws as well as others considered to be members of your household living under the same roof)

WVU offers a range of health insurance and other benefits (this position is a benefits-eligible non-classified staff position)

401(a) retirement savings with 6% employee contribution match, eligibility to continue health insurance, and other retiree perks. Looking for more retirement benefits information? Check out retirement health insurance benefits, retirement income, and FAQ's.

Wellness programs

What you'll do:

Although this position will be asked to assist with many different legal aspects and issues presented to the GC's office, it will primarily be tasked with assisting in various transactional matters, with a specific focus on sponsored research, licensing, and intellectual property.

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

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

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

Review, draft, and negotiate responses for documents requests, including WV FOIA requests, subpoenas, and other document requests.

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

Provide advice on issues related to higher education law, health care law, corporate law, employment, compliance with regulations governing federal research, immigration, trademark, and/or intellectual property.

Conduct legal research and draft memoranda.

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

As directed from time to time by the General Counsel, assist in litigation relating to the University or affiliated entities.

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

#### Qualifications

J.D. degree from an accredited law school

Successfully taken and passed the U.S. Patent Exam for lawyers, or have a willingness to do so within the first year of employment at WVU.

Experience in intellectual property, licensing agreements, and/or sponsored research agreements

Relevant experience preferred in two or more of the following areas: Higher education law

Contract drafting

Transactional work

Litigation

Health care law

Corporate law

Employment

Compliance with regulations governing federal research

Immigration

Trademark and intellectual property.

Excellent oral and written skills.

Strong legal research and writing skills.

Ability to work collegially in a diverse, complex environment.

Certifications:

Currently licensed to practice law in West Virginia or become licensed in an agreed upon timeframe

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

West Virginia University is proud to be an Equal Opportunity employer and is the recipient of an NSF ADVANCE award for gender equity. The University values diversity among its faculty, staff, and students, and invites applications from all qualified applicants regardless of race, ethnicity, color, religion, gender identity, sexual orientation, age, nationality, genetics, disability, or Veteran status.

Job Posting  
: May 18, 2022  
Posting Classification: Non-Classified  
Exemption Status: Exempt  
Benefits Eligible: Yes  
Schedule  
: Full-time

<b>Posting Date:</b> May 25, 2022
<b>Expiration Date:</b> August 31, 2022
<b>Contact:</b> Human Resources
<b>Resume Receipt:</b> Other (see below)
<b>How to Apply:</b> <a href="https://talentandculture.wvu.edu/">https://talentandculture.wvu.edu/</a>
<b>ID:</b> 9545

**Assistant Prosecuting Attorney**

Boone County Prosecuting Attorney's Office (Madison, WV)

**Position Type:** Full-time**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Job Location(s):** Madison, West Virginia (United States)**Description:**

The Boone County Prosecuting Attorney's Office is accepting applications for an Assistant Prosecuting Attorney position. The primary responsibilities shall include, but not be limited to, the following criminal matters: sexual abuse/assault cases, child abuse cases, and general felony and misdemeanor matters in the Magistrate and Circuit Courts. The applicant must be a member of the West Virginia State Bar in good standing, or eligible to apply for Rule 10 with the West Virginia Supreme Court.

The applicant's salary is commensurate with experience. A full benefits package is available for a full-time position. Individuals seeking a part-time position are also encouraged to apply.

/ D.E. Taylor, Prosecuting Attorney

Boone County, West Virginia

200 State Street

Madison, WV 25130

304-369-7380 (O) 304-369-3803 (F)

dtaylor@boonecountywv.net

**Posting Date:** May 25, 2022**Expiration Date:** August 31, 2022**Contact:** D.E. Taylor

Prosecuting Attorney

200 State Street Madison, West Virginia 25130 United States

**Resume Receipt:** E-mail**Default email for resumes.:** dtaylor@boonecountywv.net**ID:** 9548

## Associate General Counsel

Associated General Contractors of America (AGC) (Arlington, VA)

**Position Type:** Full-time

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

**Job Location(s):** Arlington, Virginia (United States)

**Description:**

AGC America, Inc  
Associate General Counsel  
United States  
Employer Provided Salary:\$200K - \$230K

**PRINCIPLE RESPONSIBILITIES**

Draft, review, and negotiate contracts across all functional areas, including commercial agreements, vendor agreements, confidentiality agreements, sales agreements, supply agreements, joint development agreements, and other contracts including drafting contracts for specific transactions for which no templates currently exist. Advise teams on compliance with the terms of active contracts, with the ability to interpret and discuss complex legal concepts in a pragmatic way that results in actionable business advice. Manage contract workflow and serve as a point of contact for business personnel for contractual matters, including responding to process and status questions, and act as the lead manager for the Department's contract management software. Research and advise business leaders on emerging legislative and regulatory changes affecting AGC's various businesses in North America. Assist with trade compliance and import/export control issues for AGC's various businesses. Support litigation and pre-litigation matters/commercial disputes across a wide range of issues for each North America business. Perform other duties and responsibilities as directed, including assisting as needed with complex commercial transactions, M & A transactions, real estate matters, and other legal needs in North America. Work closely with internal business partners to proactively address and resolve potential disputes while supporting business objectives. Special assignments and projects.

**SKILLS/QUALIFICATIONS/EXPERIENCE**

Bachelor's degree from an accredited college or university required.  
Juris Doctor from an accredited law school required.  
Licensed member of the bar, in good standing, in one or more U.S. jurisdictions required.  
Minimum of 8-10 years related and relevant in-house experience required.  
Minimum of 13 years related and relevant overall legal experience preferred, including experience working in a law firm.  
Excellent written and verbal communication skills, with strong drafting skills suitable to complex and sophisticated matters.  
Ability to handle highly sensitive and confidential information with discretion and in a manner that is efficient and productive to management decision-making.  
Ability to manage multiple projects with correct prioritization and time management skills.  
Ability to provide strategic high-level legal counsel as a partner to senior business leaders.  
Willingness and interest to work independently and as a team player on a broad range of legal matters.  
Must be able to prioritize and manage numerous matters simultaneously with minimal to no supervision.  
Strong interpersonal skills required.  
Consistent job attendance required.  
Travel to various AGC locations in North America required.  
Job Type: Full-time

Pay: \$200,000.00 - \$230,000.00 per year

**Benefits:**

401(k)  
401(k) matching  
Dental insurance  
Employee assistance program  
Flexible schedule  
Flexible spending account  
Health insurance  
Health savings account  
Life insurance  
Paid time off  
Professional development assistance  
Relocation assistance  
Vision insurance  
Schedule:

Monday to Friday  
Work Location: Multiple Locations

**Posting Date:** May 25, 2022

**Expiration Date:** August 31, 2022

**Contact:** Human Resources

2300 Wilson Blvd Suite 300 Arlington, Virginia 22201 United States

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

**How to Apply:** [info@agc.org](mailto:info@agc.org)

**ID:** 9546

## Attorneys – Solicitor General Division

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

**Position Type:** Full-time

**Geographic Preference:** Charleston

**Job Location(s):** Charleston, West Virginia (United States)

**Description:**

Attorneys – Solicitor General Division: The West Virginia Attorney General's Office is accepting applications for positions in the Solicitor General's group. Excellent writing skills required; clerkship and appellate/administrative law litigation experience preferred. Must be eligible to waive into the WV Bar or willing to pursue state bar membership, and candidates should have 3+ years of litigation experience (including clerkship term(s)). Positions are based out of Charleston, WV, with some geographic flexibility within the State considered on a case-by-case basis.

As the SG oversees all appeals involving the State of West Virginia, the SG group's appellate-heavy docket spans all practice areas across the Office. The group also works on statewide and national matters involving federalism, matters of first impression, and other significant issues for the State. All attorneys in the SG group gain significant appellate, administrative, and general litigation experience. The group practices at all levels in state and federal courts, including before the U.S. Supreme Court. Attorneys in the group can expect oral argument experience in the West Virginia Supreme Court of Appeals, as well as opportunities to second chair or present argument in some federal court proceedings. The group is a small team, with all attorneys taking significant responsibility for their matters and contributing at highly substantive levels. Responsibilities include primary drafting for appellate briefs, dispositive motions, and administrative comments; drafting Attorney General opinions; and researching and providing strategic advice on high-profile matters to the Attorney General and other constitutional officers.

Applicants should submit their resume, a writing sample, and a cover letter to [jobs@wvago.gov](mailto:jobs@wvago.gov) or may reach out directly to Solicitor General Lindsay See at [lindsay.s.see@wvago.gov](mailto:lindsay.s.see@wvago.gov).

**Posting Date:** May 25, 2022

**Expiration Date:** August 31, 2022

**Contact:** Lori Sovel

Director of Human Resources

1900 Kanawha Blvd., East State Capitol, Building 1, Room E-26 Charleston, West Virginia 25305 United States

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

**How to Apply:** Applicants should submit their resume, a writing sample, and a cover letter to [jobs@wvago.gov](mailto:jobs@wvago.gov) or may reach out directly to Solicitor General Lindsay See at [lindsay.s.see@wvago.gov](mailto:lindsay.s.see@wvago.gov)

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

**ID:** 9553

## Deputy Director for Medicaid Fraud Control Unit

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

**Position Type:** Full-time

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

**Job Location(s):** Charleston, West Virginia (United States)

**Description:**

Deputy Director for Medicaid Fraud Control Unit: The West Virginia Attorney General's Office seeks a Deputy Director for the Medicaid Fraud Control Unit ("MFCU"). The MFCU is charged with investigating, prosecuting and obtaining criminal and civil remedies against individuals and corporate entities responsible for improper or fraudulent Medicaid billing schemes as well as investigating and prosecuting allegations of abuse and neglect of residents in nursing homes and other residential healthcare facilities. To fulfill these obligations, the MFCU works to identify and investigate fraud committed by hospitals, nursing homes, pharmacies, home health agencies, transportation providers, clinics, hospitals, doctors, dentists, nurses, and other Medicaid providers – as well as individuals, who, for their own financial benefit, interfere with quality healthcare or exploit Medicaid beneficiaries. Applicants must be licensed to practice law, possess good judgement, and have a minimum of three (3) years of management experience, with at least five (5) years of management experience preferred. Candidates with prior experience handling healthcare fraud and/or healthcare regulatory matters may substitute such specialized experience for management experience on a year-for-year basis. Ideal applicants will have substantial grand jury and trial experience that preferably includes the investigation, prosecution or defense of financial crimes, as well as experience in state and federal courts in West Virginia.

Responsibilities will include, but are not be limited to:

Assisting the MFCU Director in overseeing and managing the MFCU's operations;  
Applying generally accepted investigative techniques to advance the MFCU's investigations toward completion, including but not limited to the use of administrative subpoenas, interviews, grand jury subpoenas, surveillance, cell phone record preservation requests, consensual telephone and non-telephone monitoring, wiretaps, pen registers, mail covers, undercover operations, confidential informants and witnesses, document examination, review of financial records, claims data analysis, search warrants, arrest warrants, and indictments;  
Providing legal guidance, direction and assistance to MFCU staff to ensure consistent forward momentum in the MFCU's investigations;  
Employing broad management skills in administration, budgeting, personnel, and technical matters, including planning, organization, defining and sequencing investigative tasks, and human resource development;  
Assisting the MFCU Director in establishing objectives and performance goals, and assessing investigative output and case progress;  
Utilizing feedback systems, performance measures and benchmarks to assure adequate performance and successful goal achievement;  
Planning, directing, overseeing, coordinating and conducting investigations related to alleged Medicaid fraud by health care providers, as well as patient abuse, neglect and financial exploitation allegations;  
Supervising subordinate staff, providing technical direction and guidance when problems of high complexity and sensitivity arise during investigations, and implementing generally accepted project management techniques as needed;  
Meeting with other West Virginia and federal law enforcement agencies involved in the investigation, litigation and prosecution of matters falling within the MFCU's jurisdiction;  
Establishing and maintaining liaison with other MFCU partners, such as Managed Care Organizations (MCOs) and private sector health insurance companies;  
Assisting the MFCU Director in maintaining and reviewing the Unit's statistical data, and in preparing annual reports and recertification applications for submission to the Inspector General for the U.S. Department of Health and Human Services (HHS);  
Planning, attending and participating in training programs designed to increase, advance, and update advocacy skills, legal knowledge, project management skills, personnel management performance, knowledge of emerging issues in digital evidence, and the investigation and prosecution of health care fraud, abuse and neglect cases;  
Reviewing and assessing investigative output and case progress;  
Instructing subordinate staff on office policies, procedures, work processes and methods as needed to maximize the MFCU's effectiveness, and recommending modifications to the same, in accordance with the Attorney General's directives and instructions;

Candidates must have an active WV law license or be eligible for admission.

Please send your cover letter, resume, writing sample, and preferred salary range to [jobs@wvago.gov](mailto:jobs@wvago.gov) with "MFCU Deputy Director" in the subject line.

**Posting Date:** May 25, 2022

**Expiration Date:** August 31, 2022

**Contact:** Lori Sovel

Director of Human Resources

1900 Kanawha Blvd., East State Capitol, Building 1, Room E-26 Charleston, West Virginia 25305 United States

**Resume Receipt:** E-mail

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

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

**ID:** 9549



**Director—Civil Rights Division**

The Office of the West Virginia Attorney General (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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**Job Location(s):** Charleston, West Virginia (United States)

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**Description:**

Director—Civil Rights Division: The West Virginia Attorney General's Office seeks a senior-level attorney to serve as Director for its Civil Rights Division. Candidates must have senior management experience, specifically managing attorneys and staff. The Director is responsible for carrying a strong caseload, providing legal representation to the West Virginia Human Rights Commission in discrimination cases, and managing the Division's caseload as well as the day-to-day operations of the Division.

Ideal candidates will be motivated self-starters with strong work ethic, integrity, and professionalism, and have top academic credentials, outstanding transcripts and a minimum of five (5) years experience in litigating employment discrimination and/or housing discrimination cases before the West Virginia Human Rights Commission or other related administrative law experience. Excellent interpersonal, organizational, communication, and oral/written advocacy skills are required. Successful candidates will be expected to produce a high-quality legal product that meets exacting standards and will seek to enhance the reputation of the Attorney General's Office as a top law firm in the State of West Virginia. Candidates also must have an active WV law license or be eligible for admission.

To apply, please send a resume, writing sample, references and preferred salary range to [jobs@wvago.gov](mailto:jobs@wvago.gov) with "Civil Rights" in the subject line.

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**Posting Date:** May 25, 2022

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**Expiration Date:** August 31, 2022

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**Contact:**

Lori Sovel  
Director of Human Resources  
1900 Kanawha Blvd., East State Capitol, Building 1, Room E-26 Charleston, West Virginia 25305 United States

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**Resume Receipt:** E-mail

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

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

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**ID:** 9555

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## Litigation Attorney-Main Office

The Office of the West Virginia Attorney General (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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**Job Location(s):** Charleston, West Virginia (United States)

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**Description:**

Litigation Attorney-Main Office: The West Virginia Attorney General's Office seeks an experienced Litigation Attorney to assist with litigation and other matters in the Main Office. Candidates must have at least three (3) years of litigation experience that reflects a strong work ethic, integrity, and professionalism. Successful candidates will have excellent interpersonal, organizational, and verbal/written communication skills. Experience with complex litigation or matters is beneficial but not required. Candidates must also have an active WV license or be eligible for admission.

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

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**Posting Date:** May 25, 2022

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**Expiration Date:** August 31, 2022

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**Contact:**

Lori Sovel  
Director of Human Resources  
1900 Kanawha Blvd., East State Capitol, Building 1, Room E-26 Charleston, West Virginia 25305 United States

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**Resume Receipt:** E-mail

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

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

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**ID:** 9552

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## Senior Assistant Attorney General-Consumer

The Office of the West Virginia Attorney General (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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**Job Location(s):** Charleston, West Virginia (United States)

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**Description:**

Senior Assistant Attorney General-Consumer: The Office of the West Virginia Attorney General is currently seeking an attorney for a senior management position in our Consumer Protection division. Candidates must have at least eight (8) years of 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. The Senior Attorney's responsibilities will include some supervisory administrative functions, such as the use of time management software to maintain proper records of employee attendance and leave.

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

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**Posting Date:** May 25, 2022

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**Expiration Date:** August 31, 2022

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**Contact:**

Lori Sovel  
Director of Human Resources  
1900 Kanawha Blvd., East State Capitol, Building 1, Room E-26 Charleston, West Virginia 25305 United States

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**Resume Receipt:** E-mail

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

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

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**ID:** 9551

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**Assistant Prosecuting Attorney**

Fayette County Prosecuting Attorney's Office (Fayetteville, WV)

**Position Type:** Full-time**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Job Location(s):** Fayetteville, West Virginia (United States)**Description:**

The Office of the Prosecuting Attorney for Fayette County, West Virginia has an opening for an assistant prosecuting attorney. Duties will primarily include the prosecution of misdemeanor and felony criminal cases. Prior courtroom experience a plus, but not required. Position includes generous benefits package with paid sick and annual leave, state recognized holidays, pension through the Public Employees Retirement System, 401(k), health insurance, dental and vision insurance. Salary commensurate with experience. Please submit a cover letter and resume to Prosecuting Attorney, Anthony Ciliberti, Jr. at [anthony.ciliberti.pa@gmail.com](mailto:anthony.ciliberti.pa@gmail.com).

**Posting Date:** May 16, 2022**Expiration Date:** August 31, 2022**Contact:** Anthony Ciliberti

108 East Maple Avenue Fayetteville, West Virginia 25840 United States

**Resume Receipt:** E-mail**Default email for resumes.:** [anthonyciliberti66@gmail.com](mailto:anthonyciliberti66@gmail.com)**Additional Documents:** Cover Letter**ID:** 9504

**Assistant Prosecuting Attorney**

Hardy County Prosecutor's Office (Moorefield, WV)

**Position Type:** Full-time**Practice Area(s):** Criminal - Prosecution**Job Location(s):** Moorefield, West Virginia (United States)**Description:**

EMPLOYMENT OPPORTUNITY

The Hardy County Prosecutor's Office has an opening for an Assistant Prosecuting Attorney. The position is available immediately, although the selected applicant will be afforded reasonable opportunity for notice to current employer, if applicable. The salary range is \$65,000 - \$70,000 with full benefits package and will be negotiable based upon the applicant's experience. Applicants must be a licensed member of the West Virginia State Bar and in good standing. Any interested applicant may send their resume to H. Orrin Staggers III at 204 Washington St., Moorefield, WV 26836 or may email to [hcapa@hardynet.com](mailto:hcapa@hardynet.com). The Hardy County Commission is an Equal Opportunity Provider and Employer.

**Posting Date:** May 11, 2022**Expiration Date:** July 30, 2022**Salary Range:** 60,000 - 69,999

**Contact:** Mr. H. Orrin Staggers III  
Assistant Prosecuting Attorney  
204 Washington Street Moorefield, West Virginia 26836 United States

**Resume Receipt:** E-mail**Default email for resumes.:** [hcapa@hardynet.com](mailto:hcapa@hardynet.com)**ID:** 9491

**Staff Attorney**  
Southwestern PA Legal Services (Washington, PA)

<b>Position Type:</b> Full-time
<b>Geographic Preference:</b> Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)
<b>Job Location(s):</b> Washington, Pennsylvania (United States)
<b>Description:</b> Employment Opportunity  Staff Attorney  Southwestern PA Legal Aid is a non-profit organization in the Pennsylvania Legal Aid Network (PLAN). Our mission is to stabilize and improve the families, housing, and finances of low-income and other vulnerable southwestern Pennsylvania residents through legal advice, representation, and other assistance. We are seeking a staff attorney for our Washington County office. We would like to fill this position quickly and are very much open to Class of 2022 grads to begin in August and have a month of shadowing/training. Before bar passage/swearing in, the new staff attorney will be supervised by, and handle court proceedings, with barred attorneys, essentially under the certified legal intern rule.  As a member of our team, you will:  <ul style="list-style-type: none"><li>· Advise and represent parents and other custodians in family and juvenile matters related to juvenile dependency and child custody or support</li><li>· Advise and represent our clients in other civil matters</li><li>· Maintain a commitment to advocate for the rights of our low-income community</li></ul> This position will be full-time with benefits but with a prohibition against the outside practice of law. Flexible work schedules are permitted, when possible, though court appearances will be required as determined by the Washington County Court of Common Pleas. You must be licensed to practice in Pennsylvania.  Diversity, equity, and inclusion are essential tenets of our mission, and our work environment and practices reflect our commitment to uplifting the marginalized and oppressed communities we serve. We strive to recruit and retain a full spectrum of staff who are representative of our communities' diverse demographics.  Send resume and at least two references to:  Brian V. Gorman Executive Director brian.gorman@splas.org
<b>Posting Date:</b> May 11, 2022
<b>Expiration Date:</b> August 31, 2022
<b>Contact:</b> Brian Gorman 10 West Cherry Avenue Washington, Pennsylvania 15301 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> brian.gorman@splas.org
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Other Documents
<b>Requested Document Notes:</b> A list of at least 2 references.
<b>ID:</b> 9485

**Staff Attorney**  
Southwestern PA Legal Services (Washington, PA)

<b>Position Type:</b> Full-time
<b>Geographic Preference:</b> Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)
<b>Job Location(s):</b> Washington, Pennsylvania (United States)
<b>Description:</b> Employment Opportunity

**Staff Attorney**

Southwestern PA Legal Aid is a non-profit organization in the Pennsylvania Legal Aid Network (PLAN). Our mission is to stabilize and improve the families, housing, and finances of low-income and other vulnerable southwestern Pennsylvania residents through legal advice, representation, and other assistance. We are seeking a staff attorney for our Washington County office. We would like to fill this position quickly and are very much open to Class of 2022 grads to begin in August and have a month of shadowing/training. Before bar passage/swearing in, the new staff attorney will be supervised by, and handle court proceedings, with barred attorneys, essentially under the certified legal intern rule.

As a member of our team, you will:

- Advise and represent parents and other custodians in juvenile dependency matters
- Participate in the county's Family Engagement Initiative, including meetings related to family crisis and response intended to empower families
- Maintain a commitment to advocate for the rights of our low-income community

This position will be full-time with benefits but with a prohibition against the outside practice of law. Flexible work schedules are permitted, when possible, though court appearances will be required as determined by the Washington County Court of Common Pleas. On non-court work days, some work from home may be available. You must be licensed to practice in Pennsylvania.

Diversity, equity, and inclusion are essential tenets of our mission, and our work environment and practices reflect our commitment to uplifting the marginalized and oppressed communities we serve. We strive to recruit and retain a full spectrum of staff who are representative of our communities' diverse demographics.

Send resume and at least two references to:

Brian V. Gorman  
Executive Director  
brian.gorman@splas.org

<b>Posting Date:</b> May 11, 2022
<b>Expiration Date:</b> August 31, 2022
<b>Contact:</b> Brian Gorman 10 West Cherry Avenue Washington, Pennsylvania 15301 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> brian.gorman@splas.org
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Other Documents
<b>Requested Document Notes:</b> List of 2 references
<b>ID:</b> 9486

## Transportation Attorney 1

West Virginia Division of Transportation, Division of Highways, Legal Division (Charleston, WV)

**Position Type:** Full-time

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

**Job Location(s):** Charleston, West Virginia (United States)

### Description:

Transportation Attorney 1 - Kanawha County  
Salary  
\$1,925.00 - \$2,961.54 Biweekly  
Location  
Charleston, WV  
Job Type  
Full-Time Permanent  
Division  
West Virginia Department of Transportation  
Job Number  
DOH22LG112B  
District/Subdivision  
Legal Division

Closing  
5/11/2022 11:59 PM Eastern

### DESCRIPTION

#### BENEFITS

#### QUESTIONS

#### Nature of Work

The Transportation Attorney I for the West Virginia Department of Transportation/Division of Highways works under the the Legal Division Manager of the employment section and the Legal Director. This position preforms legal support duties in the legal practice area for the section. Among other duties, performs legal analyses; title searches; draft pleadings; and file with county clerks. Recommends solutions to problems that may come from both within and outside of the Agency, which requires analysis and probing to develop a conclusion. Will consult with agency attorneys on the interpretation of court opinions and policies and guidelines. The successful candidate must be discreet and tactful in safeguarding sensitive information and and maintain confidential information. Related duties as required.

#### Pay Grade 19

#### Typical Duties and Responsibilities

- Provide support to Division staff of a specialized legal practice area including attorneys, and administrative support in strategy, developing litigation tactics, research, investigations, and conducting litigation
- Report to the Director and/or Attorney Manager
- Rendering legal recommendations to the Director and/or Attorney Supervisor
- Must use independent judgment in the interpretation and adaption of policies and guidelines
- May represent the agency before administrative forums not requiring law license
- Performs legal work in connection specialized area of assignment such as contract law, employment law, real property law, civil litigation matters
- Makes recommendations to Director and/or Attorney Manager regarding further appeal of contested cases
- Consults with agency staff on the interpretation of court opinions and statutes, the application of rules and regulation matters where a serious legal issue is involved
- Personal contacts are with individuals or groups from outside the agency in a moderately unstructured setting
- Answering telephone inquiries, written inquiries including Freedom of Information Act requests and correspondence
- Performs related duties as assigned
- Travel may be required, therefore; a valid driver's license may be required.

#### Required Skills and Knowledge

- Knowledge of statutes, court opinions, and Attorney General opinions
- Knowledge of judicial and quasi-judicial procedures
- Ability to conduct complex civil and administrative litigation in trial and appellate courts
- Ability to analyze facts, evidence, and legal instruments
- Ability to interpret and apply laws, constitutional provisions, statutes, administrative regulations, and court decisions.
- Ability to establish and maintain effective working relationships with other agencies, other WVDOT divisions, the public and private government
- Ability to communicate effectively and express conclusions and arguments clearly and logically both orally and in writing
- Significant education or training is required to carry out duties in this level
- Work is generally administrative or professional requiring knowledge pertinent related education and experience
- Ability to supervise and direct the work of subordinate attorneys and other staff members in the conduct of legal affairs and review results
- Ability to effectively coordinate staff functions in the provision of competent legal assistance to the Agency
- Ability to determine issues in various cases
- Ability to analyze complex legal issues and render formal opinions
- Ability to creatively develop case strategy and tactics and have excellent skills in problem solving
- Ability to demonstrate discretion
- Ability to mentor, develop, and train administrative staff

#### Required Education and Experience

#### REQUIRED TRAINING/EDUCATION

Graduation from a regionally accredited or American Bar Association accredited law school with a Juris Doctorate.

**REQUIRED EXPERIENCE** This is the entry level classification in this series. No prior experience is required.

Agency  
West Virginia Department of Transportation (WV)  
Division  
West Virginia Department of Transportation  
Address  
1900 Kanawha Blvd, East



Building 5, Room A-450  
Charleston, West Virginia, 25305  
Phone  
304-558-3111

Website  
<https://transportation.wv.gov>

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**Posting Date:** May 6, 2022

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**Expiration Date:** August 31, 2022

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**Contact:** Leslie Adkins

Recruiter/Talent Acquisition

Leslie Adkins WV Department of Transportation Division of Highways 1900 Kanawha Blvd., East Bldg. 5, Room 317 Cha  
25305-0430 United States

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

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**How to Apply:** <https://www.governmentjobs.com/careers/wvdot/jobs/3541671/transportation-attorney-1-kanawha-county?keywords=Attorney&pagetype=jobOpportunitiesJobs&fbclid=IwAR2nBspm5mBZO9SkT6zKkprQwyDQ0kWBzM9PSTSba>

Website

<https://transportation.wv.gov>

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**ID:** 9467

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## Clinical Instructor – JOB ID# 58279BR

Harvard University Law School

**Position Type:** Full-time

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

**Job Location(s):** Cambridge, Massachusetts (United States)

### Description:

Business Title: Clinical Instructor – JOB ID# 58279BR

Job Summary: Transactional Law Clinics (TLC) is a curriculum based transactional practice law office and clinical education program of Harvard Law School. Each semester, law school students represent clients on a broad range of civil legal matters under the guidance of Clinical Instructors. TLC's legal practice includes general business, corporate, community economic development, non-profit, real estate, entertainment, and other transactional legal areas. TLC also includes two Student Practice Organizations (SPOs) – Recording Artists Project (RAP) and Harvard Law Entrepreneurship Project (HLEP).

Job-Specific Responsibilities:

As a Clinical Instructor, you will:

- Teach, mentor, supervise, evaluate, and structure the practice work of law school students and represent clients of the TLC and SPOs.
- Participate in the classroom component of TLC and be involved in assisting with curriculum development.
- Assist in the marketing and community outreach efforts of TLC and the SPOs by supporting the clinic's endeavors to develop and nurture relationships with various client communities, organizations, and client populations.
- Participate in office wide projects such as administration and in the clinic's program as a laboratory for innovation in practice and clinical legal education.
- Assist, as needed, in helping to guide the SPOs with various internal and external related matters, as requested by the Director.
- Perform other duties as assigned.

Basic Qualifications:

- Candidates must have earned a J.D. at least 3 years ago, have at least 3 years of relevant experience, and be admitted to the Massachusetts bar or eligible for temporary admission pursuant to Massachusetts Supreme Judicial Court Rule 3:04

Additional Qualifications and Skills:

We are looking for people who have:

- Five years of relevant legal experience preferred
- Skills (derived either from an academic or law firm setting), disposition and desire necessary to work with law students and clinic colleagues in a team-oriented collegial academic setting.
- Experience with formal mentoring and supervision of law students, beginning attorneys, emerging and start-up companies, or other professionals.
- Demonstrated ability to manage clients and independently oversee a substantial case load.
- Strong oral and written communication, organizational skills, time management, case management and documentation skills.
- Motivation, initiative and demonstrated ability to work creatively within broad program goals.
- Strong motivation to learn and achieve superior professional practice and mentoring skills.
- Experience in real estate, community economic development, or in a start-up business environment is a plus.

Additional Information:

Our Clinical Instructors bring a range of talent and experience. While 3 years of experience is the minimum required to be considered this position, our team has been doing this work for 5 - 10+ years. HLS is committed to pay equity and annual salary is commensurate with the experience each individual brings.

This is a three-year term appointment with potential for renewal, subject to departmental funding and need.

We regret that Harvard Law School is unable to provide visa sponsorship for staff positions. All offers to be made by HLS Human Resources.

Be a part of excellence and leadership in legal education and scholarship at Harvard Law School. We are a community of talented people from diverse backgrounds, lived experiences, and perspectives, dedicated to advancing the cause of justice all over the world. We value our differences and our diversity as a source of strength. We are committed to developing and inspiring our students and our workforce. Whoever you are, whatever you do, however you do it, Harvard Law School is a place where you can thrive.

Commitment to Equity, Diversity, Inclusion, and Belonging:

Harvard University views equity, diversity, inclusion, and belonging as the pathway to achieving inclusive excellence and fostering a campus culture where everyone can thrive. We strive to create

a community that draws upon the widest possible pool of talent to unify excellence and diversity while fully embracing individuals from varied backgrounds, cultures, races, identities, life experiences, perspectives, beliefs, and values.

For more information and to apply, please visit:

<https://jobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=25240&siteid=5341&Areq=58279BR>

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**Posting Date:** May 5, 2022

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**Expiration Date:** August 31, 2022

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**Contact:** Human Resources  
Cambridge, Massachusetts United States

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

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**How to Apply:** <https://jobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=25240&siteid=5341&Areq=58279BR>

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**ID:** 9461

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## General Litigator

The Levicoff Law Firm (Pittsburgh, PA)

<b>Position Type:</b> Full-time	
<b>Practice Area(s):</b> All Practice Areas	
<b>Geographic Preference:</b> Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)	
<b>Job Location(s):</b> Pittsburgh, Pennsylvania (United States)	
<b>Description:</b>	<b>A general litigation practice firm based in Pittsburgh and practicing throughout western Pennsylvania and West Virginia</b> is looking for associate attorneys <b>admitted to practice in West Virginia</b> with some practice experience. This is a high energy litigation firm, that is an excellent training ground for trial practice. Salary will be based on experience level, and qualifications. Excellent benefits and practice support. Chance to work closely with extremely experienced managing partners. Please email cover letter explaining interest and resume. A writing sample may also be submitted.
<b>Posting Date:</b> May 4, 2022	
<b>Expiration Date:</b> August 16, 2022	
<b>Contact:</b>	Ms. Erin King 4 PPG Place, Suite 200 Pittsburgh, Pennsylvania 15222 United States <a href="https://www.levicofflaw.com">https://www.levicofflaw.com</a>
<b>Resume Receipt:</b> E-mail	
<b>Default email for resumes.:</b> <a href="mailto:EKing@LevicoffLaw.com">EKing@LevicoffLaw.com</a>	
<b>Additional Documents:</b> Cover Letter, Writing Sample	
<b>Requested Document Notes:</b> Writing sample is requested, not required.	
<b>ID:</b> 9450	

## Independent Contractor

Uptown Law Firm ( Greenville, SC)

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**Position Type:** Full-time

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

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**Job Location(s):** Greenville, North Carolina (United States)

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**Description:**

UPTOWN Law Firm

Independent Contractor

**Job Summary**

Growing Real Estate Law Firm is seeking Attorney to perform real estate closings on a per-file basis throughout West Virginia.

**Responsibilities and Duties**

- Printing and reviewing closing documents and related title opinions.
- Conducting closings in a professional and courteous manner.
- Competently explaining terms and documents to borrowers.
- Scanning or faxing back documents for post-closing review.

**Qualifications and Skills**

- Required Experience, Skills and Qualifications.
- Active West Virginia Law License.
- Ability and willingness to travel.

**Salary**

\$150 - \$180 per closing.

Job location: West Virginia

APPLY NOW!

Send Resumes to lovely.brooks@theuptownlawfirm.com

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**Posting Date:** May 4, 2022

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**Expiration Date:** July 29, 2022

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**Contact:** Lovely Brooks  
Vendor Manager  
1200 Woodruff Rd suite a-3 Greenville, South Carolina 29607 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** lovely.brooks@theuptownlawfirm.com

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**ID:** 9451

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## Real Estate Attorney

Ziegler and Ziegler, L.C. (Hinton, WV)

**Position Type:** Full-time

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

**Job Location(s):** Hinton, West Virginia (United States)

**Description:**

Position opening for real estate attorney in Hinton, West Virginia.

The law firm of Ziegler and Ziegler, L.C. is seeking to hire an attorney with real estate experience. Our firm is located in Hinton, West Virginia but the position may require travel to other counties. The candidate must be licensed to practice law in West Virginia or a law school graduate who plans to take the West Virginia State Bar exam in 2022.

Responsibilities include:

Performing title searches;  
Reviewing title opinions;  
Assessing title issues and opining on title curative matters;  
Performing real estate closings;  
Accurately acting as settlement agent;  
Handling client funds;  
Meeting with buyers, sellers, realtors, and lenders or loan officers;  
Answering questions about real estate closings and title issues;  
Insuring that title issues have been addressed;  
Working with law firm staff;  
Document preparation; and  
Other duties as the managing attorney or founding attorneys assign.  
Required skills include:

A license to practice law in West Virginia (or anticipation of receiving a license);  
Experience or education in real estate law and transactions;  
Ability to work independently;  
Problem solving skills; and  
Ability to do title searches.

Please send resumes, cover letters, writing sample, and transcripts to Anna Ziegler at [anna.ziegler@zieglerandziegler.com](mailto:anna.ziegler@zieglerandziegler.com) or by mail to 110 James Street, Hinton, West Virginia 25951.

**Posting Date:** May 4, 2022

**Expiration Date:** August 31, 2022

**Contact:** Anna Ziegler

110 James Street Hinton, West Virginia 25951 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [anna.ziegler@zieglerandziegler.com](mailto:anna.ziegler@zieglerandziegler.com)

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

**Requested Document Notes:** Please send resumes, cover letters, writing sample, and transcripts to Anna Ziegler at [anna.ziegler@zieglerandziegler.com](mailto:anna.ziegler@zieglerandziegler.com) or by mail to 110 James Street, Hinton, West Virginia 25951.

**ID:** 9452

## Clerkship

New Hampshire Superior Court (Concord, NH)

<b>Position Type:</b> Full-time	
<b>Geographic Preference:</b> Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)	
<b>Job Location(s):</b> Concord, New Hampshire (United States)	
<b>Description:</b>	<p>NEW HAMPSHIRE SUPERIOR COURT Judicial Clerkship Positions TERM: August 11, 2023, through August 14, 2025. LOCATION: Superior Court law clerks have primary assignments at courthouses located in Manchester, Brentwood, Concord, Keene, Dover, Laconia, Nashua, and Haverhill. In addition, all law clerks travel to provide extra coverage, and to assist in Lancaster, Newport, and Ossipee, as needed. SALARY AND BENEFITS: The annual salary for the first year of the clerkship is \$55,965.00. For the second year, the annual salary is \$58,753.50. Benefits include medical and dental insurance; paid annual time, sick leave, and holidays; and participation in the New Hampshire Retirement System. QUALIFICATIONS: J.D. Degree or candidate for J.D. Degree in 2023 from an accredited American law school. Excellent research and writing skills. NOTICE: The New Hampshire Judicial Branch is committed to creating an environment that values and supports diversity and inclusiveness and in which every employee is treated with dignity and respect. The Judicial Branch is an equal opportunity employer, and encourages applications from all qualified individuals. Discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin, sexual orientation, gender identity or gender expression, or any other class protected by federal or state law is strictly prohibited. APPLICATION INSTRUCTIONS The New Hampshire Superior Court will accept applications through July 23, 2022. Applications should include a cover letter, NHJB Application Form (available here, please reference Position Number LC 23-25), resume, law school transcript, contact information for three references, and a writing sample of no more than ten pages. All materials MUST be combined into a single PDF file, named with your last name and first initial (Ex., SmithJ.pdf). Notwithstanding the instructions on the NHJB Application Form, please email your application to: <a href="mailto:NHSCLawClerkProgram@courts.state.nh.us">NHSCLawClerkProgram@courts.state.nh.us</a> INTERVIEWS First and second round interviews will be held on Thursday, August 11, 2022 and Thursday, August 25, 2022 respectively, at the Hillsborough County Superior Court-Northern District in Manchester. For further information, please contact Linda Beliveau, Law Clerk Coordinator, at: <a href="mailto:Lbeliveau@courts.state.nh.us">Lbeliveau@courts.state.nh.us</a></p> <p>Superior Court Law Clerk Program</p> <p>The Superior Court is a court of general jurisdiction and is the highest level trial court in New Hampshire. The court currently employs 15 law clerks, approximately half of whom are hired each year, providing a substantial overlap of experience for incoming law clerks.</p> <p>The New Hampshire Superior Court seeks to fill law clerk positions which commence each year beginning in August. Superior Court law clerks are required to commit to a two-year clerkship. Applicants must be either law school graduates or rising 3rd year law students who expect to graduate prior to commencement of employment in August of the following year.</p> <p>Law clerks are initially assigned to one of eight court locations for a period of one year. Prior to the start of the second year of the clerkship, law clerks may request to remain in that location for their second year or relocate to a different court. Every effort is made to accommodate these requests, however, in some instances, it may not be possible. In addition, law clerks may be required to travel to provide coverage at other court locations.</p> <p>Law clerks in the Superior Court work closely with each of the judges in their home court, and they also get the opportunity to work with other judges located throughout the state. Law clerks will be involved in research for and the drafting of legal rulings and orders in the wide array of cases that come before the court. The workload is generally evenly split between criminal and civil cases. The position involves a significant amount of in-court assistance to the trial judges, with an emphasis on strong writing skills.</p> <p>The clerkship will provide a keen understanding of the workings of the trial courts of New Hampshire. Interested candidates are invited to apply directly to the New Hampshire Superior Court. To view the job posting, please use the following link: <a href="#">Superior Court Judicial Clerkship Job Posting</a> .</p> <p>Notice: It is recommended to check this website occasionally for possible modifications to the job posting.</p>
<b>Posting Date:</b> April 22, 2022	
<b>Expiration Date:</b> July 23, 2022	
<b>Contact:</b>	Stephani Roundy Knights Law Clerk Supervisor 1 Granite Place, Suite N400 Concord, New Hampshire 03301 United States
<b>Resume Receipt:</b> Other (see below)	
<b>How to Apply:</b> please email your application to: <a href="mailto:NHSCLawClerkProgram@courts.state.nh.us">NHSCLawClerkProgram@courts.state.nh.us</a>	
For further information, please contact Linda Beliveau, Law Clerk Coordinator, at: <a href="mailto:Lbeliveau@courts.state.nh.us">Lbeliveau@courts.state.nh.us</a>	
<b>Additional Documents:</b> Unofficial Transcript, Writing Sample	
<b>Requested Document Notes:</b> APPLICATION INSTRUCTIONS The New Hampshire Superior Court will accept applications through July 23, 2022. Applications should include a cover letter, NHJB Application Form (available here, please reference Position Number LC 23-25), resume, law school transcript, contact information for three references, and a writing sample of no more	

than ten pages.

All materials MUST be combined into a single PDF file, named with your last name and first initial (Ex., SmithJ.pdf). Notwithstanding the instructions on the NHJB Application Form, please email your application to: [NHSCLawClerkProgram@courts.state.nh.us](mailto:NHSCLawClerkProgram@courts.state.nh.us)

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**ID:** 9398

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## Term Law Clerk for a U.S. Magistrate Judge

U.S. District Court for the Northern District of West Virginia - U.S. Magistrate Judge Michael John Aloï

<b>Position Type:</b> Full-time
<b>Geographic Preference:</b> Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)
<b>Job Location(s):</b> Clarksburg, West Virginia (United States)
<b>Description:</b> <p>United States District Court Northern District of West Virginia Vacancy Announcement Position Title: Term Law Clerk for a U.S. Magistrate Judge Location: Clarksburg, West Virginia Type: Full-time Opening Date: April 14, 2022 Closing Date: Open Until Filled Starting Salary: JSP 11/1 – JSP 13/1 (\$66,214 - \$94,373) Starting salary commensurate with qualifications and experience</p> <p>Position Description: The United States District Court for the Northern District of West Virginia invites applications for the position of term law clerk to U.S. Magistrate Judge Michael John Aloï. The position will be based at the Clarksburg point of holding court, and serve both the Clarksburg and Elkins points of holding court.</p> <p>Principal duties of the position include researching substantive issues of federal and state law; drafting legal memoranda, reports and recommendations, opinions, and orders; and attending court proceedings for a broad range of criminal and civil matters. Additional duties include continuous interactions with chambers staff, attorneys, court personnel, United States Marshals Service, prison and regional jail staff, litigants and/or the public; assistance in settlement conferences/mediations; preparation of continuing legal education and other such materials; scheduling court proceedings and preparing necessary materials; and generally providing trusted legal support to the Magistrate Judge. Strong computer literacy skills are a plus.</p> <p>The term law clerk will work closely with both the career law clerk as well as the Magistrate Judge. The court handles a large number of time-sensitive matters. Thus, the term law clerk position is critical to ensure the smooth operation of a fast-paced and dynamic work environment.</p> <p>Qualifications: To qualify for the position of term law clerk, an applicant must be a graduate of an accredited law school, have excellent academic credentials, possess superior legal research, analytical, and writing skills and be proficient in computer-assisted research. The successful candidate will exhibit a courteous, professional, and cooperative attitude and a self-imposed standard of integrity and excellence.</p> <p>The term law clerk appointment shall be for one (1) year, with the potential for a second year. <b>The position will become available September 5, 2023.</b></p> <p>Miscellaneous:</p> <ul style="list-style-type: none"><li>• U.S. citizenship required.</li><li>• Electronic Fund Transfer (EFT) for payroll deposit is required.</li><li>• Subject to a background check that includes an FBI ck as a condition of employment.</li><li>• A COVID-19 vaccine and booster mandate is in effect for the Northern District of West Virginia.</li><li>• Employees of the U.S. District Court are "at will" employees and are required to adhere to a Code of Conduct of Judicial Employees, which is available to candidates for review on our website at <a href="http://www.wvnd.uscourts.gov/">www.wvnd.uscourts.gov/</a></li></ul> <p>Benefits: Benefits include paid holidays, health insurance, a flexible benefits program, and a professional environment. Additional benefit information is available at <a href="http://www.uscourts.gov/careers/benefits">www.uscourts.gov/careers/benefits</a>.</p> <p>Application Procedure: Interested persons must submit through OSCAR (<a href="http://oscar.uscourts.gov">oscar.uscourts.gov</a>) the following:</p> <ul style="list-style-type: none"><li>• Resume (no greater than a single page in length)</li><li>• Cover letter (include explanation of interest, if any, in geographic area of clerkship)</li><li>• One (1) recent writing sample (sample should be completely the work of applicant)</li><li>• Law school transcript</li><li>• Two (2) letters of recommendation (can be law school instructors, employers, or other appropriate persons)</li></ul> <p>Court's website: <a href="http://www.wvnd.uscourts.gov">www.wvnd.uscourts.gov</a> U.S. District Court is an Equal Opportunity Employer</p>
<b>Posting Date:</b> April 14, 2022
<b>Expiration Date:</b> August 15, 2022
<b>Contact:</b> Nate Fetty Career Law Clerk 500 West Pike Street 3rd Floor P.O. Box 2857 Clarksburg, West Virginia 26302-2857 United States
<b>Resume Receipt:</b> Other (see below)
<b>How to Apply:</b> Interested persons must submit through OSCAR ( <a href="http://oscar.uscourts.gov">oscar.uscourts.gov</a> ) the following:
<ul style="list-style-type: none"><li>• Resume (no greater than a single page in length)</li><li>• Cover letter (include explanation of interest, if any, in geographic area of clerkship)</li></ul>

- One (1) recent writing sample (sample should be completely the work of applicant)
- Law school transcript
- Two (2) letters of recommendation (can be law school instructors, employers, or other appropriate persons)

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

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**Requested Document Notes:** Resume (no greater than a single page in length)

- Cover letter (include explanation of interest, if any, in geographic area of clerkship)
- One (1) recent writing sample (sample should be completely the work of applicant)
- Law school transcript
- Two (2) letters of recommendation (can be law school instructors, employers, or other appropriate persons)

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**ID:** 9370

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**Staff Attorney**  
Southwestern PA Legal Services (Washington, PA)

<b>Position Type:</b> Full-time	
<b>Geographic Preference:</b> Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)	
<b>Job Location(s):</b> Uniontown, Pennsylvania (United States)	
<b>Description:</b>	<p>Southwestern PA Legal Aid is a non-profit organization in the Pennsylvania Legal Aid Network (PLAN). Our mission is to stabilize and improve the families, housing, and finances of low-income and other vulnerable southwestern Pennsylvania residents through legal advice, representation, and other assistance. We are seeking a staff attorney for our Fayette County office.</p> <p>As a member of our team, you will:</p> <ul style="list-style-type: none"><li>· Advise and represent parents and other custodians in family and juvenile matters related to juvenile dependency and child custody or support</li><li>· Advise and represent our clients in housing and domestic abuse matters</li><li>· Maintain a commitment to advocate for the rights of our low-income community</li></ul> <p>This position will be full-time with benefits but with a prohibition against the outside practice of law. Flexible work schedules are permitted, when possible, though court appearances will be required as determined by the Fayette County Court of Common Pleas. Some work-from-home may be available.</p> <p>We would like to fill this position quickly and are very much open to Class of 2022 grads to begin in August and have a month of shadowing/training. Before bar passage/swearing in, the new staff attorney will be supervised by, and handle court proceedings, with barred attorneys, essentially under the certified legal intern rule. You must be licensed to practice in Pennsylvania.</p> <p>Diversity, equity, and inclusion are essential tenets of our mission, and our work environment and practices reflect our commitment to uplifting the marginalized and oppressed communities we serve. We strive to recruit and retain a full spectrum of staff who are representative of our communities' diverse demographics.</p> <p>Send resume and at least two references to:</p> <p>Brian V. Gorman Executive Director brian.gorman@splas.org</p>
<b>Posting Date:</b> April 11, 2022	
<b>Expiration Date:</b> August 31, 2022	
<b>Contact:</b> Brian Gorman 10 West Cherry Avenue Washington, Pennsylvania 15301 United States	
<b>Resume Receipt:</b> E-mail	
<b>Default email for resumes.:</b> brian.gorman@splas.org	
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Other Documents	
<b>Requested Document Notes:</b> Send resume and at least two references to: Brian V. Gorman Executive Director brian.gorman@splas.org	
<b>ID:</b> 9356	

## Remote Legal Editor and Instructor

AmeriBar (Tallahassee, FL)

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**Position Type:** Part-time

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

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**Job Location(s):** , Nationwide (United States)

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**Description:**

Are you looking for an alternative to traditional law practice? We have a part-time to full-time position available for an attorney with exceptional communication and legal research/writing skills. Our organization is located in Tallahassee, but the position is remote. Excellent proofreading and editing skills are required; prior editing experience is preferred (professional or academic).

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**Posting Date:** April 4, 2022

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**Expiration Date:** August 31, 2022

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**Contact:** Mr. Alex Nakis

Executive Director

1242 Timberlane Road Tallahassee, Florida 32312 United States

<https://ameribar.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [jobs@ameribar.com](mailto:jobs@ameribar.com)

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**ID:** 9332

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## Career Clerk

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA- Honorable Judge Hannah Lauck

**Position Type:** Full-time

**Job Location(s):** Richmond, Virginia (United States)

**Description:**

The U.S. District Court for the Eastern District of Virginia is seeking qualified applicants for a full-time Career Law Clerk to United States District Judge, M. Hannah Lauck. This position is for a minimum of two (2) years beginning in August/September 2022. In addition to submitting materials through OSCAR, applicants should send print copies of their applications to chambers.

Duties involve serving as principal administrative manager of chambers, including: ensuring responsible organization of chambers; assuring reporting requirements are met; managing and term law clerks and law student interns and externs; and scheduling Judge Lauck's travel, speaking engagements, and continuing legal education programs. This position also manages the docket, reviews opinions, writes correspondence, and drafts opinions and orders. Applicants must have a strong interest in mentoring term law clerks.

Candidates from diverse backgrounds are strongly encouraged to apply.

**DUTIES AND RESPONSIBILITIES Administrative Duties**

Receive, screen, and refer telephone calls. Answer general inquiries from knowledge of judge's

activities and office operations.

Maintain necessary personnel records.

Handle administrative matters in chambers, including preparation of required reports.

Draft in final form judge's correspondence, memoranda, reports, legal documents, statistics, and other

items. Check citations quoted in material to ensure accuracy.

Screen incoming mail and handle routine matters. Route mail to appropriate destination. Review

outgoing mail for accuracy.

Relieve judge of routine details. Maintain stock of office supplies for chambers.

Maintain judge's calendar by scheduling, changing, and cancelling appointments as directed.

Arrange meetings and conferences for judge and support personnel.

Arrange business travel itineraries for the judge, including plane tickets, hotel, lodging, auto rental,

and other arrangements.

Perform miscellaneous functions as assigned by judge.

**Law Clerk Duties**

Serve as mentor and supervisor to term clerks, including—with the Judge—training and guidance on expert legal research and writing.

Supervise and train any interns in a similar capacity.

Conduct individual legal research and writing; review orders and opinions; provide information, guidance, and advice to judge on legal issues relating to cases; and draft opinions if appropriate.

Communicate with other courts, state and federal agencies, counsel, litigants, and court staff regarding court rules, procedural issues, calendaring, and other litigation matters.

Keep abreast of changes in the law from the Supreme Court and Fourth Circuit.

Act as primary manager of judge's social security and prisoner dockets.

**Posting Date:** February 28, 2022

**Expiration Date:** August 22, 2022

**Contact:** Human Resources

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

**How to Apply:** <https://www.vaed.uscourts.gov/sites/vaed/files/CareerLawClerk%20MHL-%20Richmond.pdf>

**ID:** 9301

## Judicial Law Clerk for Honorable Judge R. Patrick DeWine

The Supreme Court of Ohio

**Position Type:** Full-time

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

**Job Location(s):** Columbus, Ohio (United States)

**Description:**

Supreme Court of Ohio Justice R. Patrick DeWine is accepting applications for the position of Judicial Law Clerk in his chambers. The position will commence September 6, 2022 and will run through September 8, 2023.

Law Clerks review and analyze arguments presented in a variety of motions and memoranda in support of discretionary jurisdiction. In addition, Law Clerks research and prepare initial drafts of merit opinions at the direction of the Justice.

The successful applicant will be a recent law school graduate with exceptional research, writing and analytical skills. Class standing in the top 15%, participation on a law review or moot court board, or publication of noteworthy articles is preferred. Prior clerkship experience will be considered positively. The ability to work independently, collaboratively, and efficiently is required.

Job ID: 365316197442062777

**Posting Date:** September 8, 2021

**Expiration Date:** September 8, 2022

**Contact:** Human Resources

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

**How to Apply:** [https://www.gigzio.com/judicial-law-clerk-to-justice-r-patrick-dewine-in-columbus-ohio-365316197442062777?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.gigzio.com/judicial-law-clerk-to-justice-r-patrick-dewine-in-columbus-ohio-365316197442062777?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

**ID:** 9298

## Free Office Space for New Attorney & Mentor program

Law Office of Kenneth Vercammen Metuchen Public Defender

<b>Position Type:</b> Part-time
<b>Practice Area(s):</b> All Practice Areas
<b>Geographic Preference:</b> Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)
<b>Job Location(s):</b> Edison, New Jersey (United States)
<b>Description:</b> <p>Free Office Space for Transitional or New Attorney and go to Court &amp; Mentor program- Edison, NJ</p> <p>Kenneth Vercammen's Law Office has a space sharing opportunity for new lawyer or recent Transitional attorney to get experience and go to court and learn NJ Law office procedures and handle some Municipal court cases. This is a mentoring experience where you can learn NJ Law Office Procedure. Attorney will be provided with use of desk, plus if needed additional private office space in furnished basement to start their practice, rent-free. They can see clients in first floor office rooms. In return they will handle municipal court appearances, Telephone communications with courts, prosecutors, clients, etc, Will signings and other legal work and criminal law website updates in lieu of rent for maximum 5 hours per week.</p> <ul style="list-style-type: none"><li>-Call Courts to follow up on Letter of Representation and scheduling of hearings</li><li>- Prepare timesheets on Fatal Accident cases</li><li>-Call Police Departments to follow up on discovery</li><li>-Call clients and remind them of hearing dates and what to do</li><li>- Update Criminal and Civil blogs with recent cases</li></ul> <p>Go to court and get court experience. Excellent opportunity to jump-start your career. You will get to represent people in Municipal Courts in Middlesex, Union and Monmouth County and meet the top Prosecutors and Judges. Must be admitted in NJ and have a car.</p> <p>Learn to interview potential Municipal Court/Criminal clients. Also learn to draft Wills and work on Litigation files. Attorney may also help provide legal assistance to members of prepaid legal plans and public defender clients. Follow up contact calls with clients, courts, prosecutors and bar associations. Excellent mentoring position for the right attorney. Are you hardworking and aggressive? Visit our website: <a href="http://www.njlaws.com">www.njlaws.com</a> to learn about our office. More details at <a href="http://www.njlaws.com/lease.htm">www.njlaws.com/lease.htm</a></p> <p>If interested, fax, email or mail a resume and cover letter.</p> <p>KENNETH VERCAMMEN &amp; ASSOCIATES, PC ATTORNEY AT LAW 2053 Woodbridge Ave. Edison, NJ 08817(Phone) 732-572-0500 (Fax) 732-572-0030 <a href="mailto:vercammenlaw@njlaws.com">vercammenlaw@njlaws.com</a></p> <p>The following is included with office use:</p> <p>Desk space Reception room for clients and use as Bona Fide Office You can copy and use our Complaints, Motions, Form Letters and Pleadings. Use our marketing books, marketing CDs, Criminal, Municipal Court and Elder law audiotapes and video library now located in basement Use of our computer forms Motions, Complaints, and Form letters Ability to use a file cabinet in basement to store your old files Lighting/ Utilities Bathroom Supplies Landscaping / Snow Removal Valuable advice Hot water, municipal water/sewer charge paid</p> <p>Other Duties/ Services to Clients</p> <ul style="list-style-type: none"><li>- Help add our 900+ criminal articles and statutes to our new criminal articles blog [We will teach you how to add articles to Blogs]</li><li>-Prepare Police Chief letters</li><li>- Whatever else needed to assist clients [ex Motions, ]</li></ul> <p>About Mentor Program Director: Kenneth Vercammen is an Edison, Middlesex County, NJ trial attorney. Mr. Vercammen has published 125 articles in national and New Jersey publications on criminal, traffic, DWI, probate, estate planning, and litigation topics. He has been selected to write the book on Criminal Law for the American Bar Association. He often lectures to trial lawyers of the American Bar Association, New Jersey State Bar Association and Middlesex County Bar Association.</p> <p>Kenneth Vercammen was the NJ State Bar Municipal Court Attorney of the Year and past president of the Middlesex County Municipal Prosecutor's Association. He is the past chair of the NJ State Bar Association Municipal Court Section and is the Co-Chair of the ABA Criminal Law committee, GP Division.</p> <p>He is a highly regarded lecturer on litigation issues for the American Bar Association, ICLE, New Jersey State Bar Association and Middlesex County Bar Association. His articles have been published by New Jersey Law Journal, ABA Law Practice Management Magazine, and New Jersey Lawyer. As the Editor in Chief of the New Jersey Municipal Court Law Review. Mr. Vercammen is also a recipient of the NJSBA- YLD Service to the Bar Award.</p> <p>In his private practice, he has devoted a substantial portion of his professional time to the preparation for trial of litigated matters. He has appeared in Courts throughout New Jersey several times each week on Criminal personal injury matters, Municipal Court trials, and contested Probate hearings. He serves as the Editor of the popular legal websites <a href="http://www.njlaws.com">www.njlaws.com</a> and <a href="http://www.BeNotGuilty.com">www.BeNotGuilty.com</a></p> <p>He has served as a Special Acting Prosecutor in nine different cities and towns in New Jersey and also successfully handled over One thousand Municipal Court and Superior Court matters in the past 25 years. Kenneth Vercammen was included in the 2013 "Super Lawyers" list published by Thomson Reuters. He was a member of the Law Review and top 10% law school grad.</p>
<b>Posting Date:</b> December 24, 2020
<b>Expiration Date:</b> December 31, 2022
<b>Salary Range:</b> Not Applicable
<b>Contact:</b> Kenneth Vercammen Esq. 2053 Woodbridge Ave. Edison, New Jersey 08817 United States

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

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**How to Apply:** f interested, fax, email or mail a resume and cover letter.  
KENNETH VERCAMMEN & ASSOCIATES, PC ATTORNEY AT LAW  
2053 Woodbridge Ave. Edison, NJ 08817(Phone) 732-572-0500  
(Fax) 732-572-0030

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** f interested, fax, email or mail a resume and cover letter.  
KENNETH VERCAMMEN & ASSOCIATES, PC ATTORNEY AT LAW  
2053 Woodbridge Ave. Edison, NJ 08817(Phone) 732-572-0500  
(Fax) 732-572-0030

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**ID:** 6831

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**Tax Associate**

Moore &amp; Van Allen (Charlotte, NC)

**Job Type:** Full-time**Job Location(s):**

Charleston, South Carolina United States

**Job Description:**

Moore & Van Allen's Charleston office is seeking a Tax Associate to join its Wealth & Estate Planning practice group.

As one of the East Coast's largest and most experienced private wealth practices, Moore & Van Allen's Wealth and Estate Planning group provides sophisticated, proactive and personable estate, tax, charitable and business planning for our clients—high net-worth individuals and families, senior executives of public companies and closely-held businesses. We routinely implement creative, cutting-edge solutions for business succession, tax planning, estate planning, charitable planning and asset protection planning that add significant value for our clients. We represent clients in numerous jurisdictions, with a particular emphasis on the Southeast.

Qualified candidates must have 2-4 years of experience in trusts, estates and tax planning and be licensed to practice in SC. An LLM in taxation a plus or possess a CPA license and/or background in accounting or finance. Top academic credentials required. Competitive compensation and benefits package.

**Posting Date:** June 8, 2022**Expiration Date:** July 15, 2022**Contact:** Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina 28202 United States

**Resume Receipt:** Other (see below)**Default email address for resumes:** charlotterecruiting@mvalaw.com**How To Apply:** <https://lawcruit.micronapps.com/sup/JobPostingDetails.aspx?lawfirm=MW4ybw==&JobId=MW1nM28=&at=OF9DRw==>**Additional Documents:** Cover Letter, Unofficial Transcript**Visual ID:** 9585

**Attorney - Public Defender Services**

West Virginia Public Defender Services (West Virginia )

**Position Type:** Full-time**Job Location(s):** Charleston, West Virginia (United States)**Description:**

Public Defender Services Habeas Corpus Division is Hiring

Our mission is to provide quality representation to indigent clients throughout the state who are pursuing a state habeas corpus action. The main objective is to bring constitutional challenges to the criminal convictions of appointed clients. The position will require travel and practice in circuit courts throughout the state. In addition, interested candidates should enjoy legal writing and working in a collaborative setting.

Trial court experience is preferred. This is a state position with state benefits. Salary will be based on experience.

Please send resume, cover letter, writing sample

**Posting Date:** July 5, 2022**Expiration Date:** August 8, 2022**Contact:** Crystal I. Walden

1900 Kanawha Blvd., East, Building 3, Room 330 Charleston, West Virginia 25305 United States

**Resume Receipt:** E-mail**Default email for resumes.:** crystal.i.walden@wv.gov**Additional Documents:** Cover Letter, Writing Sample**ID:** 9678