



West Virginia University[®]

College of Law

Appellate Law Clerk

Judiciary of the U.S. Virgin Islands

Job Type: Full-time

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

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.

Desired Class Level(s): Graduate/Alumni

Posting Date: June 10, 2022

Expiration Date: July 17, 2022

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

Resume Receipt: Email Resume, Online

Default email address for resumes: maria.cabret@vicourts.org

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

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.

Visual ID: 9610

Attorney

Legal Aid of West Virginia

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

Princeton Attorney

Legal Aid of West Virginia (LAWV) is seeking a skilled motivated attorney to join our Lawyer in the School Team serving Southern West Virginia in Princeton Office. This is a grant funded position which ends on December 31, 2023. LAWV offers a great family friendly work environment and excellent benefit package which includes medical, dental and life insurance and paid leave.

As an attorney for the expanded Lawyer in the School project, you will provide outreach at schools in southern West Virginia, while hosting on-site legal clinics for school families. Duties will include conducting intakes to establish eligibility and acceptance of cases for advice or representation. When appropriate, you will represent clients in court and before quasi-judicial or administrative agencies, with support from and collaboration with other attorneys and community partners. Additionally, you will assist in project evaluation and reporting.

The coalfields of southern West Virginia have historically been home to the majority of the state's miners and their families. This once-booming region literally fueled the nation. However, the vast decline in the coal industry has left much of this area economically depressed and families in need. This position is chance to work on the front lines in the battle against poverty and family instability, while serving to rebuild communities.

Lovers of natural beauty and outdoor activities will find plenty of recreational opportunities, including hiking, mountain biking, climbing and kayaking. The wonders of the New River Gorge National Park, with some of the best whitewater rapids in the world, are a short drive away. Skiers and snowboarders will appreciate the quick trip to Winterplace ski resort with its 27 trails, terrain park and 10 lifts.

If you are passionate about serving others and want to do rewarding work, please send your cover letter and resume to jobs@lawv.net by Wednesday, June 22, 2022. Applications will be considered until the position is filled. LAWV is an organization dedicated to equity, justice and inclusion and our organization culture reflects that by seeking and supporting employees from diverse backgrounds and perspectives. EOE qualified women, people with disabilities, minorities, or members of traditionally underrepresented groups are encouraged to apply.

Desired Class Level: Graduate/Alumni**Posting Date:** June 10, 2022**Expiration Date:** June 22, 2022

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

Resume Receipt: E-mail**Default email for resumes.:** jobs@lawv.net**Additional Documents:** Cover Letter**ID:** 9606

Attorney Advisor (General)

USDA Office of the General Counsel (Washington, DC)

Position Type: Full-time

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

Description:

Attorney Advisor (General)
DEPARTMENT OF AGRICULTURE
Office of the General Counsel
Sign in Help Search
COVID-19 Vaccination Requirement
The COVID-19 vaccination requirement for federal employees pursuant to Executive Order 14043 does not currently apply. Some jobs, however, may be subject to agency- or job-specific vaccination requirements, so please review the job announcement for details.

Summary

This position is located in Albuquerque, New Mexico.

The incumbent serves as an attorney litigating federal civil rights cases as well as providing legal advice, research, analysis and interpretation of federal civil rights laws, and produces oral and written opinions, memoranda, pleadings, briefs and legal support of all USDA programs and litigation, and performs other legal services as assigned.

Learn more about this agency

Overview

Open & closing dates

06/10/2022 to 07/01/2022

Help

Salary

\$64,412 - \$100,369 per year

Pay scale & grade

GS 11 - 12

Location

1 vacancy in the following location:

Albuquerque, NM Remote job

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Occasional travel - You may be expected to travel for this position.

Relocation expenses reimbursed

No

Appointment type

Permanent

Work schedule

Full-time

Service

Excepted

Promotion potential

14

Job family (Series)

0905 Attorney

Supervisory status

No

Security clearance

Other

Drug test

No

Position sensitivity and risk

Moderate Risk (MR)

Trust determination process

Suitability/Fitness

Announcement number

OGC-22-MDH-11479254-VC

Control number

659109200

T H I S J O B I S O P E N T O

The public

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Career transition (CTAP, ICTAP, RPL)

Federal employees who meet the definition of a "surplus" or "displaced" employee.

Duties

- Provide legal advice and counsel to Agencies of the USDA.
 - Serve as liaison between agencies of the USDA and the Department of Justice in litigation concerning USDA programs.
 - Represent agencies of the USDA in adjudication before administrative law judges.
 - Conduct legal research.
- Draft and review legal documents, including briefs, motions, rulemaking documents, and legal memoranda.

Requirements

Conditions of Employment

- You must be a US Citizen or US National.

- Males born after 12/31/1959 must be Selective Service registered or exempt.
- Subject to satisfactory adjudication of background investigation and/or fingerprint check.
- Direct Deposit - Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to their financial institution.
- Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit E-Verify at <https://www.e-verify.gov/>.
- Must submit Cover Letter, Resume, Proof of Bar membership, Law School Transcripts, and Narrative.
- Review of the OF-306, Declaration for Federal Employment, and the Electronic Questionnaires for Investigations Processing (eQIP) entries have been reviewed and determined to be satisfactory.
- Requires a favorable credit check as part of the background investigation.
- Selectee must be able to obtain and maintain a security clearance.
- Obtain and use a Government issued charge card for business-related travel.
- May be subject to satisfactory completion of a two year probationary or trial period.

Qualifications

For consideration, applicants must meet the minimum qualifications for attorney positions: Successful completion of a full course of study in a school of law accredited by the American Bar Association (ABA) and have the first professional law degree (LLB or JD) (Law School transcript required); and Currently be a member in good standing of the bar of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico.

SPECIALIZED EXPERIENCE

Applicants should have demonstrated specialized experience in legal research, excellent writing and communication skills, and a strong academic record. This experience should be clearly documented in the cover letter and resume.

GS-11: Meet minimum qualifications, above, and demonstrate: Federal service or equivalent responsibility in the private sector/pay systems that has equipped you with the particular competencies to successfully perform as an Attorney Advisor. Examples of such experience include: Under direction providing legal advice, research, analysis and interpretation of federal, state, and local laws; Assisting in writing opinions, memoranda, pleadings, briefs, and legal support of agency/organization programs and litigation; Performing other legal services as

assigned; Preparing various kinds of legal documents, both for specific case use and for general use under guidance; Ability to conduct legal research to handle cases involving the Department's programs; Ability to apply legal analysis and make sound legal judgment to find appropriate precedent or distinguish applicable law or facts to support or justify legal positions with advice from senior attorneys.

GS-12: One year of specialized experience, equivalent to the (GS-11) level in the Federal service or equivalent responsibility in the private sector/pay systems that has equipped you with the particular competencies to successfully perform as an Attorney Advisor. Examples of such experience include: Providing legal advice, research, analysis and interpretation of federal, state, and local laws; Writing opinions, memoranda, pleadings, briefs, and legal support of agency/organization programs and litigation; Performing other legal services as assigned; Rendering of legal advice, oral or written, to administrative officials in connection with the day- to-day operations of programs; preparing various kinds of legal documents, both for specific case use and for general use; Ability to conduct substantial research to handle cases involving the Department's programs; Ability to apply creative legal analysis and sound legal judgment to find appropriate precedent or distinguish applicable law or facts to support or justify legal positions.

NOTE: This experience must be demonstrated on your resume/supporting documents.

The duties listed below are described at the full performance level GS-14. The GS-11, GS-12, and GS-13 are developmental leading to such performance.

Mastery of statutes, regulations, and legal precedents related to major USDA program areas or relevant subject matter expertise to provide expert legal advice in regard to the assigned program area, develop or recommend litigation strategies and procedures, aid the Department of Justice in the trial of important or precedent-setting cases, and negotiate or participate in negotiating settlements on behalf of the Department

Mastery of a large and complex body of law in which precedents are frequently conflicting or non-existent to make determinations and reach conclusions which guide the Department or the Agency in resolving subsequent, similar problems; provide legal advice to

heads of programs and Agencies on complex and difficult legal questions or factual issues; and write opinions and case assessment memoranda after conducting detailed factual and legal research Mastery of the principles and techniques of legal analysis and practice in order to prepare pleadings, motions, briefs, litigation reports, and related documents in connection with suits by and against the Government and determine in each case the nature of action or defense, the legal issues involved, the most effective course of action, and optimal strategies and tactics to be employed.

Comprehensive knowledge and understanding of missions and functions of the USDA and its agencies or relevant subject matter expertise, as appropriate in order to provide legal services in support of USDA programs and activities that are consistent with the strategic goals of USDA and the priorities of the Secretary of Agriculture.

Mastery of the principles and techniques of written and oral communication to speak and write with clarity and tact to provide guidance on complex legal issues, secure acceptance of recommendations, prepare complex legal opinions, and effectively represent the Department in a variety of external interactions.

Education

Bar Membership: Applicant must currently be a member in good standing of the bar of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico by the time you begin the position.

Foreign Education: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university.

Narrative: You must submit a written statement, in your cover letter or in a separate document, explaining your interest in working for USDA's Office of the General Counsel, and noting any relevant course work, training, or prior experience that you believe should be considered in evaluating your application.

It is your responsibility to provide adequate proof that you meet the above requirements (education and bar membership). Inadequate or illegible information could result in non-qualification and loss of consideration.

If you are relying on your education to meet qualification requirements: You MUST submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified".

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the

attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

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

Albuquerque NM Pay Scale: The below salary reflects the pay range from GS-11 Step 1 to a GS- 14 Step 10. However, the full performance level is a GS-14. Below are the salary ranges for each grade level:

[Read more](#)

Benefits

How You Will Be Evaluated

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

Attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans preference to attorney appointments in the excepted service.

However, if you are eligible for veterans preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., SF-15, DD-214, Certificate of Release or Discharge from Active Duty, Proof of Bar Membership or other supporting documentation.

You will be evaluated based on your qualifications for this position as evidenced by the education, experience, and training you described in your application package, as well as the responses to the Occupational Questionnaire to determine the degree to which you possess the knowledge, skills, abilities and competencies listed below:

Legal, Government, and Jurisprudence Written Communication

Oral Communication

Problem Solving

Your application, including the online Assessment Questionnaire, will be reviewed to determine if you meet (a) minimum qualification requirements and (b) the resume supports the answers provided to the job-specific questions. Your resume must clearly support your responses to all the questions addressing experience and education relevant to this position. Those determined to be in the best qualified category will be referred to the selecting official for consideration.

Note: If, after reviewing your resume and/or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your rating may be lowered to more accurately reflect the submitted documentation. Please follow instructions carefully. Errors or omissions may affect your rating. Providing inaccurate information on Federal documents could be grounds for non-selection or disciplinary action up to including removal from Federal service.

Benefits

Required Documents How to Apply

Fair and Transparent

Required Documents

You must submit a complete Application Package prior to 11:59 ET on the closing date of this announcement. The following documents are required for your applicant package to be complete. Our office cannot be responsible for incompatible software, your system failure, etc. Encrypted documents will not be accepted. Failure to submit required, legible documents may result in loss of consideration.

All applicants must submit:

Resume that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience including the work schedule and hours worked per week as well as dates of employment; and title, series and grade if applicable; 5) supervisors phone number and e-mail address for each work period listed and whether or not we may contact them for reference checks; and, 6) other qualifications. If you need assistance in creating a federal resume see [this click here](#).

Law School Transcript: An official copy is sufficient with the application; however, if selected, an official law school transcript will be required prior to entering on duty
Bar Membership: Proof of Bar Membership
Written Narrative: In order for your application to be considered, you must submit a written narrative not to exceed 1,200 words, showing you possess the knowledge, skills, abilities, and competencies listed in this announcement.
DD-214 (Member 4 Copy): If claiming veterans preference, you must submit a DD-214, Certificate of Release from Active Duty, which shows dates of service and discharge under honorable conditions. If currently on active duty you must submit a certification of expected discharge or release from active duty service under honorable conditions not later than 120 days after the date the certification is submitted. Veterans preference must be verified prior to appointment. Without this documentation, you will not receive veteran's preference and your application will be evaluated based on the material(s) submitted.
Other required documents may include:

If claiming 10-point veterans preference you must provide the DD-214 or certification requirements (see above bullet), plus the proof of entitlement of this preference as listed on the SF-15 Application for 10-point veterans preference. The SF-15 should be included but is not required. Failure to submit these documents could result in the determination that there is insufficient documentation to support your claim for 10-point preference. For more information on veterans preference visit FEDSHIREVETS

Surplus or displaced employees eligible for CTAP, RPL, or ICTAP priority must provide: proof of eligibility (RIF separation notice, notice of proposed removal for declining a transfer of function or directed reassignment to another commuting area, notice of disability annuity termination), SF-50 documenting separation (as applicable), and your most recent SF-50 noting position, grade level, and duty location with your application per 5 CFR 330.

Worker's Compensation Separation: Agency certification of inability to place employee AND Notification of Separation OR Separation SF-50.

Disability Annuity Termination: Notification from OPM of disability annuity termination AND Separation SF-50 of the last position held. Military Reserve or National Guard Technician Special Disability Retirement Annuity under 5 U.S.C. 8337(h) or 8456: Certification of special disability retirement annuity from a military department or National Guard Bureau AND Separation SF-50 of the last position held.

No Personally Identifiable Information (PII), such as social security number or date of birth, should be provided in your application package

Your application package may be reviewed and screened at any time during the announcement period. If you decide to submit a revised application package during the announcement period, please notify the Agency contact person listed below.

If you are relying on your education to meet qualification requirements: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply

NOTE: Please verify that documents you are uploading from USAJOBS transfer into the Agency's staffing system as there is a limitation to the number of documents that can be transferred. However, once in the Agency's staffing system, you will have the opportunity to upload

Agency contact information

Angela Ervin

Phone

202-754-0564

Email

angela.ervin@usda.gov

Address

Office of the General Counsel 1400 Independence Ave SW Washington, DC 20250

US

[Learn more about this agency](#)

Next steps

Your application will be reviewed to verify that you meet the eligibility and qualification requirements for the position prior to issuing referral lists to the selecting official. If further evaluation or interviews are required, you will be contacted. Log in to your USAJOBS to check
[Read more](#)

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.
[Equal Employment Opportunity \(EEO\) Policy](#) [Reasonable accommodation policy](#) [Financial suitability](#) [Selective Service](#)

[New employee probationary period](#) [Signature and false statements](#) [Privacy Act](#)

[Social security number request](#)

open & closing dates

06/10/2022 to 07/01/2022

Salary

\$64,412 - \$100,369 per year

Pay scale & grade

GS 11 - 12

Location

1 vacancy in the following location:

Albuquerque, NM

Remote job
No

Telework eligible
Yes—as determined by the agency policy.

Travel Required
Occasional travel - You may be expected to travel for this position.

Relocation expenses reimbursed
No

Appointment type
Permanent

Work schedule
Full-time

Service
Excepted

Promotion potential
14

Job family (Series)
0905 Attorney

Supervisory status
No

Security clearance
Other

Drug test
No

Position sensitivity and risk
Moderate Risk (MR)

Trust determination process
Suitability/Fitness

Announcement number
OGC-22-MDH-11479254-VC

Control number
659109200

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Working in government

USAJOBS is a United States Office of Personnel Management website.

EEO Policy Statement

Reasonable Accommodation Policy Statement
Veterans Information

Legal and Regulatory Guidance

Terms and Conditions Budget and Performance
FOIA

Inspector General No Fear Act Data Privacy Policy
USA.gov

Desired Class Level: Graduate/Alumni

Posting Date: June 10, 2022

Expiration Date: July 1, 2022

Contact: Timisha D. Fitzgerald
Paralegal Specialist
1400 Independence Ave SW Washington, District of Columbia 20250 United States

Resume Receipt: Other (see below)

How to Apply: How to Apply

NOTE:

Please verify that documents you are uploading from USAJOBS transfer into the Agency's staff ing system as there is a limitation to the number of documents that can be transferred. However, once in the Agency's staff ing system, you will have the opportunity to upload additional documents. Agency contact information
Angela Ervin
Phone
202-754-0564
Email
angela.ervin@usda.gov

Address
Office of the General Counsel
1400 Independence Ave SW
Washington, DC 20250

Additional Documents: Cover Letter, Unofficial Transcript

ID: 9611

Attorney Advisor (General)

USDA Office of the General Counsel (Washington, DC)

Position Type: Full-time

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

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

Description:

Attorney Advisor (General)
DEPARTMENT OF AGRICULTURE
Office of the General Counsel
Sign in Help Search
COVID-19 Vaccination Requirement
The COVID-19 vaccination requirement for federal employees pursuant to Executive Order 14043 does not currently apply. Some jobs, however, may be subject to agency- or job-specific vaccination requirements, so please review the job announcement for details.

Summary

These positions are located in OGC's regional and branch offices.

For a list of OGC's regional and branch offices please see: OGC Office Locations

The incumbent serves as an attorney litigating federal civil rights cases as well as providing legal advice, research, analysis and interpretation of federal civil rights laws, and produces oral and written opinions, memoranda, pleadings, briefs and legal support of all USDA programs and litigation, and performs other legal services as assigned.

Open & closing dates

06/10/2022 to 07/01/2022

Salary

\$74,950 - \$116,788 per year

Pay scale & grade

GS 11 - 12

Locations

4 vacancies in the following locations:

Juneau, AK Little Rock, AR
San Francisco, CA

Denver, CO

Show more locations (10)

Remote job

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Occasional travel - You may be expected to travel for this position.

Relocation expenses reimbursed

No

Appointment type

Permanent

Work schedule

Full-time

Service

Excepted

Promotion potential

14

Job family (Series)

0905 Attorney

Supervisory status

No

Security clearance

Other

Drug test

No

Position sensitivity and risk

Moderate Risk (MR)

Trust determination process

Suitability/Fitness

Announcement number

OGC-22-MDH-11471013-VC

Control number

659108700

T H I S J O B I S O P E N T O

The public
U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Career transition (CTAP, ICTAP, RPL)
Federal employees who meet the definition of a "surplus" or "displaced" employee.

Duties

- Provide legal advice and counsel to Agencies of the USDA.
- Serve as liaison between agencies of the USDA and the Department of Justice in litigation concerning USDA programs.
- Represent agencies of the USDA in all aspects of litigation and adjudication before administrative law judges.
- Conduct legal research.

- Draft and review legal documents, including briefs, motions, rulemaking documents, and legal memoranda.
- Customer service and communication to client Agencies and Mission Areas.
- Legal research and opinion-writing on novel and complex legal issues related to civil rights, labor and employment law.
- Assisting in other litigation responsibilities as requested by management.
- Represent the USDA in the litigation of cases and appeals before the Equal Employment Opportunity Commission.

Requirements

Conditions of Employment

- You must be a US Citizen or US National.
- Males born after 12/31/1959 must be Selective Service registered or exempt.
- Subject to satisfactory adjudication of background investigation and/or fingerprint check.
- Direct Deposit - Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to their financial institution.
- Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit E-Verify at <https://www.e-verify.gov/>.
- Must submit Cover Letter, Resume, Proof of Bar membership, Law School Transcripts, and Narrative.

- Review of the OF-306, Declaration for Federal Employment, and the Electronic Questionnaires for Investigations Processing (eQIP) entries have been reviewed and determined to be satisfactory.
- Requires a favorable credit check as part of the background investigation.
- Additional selections may be made from this announcement.
- Selectee must be able to obtain and maintain a security clearance.
- Obtain and use a Government issued charge card for business-related travel.
- May be subject to satisfactory completion of a two year probationary or trial period.

Qualifications

For consideration, applicants must meet the minimum qualifications for attorney positions: Successful completion of a full course of study in a school of law accredited by the America Bar Association (ABA) and have the first professional law degree (LLB or JD) (Law School transcript required); and Currently be a member in good standing of the bar of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico.

SPECIALIZED EXPERIENCE

Applicants should have demonstrated specialized experience in legal research, excellent writing and communication skills, and a strong academic record. This experience should be clearly documented in the cover letter and resume.

GS-11: Meet minimum qualifications, above, and demonstrate: Federal service or equivalent responsibility in the private sector/pay systems that has equipped you with the particular competencies to successfully perform as an Attorney Advisor. Examples of such experience include: Under direction providing legal advice, research, analysis and interpretation of federal, state, and local laws; Assisting in writing opinions, memoranda, pleadings, briefs, and legal support of agency/organization programs and litigation; Performing other legal services as assigned; Preparing various kinds of legal documents, both for specific case use and for general use under guidance; Ability to conduct legal research to handle cases involving the Department's programs; Ability to apply legal analysis and use sound legal judgment to find appropriate precedent or distinguish applicable law or facts to support or justify legal positions with advice from senior attorneys.

GS-12: One year of specialized experience, equivalent to the (GS-11) level in the Federal service or equivalent responsibility in the private sector/pay systems that has equipped you with the particular competencies to successfully perform as an Attorney Advisor. Examples of such experience include: Providing legal advice, research, analysis and interpretation of federal, state, and local laws; Writing opinions, memoranda, pleadings, briefs, and legal support of agency/organization programs and litigation; Performing other legal services as assigned; Rendering of legal advice, oral or written, to administrative officials in connection with the day- to-day operations of programs; preparing various kinds of legal documents, both for specific case use and for general use; Ability to conduct substantial research to handle cases involving the Department's programs; Ability to apply creative legal analysis and sound legal judgment to find appropriate precedent or distinguish applicable law or facts to support or justify legal positions.

NOTE: This experience must be demonstrated on your resume/supporting documents.

The duties listed below are described at the full performance level GS-14. The GS-11, GS-12 and GS-13 are developmental levels leading to such performance.

Mastery of statutes, regulations, and legal precedents related to major USDA program areas or relevant subject matter expertise to provide expert legal advice in regard to the assigned program area, develop or recommend litigation strategies and procedures, aid the Department of Justice in the trial of important or precedent-setting cases, and negotiate or participate in negotiating settlements on behalf of the Department
Mastery of a large and complex body of law in which precedents are frequently conflicting or non-existent to make determinations and reach conclusions which guide the Department or the Agency in resolving subsequent, similar problems; provide legal advice to

Fair and Transparent

Required Documents

You must submit a complete Application Package prior to 11:59 ET on the closing date of this announcement. The following documents are required for your applicant package to be complete. Our office cannot be responsible for incompatible software, your system failure, etc. Encrypted documents will not be accepted. Failure to submit required, legible documents may result in loss of consideration.

All applicants must submit:

Resume that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience including the work schedule and hours worked per week as well as dates of employment; and title, series and grade if applicable; 5) supervisors phone number and e-mail address for each work period listed and whether or not we may contact them for reference checks; and, 6) other qualifications. If you need assistance in creating a federal resume see this [click here](#).

Law School Transcript: An official copy is sufficient with the application; however, if selected, an official law school transcript will be required prior to entering on duty

Bar Membership: Proof of Bar Membership

Written Narrative: In order for your application to be considered, you must submit a written narrative not to exceed 1,200 words, showing you possess the knowledge, skills, abilities, and competencies listed in this announcement.

DD-214 (Member 4 Copy): If claiming veterans preference, you must submit a DD-214, Certificate of Release from Active Duty, which shows dates of service and discharge under honorable conditions. If currently on active duty you must submit a certification of expected discharge or release from active duty service under honorable conditions not later than 120 days after the date the certification is submitted. Veterans preference must be verified prior to appointment. Without this documentation, you will not receive veteran's preference and your application will be evaluated based on the material(s) submitted.

Other required documents may include:

If claiming 10-point veterans preference you must provide the DD-214 or certification requirements (see above bullet), plus the proof of entitlement of this preference as listed on

the SF-15 Application for 10-point veterans preference. The SF-15 should be included but is not required. Failure to submit these documents could result in the determination that there is insufficient documentation to support your claim for 10-point preference. For more information on veterans preference visit [FEDSHIREVETS](#)

Surplus or displaced employees eligible for CTAP, RPL, or ICTAP priority must provide: proof of eligibility (RIF separation notice, notice of proposed removal for declining a transfer of function or directed reassignment to another commuting area, notice of disability annuity termination), SF-50 documenting separation (as applicable), and your most recent SF-50 noting position, grade level, and duty location with your application per 5 CFR 330.

Worker's Compensation Separation: Agency certification of inability to place employee AND Notification of Separation OR Separation SF-50.

Disability Annuity Termination: Notification from OPM of disability annuity termination AND Separation SF-50 of the last position held. Military Reserve or National Guard Technician Special Disability Retirement Annuity under 5 U.S.C. 8337(h) or 8456: Certification of special disability retirement annuity from a military department or National Guard Bureau AND Separation SF-50 of the last position held.

No Personally Identifiable Information (PII), such as social security number or date of birth, should be provided in your application package

NOTE: If a document is resubmitted, it replaces the previous submission, which means the previous document is no longer available to the Human Resources Office. If you are adding to, rather than replacing a previous submission, you must upload both the old document and the new document. You must verify that uploaded documents from USAJOBS transfer into the Agency's staffing system as there is a limitation to the number of documents that can be transferred. However, once in the Agency's staffing system, you will have the opportunity to upload additional documents. Applicants may combine all like required documents (e.g. SF-50s or veteran docs) into one or more files and scan for uploading into the application. Each file must not exceed 3MB. Grouping like documents into files will simplify the application process. Documents must be in one of the following formats: GIF, JPEG, JPG, PDF, PNG, RTF, or Word (DOC or DOCX). Uploaded documents may not require a password, digital signature, or other encryption to open.

Your application package may be reviewed and screened at any time during the announcement period. If you decide to submit a revised application package during the announcement period, please notify the Agency contact person listed below.

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

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

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

How to Apply

Please read the entire announcement and all instructions before you begin. You must complete this application process and submit all required documents electronically by 11:59p.m. Eastern Time (ET) on the closing date of this announcement.

Agency contact information

Angela Ervin
Phone
202-754-0564

Email
angela.ervin@usda.gov

Address

Office of the General Counsel 1400 Independence Ave SW Washington, DC 20250

US

[Learn more about this agency](#)

Next steps

Your application will be reviewed to verify that you meet the eligibility and qualification requirements for the position prior to issuing referral lists to the selecting official. If further evaluation or interviews are required, you will be contacted. Log in to your USAJOBS to check

[Read more](#)

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.
[Equal Employment Opportunity \(EEO\) Policy](#) [Reasonable accommodation policy](#) [Financial suitability](#)
[Selective Service](#)
[New employee probationary period](#) [Signature and false statements](#) [Privacy Act](#)
[Social security number request](#)

Open & closing dates

06/10/2022 to 07/01/2022

Salary

\$74,950 - \$116,788 per year

Pay scale & grade

GS 11 - 12

Locations

4 vacancies in the following locations:

Juneau, AK Little Rock, AR
San Francisco, CA Denver, CO

[Show more locations \(10\)](#)

Remote job

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Occasional travel - You may be expected to travel for this position.

Relocation expenses reimbursed

No

Appointment type

Permanent

Work schedule

Full-time

Service

Excepted

Promotion potential

14

Job family (Series)

0905 Attorney

Supervisory status

No

Security clearance

Other

Drug test

No

Position sensitivity and risk

Moderate Risk (MR)

Trust determination process

Suitability/Fitness

Announcement number

OGC-22-MDH-11471013-VC

Control number

659108700

Account

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[Working in government](#)

USAJOBS is a United States Office of Personnel Management website.

EEO Policy Statement

Reasonable Accommodation Policy Statement
Veterans Information

Legal and Regulatory Guidance

Terms and Conditions Budget and Performance
FOIA

Inspector General No Fear Act Data Privacy Policy
USA.gov

Desired Class Level: Graduate/Alumni

Posting Date: June 10, 2022

Expiration Date: July 1, 2022

Contact: Timisha D. Fitzgerald
Paralegal Specialist
1400 Independence Ave SW Washington, District of Columbia 20250 United States

Resume Receipt: E-mail

Default email for resumes.: timisha.fitzgerald@usda.gov

Additional Documents: Cover Letter, Unofficial Transcript

ID: 9612

Attorney Advisor (General)

USDA Office of the General Counsel (Washington, DC)

Position Type: Full-time

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

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

Description:

Attorney Advisor (General)
DEPARTMENT OF AGRICULTURE
Office of the General Counsel
Sign in Help Search
COVID-19 Vaccination Requirement
The COVID-19 vaccination requirement for federal employees pursuant to Executive Order 14043 does not currently apply. Some jobs, however, may be subject to agency- or job-specific vaccination requirements, so please review the job announcement for details.

These positions are located in OGC's regional and branch offices.

For a list of OGC's regional and branch offices please see: OGC Office Locations

The incumbent serves as an attorney litigating federal civil rights cases as well as providing legal advice, research, analysis and interpretation of federal civil rights laws, and produces oral and written opinions, memoranda, pleadings, briefs and legal support of all USDA programs and litigation, and performs other legal services as assigned.

Open & closing dates
Help

06/10/2022 to 07/01/2022

Salary
\$106,823 - \$164,102 per year

Pay scale & grade
GS 13 - 14

Locations
3 vacancies in the following locations:

Juneau, AK Little Rock, AR
San Francisco, CA

Denver, CO

Show more locations (10)

Remote job
No

Telework eligible
Yes—as determined by the agency policy.

Travel Required
Occasional travel - You may be expected to travel for this position.

Relocation expenses reimbursed
No

Appointment type
Permanent

Work schedule
Full-time

Service
Excepted

Promotion potential
14

Job family (Series)

0905 Attorney

Supervisory status
No

Security clearance
Other

Drug test
No

Position sensitivity and risk
Moderate Risk (MR)

Trust determination process
Suitability/Fitness

Announcement number
OGC-22-MDH-11478827-VC

Control number
659110200

THIS JOB IS OPEN TO

The public
U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Career transition (CTAP, ICTAP, RPL)
Federal employees who meet the definition of a "surplus" or "displaced" employee.

Duties

- Provide legal advice and counsel to Agencies of the USDA.
 - Serve as liaison between agencies of the USDA and the Department of Justice in litigation concerning USDA programs.
 - Represent agencies of the USDA in all aspects of litigation and adjudication before administrative law judges
 - Conduct legal research.
-
- Draft and review legal documents, including briefs, motions, rulemaking documents, and legal memoranda.

Requirements

Conditions of Employment

- You must be a US Citizen or US National.
 - Males born after 12/31/1959 must be Selective Service registered or exempt.
 - Subject to satisfactory adjudication of background investigation and/or fingerprint check.
 - Direct Deposit - Per Public Law 104-134 all Federal employees are required to have federal payments made by direct deposit to their financial institution.
 - Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit E-Verify at <https://www.e-verify.gov/>.
 - Must submit Cover Letter, Resume, Proof of Bar membership, Law School Transcripts, and Narrative.
-
- Review of the OF-306, Declaration for Federal Employment, and the Electronic Questionnaires for Investigations Processing (eQIP) entries have been reviewed and determined to be satisfactory.
 - Requires a favorable credit check as part of the background investigation.
 - Additional selections may be made from this announcement.
 - Selectee must be able to obtain and maintain a security clearance.
 - Obtain and use a Government issued charge card for business-related travel.
 - May be subject to satisfactory completion of a two year probationary or trial period.

Qualifications

For consideration, applicants must meet the minimum qualifications for attorney positions: Successful completion of a full course of study in a school of law accredited by the American Bar Association (ABA) and have the first professional law degree (LLB or JD) (Law School transcript required); and Currently be a member in good standing of the bar of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico.

SPECIALIZED EXPERIENCE

Applicants should have demonstrated specialized experience in legal research, excellent writing and communication skills, and a strong academic record. This experience should be clearly documented in the cover letter and resume.

GS-13: One year of specialized experience, equivalent to the (GS-12) level in the Federal service or equivalent responsibility in the private sector/pay systems that has equipped you with the particular competencies to successfully perform as an Attorney Advisor. Examples of such experience include: Providing professional legal services to major components of an agency or organization; Knowledge of the principles and techniques of legal analysis and practice in order to (1) prepare pleadings, motions, briefs, litigation reports, and related documents (2) determine nature of legal issues involved; and (3) effectively represent agencies or organizations; Thorough knowledge of activities and program initiatives of agencies or organizations to provide timely and relevant legal advice regarding program operations to management officials and to expertly represent clients in negotiations and legal proceedings.

GS-14: One year of specialized experience, equivalent to the (GS-13) level in the Federal service or equivalent responsibility in the private sector/pay systems that has equipped you with the particular competencies to successfully perform as an Attorney Advisor. Examples of such experience include: Ability to plan and assign priorities to tasks and assignments to further develop knowledge of complex assignments. Works independently to determine methodologies, milestones, goals, and termination points for most assignments. Completes assignments to management requirements with satisfaction of organizational objectives.

The duties listed below are described at the full performance level GS-14 The GS-11, GS-12, and GS-13 are developmental levels leading to such performance.

Mastery of statutes, regulations, and legal precedents related to major USDA program areas or relevant subject matter expertise to provide expert legal advice in regard to the assigned program area, develop or recommend litigation strategies and procedures, aid the Department of Justice in the trial of important or precedent-setting cases, and negotiate or participate in negotiating settlements on behalf of the Department
Mastery of a large and complex body of law in which precedents are frequently conflicting or non-existent to make determinations and reach conclusions which guide the Department or the Agency in resolving subsequent, similar problems; provide legal advice to heads of programs and Agencies on complex and difficult legal questions or factual issues; and write opinions and case assessment memoranda after conducting detailed factual and legal research
Mastery of the principles and techniques of legal analysis and practice in order to prepare pleadings, motions, briefs, litigation reports, and related documents in connection with suits by and against the Government and determine in each case the nature of action or

defense, the legal issues involved, the most effective course of action, and optimal strategies and tactics to be employed.

Comprehensive knowledge and understanding of missions and functions of the USDA and its agencies or relevant subject matter expertise, as appropriate in order to provide legal services in support of USDA programs and activities that are consistent with the strategic goals of USDA and the priorities of the Secretary of Agriculture.

Mastery of the principles and techniques of written and oral communication to speak and write with

clarity and tact to provide guidance on complex legal issues, secure acceptance of recommendations, prepare complex legal opinions, and effectively represent the Department in a variety of external interactions.

NOTE: This experience must be demonstrated on your resume/supporting documents.

Education

Bar Membership: Applicant must currently be a member in good standing of the bar of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico by the time you begin the position.

Foreign Education: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university.

Narrative: You must submit a written statement, in your cover letter or in a separate document, explaining your interest in working for USDA's Office of the General Counsel, and noting any relevant course work, training, or prior experience that you believe should be considered in evaluating your application.

It is your responsibility to provide adequate proof that you meet the above requirements (education and bar membership). Inadequate or illegible information could result in non-qualification and loss of consideration.

If you are relying on your education to meet qualification requirements: You MUST submit a copy of your transcript if you want to substitute your education for experience. If you claim

qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified".

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

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

Washington D.C. Pay Scale: The below salary reflects the pay range from GS-13 Step 1 to a GS- 14 Step 10. Below are the salary ranges for each grade level:
GS-13: \$106,823.00 - \$138,868.00

Benefits

How You Will Be Evaluated

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

Attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans preference to attorney appointments in the excepted service.

However, if you are eligible for veterans preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., SF-15, DD-214, Certificate of Release or Discharge from Active Duty, Proof of Bar Membership or other supporting documentation.

You will be evaluated based on your qualifications for this position as evidenced by the education, experience, and training you described in your application package, as well as the responses to the Occupational Questionnaire to determine the degree to which you possess the knowledge, skills, abilities and competencies listed below:

Legal, Government, and Jurisprudence Written Communication

Oral Communication Problem Solving

Your application, including the online Assessment Questionnaire, will be reviewed to determine if you meet (a) minimum qualification requirements and (b) the resume supports the answers provided to the job-specific questions. Your resume must clearly support your responses to all the questions addressing experience and education relevant to this position. Those determined to be in the best qualified category will be referred to the selecting official for consideration.

Note: If, after reviewing your resume and/or supporting documentation, a determination is made that you have inflated your qualifications and or experience, your rating may be lowered to more accurately reflect the submitted documentation. Please follow instructions carefully. Errors or omissions may affect your rating. Providing inaccurate information on Federal documents could be grounds for non-selection or disciplinary action up to including removal from Federal service.

Benefits

Required Documents How to Apply

Fair and Transparent

Required Documents

You must submit a complete Application Package prior to 11:59 ET on the closing date of this announcement. The following documents are required for your applicant package to be complete. Our office cannot be responsible for incompatible software, your system failure, etc. Encrypted documents will not be accepted. Failure to submit required, legible documents may result in loss of consideration.

All applicants must submit:

Resume that includes the following information: 1) job information for which you are applying; 2) personal information; 3) education; 4) work experience including the work

schedule and hours worked per week as well as dates of employment; and title, series and grade if applicable; 5) supervisors phone number and e-mail address for each work period listed and whether or not we may contact them for reference checks; and, 6) other qualifications. If you need

assistance in creating a federal resume see this [click here](#).

Law School Transcript: An official copy is sufficient with the application; however, if selected, an official law school transcript will be required prior to entering on duty

Bar Membership: Proof of Bar Membership

Written Narrative: In order for your application to be considered, you must submit a written narrative not to exceed 1,200 words, showing you possess the knowledge, skills, abilities, and competencies listed in this announcement.

DD-214 (Member 4 Copy): If claiming veterans preference, you must submit a DD-214, Certificate of Release from Active Duty, which shows dates of service and discharge under honorable conditions. If currently on active duty you must submit a certification of expected discharge or release from active duty service under honorable conditions not later than 120 days after the date the certification is submitted. Veterans preference must be verified prior to appointment. Without this documentation, you will not receive veteran's preference and your application will be evaluated based on the material(s) submitted.

Other required documents may include:

If claiming 10-point veterans preference you must provide the DD-214 or certification requirements (see above bullet), plus the proof of entitlement of this preference as listed on the SF-15 Application for 10-point veterans preference. The SF-15 should be included but is not required. Failure to submit these documents could result in the determination that there is insufficient documentation to support your claim for 10-point preference. For more information on veterans preference visit [FEDSHIREVETS](#)

Surplus or displaced employees eligible for CTAP, RPL, or ICTAP priority must provide: proof of eligibility (RIF separation notice, notice of proposed removal for declining a transfer of function or directed reassignment to another commuting area, notice of disability annuity termination), SF-50 documenting separation (as applicable), and your most recent SF-50 noting position, grade level, and duty location with your application per 5 CFR 330.

Worker's Compensation Separation: Agency certification of inability to place employee AND Notification of Separation OR Separation SF-50.

Disability Annuity Termination: Notification from OPM of disability annuity termination AND Separation SF-50 of the last position held. Military Reserve or National Guard Technician Special Disability Retirement Annuity under 5 U.S.C. 8337(h) or 8456: Certification of special

disability retirement annuity from a military department or National Guard Bureau AND Separation SF-50 of the last position held.

No Personally Identifiable Information (PII), such as social security number or date of birth, should be provided in your application package

Your application package may be reviewed and screened at any time during the announcement period. If you decide to submit a revised application package during the announcement period, please notify the Agency contact person listed below.

How to Apply

NOTE: Please verify that documents you are uploading from USAJOBS transfer into the Agency's staffing system as there is a limitation to the number of documents that can be transferred. However, once in the Agency's staffing system, you will have the opportunity to upload

Agency contact information

Angela Ervin
Phone
202-754-0564

Email
angela.ervin@usda.gov

Address

Office of the General Counsel 1400 Independence Ave SW Washington, DC 20250
US

[Learn more about this agency](#)

Next steps

Your application will be reviewed to verify that you meet the eligibility and qualification requirements for the position prior to issuing referral lists to the selecting official. If further

evaluation or interviews are required, you will be contacted. Log in to your USAJOBS to check

Read more

Fair & Transparent

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

New employee probationary period Signature and false statements Privacy Act

Social security number request

Open & closing dates

06/10/2022 to 07/01/2022

Salary

\$106,823 - \$164,102 per year

Pay scale & grade

GS 13 - 14

Locations

3 vacancies in the following locations:

Juneau, AK Little Rock, AR
San Francisco, CA Denver, CO

[Show more locations \(10\)](#)

[Remote job](#)

No

Telework eligible
Yes—as determined by the agency policy.

Travel Required
Occasional travel - You may be expected to travel for this position.

Relocation expenses reimbursed
No

Appointment type
Permanent

Work schedule
Full-time

Service
Excepted

Promotion potential
14

Job family (Series)
0905 Attorney

Supervisory status
No

Security clearance
Other

Drug test
No

Position sensitivity and risk
Moderate Risk (MR)

Trust determination process
Suitability/Fitness

Announcement number

Return to top
USAJOBS is a United States Office of Personnel Management website.
EEO Policy Statement
OGC-22-MDH-11478827-VC
Control number
659110200

Desired Class Level: Graduate/Alumni

Posting Date: June 10, 2022

Expiration Date: July 1, 2022

Contact: Timisha D. Fitzgerald
Paralegal Specialist
1400 Independence Ave SW Washington, District of Columbia 20250 United States

Resume Receipt: Other (see below)

How to Apply: How to Apply

NOTE:
Please verify that documents you are uploading from USAJOBS transfer into the Agency'sstaff ing system as there is a limitation to the number of documents that can be transferred.However, once in the Agency's staff ing system, you will have the opportunity to uploaddldlddbldhdfhfl
Agency contact information
Angela Ervin
Phone
202-754-0564
Email
angela.ervin@usda.gov
Address
Off ice of the General Counsel
1400 Independence Ave SW
Washington, DC 20250

Additional Documents: Cover Letter, Unofficial Transcript

ID: 9613

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 regrading 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.

Desired Class Level(s): Graduate/Alumni

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 Buccì 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 and cc me Melodia Juillet melodia.juillet@njcourts.gov

Judge information:

Judge James Buccì (Family Division)

Superior Court of New Jersey

Camden County Hall of Justice

101 South 5th Street

Camden, NJ 08103

Desired Class Level: Graduate/Alumni

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

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 9607

Attorney I-IV

Alaska Public Defender Agency (Anchorage, AK)

Position Type: Full-time
Practice Area(s): Criminal - Defense
Job Location(s): 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)
Description: 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: https://doa.alaska.gov/pda/employment/attorneys.html
Desired Class Level: 3L, Graduate/Alumni
Posting Date: June 9, 2022
Expiration Date: August 31, 2022
Salary Range: 60,000 - 69,999
Contact: Ms. Rhonda Thayer Administrative Assistant III 900 W 5th Ave Suite 101 Anchorage, Alaska 99501 United States https://doa.alaska.gov/pda/employment/attorneys.html
Resume Receipt: E-mail
Default email for resumes.: pdarecruitment@alaska.gov
Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
Requested Document Notes: 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 PDARecruitment@alaska.gov . 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.
ID: 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).

Desired Class Level(s): Graduate/Alumni

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

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
THIRTEENTH JUDICIAL CIRCUIT KANAWHA COUNTY
EMPLOYMENT OPPORTUNITY
Charleston, West Virginia
Position open 7/2/2022 (Posted 6-9-2022)
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 Maryclaire Akers. This position works under the direct supervision of Judge Maryclaire Akers in the Thirteenth Judicial Circuit, Kanawha 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 \$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 Maryclaire Akers. 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.

Equal Opportunity in Employment

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

Application Process

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

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

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

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

Desired Class Level: Graduate/Alumni**Posting Date:** June 9, 2022**Expiration Date:** July 2, 2022

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

Resume Receipt: E-mail**Default email for resumes.:** sarah.loftus@courtswv.gov**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**ID:** 9603

Counsel to the Minority Caucus
 West Virginia Senate (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: [Website](#) [West Virginia Senate](#)

The West Virginia Senate is seeking candidates for the position of Counsel to the Minority Caucus. The successful candidate will be responsible for supporting members of the minority caucus in all matters relating to the legislative process.

Duties and time commitment increase significantly during legislative sessions. Duties include:

- Drafting legislation and amendments
- Reviewing and summarizing legislation
- Becoming familiar with the Rules of Senate, Joint Rules and State Constitutional provisions related to legislative procedure
- Researching legal precedents and review relevant Supreme Court decisions
- Drafting policy and legal memos as necessary
- Providing legal analysis and policy advice
- Monitoring interim topics and committee meetings
- Communicating with Governor’s office regarding legal and constituent matters
- Communicating with the President’s Counsel and Parliamentarian on legal and procedural matters
- Communicating with agencies regarding procedural, legal, and policy matters
- Reviewing and abstracting, as necessary, legislative rules pending before the Legislative Rule-Making Review Committee (LRMRC)
- Reviewing executive nominations from the Governor for qualifications
- Performing other similar tasks as requested by caucus members
- Attending and participating in staff and caucus meetings
- Monitoring Senate Floor Session and committees
- Maintaining communication with House Minority Caucus

The Senate offers a competitive salary and benefits package. Interested candidates should send a cover letter and resume to Brittany.Carowick@wvsenate.gov by June 15, 2022.

To apply for this job email your resume and cover letter to brittany.carowick@wvsenate.gov

Desired Class Level: Graduate/Alumni
Posting Date: June 9, 2022
Expiration Date: June 15, 2022
Contact: Brittany Carowick
 Charleston, West Virginia United States
Resume Receipt: E-mail
Default email for resumes.: brittany.carowick@wvsenate.gov
Additional Documents: Cover Letter
ID: 9601

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

Job Type: Full-time

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

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.

Desired Class Level(s): Graduate/Alumni

Posting Date: June 9, 2022

Expiration Date: July 16, 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/3585323/criminal-defense-attorney-10105194?sort=PostingDate%7CDescending&pagetype=jobOpportunitiesJobs>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

Visual ID: 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 court term 2022-2023 at our Mercer County vicinage. If you know of any interested law school graduates please have them 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

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

Desired Class Level: Graduate/Alumni

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

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

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

ID: 9602

Assistant Attorney General

New York State Office of the Attorney General Legal Recruitment (New York)

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

Division of Social Justice
Charities Bureau, Enforcement Section – New York City
Assistant Attorney General
Reference No. CHA/ES_NYC_AAG_3470
Application Deadline is July 1, 2022

The New York State Office of the Attorney General (OAG) is seeking an experienced litigator for its New York City office to serve as an Assistant Attorney General in the Enforcement Section of the Charities Bureau. The attorney will be part of a dedicated major case team responsible for conducting complex investigations and litigation into frauds, breaches of duty and other violations of New York's not-for-profit and charitable solicitation laws.

The Enforcement Section of the Charities Bureau works to protect the mission and resources of New York's charities by holding officers, directors, and various third parties accountable. New York is the national and international center for funding and innovation in nonprofit organizations, and the Charities Bureau is a national leader in effective regulation of not-for-profit entities. Recent actions to enforce New York charities laws by the OAG's Charities Bureau include litigation that led to the dissolution of the Trump Foundation; the investigation and litigation against the National Rifle Association of America, a New York chartered charitable organization, and certain current and former officials; and investigations and litigation concerning the institutional response to clergy sexual abuse by the dioceses of the Roman Catholic Church in New York.

Applicants should be committed to public service, interested in developing expertise in this field, and willing to engage in high level civil litigation. The attorney selected for this position can expect to have substantial opportunities and responsibilities for written and oral advocacy.

Applicants should have a minimum of two (2) years of litigation experience, including experience in complex litigation and electronic discovery. Applicants must also possess excellent research, analytical, communication, and organizational skills, and write clearly and persuasively. Applicants also should be dedicated, motivated attorneys who have the ability to work independently and interact with a diverse group of colleagues, members of the public and other government regulators.

Applicants must reside in (or intend to soon become a resident of) New York State and be admitted to practice law in New York State. In addition, the Public Officers Law requires that attorneys in the Office be citizens of the United States. A two (2) year commitment upon being hired is a condition of employment.

OAG employees serve more than 20 million state residents through a wide variety of occupations. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State.

Per Office of the Attorney General policy, confirmation of vaccination status is a condition of employment for this position. If you are not fully vaccinated, you will be required to provide weekly negative COVID-19 PCR test results. The agency will consider religious and reasonable accommodations. For more information, please contact recruitment@ag.ny.gov.

Candidates from diverse backgrounds are encouraged to apply.

The OAG is an equal opportunity employer and is committed to workplace diversity.

HOW TO APPLY

Applications are being received online. To apply, please click on the following link: [CHA/ES_NYC_AAG_3470](#)

To ensure consideration, applications must be received by close of business on July 1, 2022.

Applicants must be prepared to submit a complete application consisting of the following:

- Cover Letter
 - You may address to Legal Recruitment.
 - Indicate why you are interested in a position with the Charities Bureau and what makes you a strong candidate.
 - Resume
 - Writing Sample
 - List of three (3) references
 - Only submit professional references, supervisory references are preferred.
 - Indicate the nature and duration of your relationship to each reference.
 - Include contact information and email addresses for each reference.
 - Please note, your references will not be contacted until after you interview for the position.
- If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.
For more information about the OAG, please visit our website: ag.ny.gov

Desired Class Level: Graduate/Alumni**Posting Date:** June 8, 2022**Expiration Date:** July 1, 2022

Contact: Wendy Dorival
Legal Recruitment
28 Liberty, 16th Floor New York, New York 10005 United States

Resume Receipt: Other (see below)**How to Apply:** Applications are being received online. To apply, please click on the following link: [CHA/ES_NYC_AAG_3470](#)**Additional Documents:** Cover Letter, Writing Sample**ID:** 9589

Assistant Attorney General

New York State Office of the Attorney General Legal Recruitment (New York)

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

Division of State Counsel
Litigation Bureau – New York City
Assistant Attorney General
Reference No. LIT_NYC_AAG_3468
Application Deadline is July 1, 2022
The New York State Office of the Attorney General (OAG) is seeking experienced litigators to serve as Assistant Attorneys General in the New York City Litigation Bureau. The Bureau represents and defends the State of New York and its agencies, officials and employees in federal and state courts in civil actions and proceedings involving civil rights, education, social services, public employment, public health, law enforcement, corrections, state finance, insurance, taxation, and other litigation matters arising out of state legislation, regulations, and operations. The Bureau's cases are often high profile, frequently present complex questions of constitutional law and statutory and regulatory interpretation, and generally have significant policy and financial implications for the State. The Bureau's attorneys are assigned to Sections within one of three (3) Practice Groups (please see below for additional details), which are organized according to specific client agency groupings. Across these Practice Groups, the Bureau's attorneys are generalists who handle a wide variety of cases and substantive issues including constitutional challenges to statutes enforced or regulations promulgated by their client agencies; labor and employment litigation emanating from their client agencies' role as employers; challenges to administrative decisions and determinations made by their client agencies under state law; and civil rights litigation, such as First Amendment retaliation, Fourth Amendment excessive force or Fourteenth Amendment due process claims, generated from their client agencies' core functions. The Bureau offers a diverse and stimulating litigation practice with attorneys handling all phases of litigation from inception through trial and having frequent opportunities to appear in court. This role also offers a unique balance of both independent and collaborative work, wherein attorneys generally manage their own cases, including development of case strategy and drafting briefs and making arguments, while at the same time being supported by a team of litigators that prioritizes cooperation, professional development, and teamwork. This position provides an excellent opportunity for both experienced and newer attorneys to continue developing their litigation and trial skills.

The Administrative and Regulatory Services Practice Group is comprised of three (3) Sections that principally represent and defend: (1) the State's commercial and transportation agencies including, among others, the Department of Financial Services, Department of Taxation and Finance, Department of State, and Department of Motor Vehicles; (2) the State's judicial, environmental and labor agencies including, among others, the Office of Court Administration, Board of Law Examiners, Office of Parks, Recreation and Historic Preservation, Department of Labor, Division of Human Rights, and Workers Compensation Board; and (3) the State's educational agencies including, among others, the State Education Department, City University of New York, State University of New York, and Higher Education Services Corporation.

The Health and Human Services Practice Group is comprised of three (3) Sections that principally represent and defend: (1) the State's public health agencies including, among others, the Department of Health, Office of the Medicaid Inspector General, and Office of Professional Medical Conduct; (2) the State's mental health agencies including, among others, the Office of Mental Health, Office for People with Developmental Disabilities, and Office of Alcoholism and Substance Abuse Services; and (3) the State's social service agencies including, among others, the Office of Temporary and Disability Assistance, Department of Health, and Office of Children and Family Services.

The Law Enforcement Practice Group is comprised of two (2) Sections that both principally represent and defend the State's public safety agencies including, among others, the Department of Corrections and Community Supervision, Division of State Police, Division of Criminal Justice Services, Division of Homeland Security and Emergency Services, and Office of Victim Services.

Suitable candidates must possess the following minimum qualifications:

- At least three (3) years of post-graduate civil litigation experience in federal and New York state courts;
- Excellent legal analysis, legal writing and editing, and oral advocacy skills;
- Strong organizational, interpersonal communication, problem solving, and teamwork skills;
- Comfort with and proficiency using technology to complete legal work, including knowledge of and experience with various computer software programs and case management and electronic discovery platforms; and
- Prior complex litigation and trial experience are preferred, but not required.

Applicants must reside in (or intend to soon become a resident of) New York State and be admitted to practice law in New York State. In addition, the Public Officers Law requires that OAG attorneys be citizens of the United States. A two (2) year commitment upon being hired is a condition of employment.

OAG employees serve more than 20 million state residents through a wide variety of occupations. We offer a comprehensive New York State benefits package, including paid leave, health, dental, vision and retirement benefits, and family-friendly policies. As an employee of the OAG, you will join a team of dedicated individuals who work to serve the people of our State.

Per OAG policy, confirmation of vaccination status is a condition of employment for this position. If you are not fully vaccinated, you will be required to provide weekly negative COVID-19 test results. The agency will consider religious and reasonable accommodations. For more information, please contact recruitment@ag.ny.gov.

HOW TO APPLY

Applications are being received online. To apply, please click on the following link: [LIT_NYC_AAG_3468](#)

To ensure consideration, applications must be received by close of business on July 1, 2022.

Applicants must be prepared to submit a complete application consisting of the following:

- Cover Letter
 - You may address to Legal Recruitment.
 - Indicate the position title and reference number (Assistant Attorney General, Ref #: LIT_NYC_AAG_3468).
 - Indicate why are interested in a position with the Litigation Bureau and what makes you a strong candidate.
- Resume
- Writing Samples
 - Please provide at least two writing samples (trial court memoranda of law are preferred) that you believe best demonstrate your legal writing and analytical abilities.
 - Please upload these as one document in the field that is provided.
- List of three (3) references
 - Only submit professional references, supervisory references are preferred.
 - Indicate the nature and duration of your relationship to each reference.
 - Include contact information and email addresses for each reference.
 - Please note, your references will not be contacted until after you interview for the position.

If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about the OAG, please visit our website: ag.ny.gov

Desired Class Level: Graduate/Alumni
Posting Date: June 8, 2022
Expiration Date: July 1, 2022
Contact: Wendy Dorival Legal Recruitment 28 Liberty, 16th Floor New York, New York 10005 United States
Resume Receipt: Other (see below)
How to Apply: Applications are being received online. To apply, please click on the following link: LIT_NYC_AAG_3468
Additional Documents: Cover Letter, Writing Sample
Requested Document Notes: Applications are being received online. To apply, please click on the following link: LIT_NYC_AAG_3468
ID: 9590

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
@washlegalclinic

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 Senior Counsel
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 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 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

Desired Class Level:	Graduate/Alumni
Posting Date:	June 8, 2022
Expiration Date:	August 31, 2022
Contact:	Human Resources 1200 U St NW Washington, District of Columbia 20009 United States
Resume Receipt:	Other (see below)
How to Apply:	To Apply: Please send a cover letter and resume via e-mail to job@legalclinic.org and note "Case Counseling Attorney" in the subject line
Additional Documents:	Cover Letter
ID:	9592

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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 Senior Counsel
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 Managing Director
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 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 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

Desired Class Level:	Graduate/Alumni
Posting Date:	June 8, 2022
Expiration Date:	August 31, 2022
Contact:	Human Resources 1200 U St NW Washington, District of Columbia 20009 United States
Resume Receipt:	Other (see below)
How to Apply:	Communications and Development Assistant
ID:	9595

CORPORATE/COMMERCIAL REAL ESTATE ASSOCIATE

Moore & 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 an Associate for its Corporate / Commercial Real Estate team.

The Charleston Office Commercial Real Estate practice represents real estate developers, investors, and corporations (including national retailers and manufacturers) in connection with the construction, purchase, refinancing, leasing, and selling of raw land, condominiums, apartment complexes, retail shopping centers, stand-alone retail facilities office complexes, and manufacturing and distribution centers. They also represent financial institutions in connection with both construction and real estate acquisition loans.

The ideal candidate will have one to three years of commercial real estate lending or commercial real estate experience to join our commercial real estate practice. Candidates should have excellent written and verbal communication skills and excellent academic credentials. Must be eligible to be admitted to the South Carolina State Bar.

Desired Class Level(s): Graduate/Alumni

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=MW1nM24IMjU2MA==&at=OF9DRw==>

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 9586

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.

Desired Class Level: Graduate/Alumni

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

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.

Desired Class Level: Graduate/Alumni

Posting Date: June 8, 2022

Expiration Date: August 31, 2022

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

Resume Receipt: Other (see below)

How to Apply: please submit a
cover letter outlining your qualifications and your resume to WLCH_ED@polihire.com.

Additional Documents: Cover Letter

ID: 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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 Washington, DC 20009
 (202) 328-5500
www.legalclinic.org
@washlegalclinic

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 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 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

Desired Class Level:	Graduate/Alumni
Posting Date:	June 8, 2022
Expiration Date:	August 31, 2022
Contact:	Human Resources 1200 U St NW Washington, District of Columbia 20009 United States
Resume Receipt:	Other (see below)
How to Apply:	To Apply: Please send a cover letter and resume via e-mail to job@legalclinic.org and note "Legal Assistance Project Coordinating Attorney"
Additional Documents:	Cover Letter
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. 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

Desired Class Level: Graduate/Alumni**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**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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 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 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

Desired Class Level:	Graduate/Alumni
Posting Date:	June 8, 2022
Expiration Date:	August 31, 2022
Contact:	Human Resources 1200 U St NW Washington, District of Columbia 20009 United States
Resume Receipt:	Other (see below)
How to Apply:	To Apply: Please send a cover letter and resume via e-mail to job@legalclinic.org and note "Policy and Advocacy Attorney" in the subject line
Additional Documents:	Cover Letter
ID:	9594

Staff Attorney

Louisville-Jefferson County Public Defender Corporation (Louisville, KY)

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

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.

Desired Class Level(s): 3L, LLM, Graduate/Alumni**Posting Date:** June 8, 2022**Expiration Date:** July 15, 2022**Contact:** Deputy Chief Public Defender Beth McMahon
Deputy Chief Public Defender
719 West Jefferson St. Louisville, Kentucky 40202 United States**Resume Receipt:** Email Resume, Online**Default email address for resumes:** bcmahon@metrodefender.org**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample, Other Documents**Additional Documents Notes:** List of References**Visual ID:** 9598

Temporary Legal Research Attorney

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

Job Location(s): Charlotte, North Carolina United States

Job Description: Moore & Van Allen is currently searching for temporary attorneys with research experience, banking and/or commercial lending background is a plus. The ideal candidate will have strong research skills and experience with using Excel. Subject matter expertise is not required, but efficiency and accurate research capabilities are required.

Desired Class Level(s): Graduate/Alumni

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=MW1nMzAlMjU2MA==&at=OF9DRw==>

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 9587

Law Clerk

Bergen County Courthouse (Hackensack NJ)

Position Type: Full-time

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

Job Location(s): Hackensack, New Jersey (United States)

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 and cc me Melodia Juillet melodia.juillet@njcourts.gov

Judge information:

Judge David Nasta

Bergen County Courthouse

10 Main Street, 3rd Floor

Hackensack, NJ 07601

Desired Class Level: Graduate/Alumni

Posting Date: June 7, 2022

Expiration Date: August 31, 2022

Contact: Lynda Villareal
10 Main Street, 3rd Floor Hackensack, New Jersey 07601 United States

Resume Receipt: E-mail

Default email for resumes.: lynda.villareal@njcourts.gov

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 9584

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 ahead, but who also take time for the things that matter to them—friends, family and passions. And we're looking for team members who are passionate about our mission—making a 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 Navy Federal and NFFG policies and procedures to include ensuring risk management practices and standards are embedded across NFFG, responding to external regulatory 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 through integration of legal analysis 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 state regulators on exams, audits, and regulatory implementations
- Act as liaison for NFFG legal inquiries from both outside parties and internal staff, responding to all member complaints, proposed legal actions, and regulatory requests
- Serve as backup point of contact to VP Compliance, Legal & Risk for NFFG NFCU's Office of General Counsel and Enterprise Risk team, partnering, collaborating, and escalating issues to them as needed
- Prepare regulatory comments, letters and correspondence to government agencies, members of Congress, and other trade associations to support Navy Federal Financial Group's positions and proposals and maintains policies and procedures
- Respond to requests from the NFFG Chief Compliance Officer and senior management for legal interpretation and/or the application of laws and regulations.
- Analyze the external (e.g., legislative and regulatory changes, competitors and economic trends) and the internal (e.g., existing Navy Federal policies and procedures, available resources and future direction/plans) environments to assist with establishing relevant objectives for NFFG, in 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 to assure compliance with all applicable legislative and regulatory changes
- Direct the day-to-day risk program to align with NFFG's strategic objectives, risk management best practices, and regulatory expectations
- Ensure risk management practices and standards are embedded across the operational, financial, credit, compliance, and strategic risk domains for NFFG
- Partner with business units and senior management to assess, support, and develop risk mitigation strategies across the organization
- Counsel and advise key stakeholders on complex risk issues; provide guidance and feedback to business units throughout their risk management lifecycle
- Provide special project support requiring legal or risk assessments, partners with other business units, NFCU departments, and committees as 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/dealer and advisory firms
- 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 employ and advance in employment qualified individuals with disabilities, disabled veterans, Armed Forces service medal veterans, recently separated veterans, and other protected 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 safety protocols, including testing.

Disclaimer

Navy Federal reserves the right to fill this role at a higher/lower grade level based on business need. An assessment may be required to compete for this position.

Bank Secrecy Act

Remains cognizant of and adheres to Navy Federal policies and procedures, and regulations pertaining to the Bank Secrecy Act.

Desired Class Level: Graduate/Alumni
Posting Date: June 7, 2022
Expiration Date: August 31, 2022
Contact: Marissa Bacino Chief Compliance Officer Vienna , Virginia United States
Resume Receipt: E-mail
Default email for resumes.: Marissa_Bacino@navyfederal.org
ID: 9583

Associate Governmental Program Analyst

Department of Fair Employment and Housing

Job Type: Full-time

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

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.

Desired Class Level(s): Graduate/Alumni

Posting Date: June 6, 2022

Expiration Date: July 13, 2022

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

Resume Receipt: Other (see below)

How To Apply: <https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=288098>

Additional Documents: Unofficial Transcript, Writing Sample

Visual ID: 9283

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.

Desired Class Level(s): Graduate/Alumni

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

Desired Class Level(s): Graduate/Alumni

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: Cover Letter, Writing Sample, Other Documents

Additional Documents Notes: Resume
Three References

Visual ID: 9576

Executive Director

National Disability Rights Network (NDRN) (Washington, DC)

Job Type: Full-time

Job Location(s):

Washington, District of Columbia United States

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 â€” 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. NDRNâ€™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 NDRNâ€™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. NDRNâ€™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 membersâ€™ 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:

- Â· Leadership
- Â· Relationship Management
- Â· Strategic Planning
- Â· Communications
- Â· Fiscal Development & Management
- Â· Administration & Operations
- Â· Supervision/Management
- Â· 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. NDRNâ€™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 organizationâ€™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 agencyâ€™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.

Desired Class Level(s): Graduate/Alumni
Posting Date: June 5, 2022
Expiration Date: July 5, 2022
Contact: Christine Griffin Senior Executive Search Consultant 820 First Street NE Washington, District of Columbia 20002 United States
Resume Receipt: Email Resume, Online
Default email address for resumes: cgriffin@benderconsult.com
Additional Documents: Cover Letter
Visual ID: 9564

Wealth Management Associate
Equitable Advisors

Job Type: Full-time

Job Location(s): West Virginia United States

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!

Desired Class Level(s): Graduate/Alumni
Posting Date: June 5, 2022
Expiration Date: July 10, 2022
Contact: Amelia Sumner 1290 6th Avenue New York, New York 10104 United States
Resume Receipt: Email Resume, Online
Default email address for resumes: amelia.mack@equitable.com
Visual ID: 9577

IP TM/Copyright Associate - Philadelphia, D.C., Minneapolis

Ballard Spahr LLP (Philadelphia, PA)

Job Type: Full-time

Job Location(s):

Philadelphia, Pennsylvania United States

Minneapolis, Minnesota United States

Washington, District of Columbia United States

Job Description:

Ballard Spahr's national IP practice seeks an associate with three to five years of experience in trademark and copyright counseling, prosecution, and litigation (including litigation before the Trademark Trial and Appeal Board), domain name disputes (both in court and ICANN proceedings), licensing, global brand enforcement, and false advertising. Ideal candidates will have top academic credentials and superb oral and written communication skills. The associate will be resident in our offices in Philadelphia, D.C., or Minneapolis.

Ballard Spahr LLP 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.
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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.

Desired Class Level(s): Graduate/Alumni

Posting Date: June 4, 2022

Expiration Date: July 11, 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=576>

Visual ID: 7886

Contract Specialist
Department of Energy (Washington, DC)

Job Type: Full-time

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

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.

Desired Class Level(s): Graduate/Alumni

Posting Date: June 3, 2022

Expiration Date: July 10, 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/650901500>

Visual ID: 9412

Contract Specialist GS-7/15 (Remote or In Person)

Department of Energy (Washington, DC)

Job Type: Full-time

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
-

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.

Desired Class Level(s): Graduate/Alumni

Posting Date: June 3, 2022

Expiration Date: July 10, 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/650901500#>

Visual ID: 9413

Trial Attorney

U.S. Department of Labor Office of Regional Solicitor (Cleveland, OH) (Cleveland, Ohio)

Position Type: Full-time
Practice Area(s): Labor
Job Location(s): Chicago, Illinois (United States) Cleveland, Ohio (United States) Kansas City, Missouri (United States)
Description: The Chicago, Cleveland and Kansas City Offices of the Chicago Regional Solicitor's Office have responsibility for civil litigation in U.S. District Courts and before administrative law judges under the Fair Labor Standards Act, Mine Safety and Health Act, Occupational Safety and Health Act, Black Lung Benefits Act, Employment Retirement Income Security Act, Family and Medical Leave Act, Public Contracts Act, Executive Order 11246, Section 503 of the Rehabilitation Act, and over 180 diverse federal laws enforced by the Department of Labor's agencies. The Chicago Regional Offices also furnish legal advisory services in connection with many of these statutes and Executive Orders. Legal advice and assistance is also given to the Office of the United States Attorney in regard to the criminal prosecution of cases and defensive actions under such statutes as the Fair Labor Standards Act, Labor-Management Reporting and Disclosure Act, Mine Safety and Health Act, Occupational Safety and Health Act and other federal statutes and Executive Orders. The Chicago Regional offices are responsible for legal advice and litigation under various whistleblower statutes. The Chicago Regional offices also represents the various agencies within the Department in internal matters before the Merit Systems Protection Board, the Equal Employment Opportunity Commission, in the Federal District Courts and before Arbitrators. As a Trial Attorney (Labor), the incumbent is responsible for the analysis, preparation, and litigation of factually, technically and legally complex cases brought in the Region by the Secretary of Labor under statutes and executive orders administered by the Department's various enforcement agencies. The trial attorney also handles internal labor and employment-related litigation involving Department of Labor employees within the Region, including appeals of personnel actions to the Merit Systems Protection Board, claims of discrimination filed with the Equal Employment Opportunity Commission, and cases arising under Executive Order 11491 dealing with federal union management activities. The complexity of the work and the degree of independence expected of a trial attorney increases from the GS-12 to the GS-14 level. The trial attorney is responsible for cases assigned at all stages of litigation, including writing legal analyses to determine whether an enforcement matter should be pursued. Based on knowledge of all assigned program areas, as well as an understanding of relevant DOL programs, the trial attorney analyzes cases and, with increasing independence, identifies, evaluates and resolves all factual, legal, and policy issues; considers and discusses options; draws sound conclusions; and makes appropriate recommendations to the Regional Solicitor, Associate Regional Solicitor, Deputy Regional Solicitor, or program counsel. The incumbent researches more complex and significant matters, using specialized research tools. The incumbent writes original legal documents, conveying in writing relevant facts, law and policy in complex and significant matters. The trial attorney reviews assigned cases to determine whether to recommend litigation. The trial attorney prepares legal analyses and litigation recommendations for the Regional Solicitor, Associate Regional Solicitor or other supervising attorneys, evaluating cases in terms of the factual evidence, the legal and procedural issues involved, and other considerations that bear on the propriety of litigation. If the Regional Solicitor authorizes litigation, the trial attorney is expected to handle the case under the guidance, supervision and instruction of the Regional Solicitor, Associate Regional Solicitor, Deputy Regional Solicitor and/or Counsel for the assigned program area, or a trial attorney who is acting as lead counsel in a matter. The trial attorney plans and handles all phases of trial preparation, including preparing complaints and answers to complaints (in defensive actions); providing pre-litigation advice and assistance to client agencies in their investigations; propounding and responding to written discovery; taking or defending depositions; drafting various pleadings, including motions, legal memoranda, and briefs; and representing the Department at pre-trial hearings and trials. The trial attorney may direct all phases of the Department's case during the trial, developing a pretrial plan; entering into appropriate stipulations; examining and cross-examining fact and expert witnesses; using evidentiary and procedural rules at trial; and responding to judicial concerns.
Desired Class Level: Graduate/Alumni
Posting Date: June 3, 2022
Expiration Date: June 17, 2022
Contact: Leah A Williams 1240 East 9th Street Cleveland, Ohio 44199 United States https://www.dol.gov/agencies/sol
Resume Receipt: Other (see below)
How to Apply: https://www.usajobs.gov/job/657836100
Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample
ID: 9578

Staff Attorney
Northwestern Legal Services

Job Type: Full-time

Job Location(s):

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

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

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!

Desired Class Level(s): Graduate/Alumni

Posting Date: June 2, 2022

Expiration Date: July 9, 2022

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

Resume Receipt: Email Resume, Online

Default email address for resumes: ttate@nwls.org

Additional Documents: Cover Letter, Writing Sample, Other Documents

Additional Documents Notes: References

Visual ID: 9575

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
Position to be filled in July 2022 (Posted 5-31-2022)
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.

Equal Opportunity in Employment

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

Application Process

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

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

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

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

Desired Class Level: Graduate/Alumni

Posting Date: June 1, 2022

Expiration Date: July 31, 2022

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

Resume Receipt: E-mail

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

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 9568

Entry-Level Assistant State Attorney

Miami-Dade State Attorney's Office (Miami, FL)

Position Type: Full-time
Practice Area(s): Crminal - Prosecution
Geographic Preference: Southeast (NC, SC, GA, FL, MS, AL, TN)
Job Location(s): Miami, Florida (United States)
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.
Desired Class Level: Graduate/Alumni
Posting Date: June 1, 2022
Expiration Date: August 26, 2022
Salary Range: 50,000 - 59,999
Contact: Mr. Gunnar Stewart Recruitment Coordinator 1350 NW 12th Avenue Miami, Florida 33136 United States http://www.miamisao.com
Resume Receipt: Accumulate Online
Additional Documents: Cover Letter, Unofficial Transcript
ID: 9541

Judicial 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

Submissions will be accepted until June 17th, 2022 at 4:30 p.m.

Desired Class Level: Graduate/Alumni

Posting Date: June 1, 2022

Expiration Date: June 17, 2022

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

Resume Receipt: E-mail

Default email for resumes.: bmcclary@mcc.co.mercer.pa.us

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 9570

Associate Lawyer

Lewis Glasser (Charleston, WV)

Position Type: Full-time

Geographic Preference: Charleston

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

Description:

Lewis Glasser PLLC, of Charleston, W. Va., is a well-established, business-to-business law firm seeking an associate lawyer for its corporate, business and real estate practices. We foremost value grit, collegiality and candor. Top writing skill is a must. If you have little practice experience, but want to live, work and learn in West Virginia, send us your resume or curriculum vitae, cover letter, writing sample. Email John Bsharah at jbsharah@lewisglasser.com or Matt Bowles mbowles@lewisglasser.com or call either at (304) 345-2000. If you are studying for the bar exam, best wishes.

Desired Class Level: Graduate/Alumni

Posting Date: May 31, 2022

Expiration Date: June 30, 2022

Contact: John R. Bsharah

Member

300 Summers Street, Suite 700 Charleston, West Virginia 25301 United States

Resume Receipt: Other (see below)

Default email for resumes.: jbsharah@lewisglasser.com

How to Apply: Email application materials to either individual listed in description.

Additional Documents: Cover Letter, Writing Sample

ID: 9566

ERISA/Employee Benefits Attorney

Bowles Rice LLP (All office locations)

Position Type: Full-time

Practice Area(s): Employee Benefits

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

Description:

Bowles Rice LLP, an established, multi-office regional law firm, seeks an experienced ERISA/Employee Benefits attorney to join our team in the Charleston office. The ideal candidate enjoys helping employers navigate the complex legal requirements related to executive compensation and employee benefits matters.

The successful candidate will have experience analyzing and solving design, risk, compliance and correction issues that typically arise with qualified retirement plans, nonqualified deferred compensation arrangements, executive compensation arrangements, supplemental executive retirement plans, equity incentive plans, and mergers and acquisitions.

Candidates should have superior academic credentials, possess strong analytical, oral and written communication skills and should have a minimum of four years of relevant experience.

Selected candidate must be licensed to practice law in West Virginia, Pennsylvania, Virginia or Ohio and able to pass all required background screening.

Bowles Rice offers a competitive salary, an excellent benefits package, and a professional work environment where your contributions are valued and appreciated.

Applicants should e-mail cover letter, résumé and references to the Human Resources Department at: HRdepartment@bowlesrice.com. All submissions are held in confidence. Qualified candidates will be contacted.

For more information, visit our website at www.bowlesrice.com.

An Equal Opportunity Employer

Desired Class Level: Graduate/Alumni

Posting Date: May 31, 2022

Expiration Date: June 30, 2022

Contact: Mr. Ben Thomas
Partner
600 Quarrier Street Charleston, West Virginia United States

Resume Receipt: E-mail

Default email for resumes.: hrdepartment@bowlesrice.com

Additional Documents: Cover Letter, Unofficial Transcript

ID: 9565

Associate Attorney
Lively Law Firm

Job Type: Full-time

Job Location(s):

Pittsburgh, Pennsylvania United States
Charlotte, North Carolina United States

Job Description:

Lively Law Firm seeks a part-time and full-time attorney to provide fearless and zealous advocacy to clients in immigration removal proceedings. The attorney will spend the majority of their time in court and preparing for court. The attorney will work under the direct supervision of the managing attorney, in collaboration with support staff. This is a rewarding and exciting position where the successful applicant will be engaged in cutting edge immigration litigation and advocacy.

You will be a good fit for this job because, just like everyone at Lively Law Firm, you believe:

- All people deserve zealous representation in front of USCIS, Immigration Courts, and the BIA.
- That diversity and equality make this country better.
- That being a part of a dedicated, diverse team strengthens our ability to represent our clients well.
- You can manage competing deadlines with various caseloads.

Job responsibilities include, but are not limited to:

- Carry a caseload providing direct immigration legal representation in merits hearings with a focus on preparing and submitting relevant evidence, including: country condition reports, supporting affidavits, etc.
- Stay current on relevant laws and policies by attending trainings and conferences and reviewing new laws, regulations and court rules;
- Represent Lively Law Firm at meetings and collaborations with other agencies;
- Collaborate with social services providers to ensure the provision of holistic services;
- Identify advocacy and training needs and create a resource bank that includes model briefs, training materials and practice advisories to support the team's removal defense litigation;
- Stay up to date on rapidly changing immigration laws and policies;
- Comply with office wide time keeping and tracking requirements.

Requirements

- Juris Doctorate required;
- Experience with removal defense and appellate advocacy desirable;
- Spanish language proficiency required;
- Strong case management, legal research, and legal writing skills required;
- Demonstrated ability and willingness to zealously pursue new and untested legal theories;
- Demonstrated ability to take initiative and work under pressure required;
- Enthusiasm for working at a progressive, start-up organization;
- Passion for social justice for immigrants required.

Salary and benefits commensurate with relevant experience.

To apply:

Please send resume and cover letter to ashley@livelylawfirm.com

Please indicate if you are interested in the full-time or part-time position

Writing samples and references may be requested

Spanish Language Fluency

Desired Class Level(s): Graduate/Alumni

Posting Date: May 30, 2022

Expiration Date: June 29, 2022

Contact: Ashley Lively
Company Owner
2221 Edge Lake Drive Charlotte, North Carolina 28217 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: ashley@livelylawfirm.com

Additional Documents: Cover Letter

Visual ID: 9540

Attorney IV

Department of Fair Employment and Housing

Job Type: Full-time

Job Location(s): United States

Job Description: Under the direction of the Assistant Chief Counsel, the Attorney IV will perform the most sensitive and complex legal work including assignments involving cases of the highest degree of difficulty in accordance to the Fair Employment and Housing Act, Ralph Civil Rights Act, Unruh Civil Rights Act and the Disabled Persons Act.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 29, 2022

Expiration Date: July 5, 2022

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

Resume Receipt: Online

Visual ID: 9219

Associate Attorney, Gulf Region
Earthjustice

Job Type: Full-time

Job Location(s): Houston, Texas United States

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 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.

Desired Class Level(s): Graduate/Alumni
Posting Date: May 27, 2022
Expiration Date: July 3, 2022
Contact: Earthjustice California Regional Office Los Angeles, California United States
Resume Receipt: Other (see below)
How To Apply: https://app.jobvite.com/j?cj=oOEOJfwj&s=symplicity
Visual ID: 9562

Attorney

WV Bureau for Child Support Enforcement (Romney, WV)

Position Type: Full-time

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

Job Location(s): Putnam County, West Virginia (United States)
Wood County, West Virginia (United States)
Berkeley County, West Virginia (United States)
Mercer County, West Virginia (United States)

Description:

The WV Bureau for Child Support Enforcement has attorney position openings in Berkeley, Mercer, Putnam and Wood Counties. If you are interested please email your resume and cover letter to Garrett.m.Jacobs@wv.gov and please indicate which county you are interested in.

Desired Class Level: Graduate/Alumni

Posting Date: May 27, 2022

Expiration Date: June 27, 2022

Contact: Mr. David Welker
Deputy Commissioner
P.O. Box 1736 Romney, West Virginia 26757 United States

Resume Receipt: E-mail

Default email for resumes.: Garrett.m.Jacobs@wv.gov

ID: 9561

Senior Attorney, Alaska

Earthjustice

Job Type: Full-time

Job Location(s):

Juneau, Alaska United States

Anchorage, Alaska United States

Job Description:

Earthjustice is the premier nonprofit environmental law organization. We take on the biggest, most precedent-setting cases across the country. We wield the power of law and the strength of partnership to protect people's health; to preserve magnificent places and wildlife; to advance clean energy; and to combat climate change. We partner with thousands of groups, supporters, individuals and communities to engage the critical environmental issues of our time and bring about positive change. We are guided by a passionate, ambitious vision for the future for people and our planet: until justice stands for all, we will never rest. We are here *because the earth needs a good lawyer*.

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

The Alaska office works to protect Alaska's public lands and waters, fish and wildlife, air and water quality, and public health from threats posed by oil and gas development, old growth logging, minerals and coal mining, industrial-scale ocean trawling, and other activities. We represent conservation groups, Alaska Native tribal and nonprofit organizations, community groups, fishing organizations, and others in litigation and other advocacy before federal and state agencies and in the courts. With offices in Juneau and Anchorage, we work on issues throughout the state. Our current priorities include protecting America's Arctic from oil and gas development, roadless area and old growth forest protection in the Tongass National Forest, and opposition to several proposed large-scale mines in western and southeast Alaska and on transboundary rivers in Canada. For more information about the Alaska office, please visit <http://earthjustice.org/about/offices/Alaska>.

The Senior Attorney is preferred to be based out of one of our two offices located in either Anchorage or Juneau, Alaska, but we will consider the right remote applicant. Remote applicants must be based in the United States. Beginning April 27, 2022, Earthjustice staff will be working two days a week in the office. After six months, the Executive Leadership Team will evaluate whether to adjust our hybrid work plan.

Responsibilities

- Litigate cases from beginning to end, performing all aspects of litigation.
- Develop litigation and legal advocacy strategies to support program goals.
- Collaborate and manage relationships with co-counsel, clients, and coalition partners.
- Cultivate new and diverse clients, allies, and coalition partners in support of program goals.
- Lead teams and mentor other staff, including associate attorneys, litigation assistants, and law clerks.
- Serve as spokesperson for Earthjustice, clients, and partners.
- Help develop and execute effective media and, where appropriate, legislative strategies.
- Work effectively with other departments within Earthjustice, including Communications, Development, and Policy and Legislation.

Qualifications

- Attorney with substantial litigation experience and the ability to litigate cases from beginning to end, independently if necessary. We expect that in most cases a candidate meeting this requirement would have at least six years litigation experience, but candidates with fewer years of experience are welcome to apply as long as they meet this functional requirement.
- Admitted to, or willing to apply for admission, to the Alaska bar.
- Excellent litigation skills, including top-notch legal research, writing, and oral advocacy skills.
- Ability to manage a litigation docket effectively, lead a litigation team, and work collaboratively with colleagues and partner organizations.
- Proficient at working with technical experts.
- Strong skills in communicating litigation and advocacy goals and messages to the media.
- Ability to work independently and in collaboration with client partners and staff
- Strong and demonstrated initiative, good judgment, and work ethic.
- Ability and willingness to travel as needed for case work, court appearances, and presentations.
- Commitment to serving the public interest, and a passion for the role of Earthjustice and its mission.
- An awareness of and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- An ability and commitment to help create a diverse, equitable, and inclusive work culture that encourages and celebrates differences.

Salary depends on experience and location.

Salary range in Anchorage or Juneau, AK: \$143,200+ depending on experience

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.

For litigators and advocates committed to saving the planet and the people who depend on it, **Senior Attorney at Earthjustice is the best job on the planet**. Learn more about our Senior Attorney careers and work online here: <https://earthjustice.org/about/jobs/senior-attorney>

To Apply

<https://app.jobvite.com/j?cj=otXvjfwY&s=>

Using the link above, please apply online via the Jobvite system. Interested candidates should submit a:

- Resume.
- Cover letter that addresses (1) why you are drawn to this position and whether there are particular legal, environmental, or justice issues that inspire you; and (2) competence to work with diverse clients and colleagues.
- Writing sample, preferably a legal brief or memorandum you have written.
- List of three references.

Note: You may submit your writing sample and list of references on the same page where you submit your cover letter, using the "Add Files" option. Once you complete the application you will not be able to add files. Please reach out to jobs@earthjustice.org if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies. Earthjustice only accepts resumes submitted for positions that are currently open. Unsolicited resumes or resumes for posted positions that are not submitted via the on-line application process (where available), will not be reviewed or retained.

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

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.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 27, 2022

Expiration Date: July 3, 2022

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

Resume Receipt: Other (see below)

How To Apply: <https://app.jobvite.com/j?cj=otXvjfwY&s=symplicity>

Visual ID: 9563

CEA - Assistant Deputy Director

Department of Fair Employment and Housing

Job Type: Full-time

Job Location(s):

California United States

United States

Job Description:

Under the general direction and supervision of the Deputy Director of Dispute Resolution of the Department of Fair Employment and Housing (DFEH), the Assistant Deputy conceptualizes, develops, and oversees DFEH's new Community Conflict Resolution Program. The Assistant Deputy Director serves as an advisor to the Deputy Director and supports a work environment consistent with the Department's core values and civil rights mission.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 26, 2022

Expiration Date: July 2, 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=309261>

Additional Documents: Other Documents

Visual ID: 9559

Litigation Associate
KPM Law

Job Type: Full-time

Job Location(s):

Roanoke, Virginia United States
Fairfax, Virginia United States
Norfolk, Virginia United States
Chesterfield, Virginia United States

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.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 26, 2022

Expiration Date: July 2, 2022

Contact: Cindy O'Brien
901 Moorefield Park Drive Richmond, Virginia 23236 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: jobs@kpmlaw.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

Visual ID: 9557

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)
<p>Description:</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Responsibilities will include, but are not be limited to:</p> <ul style="list-style-type: none"> 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. <p>Candidates must have an active WV law license or be eligible for admission</p> <p>Please send your resume to jobs@wvago.gov with "MFCU Attorney" in the subject line.</p>
Desired Class Level: Graduate/Alumni
Posting Date: May 25, 2022
Expiration Date: August 31, 2022
<p>Contact: Lori Sovel Director of Human Resources 1900 Kanawha Blvd., East State Capitol, Building 1, Room E-26 Charleston, West Virginia 25305 United States</p>
Resume Receipt: E-mail
Default email for resumes.: 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)

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-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 with "Civil Right" in the subject line.

Desired Class Level: Graduate/Alumni

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

Additional Documents: Cover Letter, Writing Sample

ID: 9550

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, the 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

Desired Class Level: Graduate/Alumni**Posting Date:** May 25, 2022**Expiration Date:** August 31, 2022**Contact:** Human Resources

Resume Receipt: Other (see below)

How to Apply: <https://talentandculture.wvu.edu/>

ID: 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

Desired Class Level: Graduate/Alumni

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

Desired Class Level: Graduate/Alumni

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

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 or may reach out directly to Solicitor General Lindsay See at lindsay.s.see@wvago.gov .

Desired Class Level: Graduate/Alumni

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 or may reach out directly to Solicitor General Lindsay See at 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 with "MFCU Deputy Director" in the subject line.

Desired Class Level: Graduate/Alumni

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

Additional Documents: Cover Letter, Writing Sample

ID: 9549

Director—Civil Rights Division

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:

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 with "Civil Rights" in the subject line.

Desired Class Level: Graduate/Alumni

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

Additional Documents: Cover Letter, Writing Sample

ID: 9555

Immigration Attorney
Mid-Minnesota Legal Aid (Minneapolis, MN)

Job Type: Full-time

Job Location(s): Minneapolis, Minnesota United States

Job Description: Mid-Minnesota Legal Assistance (MMLA) is seeking a full-time Staff Attorney with the Immigration Law Project (ILP) based in its Minneapolis Office. The ILP provides legal representation to clients in a full range of immigration contexts including removal work, adjustment of status, applications for citizenship and VAWA-based cases including U and T visas. ILP works closely with other units within MMLA to provide holistic legal services. This position will start as soon as possible after an offer is extended. This position allows for a hybrid work environment.

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 work-related business and interactions.
- Provide full representation to individuals in immigration court in both detained and non-detained cases. This includes: preparing and submitting written pleadings, motions and appropriate applications for relief from removal; preparing clients, witnesses, and experts for individual hearings; and submitting appeals to the Board of Immigration Appeals, when appropriate.
- Provide full representation to individuals in affirmative immigration cases. This includes: preparing and submitting applications to the U.S. Citizenship and Immigration Service; maintaining contact with clients throughout representation; advising potential clients of their options or lack of options to apply for an immigration benefit; assessing clients' criminal records and advising them of the immigration consequences; preparing clients for interviews; and submitting appeals when appropriate.
- Conduct outreach to community and organizations within our service area on know your rights topics, our legal services, or other immigration related topics.
- Assist ILP in grant proposals, reports, and data maintenance.
- Maintain a docket with both court cases and benefits cases, analyzing each case and resolving legal issues in a timely manner.
- Maintain case and client information in compliance with MMLA protocols, grant requirements, and ethical obligations.
- 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 Minnesota bar exam in July 2022.
- Demonstrated interest in and commitment to the needs of low-income/vulnerable clients.
- Demonstrated interest and ability to represent clients with complicated and traumatic histories.
- Excellent analytical and written and verbal communication skills.
- Efficient, detail-oriented, and able to multi-task demanding workload.
- At least 2 years of immigration law experience preferred.
- Legal training, knowledge of community resources, and experience with case management software preferred.
- Diverse economic, social, and cultural experiences preferred.
- Language proficiency, particularly in Spanish or Somali, 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.

Please direct all other inquiries to [hiring@mylegalaid.org](mailto: hiring@mylegalaid.org).

Mid-Minnesota Legal Aid is an Equal Opportunity/Affirmative Action employer.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 25, 2022

Expiration Date: July 1, 2022

Contact: Legal Secretary Cathy Sobotka
430 North 1st Avenue Minneapolis, Minnesota 55401 United States

Resume Receipt: Other (see below)

How To Apply: <https://mylegalaid.org/employment>

Additional Documents: Cover Letter

Visual ID: 9543

Litigation Attorney-Main Office

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:

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 with "Main Office Attorney" in the subject line

Desired Class Level: Graduate/Alumni

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

Additional Documents: Cover Letter, Writing Sample

ID: 9552

Senior Assistant Attorney General-Consumer

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:

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 with "Senior Attorney-Consumer" in the subject line.

Desired Class Level: Graduate/Alumni

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

Additional Documents: Cover Letter, Writing Sample

ID: 9551

Associate Governmental Program Analyst (AGPA)

Department of Fair Employment and Housing

Job Type: Full-time

Job Location(s): United States

Job Description: **SUMMARY OF RESPONSIBILITIES**

The Associate Governmental Program Analyst (AGPA) researches and responds to Public Records Act (PRA) requests and generates data reports on the work of the Department of Fair Employment and Housing (DFEH). The AGPA works under the supervision of the Staff Services Manager I (SSMI) in the Public Records section of the Quality Assurance and Reporting Unit (QARU). Specific responsibilities include, but are not limited to:

Description of Essential Function

35% Functions as the Custodian of Records designee for the Department, responding to and processing requests for compliance reports, media/press reports, departmental policies and procedures, annual data reports, departmental contracts and documents pursuant to the PRA, including record location and review, redaction of personal information and segregation of records exempt from disclosure by performing legal research, analyzing the relevant statute(s) and case law, prior to the production of reports and documents. Responds to a variety of inquiries from press/media, attorneys, and the public on the status of PRA requests, and provides information on the procedural aspects of processing PRA requests.

35% Responds to numerous, and complex PRA requests for DFEH investigative files containing sensitive and/or privileged information by ensuring that all applicable laws, rules, policies, and procedures, including but not limited to the California Public Records Act, are applied correctly.

20% Maintains proper records of PRA requests in the Department's Case Management System (CMS) in compliance with Departmental procedures. Compiles and analyzes statistical data on PRA requests and prepares various reports of cases handled by the DFEH, such as monthly reports, annual reports to the legislature, and other ad hoc reports. Submits new public records requests in CMS. Maintains request information in the CMS, updating and closing PRA requests in compliance with Department's procedures.

Marginal Functions:

5% Participates in Department meetings, seminars, and trainings.

5% Other duties as assigned by the SSMI, SSMII, or Deputy Director of Executive Programs.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 23, 2022

Expiration Date: June 29, 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 use the link below to apply for this position.
<https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=307783>

Visual ID: 9537

CIRCUIT JUDGE LAW CLERK

The Supreme Court of Appeals of West Virginia

Position Type: Full-time**Geographic Preference:** Morgantown**Job Location(s):** Morgantown, West Virginia (United States)**Description:**

The Administrative Office of
The Supreme Court of Appeals of West Virginia
Position Announcement
SEVENTEENTH JUDICIAL CIRCUIT MONONGALIA COUNTY
EMPLOYMENT OPPORTUNITY
Morgantown, West Virginia
Position open until filled (Posted 5-16-2022)

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 Phillip D. Gaujot. This position works under the direct supervision of Judge Phillip D. Gaujot in the Seventeenth Judicial Circuit, Monongalia 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 Phillip D. Gaujot. 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.

Equal Opportunity in Employment

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

Application Process

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

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

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

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

Desired Class Level: Graduate/Alumni
Posting Date: May 23, 2022
Expiration Date: August 31, 2022
Contact: Sarah Loftus Law Clerk Program Coordinator Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States
Resume Receipt: E-mail
Default email for resumes.: sarah.loftus@courtswv.gov
Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample
ID: 9536

Family Law Associate Attorney

Klie Law Offices (Buckhannon, WV)

Position Type: Full-time

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

Job Location(s): Buckhannon, West Virginia (United States)

Description:

Family Law Associate Attorney
Klie Law Offices, PLLC

We need an attorney who is passionate about family law. The ideal candidate will be able to take initiative on work that needs to be done and complete tasks timely. For this position, we're open to hiring a new graduate and are excited to offer the opportunity to be trained in the practice area of Family Law and eventually general litigation, by our team.

Candidates will need to manage a full caseload involving legal issues like divorce, adoption, custody, contempt, and domestic violence.

This position will be based in our home office located in Buckhannon, WV and will be required to travel to hearings anywhere in the state as needed.

We offer a competitive compensation package with paid time off, 401K, and health insurance.

Responsibilities

The position will be responsible for important tasks, including:

- Preparing and approving pleadings drafted by support staff
- Writing and reviewing discovery
- Providing direction to support legal staff regarding trial preparation
- Court appearances
- Legal research and writing
- Client communications
- Settlement negotiations and appearing at mediation
- Preparing cases for contested hearings and trials

Qualifications

- You are WV bar-certified
- You are comfortable with technology
- You enjoy friendly office competition and being recognized and rewarded for your achievements
- You are good with computer systems, e-mail, word processing, and the internet
- You have a strong desire to help clients through tough times and want to help them get into a better position
- You have strong negotiation skills, the ability to think on your feet, and feel comfortable in a courtroom

Compensation

\$60,000 - \$80,000

About Klie Law Offices, PLLC

Klie Law Offices, PLLC is a growing litigation law firm that takes pride in helping our clients through difficult times by providing honest and efficient service. Our areas of practice include criminal, family, employment, and personal injury. We service clients all over the state of West Virginia.

As part of our compensation package, we also offer health insurance, paid holidays, vacation, and 401K matching.

Submit resume, cover letter, and a writing sample to: mturner@klielawoffices.com

Desired Class Level: Graduate/Alumni

Posting Date: May 23, 2022

Expiration Date: June 23, 2022

Contact: Maggie Turner

Paralegal

21 E. Main St. Suite 160 Buckhannon, West Virginia 26201 United States

Resume Receipt: E-mail

Default email for resumes.: mturner@klielawoffices.com

Additional Documents: Cover Letter, Writing Sample

ID: 9534

Paul H. Tobias Attorney Fellow (DC, CA or Remote)
National Employment Lawyers Association (NELA) & The NELA Institute

Job Type: Fellowship

Job Location(s):

Concord, California United States
Washington, District of Columbia United States
United States

Job Description:

About Us

Founded in 2008, **The National Institute For Workers' Rights** (the Institute) is NELA's partner 501(c)(3) think tank. The Institute's mission is to advance workers' rights through research, thought leadership, and education for policymakers, advocates, and the public. For more information about The Institute, visit <https://niwr.org/>. The Institute is in an exciting growth moment, as we are searching for our first Institute Director, who will further the programmatic and strategic goals of The Institute and the work of the Fellow.

Founded in 1985, the **National Employment Lawyers Association**'s (NELA's) mission is to empower workers' rights attorneys through legal training, promoting a fair judiciary, and advocating for laws and policies that level the playing field for workers. We are the country's largest professional organization that is exclusively comprised of lawyers who represent workers in cases involving employment discrimination and harassment, wage theft, employee benefits, and other employment-related matters. For more information about NELA, visit www.nela.org.

NELA and the Institute aspire to a future in which all workers are treated with dignity and respect; workplaces are equitable, diverse, and inclusive; and the well-being of workers is a priority in business practices. Working hand-in-hand, NELA and the Institute reach broadly engaging advocates, organizations, coalitions, legislators, academics, agency officials, media, and the public to create a more just workplace.

About The Fellowship

Paul H. Tobias was the founder and first Executive Director of NELA, and for over fifty years inspired countless workers' rights advocates through his ongoing, pioneering contributions to the field of plaintiffs' employment law. To cultivate the next generation of workers' rights advocates, The Paul H. Tobias (PHT) Attorney Fellowship Program offers a new lawyer who embodies Paul's spirit the opportunity to work on cutting-edge projects at the Institute and NELA.

The Paul H. Tobias Attorney Fellowship is a one- or two-year placement with an annual stipend of \$60,000; \$1,000 in professional development funding; 100% employer paid base health, dental, and vision insurance; annual leave; medical leave; and thirteen paid holidays. The Fellowship period is flexible and can commence at any time between May 2022-September 2022. The Fellowship will end between September 1st-December 31, 2023 or 2024. The Institute and NELA welcome candidates who wish to work in our exciting Washington, DC office, our Concord, CA headquarters, or remotely. Please contact Ashley Westby (awestby@nelahq.org) with any questions about the location.

The Institute and NELA are a small team, providing the PHT Fellow an opportunity to work with a variety of staff members on a wide range of projects and programs that further The Institute and NELA's vision. The work of The Institute is developing and dynamic. During this Fellowship you will:

- Use your research, data and analysis skills to engage a variety of audiences on cutting-edge issues, including the impact of the gig economy on vulnerable workers and forced arbitration in employment.
- Track and publish works on emerging issues in the field of workers' rights;
- Apply your legal skills to legislative and public policy advocacy.
- Conceptualize and develop innovative legal programming.

About The PHT Fellow:

The PHT Fellow must:

- Have a J.D. and has either passed the bar, or will take the bar during the tenure of the Fellowship;
- Enjoy collaborating with a small team and have a passion for civil and workers' rights;
- Be self-motivated and flexible. The PHT Fellow should be ready to keep up with emerging issues and develop ideas to give the Institute a vital voice in the fight for workers' rights;
- Excel in research and writing for different audiences (i.e., legal journals or blog posts);
- And be curious and open to asking questions.

It would be great if the PHT Fellow:

- Is interested in, or has experience with, public policy work or worker organizing;
- Has a background in workers' rights advocacy or research;
- Is experienced with social media or other innovative ways to connect with collaborators, advocates, and the public;
- And enjoys creating long-term implementation plans to make exciting ideas actionable projects.

The Institute and NELA are equal opportunity employers. We value a diverse workforce and an inclusive culture. The Institute and NELA encourage applications from all persons without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction, or any other characteristic protected by applicable law.

The Institute and NELA make every effort to assure that our recruitment and employment practices provide all persons, including persons with disabilities, with full opportunities for employment in all positions, and we are committed to providing reasonable accommodations as needed.

If you are a person with a disability and need an accommodation to apply for this position, please e-mail awestby@nelahq.org or call (415) 296-7629. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

Please feel free to reach out to Ashley Westby, Program Manager, at awestby@nelahq.org with any questions regarding this Position Description. Please send resume, and cover letter to awestby@nelahq.org and jmittman@nelahq.org.

Desired Class Level(s): Graduate/Alumni
Posting Date: May 23, 2022
Expiration Date: June 16, 2022
Contact: Elizabeth Colman 2201 Broadway Oakland, California 94612 United States
Resume Receipt: Email Resume, Online
Default email address for resumes: awestby@nelahq.org
Additional Documents: Cover Letter, Writing Sample
Visual ID: 9484

Senior Fair Employment & Housing Counsel

Department of Fair Employment and Housing

Job Type: Full-time

Job Location(s):

Los Angeles, California United States

Fresno, California United States

Elk Grove, California United States

Bakersfield, California United States

Riverside, California United States

Oakland, California United States

Job Description:

Under the supervision of the Deputy Director of Executive Programs, the Senior Fair Employment and Housing (FEH) Counsel provides legal advice to the Quality Assurance and Reporting Unit based on careful research and analysis, as well as processes the most complex appeals and Public Records Act (PRA) requests.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 23, 2022

Expiration Date: June 29, 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 use the link below to apply for the position.

<https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=308408>

Visual ID: 9538

Workers' Compensation/Litigation Associate Attorney

Brown Sims, P.C. (Houston, TX)

Job Type: Full-time

Job Location(s): Houston, Texas United States

Job Description: We are looking for a highly motivated, detail-oriented, hard-working and loyal associate for a busy litigation group. Practice areas include defense of workers' compensation claims for civilians working in war zones, defense of other federal and state workers' compensation claims, personal injury litigation, and defense of litigation arising out of employment and workers' compensation issues. Motivation to learn and willingness to spend the time needed to effectively litigate are required traits. Successful associates are self-motivated, detail-oriented, hard-working, focused, strong writers and loyal.

Candidates may find out more about the primary practice area at <http://www.dol.gov/owcp/dlhwc/lbdba.htm>.

Compensation is within the Insurance Defense range.

Our practice group has attorneys in Houston, New York, Miami, and New Orleans. We are also open to remote work for licensees in Texas, New York (and surrounding area), Florida, and Louisiana.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 22, 2022

Expiration Date: June 28, 2022

Contact: Krystal L Layher
1177 West Loop South Houston, Texas 77401 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: klayher@brownsims.com

Visual ID: 9531

Attorney

The West Virginia Department of Health and Human Resources Bureau for Child Support Enforcement (Princeton, WV)

Position Type: Full-time

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

Job Location(s): Mercer County, West Virginia (United States)
Berkeley, West Virginia (United States)
Putnam County, West Virginia (United States)

Description:

The WV Department of Health and Human Resources, Bureau for Child Support Enforcement announces four openings for full-time positions for attorneys to provide child support establishment/enforcement services. One each in Berkeley, Mercer, Putnam and Berkeley counties. Preference would be given to those having experience in domestic relations and judgment enforcement. Two years of experience in the practice of law is preferred. Initiative, perseverance, and organizational skills are a must. A valid driver's license is required. Private legal practice outside of the state employment is not permitted. The person selected for this position will be an at-will, full-time state employee in the classified exempt service, eligible for the state employment benefit package, which includes medical insurance options, retirement, annual and sick leave, and other features. We are an Equal Opportunity Employer.

Please send resume and cover letter to:

David M. Welker, Esq.
PO Box 1736
Romney, WV 26757
304 822-6900 x 50051

Desired Class Level: Graduate/Alumni

Posting Date: May 19, 2022

Expiration Date: June 19, 2022

Contact: Mr. David Welker
P.O. Box 1736 Romney, West Virginia 26757 United States

Resume Receipt: Other (see below)

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

David M. Welker, Esq.
PO Box 1736
Romney, WV 26757
304 822-6900 x 50051

Additional Documents: Cover Letter

ID: 9523

Counsel

West Virginia Department of Commerce (Charleston, WV)

Position Type: Full-time

Practice Area(s): All Practice Areas

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

Description:

This position will provide general legal services to the Department of Commerce. The position also serves as counsel to the Department of Economic Development and the Department of Tourism. The Department of Commerce consists of eight state agencies; including the Division of Natural Resources, WorkForce West Virginia, Division of Labor, and others. The position is a member of the Department's executive leadership and will participate in the management of the Department and its agencies.

Desired Class Level: Graduate/Alumni

Posting Date: May 19, 2022

Expiration Date: July 1, 2022

Contact:

James M Bailey
Deputy Secretary & General Counsel
State Capital Complex, Building 3 1900 Kanawha Blvd, East Charleston, West Virginia 25305 United States
<https://commerce.wv.gov/>

Resume Receipt: E-mail

Default email for resumes.: james.m.bailey@wv.gov

ID: 9529

Deputy Director

New Mexico Legal Aid, Inc. (Albuquerque, NM)

Position Type: Full-time
Geographic Preference: Southwest (AZ, NM)
Job Location(s): Albuquerque, New Mexico (United States)
<p>Description:</p> <p>NMLA seeks a Deputy Director to oversee its statewide operations. The position, based in Albuquerque, will help lead NMLA's advocacy efforts throughout the state. The ideal candidate will be responsible for internal program operations.</p> <p>The deputy director will report to the executive director. The successful applicant will, under the direction of the executive director:</p> <p>Assist to develop, execute and oversee statewide service delivery and management of organization.</p> <p>Work with the Executive Director and Litigation Director to develop policies and procedures for program operation and personnel systems.</p> <p>Assist Litigation Director to supervise, mentor and evaluate managing attorneys and practice group managers (May also coordinate with Litigation Director on litigation strategies).</p> <p>Provide the staff with a clear understanding of the program's overall mission and goals; Contribute to development of training materials and training regimen.</p> <p>Mediate staff personnel grievances as requested by Managers or other program staff.</p> <p>Ensure staff and management compliance with all grant requirements.</p> <p>Assist executive director to oversee, with CFO, and within LSC and/or other grantor's guidelines, procurement of all office purchases necessary for operations.</p> <p>Assist to develop and oversee community outreach and education;</p> <p>Work with the Executive Director to develop sound relations and communications with the local community, governmental agencies, client groups and bar associations.</p> <p>Assist to implement all policies and procedures required by the CBA, the CSR Handbook, and the Board of Directors of NMLA.</p> <p>Participate in negotiation and implementation of the Collective Bargaining Agreement.</p> <p>Potentially co-counsel cases with other managers and staff.</p> <p>NMLA has eleven offices and handles creative, challenging and complex work. Administration is located in Albuquerque, our largest office. We seek highly motivated candidates who are passionate and strongly committed to helping NMLA better serve our client communities, including development of effective team strategies to handle complex advocacy and extended representation cases.</p> <p>NMLA is a grantee of the Legal Services Corporation. The service area is the entire state, except for San Juan County. NMLA receives basic field, Native American, and agricultural worker grants from the LSC. The deputy must be, or quickly become, familiar with all requirements associated with being an LSC grantee for all three grants.</p> <p>NMLA also receives contract and grant money from the State of New Mexico, USDoJ, and various other governmental and private sources, all of which have their own requirements.</p> <p>Requirements: Must have a license to practice, either in New Mexico or another state. If in another state, must be eligible to be admitted in New Mexico. Must have five (5) years of prior management experience in legal aid program overseeing and providing legal services to low-income people plus a clearly stated vision for: the delivery of legal services, leadership and mentoring of legal staff, collaborative communications, committee dynamics and participation, and union relations. Will consider an exceptional candidate with three (3) years of prior management experience or experience in a private firm if the experience is relevant and related. Must be willing and able to travel. Must be able to effectively use modern technology and remote communications to effectively supervise and co-counsel with staff located in multiple offices. Candidates also must possess excellent written and oral communication skills, the ability to manage multiple tasks, manage a caseload and build collaborative relationships within the staff and the community. Proficiency in Spanish is a plus.</p> <p>The successful applicant will also: have a demonstrated ability to build teams, manage working relationships; contribute to the construction of systems to manage service delivery; understand data collection and use; and understand organizational finances. The deputy will work in close coordination with the executive director and the chief financial officer. NMLA staff are members of a collective bargaining unit. Candidates must show experience with a union working relationship as well as individual working relationships.</p> <p>Applicants will be subject to a background search. Please do not let this deter you from applying. NMLA is committed to a strong workforce and recognizes that persons with marks on their record may still be able to perform admirably.</p> <p>Send a current resume, three references, and a letter of interest explaining what you would like to accomplish if you are selected for this position to: jobs@nmlegalaid.org Salary: DOE, NMLA is an EEO Employer. Application Deadline: Applications will be reviewed on a rolling basis until position is filled. Please apply by June 15, 2022.</p> <p>For information about NMLA's generous benefits and what it is like to work at NMLA click here.</p>
Desired Class Level: Graduate/Alumni
Posting Date: May 19, 2022
Expiration Date: June 15, 2022
<p>Contact: Lisa Sams Human Resources Administrator 505 Marquette NW, Suite 700 87102 P.O. Box 25486 Albuquerque, New Mexico 87125-5486 United States</p>
Resume Receipt: E-mail
Default email for resumes.: jobs@nmlegalaid.org
Additional Documents: Cover Letter, Other Documents
Requested Document Notes: Send a current resume, three references, and a letter of interest explaining what you would like to accomplish if you are selected for this position
ID: 9522

Federal Fellowship for Racial Equity

Go Government Partnership for Public Service (Washington, DC)

Position Type: Fellowship

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

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

Description:

The Partnership for Public Service invites you to apply to the Federal Fellowship for Racial Equity, a new opportunity for academic professionals with experience in racial equity to work in full-time government positions for two years—without going through the traditional hiring processes.

This fellowship enables you to use your expertise to make a meaningful impact in fulfilling President Biden's promise to advance racial equity and support underserved communities across the nation.

About the Partnership's Federal Racial Equity Fellowship

As a fellow, you will:

Have a long-standing impact on racial justice across the nation.

Gain unique public service knowledge and experience without having to leave your current field or maneuver a long-term career change.

Expand your professional networks and develop career skills in a new context.

When you apply to the fellowship program, you will identify your core expertise and interests, and the Partnership will identify agency placement opportunities matched to your experience. Fellowship assignments will be focused on racial equity priorities and initiatives in service to the administration's executive order.

Apply today to secure this fellowship opportunity before the next academic semester!

Apply now

Resources

Visit the fellowship website for more information about the Federal Fellowship for Racial Equity, including a summary of current agency placements.

For more information or questions, contact ipaprogram@ourpublicservice.org.

Desired Class Level: Graduate/Alumni

Posting Date: May 19, 2022

Expiration Date: June 19, 2022

Resume Receipt: Other (see below)

How to Apply: https://gogovernment.org/fellowship/the-federal-fellowship-for-racial-equity/?utm_medium=email&_hsmi=213410382&_hsenc=p2ANqtz-9EgQFoHDIR1bb-EooiAbMJ-C8kGEUVn4wDZWBmO1OpeEE95lwx_im-QOXAmz0J23W_tNR7SPqusow6Sg_HeeoUxPzxcRg6SEG-0kDN1yZ7-c_5Q1g&utm_content=213410382&utm_source=hs_email

ID: 9524

Environmental and Natural Resources Law Associate | Phoenix

Ballard Spahr LLP (Philadelphia, PA)

Job Type: Full-time

Job Location(s): Phoenix, Arizona United States

Job Description:

We are seeking to hire two attorneys with 2-5 years of litigation or transactional experience and with particular expertise or interest in environmental and natural resources law. The firm's Environment and Natural Resources practice group represents clients at a regional and national level on a full spectrum of environmental issues ranging from permitting, compliance and enforcement to redevelopment and sustainable development projects. Our attorneys litigate traditional environmental matters and advise clients on emerging and evolving environmental opportunities and obligations. Group members also provide environmental counsel to the firm's transactional practices. Qualified candidates will have outstanding academic credentials and communication skills, both oral and written. This is an excellent opportunity to join a sophisticated environmental practice and work in a dynamic, expanding and team-oriented atmosphere while enjoying the benefits and resources of a national law firm. Active bar license in AZ preferred.

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 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.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 18, 2022

Expiration Date: June 24, 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=639>

Additional Documents: Unofficial Transcript

Visual ID: 9519

Patent Associate (#717)

Dorsey & Whitney LLP (Minneapolis, MN)

Job Type: Full-time

Job Location(s):

Seattle, Washington United States

Job Description:

Dorsey&C™s Patent group is seeking an associate with two to five years of experience and a technical background in electrical engineering or a related field and an interest for patent prosecution involving complex circuits and electrical systems to join our Seattle office. You will join an exceptional team of attorneys, agents, paralegals, and staff servicing a wide array of clients âC from large multinational corporations to entrepreneurs and innovative startup companies. You will have responsibility for an active docket of patent prosecution matters âC from drafting applications through all phases of domestic and foreign patent prosecution. You will have the opportunity to counsel clients on patent strategy, and gain exposure to conducting searches and preparing patentability, invalidity, and non-infringement opinions. In our general practice firm, there are also opportunities to support litigation and transactional practices.

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Dorsey&C™s patent group includes a diverse team of 38 attorneys and 5 agents and technical advisors spread across five of Dorsey&C™s offices (Denver, Minneapolis, Palo Alto, Salt Lake City, and Seattle) who advise clients around the world on developing domestic and international intellectual property portfolios; conducting patent prosecution, including foreign filings; preparing patentability, validity and infringement opinions; supporting intellectual property commercialization and technology transfers; and performing M&A intellectual property due diligence. We are supported by a talented and dedicated team of paralegals and legal staff.

The following qualifications are required:

- USPTO admission
- Two to five years of patent attorney or agent experience
- Washington bar admission or the ability to become licensed in Washington
- B.S. and/or M.S. in Electrical Engineering or a B.S. in Engineering with relevant technical Electrical Engineering work experience
- Strong academic performance and writing ability

Preferred candidates will thrive in a fast-paced, client-centric team where they enjoy a significant amount of responsibility for seeing matters through to completion.

In addition to submitting your cover letter, resume and transcript with your application, please also submit a patent prosecution writing sample.

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&C™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

Among Dorsey&C™s many distinguished alumni are U.S. Supreme Court Justice Harry Blackmun, noted law professor and scholar William Prosser, Minnesota&C™s first woman judge Betty Washburn, former U.S. Vice President and Ambassador to Japan Walter Mondale, U.S. Senator Amy Klobuchar, former Corporation Counsel of the City of New York Zachary Carter, and U.S. Secretary of Agriculture Tom Vilsack. 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.

Desired Class Level(s): Graduate/Alumni
Posting Date: May 18, 2022
Expiration Date: June 23, 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
Visual ID: 9516

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 PDS level or duties of a lower classification without additional compensation. Employee will be required to show competence in all levels PD2 through PDS.

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](#).

Desired Class Level(s): Graduate/Alumni

Posting Date: May 18, 2022

Expiration Date: June 24, 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/lopdm>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

Visual ID: 9521

Assistant General Counsel-Contracts and Risk Management

West Virginia University Medicine Berkeley Medical Center (Mar)

Position Type: Full-time

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

Job Location(s): Martinsburg, West Virginia (United States)

Description:

West Virginia University Hospital3.6
Assistant General Counsel-Contracts and Risk Management
Martinsburg, WV

West Virginia University Health System

Job Description

Job Title :

Assistant General Counsel - Contracts and Risk Management (86957)

Department :

Legal Services

Reports To:

Senior Vice President & General Counsel, West Virginia University Health System (WVUHS)

President, University Healthcare

FLSA Status:

Exempt – Full Time

Prepared By:

Senior Vice President & General Counsel, WVUHS

Date:

June 2016

Minimum Qualification:

Education/Experience:

Juris Doctorate

Nursing Degree or Bachelor's Degree in an allied health profession desirable

At least 3 years of substantial experience in drafting, reviewing, and negotiating contracts and management in a health care setting

At least 3 years of substantial experience in hospital based risk management preferred

Certificates, Licenses, Registrations:

West Virginia Bar membership or eligibility

West Virginia Nursing license desirable

Certification in Human Resource Management desirable

Other Qualifications:

Excellent organizational skills

Excellent interpersonal skills

Excellent verbal and written communication skills

Working knowledge of legal and health care systems, regulatory and legislative matters, and performance improvement

Ability to communicate and interact with administration, department heads, medical staff, nursing staff, and other hospital personnel

Ability to coordinate defense of medical malpractice claims with litigation counsel

The Assistant General Counsel (Contracts and Risk Management) will be part of WVUHS's Legal Services Department based in Morgantown, West Virginia. However, this position will be based at WVUHS's subsidiary, Berkeley Medical Center in Martinsburg, West Virginia. This position will be responsible for contract management for Berkeley Medical Center; for WVUHS's subsidiary, Jefferson Medical Center in Ranson, West Virginia; for the clinical practice plan for the West Virginia University School of Medicine based in Martinsburg, University Healthcare Physicians; and for other affiliated organizations as necessary. This position will create, review, negotiate, and edit contracts and other forms of agreements, and will provide legal advice and guidance to internal customers regarding various contracting documents such as professional services agreements, recruiting agreements, affiliation agreements, leases, facility use agreements, and similar contracting and documentation of arrangements. In addition, this position will develop and implement a thorough risk management system at University Healthcare (predominantly Berkeley Medical Center and Jefferson Medical Center) in order to ensure and advance patient safety, minimize the effects of adverse consequences, and promote community reputation and image as more fully described below.

Essential Duties and Responsibilities: In addition to the duties described above, some or all of the following, provided, however, that other duties may be assigned by the Senior Vice President & General Counsel of WVUHS and the President of University Healthcare from time to time:

Coordinates all patient related contracts to maintain compliance with Joint Commission standards

Stays current on trends in the law and, particularly, fraud and abuse, Stark, compliance, regulatory, and related matters

Provides day-to-day legal advice to internal customers regarding contracting matters

Is knowledgeable of legal trends and standards which regulate health care facilities and patient care and work to ensure compliance with these standards

Provides advice regarding compliance with Medicare and Medicaid fraud and abuse, Stark, and tax exemption

Provides advice regarding the development of policies and procedures

Responds in a timely manner to requests for advice or information per department policy

Prepares and reviews contracts and/or agreements with outside agencies or organizations

Coordinates risk management monitoring and evaluation activities from a variety of sources including Safety and Patient Advocacy functions

Participates on Compliance Committee to assist in assuring hospital compliance with state and federal regulations, providing input regarding risk management issues

Chairs the Hospital Safety Committee

Participates on the Hospital Risk Management Committee and Occurrence Review Committee

Provides reports to the President of University Healthcare and the Performance Improvement Committee regarding risk management findings and areas of opportunity

Assist with performance improvement team for identified areas of opportunity

Compiles information and trends from incident reports, providing follow-up and documentation of conclusions from investigations of incidents

Assists members of the executive team with sentinel events, root cause analysis, and performance improvement resulting from sentinel events

Develops in-service programs in conjunction with hospital personnel regarding risk management issues

Travels as necessary between WVUHS, hospitals, and other facilities

Demonstrates regard for the dignity, respect, and safety of all patients, family members, visitors, and personnel as defined in the philosophy of such organizations

Displays a caring and courteous attitude and represents such organizations in a positive manner to all persons 100% of the time.

Maintains the confidentiality of patient and department information 100% of the time.

Promotes and contributes positively to intradepartmental and interdepartmental relationships.

Adheres to applicable dress codes as observed by supervision.

Adheres to applicable safety policies and procedures 100% of the time.

Maintains proper attendance and punctuality to ensure that such organizations are operated in an efficient and cost-effective manner

Maintains proper attendance and reports to work on time in accordance with applicable policies

Provides adequate notice to supervisory personnel prior to absence or tardiness in accordance with applicable policies

Participates in meeting the goals and objectives of the department to ensure that the department contributes to the attainment of such organizations' goals and objectives

Promotes and contributes positively to the team work of the department

Participates in planning and implementing change and maintaining and improving productivity through attendance and participation in staff meetings, task forces, projects and discussions

Other duties as assigned by the Senior Vice President & General Counsel of WVUHS and the President of University Healthcare

Diligently and in a responsible and timely manner pursues and addresses contract and risk management needs of such organizations as they arise

Performance Standard:

Adheres to established Performance Expectations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office work

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment

Desired Class Level: Graduate/Alumni

Posting Date: May 17, 2022

Expiration Date: June 17, 2022

Resume Receipt: Other (see below)

How to Apply: https://www.glassdoor.com/Job/west-virginia-general-counsel-jobs-SRCH_IL_0,13_IS1939_KO14,29.htm?ja=105285382&fromAge=7&srs=EMAIL_JOB_ALERT&jl=1007851777245&ao=1136043&s=224&guid=00000180c44b728d9745861954a86fcc&pos=103&t=JA&utm_source=jobalert&utm_medium=email&utm_content=ja-jobpos3-1007851777245&utm_campaign=jobAlertAlert&src=GD_JOB_AD&vt=e&uid=EA6B4B508F439BCCE2F80303E07F3C16&cs=1_b5449a11&cb=1652560721362&jobListingId=1007851777245&jrtk=3-0-1g324msrcq6e1801-1g324mss138q0000-67770fbbda49b749-&gdir=1

ID: 9511

Assistant Public Defender

23rd Judicial Circuit Public Defender Office (Martinsburg, WV)

Position Type: Full-time
Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)
Job Location(s): Charles Town, West Virginia (United States)
Description: The Public Defender Corporation of the 23rd Judicial Circuit Assistant Public Defender Charles Town, WV Easy Apply Save More 23rd Judicial Circuit (Berkeley, Jefferson, Morgan Counties) Position: Assistant Public Defender The Eastern Panhandle Public Defender Office, with offices located in Martinsburg and Charles Town, is seeking qualified applicants for the position of full-time Assistant Public Defender/Staff Attorney. Experience is preferred but not required. Applicants must be licensed to practice law in West Virginia and be in good standing with the State Bar. Salary based on qualifications and experience. Benefits include paid leave and holidays, life and health insurance, and participation in the WV Public Employee Retirement System. How to apply: Resume, Cover Letter, References, WV State Bar Number can be sent to: Tom Delaney, Chief Public Defender, 301A West Burke Street, Martinsburg, WV 25401. Job Type: Full-time Pay: \$1.00 - \$2.00 per year Benefits: Health insurance Life insurance Paid time off Retirement plan Schedule: Monday to Friday Ability to commute/relocate: Charles Town, WV 25414: Reliably commute or planning to relocate before starting work (Preferred) License/Certification: Bar (Required) Work Location: One location
Desired Class Level: Graduate/Alumni
Posting Date: May 17, 2022
Expiration Date: June 17, 2022
Contact: Thomas E. Delaney Chief Public Defender 301 West Burke Street Martinsburg, West Virginia 25401 United States
Resume Receipt: Other (see below)
How to Apply: https://www.glassdoor.com/Job/west-virginia-general-counsel-jobs-SRCH_IL_0,13_IS1939_KO14,29.htm?ja=105285382&fromAge=7&srs=EMAIL_JOB_ALERT&jl=1007860643425&ao=1136043&s=257&guid=00000180c44b728d97f3355488aaeeeb&pos=103&t=JA&utm_source=jobalert&utm_medium=email&utm_content=ja-jobpos7-1007860643425&utm_campaign=jobAlertAlert&src=GD_JOB_AD&vt=e&uido=EA6B4B508F439BCCE2F80303E07F3C16&ea=1&cs=1_654526b9&cb=1652560721365&jobListingId=1007860643425&jrtk=3-0-1g324mt9a227a001-1g324mtari7kr800-d84cdac0ab3225f8-&gdir=1
ID: 9512

Associate General Counsel

Charleston Area Medical Center CAMC (Charleston, WV)

Position Type: Full-time**Geographic Preference:** Charleston**Job Location(s):** Charleston, West Virginia (United States)**Description:**

CAMC Health System3.1
Associate General Counsel
Charleston, WV
\$74K - \$176K (Glassdoor est.)

Associate General Counsel in Charleston Area Medical Center, Inc.'s ("CAMC") Office of the General Counsel ("OGC") preserve corporate assets, manage corporate risk, promote regulatory compliance and enhance operational efficiencies by providing legal representation and advice to the governing boards and management of CAMC and affiliates with respect to all legal matters including but not limited to those related to governance, corporate, tax, financing, contracts, claims and litigation, human resources, medical staff, statutes and regulations, and patient care.

Responsibilities

The Associate General Counsel works with the General Counsel and other Associate General Counsel and other OGC attorneys and staff to meet the legal needs of CAMC and affiliates. The Associate General Counsel will be assigned to be responsible for various subject matters including any of the following: Attends meetings of CAMC and affiliates' governing boards and their committees as assigned by the General Counsel and advises and makes presentations to those bodies on legal issues. Assists the General Counsel with respect to the Corporate Secretary function of CAMC and its parent, and serves as assigned by the General Counsel as Corporate Secretary of other CAMC affiliates. Manages the CAMC Health System Liability Self-Insurance Trust Fund with respect to professional and general liability claims and litigation, which currently carries a self-insured retention of \$10 million per claim. The self-insured trust provides coverage for the liability of CAMC hospitals and hundreds of medical residents and employed physicians. Retains and supervises litigation counsel, attends mediations and settles claims and litigation with signature authority up to \$100,000. Attends and participates in trials of professional and general liability cases. Reports claims data to excess carriers and answers relevant inquiries. Serves as a member of the CAMC Health System Insurance Committee which manages CAMC and affiliates' insurance portfolio. Coordinates the prosecution and defense of legal actions brought by or against CAMC and affiliates. Reports claims to commercial insurance carriers for determination of coverage and works to maximize coverage and handles disputes with carriers. Prosecutes all collections litigation on behalf of CAMC and affiliates, including filing civil actions, placing liens, and negotiating settlements with debtors' counsel. Counsels the Chief Medical Officer, the elected Medical Staff Officers, the Credentials Committee and the Medical Staff Executive Committee on all relevant issues including but not limited to Medical Staff Governing Documents and Procedures, Medical Staff appointment and privileges, disciplinary proceedings, and National Practitioner Data Bank reporting. Attends the open and executive session portion of CAMC Board of Trustees meetings and counsels the Board on action items related to Medical Staff functions. Counsels the Vice President for Human Resources and HR staff on legal issues relating to recruiting, employment, personnel, compensation, and benefits. Retains and supervises counsel and preserves insurance coverage with respect to employment claims and litigation. Maintains familiarity with CAMC and affiliates debt and financing instruments and structure and the numerous financing documents evidencing same. Serves as a member of the debt and financing team including the Chief Financial Officer and hospital and bond counsel engaged with respect to public and private financings. Prepares and presents to the governing bodies resolutions authorizing financings Reviews and or drafts all contracts proposed for execution on behalf of CAMC and affiliates. Prepares various form contracts for completion by authorized managers. Ensures that all contracts with referring providers comply with Stark regulations and the Anti-Kickback statute. Serves as a member of the Referring Provider Compensation Committee and the Physician Recruitment and Planning Committee. Remains familiar and up-to-date on regulatory schemes relevant to CAMC and affiliates, and particularly federal and state health care regulations such as Stark, Anti-Kickback, HIPPA, EMTALA, FEMLA, AWDA, NPDB, OHPA, 340-B and others. Advises client representatives on various issues that arise under statutes and regulations. Represents CAMC and affiliates with respect to governmental investigations and attorney-asserted claims pursuant to regulations. Provides legal advice to caregivers, clinicians and hospital administration with respect to patient-related issues, including but not limited to informed consent, surrogate decision-making, withholding and withdrawing life sustaining treatment, nursing practice and documentation, adult and child protective services, and mental hygiene proceedings. Represents CAMC and affiliates with respect to the acquisition, disposition and leasing (as landlord or tenant) of real estate including medical office buildings, commercial and residential properties. Provides legal advice to Real Estate Operations with respect to regulatory requirements, particularly with respect to property transactions which include a referring provider as a party. Provides tax-related advice and when necessary engages outside tax counsel to address specific taxation issues. Provides advice designed to maintain and preserve the tax-exempt status of CAMC and affiliates. Reviews and participates in the preparation of each company's Form 990 and other tax documents to ensure accurate information and adherence to tax-exemption best practices. Maintains corporate governing documents consistent with IRS requirements and provides advice on processes with tax-exemption implications, such as conflict of interest reporting. Reviews, revises and drafts internal policies related to operations, patient care, regulatory compliance and governance to satisfy regulatory and accreditation requirements and to manage risk. Serves on the CAMC Health System Policy and Procedure Committee. Represents CAMC and affiliates with respect to all types of corporate transactions, including acquisitions, mergers, consolidations, divestitures and joint ventures. Conducts due diligence examinations with respect to proposed transactions and negotiates and drafts documents such as confidentiality and non-disclosure agreements, asset acquisition agreements, affiliation agreements, and stock purchase agreements. Participates in closings of transactions and maintains documentation of transactions to facilitate provision of legal advice to client representatives. Provides legal advice and legal representation on miscellaneous other matters such as proposed legislation, clinical research, fundraising activities, physician practices and other matters relevant to the governance and operation of CAMC and affiliates.

Knowledge, Skills & Abilities

Patient Group Knowledge (Only applies to positions with direct patient contact) The employee must possess/obtain (by the end of the orientation period) and demonstrate the knowledge and skills necessary to provide developmentally appropriate assessment, treatment or care as defined by the department's identified patient ages. Specifically the employee must be able to demonstrate competency in: 1) ability to obtain and interpret information in terms of patient needs; 2) knowledge of growth and development; and 3) understanding of the range of treatment needed by the patients. Competency Statement Must demonstrate competency through an initial orientation and ongoing competency validation to independently perform tasks and additional duties as specified in the job description and the unit/department specific competency checklist. Common Duties and Responsibilities (Essential duties common to all positions) 1. Maintain and document all applicable required education. 2. Demonstrate positive customer service and co-worker relations. 3. Comply with the company's attendance policy. 4. Participate in the continuous, quality improvement activities of the department and institution. 5. Perform work in a cost effective manner. 6. Perform work in accordance with all departmental pay practices and scheduling policies, including but not limited to, overtime, various shift work, and on-call situations. 7. Perform work in alignment with the overall mission and strategic plan of the organization. 8. Follow organizational and departmental policies and procedures, as applicable. 9. Perform related duties as assigned.

Education

- Doctorate Degree (Required) Experience: Requires 8 years prior law firm and/or in-house legal practice with a strong preference for 4 or more years experience in health law, hospital representation and/or professional liability litigation

Credentials

- Attorney, Licensed (Required)

Work Schedule: Days**Status:** Full Time Regular**Location:** General Hospital**Location of Job:** US:WV:Charleston**Desired Class Level:** Graduate/Alumni**Posting Date:** May 17, 2022**Expiration Date:** June 17, 2022**Resume Receipt:** Other (see below)

How to Apply: https://www.glassdoor.com/Job/west-virginia-general-counsel-jobs-SRCH_IL_0,13_IS1939_KO14,29.htm?ja=105285382&fromAge=7&srs=EMAIL_JOB_ALERT&jl=1007861521570&ao=1136043&s=224&guid=00000180c44b728d9745861954a86fcc&pos=102&t=JA&utm_source=jobalert&utm_medium=email&utm_content=jobpos2-1007861521570&utm_campaign=jobAlertAlert&src=GD_JOB_AD&vt=e&uid=EA6B4B508F439BCE2F80303E07F3C16&cs=1_7bc41688&cb=1652560721362&jobListingId=1007861521570&jrtk=3-0-1g324msrcq6e1801-1g324mss138q0000-60336c5937090008-&gdir=1

ID: 9510



Bankruptcy & Creditors' Rights

Burns White LLC (Pittsburgh)

Position Type: Full-time

Practice Area(s): Bankruptcy

Job Location(s): Pittsburgh, Pennsylvania (United States)

Description:

Burns White seeks an Attorney to lead the Bankruptcy and Creditors' Rights practice group in its Pittsburgh office. The ideal candidate will have 7-10 years of experience representing corporate debtors, financial institutions and other secured and unsecured creditors. Experience in both the creditor and debtor sides is a plus as well as prior experience handling corporate and real estate matters. Candidate must be licensed to practice in Pennsylvania. 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.

Burns White completes criminal background screenings and requires proof of COVID-19 vaccination for all new hires as a condition of employment.

Desired Class Level: Graduate/Alumni

Posting Date: May 17, 2022

Expiration Date: June 17, 2022

Contact: Jessica Gangjee

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

Resume Receipt: E-mail

Default email for resumes.: jobs@burnswhite.com

Additional Documents: Cover Letter

ID: 9506

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):** 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 to be filled in July/August 2022 (Posted 5-17-2022)
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.

Equal Opportunity in Employment

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

Application Process

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

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

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

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

Desired Class Level: Graduate/Alumni

Posting Date: May 17, 2022

Expiration Date: August 31, 2022

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

Resume Receipt: E-mail

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

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 9515

ICA Office of Counsel, General Staff Attorney

The Supreme Court of Appeals of West Virginia

Position Type: Full-time

Geographic Preference: Charleston

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

Description:

Supreme Court of Appeals of West Virginia
ICA Office of Counsel, General Staff Attorney
Charleston, WV
Employer Provided Salary:\$65K - \$90K
Easy Apply
Save
More

Administrative Office of

The Supreme Court of Appeals of West Virginia

Position Announcement

INTERMEDIATE COURT OF APPEALS

EMPLOYMENT OPPORTUNITIES

Position open until filled (Posted May 12, 2022)

The Administrative Office ("AO") of the Supreme Court of Appeals of West Virginia is accepting applications for the position of General Staff Attorney in the Office of Counsel for the Intermediate Court of Appeals ("ICA"). There are multiple open positions. These positions will be located in Charleston, West Virginia, and will report directly to the Chief Counsel for the ICA.

ICA Office of Counsel, General Staff Attorney

Position purpose: A General Staff Attorney in the Office of Counsel assists the ICA with the review of appeals and the preparation of internal memoranda, orders, and decisions. A General Staff Attorney may work on cases in all areas of the ICA's jurisdiction, but will usually focus on civil, family, and administrative appeals.

Minimum Qualifications:

A Juris Doctorate from an accredited law school.
A member in good standing with the West Virginia State Bar.
Primary Duties and Responsibilities Include:

Review and analyze appellate records and briefs.
Conduct legal research.
Prepare concise legal memoranda for the Court.
Present written and verbal information during internal court conferences.
Prepare, proofread, and review substantive decisions and orders.
Assist with motions and special projects, as needed.
Perform related work as required.

Essential Skills:

Excellent legal research and writing skills.
Skilled at typing, electronic legal research, and word processing software.
Skilled at analyzing, appraising, and organizing material, and presenting it in a clear and logical manner.
Ability to quickly understand and apply precedent across all areas of the law.
Ability to handle and prioritize a large amount of work in a timely manner.
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
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.courtsww.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 send the completed Court Employment Application (available on the Court's website at www.courtsww.gov), along with a letter of interest highlighting applicable experience, a resume with references, and a writing sample to:

ICA Chief Counsel

Supreme Court of Appeals of West Virginia

1900 Kanawha Blvd E.

Bldg 1, Rm E-100

Charleston, WV 25305

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

Job Type: Full-time

Pay: \$65,000.00 - \$90,000.00 per year

Benefits:

Health insurance
Retirement plan
Schedule:

Monday to Friday
Ability to commute/relocate:

Charleston, WV 25305: Reliably commute or planning to relocate before starting work (Preferred)
Education:

Doctorate (Preferred)
Work Location: One location

Desired Class Level: Graduate/Alumni

Posting Date: May 17, 2022

Expiration Date: June 17, 2022

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

Resume Receipt: Other (see below)

How to Apply: https://www.glassdoor.com/Job/west-virginia-general-counsel-jobs-SRCH_IL.0,13_IS1939_KO14,29.htm?ja=105285382&fromAge=7&srs=EMAIL_JOB_ALERT&jl=1007857179257&ao=1110586&s=224&guid=00000180c44b728d9745861954a86fcc&pos=101&t=JA&utm_source=jobalert&utm_medium=email&utm_content=ja-jobpos1-1007857179257&utm_campaign=jobAlertAlert&src=GD_JOB_AD&vt=e&uido=EA6B4B508F439BCCE2F80303E07F3C16&ea=1&cs=1_d74c6681&cb=1652560721363&jobListingId=1007857179257&cpc=654405A9B1E0A9F5&jrtk=3-0-1g324msrcq6e1801-1g324mss138q0000-c3bb74c4ef49a54--6NYlbfkN0BNhQ08QSFs9_OaTfqvZMRVY6T-2jcQIrrqTmYA1yxkWNLH8ac2dxd73bYtNVSBj-ux5IyEKRF06Vdjb1jZUUtSid51aOkgMprR6FozB7AdyVCWFujFuo8Yz_8yhiieMCJzETaZG1_W4DQ810n4uR8OeacSxG7N0hGtrPgv1fujGKP2l4-BnBfUe57JmC4lQtxj-HtaWRg0JTI_NYW5Kp_3T14yGMF0rJxlWHwL0WPZB2YuHhDC6C9TGU1JHK7uo9niABjb4WqHg1bkGmGJuX-MHCLUx2skD_7qKZBxvZOKAh3CpLwfpFypO_jp3rTdXqHyg2W0gdwbcMOFrX00c4LYMYQP7NUhvmrLZIQ1K0kh3w_NhSqm_J5ctw6mPvYA5EXBTXh_06gIwWsvEVqMpfhumzKzN0BnQbFAME0x2uV68scUFeHANw3Fj9oKgJ0vK-NcbJvD6sCgH8sv_zXmniRTIP5uwIirXMgbtyO_vxnJYhUU_Jx-NRd6_VQqBGPVhWhh1EE8nwWw%3D%3D&gdir=1

Additional Documents: Other Documents

Requested Document Notes: Application Process: To apply for this position, please send the completed Court Employment Application (available on the Court's website at www.courtsv.wv.gov), along with a letter of interest highlighting applicable experience, a resume with references, and a writing sample to:

ICA Chief Counsel
Supreme Court of Appeals of West Virginia
1900 Kanawha Blvd E.
Bldg 1, Rm E-100
Charleston, WV 25305

ID: 9509

Litigation Associate

Burns White LLC (Pittsburgh)

Position Type: Full-time

Practice Area(s): Litigation

Job Location(s): Pittsburgh, Pennsylvania (United States)

Description:

Burns White seeks a Litigation Associate to join its Pittsburgh office. The Associate will support attorneys in our Commercial Litigation, Insurance Coverage and Professional Liability practice groups. The ideal candidate will have 3-5 years of experience with complex commercial disputes, class action and insurance coverage matters. Strong high-level research and writing skills. Candidates must be licensed in Pennsylvania. 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.

Burns White completes criminal background screenings and requires proof of COVID-19 vaccination for all new hires as a condition of employment.

Desired Class Level: Graduate/Alumni

Posting Date: May 17, 2022

Expiration Date: June 17, 2022

Contact: Jessica Gangjee
Burns White Center 48 26th Street Pittsburgh, Pennsylvania 15222 United States

Resume Receipt: E-mail

Default email for resumes.: jobs@burnswhite.com

Additional Documents: Cover Letter

ID: 9507

Litigation Associate

Burns White LLC (Pittsburgh)

Position Type: Full-time

Practice Area(s): Litigation

Job Location(s): Wilkes-Barre, Pennsylvania (United States)

Description:

Burns White seeks to hire a Litigation Associate to join its Wilkes-Barre office. The ideal candidate will have 1-3 years of litigation experience and prior experience with medical malpractice defense and/or insurance defense cases is a plus. Candidates must be licensed to practice in Pennsylvania. Excellent oral and written communication skills, strong research and 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

Burns White completes criminal background screenings and requires proof of COVID-19 vaccination for all new hires as a condition of employment.

Desired Class Level: Graduate/Alumni

Posting Date: May 17, 2022

Expiration Date: June 17, 2022

Contact: Jessica Gangjee
Burns White Center 48 26th Street Pittsburgh, Pennsylvania 15222 United States

Resume Receipt: E-mail

Default email for resumes.: jobs@burnswhite.com

Additional Documents: Cover Letter

ID: 9508

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.

Desired Class Level: Graduate/Alumni

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

Additional Documents: Cover Letter

ID: 9504

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

SEVENTEENTH Judicial circuit MONONGALIA County
EMPLOYMENT OPPORTUNITY
Morgantown, West Virginia
Position open until filled (Posted 5-16-2022)

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 Phillip D. Gaujot. This position works under the direct supervision of Judge Phillip D. Gaujot in the Seventeenth Judicial Circuit, Monongalia 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 Phillip D. Gaujot. 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.

Equal Opportunity in Employment

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

Application Process

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

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

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

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

Desired Class Level: Graduate/Alumni
Posting Date: May 16, 2022
Expiration Date: August 31, 2022
Contact: Sarah Loftus Law Clerk Program Coordinator Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States
Resume Receipt: E-mail
Default email for resumes.: sarah.loftus@courtswv.gov
Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample
ID: 9505

Assistant Public Defender

8th Judicial Circuit - McDowell County (Welch, WV)

Position Type: Full-time

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

Job Location(s): Welch, West Virginia (United States)

Description:

The McDowell County Public Defender Office, located in Welch, WV, is seeking qualified applicants for the position of full-time Assistant Public Defender. Applicants must be licensed to practice in West Virginia. Experience is preferred but not required. Salary is commensurate with experience.

Position will involve appearing in Magistrate and Circuit Courts to represent indigent defendants in felony, misdemeanor, juvenile, abuse and neglect, and other miscellaneous civil cases. Experience is preferred but not required. Applicant must be licensed to practice law in the state of West Virginia. The applicant should have the following skills: excellent communication skills, skills of persuasion and negotiation, strong time management and organizational skills. Benefits include paid leave and holidays, life and health insurance, and participation in the Public Employee Retirement System.

The McDowell County Public Defender Office is an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, sex, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information, political views or activity, or other applicable legally protected characteristics.

Applicants may send cover letter, resume, and professional references to the attention of Office Manager Kimberly Cox at 8 Wyoming Street, Suite 101, Welch, WV 24801 or via email to pdwelch8@gmail.com

Desired Class Level: Graduate/Alumni

Posting Date: May 12, 2022

Expiration Date: June 20, 2022

Contact: Kimberly Cox
8 Wyoming Street Suite 101 Welch, West Virginia 24801 United States

Resume Receipt: E-mail

Default email for resumes.: pdwelch8@gmail.com

Additional Documents: Cover Letter, Other Documents

Requested Document Notes: Applicants may send cover letter, resume, and professional references to the attention of Office Manager Kimberly Cox at 8 Wyoming Street, Suite 101, Welch, WV 24801 or via email to pdwelch8@gmail.com

ID: 9493

Attorney

Sterling Settlement Services (Hagerstown, MD)

Position Type: Full-time

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

Job Location(s): Martinsburg, West Virginia (United States)

Description:

We are looking for an Attorney for our Martinsburg (Berkeley County), West Virginia office location.

Details:

No experience required as we will train, but must be licensed the State of West Virginia. Our office conducts real estate settlements only.

We are flexible on work schedule: we can accommodate full-time or part-time. With experience, we can also accommodate work from home arrangements. Standard office hours are Monday through Friday, from 9-5.

Full benefit package available for full-time employees.

E-mail resume and salary requirements to: Admin@Sterlingsettle.com

Desired Class Level: Graduate/Alumni

Posting Date: May 12, 2022

Expiration Date: June 27, 2022

Contact: John Compton
Sr. Vice President of Business Development
1800 Dual Highway Suite 304 Hagerstown, Maryland 21740 United States

Resume Receipt: E-mail

Default email for resumes.: Admin@sterlingsettle.com

ID: 9492

Director of Admissions

University of Akron School of Law (Akron, OH)

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

The University of Akron School of Law seeks a dynamic, energetic, outgoing, and creative individual to join its Office of Admissions as Director of Admissions. The Director will be responsible for providing coordination of the law school's recruitment, admissions, enrollment and financial aid efforts, recruiting Juris Doctor, two-year international JD, transfer, LL.M, and MSL students for the School of Law as well as any other certificate or degree programs; assisting in the admissions decision process; meeting with prospective and admitted students and providing tours of the law school; planning new recruiting initiatives and prospective and admitted student events; helping students with their financial aid and scholarships; overseeing online and social media recruitment efforts; and other duties as assigned. Extensive local, statewide and national travel and appearances at universities, pre-law events, law school fairs and other events is required. The Director will report to the Associate Dean for Administration and Enrollment Management and will be assigned some projects by the Dean. Qualifications: Bachelor's Degree is required. A Juris Doctor degree is preferred. This position requires effective verbal, writing, interpersonal, organizational, and computer skills, as well as attention to detail, ability to plan and meet deadlines, and ability to establish and maintain effective working relationships with all stakeholders. The successful applicant should also possess many of the following qualifications: experience in higher education administration, preferably student recruitment, enrollment management, or student advising; demonstrated knowledge about The University of Akron School of Law; superior organizational, analytical, and interpersonal skills; demonstrated commitment to diversity and inclusiveness; strong marketing and networking ability; knowledge of budget planning, management, and administration; experience in organizing resources, managing workload priorities, coordinating multiple projects simultaneously, and preparing reports. Valid driver's license is required. For more information and to apply see: <http://www.uakron.edu/jobs> Job ID #13544. While all candidates are required to submit their application via this centralized system, you may direct inquiries to Associate Dean of Enrollment Management, Barbara DiGiacomo, Chair of the search committee, at bweinzi@uakron.edu. Review of candidates will begin on June 6, 2022.

Desired Class Level: Graduate/Alumni**Posting Date:** May 12, 2022**Expiration Date:** June 12, 2022**Contact:** Ms. Alisa N. Benedict O'Brien, Esq.
Director, Career Planning Office
Akron, Ohio 44325-2901 United States**Resume Receipt:** Other (see below)**How to Apply:** <http://www.uakron.edu/jobs>**ID:** 9496

Patent Associate - Bio/Chem (#715)

Dorsey & Whitney LLP (Minneapolis, MN)

Job Type: Full-time

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

Job Description: Dorsey's Patent group is seeking an associate in Salt Lake City with two to six years of experience and a technical background in biotech and/or chemical engineering. You will join an exceptional team of attorneys, agents, paralegals, and staff servicing a wide array of clients – from large multinational corporations to entrepreneurs and innovative startup companies. You will have responsibility for an active docket of patent prosecution matters – from drafting applications through all phases of domestic and foreign patent prosecution. You will have the opportunity to counsel clients on patent strategy, and gain exposure to conducting searches and preparing patentability, invalidity, and non-infringement opinions. In our general practice firm, there are also opportunities to support litigation and transactional practices.

The following qualifications are required:

- USPTO and Utah admission;
- Two to six years of patent attorney or agent experience;
- Bachelor's Degree in Chemical Engineering, Material Science, or equivalent; and
- Strong academic performance and writing ability.

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

Among Dorsey's many distinguished alumni are U.S. Supreme Court Justice Harry Blackmun, noted law professor and scholar William Prosser, Minnesota's first woman judge Betty Washburn, former U.S. Vice President and Ambassador to Japan Walter Mondale, U.S. Senator Amy Klobuchar, former Corporation Counsel of the City of New York Zachary Carter, and U.S. Secretary of Agriculture Tom Vilsack. 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.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 12, 2022

Expiration Date: June 18, 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

Visual ID: 9495

Patent Associate - Mechanical (#714)

Dorsey & Whitney LLP (Minneapolis, MN)

Job Type: Full-time

Job Location(s):

Salt Lake City, Utah United States

Job Description:

Dorsey's Patent group is seeking an associate in Salt Lake City with two to five years of experience and a technical background in mechanical engineering or a related field. You will join an exceptional team of attorneys, agents, paralegals, and staff servicing a wide array of clients – from large multinational corporations to entrepreneurs and innovative startup companies. You will have responsibility for an active docket of patent prosecution matters – from drafting applications through all phases of domestic and foreign patent prosecution. You will have the opportunity to counsel clients on patent strategy, and gain exposure to conducting searches and preparing patentability, invalidity, and non-infringement opinions. In our general practice firm, there are also opportunities to support litigation and transactional practices.

The following qualifications are required:

- USPTO and Utah admission;
- Two to five years of patent attorney or agent experience;
- Bachelor's Degree in Mechanical Engineering, Material Science, or equivalent; and
- Strong academic performance and writing ability.

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

Among Dorsey's many distinguished alumni are U.S. Supreme Court Justice Harry Blackmun, noted law professor and scholar William Prosser, Minnesota's first woman judge Betty Washburn, former U.S. Vice President and Ambassador to Japan Walter Mondale, U.S. Senator Amy Klobuchar, former Corporation Counsel of the City of New York Zachary Carter, and U.S. Secretary of Agriculture Tom Vilsack. 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.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 12, 2022

Expiration Date: June 18, 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

Visual ID: 9494

Assistant Prosecuting Attorney

Hardy County Prosecutor's Office (Moorefield, WV)

Position Type: Full-time

Practice Area(s): Crminal - 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 The Hardy County Commission is an Equal Opportunity Provider and Employer.

Desired Class Level: Graduate/Alumni

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

ID: 9491

Associate Attorney

Geoff McDonald & Associates, P.C. (Richmond, VA)

Job Type: Full-time

Job Location(s):

Richmond, Virginia United States

Job Description:

Geoff McDonald and Associates is looking for an experienced attorney to join its growing practice. Qualified candidate will handle their own caseload of cases from pre-litigation, litigation, trial prep and trial.

Preferred candidate has trial experience.

Candidate must have a Virginia law license.

The right attorney will have compassion and understanding for the clients they are working with. They will also have integrity and excellence for the work they will be doing for the firm. Must be able to adhere to the firm's core values and have strong, long-lasting client relationships.

Candidate must be able to autonomously handle a large volume of files, meet deadlines, create litigation plans, conduct discovery while maintaining exceptional client interaction. Experience handling Virginia workers' compensation cases a plus. Fluency in Spanish is a major plus.

At GMA, you will belong to a culture of innovation. We strive to improve, tirelessly. We invested in technology that makes you more efficient. Our attorneys and paralegals are equipped with software that enables them to help more people and achieve results faster.

The position will require managing a caseload of personal injury and other matters, including:

- **Evaluating potential new cases;**
- **Meeting with potential clients;**
- **Overseeing pre-litigation workup of cases;**
- **Conducting settlement negotiations;**
- **Filing complaints and other pleadings;**
- **Trials, depositions, and other court appearances;**
- **Overseeing disbursement of recoveries;**
- **Maintaining excellent client relations.**

Must have excellent attention to detail, stellar organization skills and the ability to not only communicate well but to fully grasp real-life implications that these cases have on our clients.

Applicants should have strong organizational skills, want responsibility, enjoy trial work, and have good people skills. Applicants should also be a team player and a strong desire to zealously advocate on behalf of their clients.

Interested applicants should submit a resume.

Salary will be commensurate with experience. Rich benefits package!

GMA was named a 2022 Top Places to Work by the Richmond Times Dispatch

Desired Class Level(s): Graduate/Alumni

Posting Date: May 11, 2022

Expiration Date: June 25, 2022

Contact: Chief Operating Officer Curtis J. Powell
Chief Operating Officer
8720 Stony Point Parkway Richmond, Virginia 23235 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: cpowell@mcdonaldinjurylaw.com

Additional Documents: Cover Letter

Visual ID: 9449

Special Assistant Attorneys General

New York State Office of the Attorney General Legal Recruitment (New York)

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

Division of Social Justice
 Environmental Protection Bureau – New York City or Albany
 Special Assistant Attorneys General
 Reference No. EPB_NYC/ALB_SAAG_3455
 Application Deadline is June 10, 2022

The Environmental Protection Bureau in the New York State Office of the Attorney General (OAG) has been selected to host NYU School of Law State Energy & Environmental Impact Center Fellows. The Fellows serve as Special Assistant Attorneys General (Special Assistants) in the bureau and may be located in either New York City or Albany. The Special Assistants work with OAG staff on environmental justice, clean energy, climate change and other environmental matters. As Special Assistants, the fellows are supervised by the OAG and owe a duty of loyalty to the State of New York as their client.

The NYU Law Fellows serve for a one-year term as Special Assistants, with the potential for a one-year extension. The NYU School of Law will pay the salary of the Fellows. The annual salary range for the Fellows will be \$63,714 - \$104,035 + \$3,026 in location pay (if applicable). The final salary will be determined after a complete evaluation of the selected Fellow's qualifications.

Fellows serving as Special Assistants have worked on matters that include lead paint hazard enforcement; environmental review and mitigation of truck traffic and associated air pollution impacts in environmental justice communities; school bus engine idling enforcement; and clean energy and climate change mitigation.

Fellows hosted by the OAG as Special Assistants have the opportunity and responsibility to:

- Litigate and otherwise advocate on a wide range of environmental matters important to the State of New York, including in the areas of environmental justice, clean energy, and climate change in state and federal courts and before administrative agencies.
- Perform advanced legal work, including conducting in-depth analysis and preparing legal memoranda; interpreting laws and regulations; providing legal advice to State administrative agencies represented by the OAG; and assisting in preparing legal notices, briefs, comment letters, and other litigation and advocacy papers.
- Coordinating within the bureau and with the OAG and other outside entities on environmental justice, clean energy, climate change, and other environmental issues.
- Participating in legal skills and practice area training.

Requirements and qualifications for Fellow candidates include the following:

- Applicants must be eligible to work in the United States. Special Assistants must reside in (or intend to soon become a resident of) New York State and be admitted or soon to be admitted to practice law in New York State.
- Applicants with experience in environmental justice (including through prior experience, internships, or clinical experience), clean energy, climate change, or other environmental issues are preferred. Other legal experience and entry-level attorneys with a demonstrated interest in these areas will also be considered.
- Ability to work with partner organizations and to help build coalitions.
- Excellent writing, editing, research, and verbal communication skills.
- Ability to work well and with enthusiasm within a team in a fast-paced environment.
- Proactive with strong organizational skills and the ability to self-manage multiple priorities simultaneously.
- Demonstrated interest in public service.

Per Office of the Attorney General policy, confirmation of vaccination status is required for all office occupants. If you are not fully vaccinated, you will be required to provide weekly negative COVID-19 PCR test results. The agency will consider religious and reasonable accommodations. For more information, please contact recruitment@ag.ny.gov.

HOW TO APPLY

Applications are being received online. To apply, please click on the following link: [EPB_NYC/ALB_SAAG_3455](https://www.epb.ny.gov/epb_nyc_alb_saag_3455)

To ensure consideration, applications must be received by close of business on June 10, 2022.

Applicants must be prepared to submit a complete application consisting of the following:

- Cover Letter
 - You may address to Legal Recruitment.
 - Indicate why you are interested in this position and what makes you a strong candidate.
- Resume
- Writing Sample
- List of three (3) references
 - Only submit professional references, supervisory references are preferred.
 - Indicate the nature and duration of your relationship to each reference.
 - Include contact information and email addresses for each reference.
 - Please note, your references will not be contacted until after you interview for the position.

If you have questions regarding a position with the OAG and the application process or need assistance with submitting your application, please contact Legal Recruitment via email at recruitment@ag.ny.gov or phone at 212-416-8080.

For more information about the OAG, please visit our website: ag.ny.gov

Desired Class Level: Graduate/Alumni**Posting Date:** May 11, 2022**Expiration Date:** June 10, 2022

Contact: Wendy Dorival
 Legal Recruitment
 28 Liberty, 16th Floor New York, New York 10005 United States

Resume Receipt: E-mail, Other (see below)**Default email for resumes.:** wendy.dorival@ag.ny.gov**How to Apply:** HOW TO APPLY

Applications are being received online. To apply, please click on the following link: [EPB_NYC/ALB_SAAG_3455](https://www.epb.ny.gov/epb_nyc_alb_saag_3455)

Additional Documents: Cover Letter, Writing Sample**ID:** 9487

Staff Attorney

Southwestern PA Legal Services (Washington, PA)

Position Type: Full-time

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

Job Location(s): Washington, Pennsylvania (United States)

Description:

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.

As a member of our team, you will:

- Advise and represent parents and other custodians in family and juvenile matters related to juvenile dependency and child custody or support
- Advise and represent our clients in other civil matters
- 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. 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

Desired Class Level: Graduate/Alumni

Posting Date: May 11, 2022

Expiration Date: August 31, 2022

Contact: Brian Gorman

10 West Cherry Avenue Washington, Pennsylvania 15301 United States

Resume Receipt: E-mail

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

ID: 9485

Staff Attorney

Southwestern PA Legal Services (Washington, PA)

Position Type: Full-time

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

Job Location(s): Washington, Pennsylvania (United States)

Description:

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.

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. 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

Desired Class Level: Graduate/Alumni

Posting Date: May 11, 2022

Expiration Date: August 31, 2022

Contact: Brian Gorman

10 West Cherry Avenue Washington, Pennsylvania 15301 United States

Resume Receipt: E-mail

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

ID: 9486

Attorney

Jackson Kelly, PLLC (West Virginia: Bridgeport Charleston Martinsburg Morgantown,WV and Denver, CO, Evansville, IN, Lexington, KY Akron, OH Pittsburgh, PA)

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: Are you an experienced litigator interested in making a change? Jackson Kelly PLLC seeks an attorney interested in the opportunity to work with distinguished colleagues, great clients and challenging legal matters. Jackson Kelly is a highly regarded regional law firm with over 150 attorneys and offices in six states and the District of Columbia. One of the 10 oldest law firms in the country, 2022 marks the firm's 200th anniversary. At Jackson Kelly, you will find yourself working in a collegial environment surrounded by exceptional colleagues and the opportunity to work with local clients as well as cross-office matters of significance. Ideal candidates must have at least three (3) years of litigation experience and possess outstanding writing and critical thinking skills. Strong legal analysis and research skills are essential as well as the ability to effectively and accurately communicate. Candidates must have an active license for the office location they are applying or be eligible for admission. Firm will consider payment of bar exam fees as well as any relocation expenses, if necessary. Jackson Kelly is committed to diversity, equity, and inclusion and offers competitive compensation commensurate with experience, along an excellent benefit package that includes health, vision, and dental insurance, life insurance, paid parental leave a 401(k) plan, and more. If this sounds interesting, Jackson Kelly PLLC wants to hear from you. Please inquire confidentially by sending your resume and cover letter to Danielle Waltz, at lawrecruiting@jacksonkelly.com.
Desired Class Level: Graduate/Alumni
Posting Date: May 9, 2022
Expiration Date: June 16, 2022
Contact: Danielle Waltz Member 500 Lee Street East Suite 1600 Charleston, West Virginia 25301 United States
Resume Receipt: E-mail
Default email for resumes.: lawrecruiting@jacksonkelly.com
Additional Documents: Cover Letter
ID: 9474

Labor & Employment Associate

Clifton Budd & DeMaria LLP

Job Type: Full-time

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

Job Description: Management-side labor and employment firm in Manhattan is seeking an associate with at least three years of litigation experience and a demonstrated interest in labor law. The position's focus is employment litigation, where the associate will work with the employment litigation attorneys. There will be the opportunity to work in the other labor/employment areas in which we practice, including labor negotiations, employee benefits, and labor/employment advice and counsel.

New York bar admission is required.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 9, 2022

Expiration Date: June 8, 2022

Contact: Ian Poulos
350 5th Avenue New York, New York 10118 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: iapoulos@cbdm.com

Additional Documents: Cover Letter, Writing Sample

Visual ID: 9439

Law Clerk - Judge John Doran

New Jersey Courts

Position Type: Full-time

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

Job Location(s): Toms River, New Jersey (United States)

Description:

Judge John Doran in our Civil Division at our Ocean County vicinage is still seeking a law clerk for 2022-2023 court term. If you know of any interested law school students please have them send their application materials (resume, cover letter, transcripts, writing sample) to Sandra Donaldson at Sandra.donaldson@njcourts.gov and cc me Melodia Juliet melodia.juliet@njcourts.gov. Also, they can apply directly to Judge Doran through the law clerk portal as well.

Judge information:

Judge John Doran
213 Washington Street
Tomsriver, NJ 08753
Civil Division

Desired Class Level: Graduate/Alumni

Posting Date: May 9, 2022

Expiration Date: June 9, 2022

Contact: Sandra Donaldson
25 Market Street Trenton, New Jersey 08625 United States

Resume Receipt: E-mail

Default email for resumes.: sandra.donaldson@njcourts.gov

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 9472

Negotiator - Office of Sponsored Programs (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:**Negotiator - Office of Sponsored Programs (Hybrid)
Careers | West Virginia UniversityMorgantown, WV 26506
Hybrid remote
Full-time

Apply on company site

Job details

Job Type

Full-time

Benefits

Health insurance

401(k)

Paid time off

Retirement plan

Full Job Description

West Virginia University Office of Sponsored Programs is currently accepting applications for a Negotiator.

About the Opportunity

As a Negotiator, you will be responsible for reviewing and negotiating grants, contracts, and other agreements to confirm that the terms and conditions: protect the interests of WVU faculty members and students, protect WVU's institutional interests, are consistent with WVU's policies and mission statement, and are consistent with all applicable state and federal laws.

This position allows for flexibility in work location, including potential hybrid or remote work / work from home options. Travel to the WVU Campus may need to occur based on organizational needs throughout the year. 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

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:

Independently review contractual documents (e.g., agreements, purchase orders, grant awards) ensuring that all terms and conditions are acceptable to WVU, the WVU Research Office, the WVU Research Corporation, the WVU Board of Trustees, and the Principal Investigator.

Employ professional judgment and independent decision-making skills to negotiate terms and conditions with sponsors based on university policies and under the supervision of the Director of OSP, Award Negotiation and the Vice President for Research.

Prepare and send letters of exception to sponsors, describing any terms and conditions that are unacceptable, suggesting alternative terms, and providing justification for revision.

Manage issues consistent with WVU procedures and objectives.

Work with appropriate agency and sponsor contacts to ensure that corrections and/or exceptions are incorporated into the terms and conditions, as directed.

Using in-depth knowledge of university policies and procedures to provide guidance to faculty and staff regarding sponsored programs as they may relate to compliance issues including, but not limited to, export control, data security and data use, and human subjects.

Independently ensure that proper approvals are obtained from the Institutional Review Board (IRB) for the Protection of Human Subjects, the Institutional Animal Care and Use Committee (IACUC), the Institutional Biosafety Committee (IBC), and the Office of Export Control upon completion of the review process.

Contact sponsors and researchers to establish rapport, understanding and/or information, as well as to facilitate the use of the organization's services.

Employ professional judgment and independent decision-making skills to prepare and negotiate subcontract agreements that protect the interests WVU by ensuring that subcontract agreements are in compliance with the prime sponsor guidelines, contractual requirements, federal regulations, including Uniform Guidance and federal funding accountability and transparency act (FFATA) requirements, and University policy considerations in the areas of intellectual property, copyright, insurance, governing laws, indemnification, and payment schedules.

Independently assess sponsor type, activity, and statement of work to determine the appropriate flow-down clauses.

Assess subrecipient eligibility and risk.

Establish subcontract payment schedules to create mandatory audit documentation and ensure efficient cashflow.

Apply organizational policies and procedures to resolve moderate to complex matters.

Apply independent judgment and resourcefulness to adapt to the business circumstance.

Provide internal and external customer service to include addressing sponsor and customer verbal and written inquiries.

Qualifications

Bachelor's degree in social sciences, liberal arts, law or related discipline is required. Master's degree is preferred.

Juris Doctor from a U.S. American Bar Association - accredited law school is preferred.

A minimum of two (2) years experience in the following: Professional Office Experience

Interpreting federal regulations, including a working knowledge of export control laws and regulations

Interpreting complex legal terms and conditions and research accordingly.

Professional Office Experience

Interpreting federal regulations, including a working knowledge of export control laws and regulations.

Interpreting complex legal terms and conditions and research accordingly.

Working knowledge of federal and state regulatory and compliance issues, federal and state laws, and public policy.

Working knowledge of Institutional Review Board (IRB) regulations.

Ability to read and interpret documents such as Federal Acquisition Regulations (FAR), DFAR, Code of Federal Regulations (CFR), OMB Circulars, and other regulatory documents.

Ability to learn academic, administrative, and organizational policies and procedures that impact OSP, with the ability to apply these policies and procedures to daily work assignments.

Ability to apply judgment, discretion, and initiative in coordinating many different and complex tasks, determining relative importance of each, setting priorities, and completing project in a timely fashion.

Ability to interact with other WVU departments, including WVU General Counsel, and various funding agencies with tact, courtesy, and confidentiality in order to resolve pre-award or contract issues.

Ability to utilize a variety of software packages.

Ability to work accurately under short deadlines.

Maintain skills in, or knowledge of, professional principles, legal and/or reporting requirements affecting area of responsibility.

Ability to write routine reports and correspondence.

Strives to continuously build knowledge and skills; pursues training and development opportunities; assess strengths, weaknesses, and shares expertise with others.
Preferred Qualifications:

Certified Research Administrator, preferred.
Juris Doctor from a U.S. American Bar Association – accredited law school is preferred.

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 5, 2022
Posting Classification : Non-Classified
Exemption Status : Exempt
Benefits Eligible : Yes
Schedule : Full-time

Desired Class Level: Graduate/Alumni
Posting Date: May 9, 2022
Expiration Date: June 27, 2022
Contact: Human Resources
Resume Receipt: Other (see below)
How to Apply: https://www.indeed.com/viewjob?from=appshareios&jk=b42a92d515d1df59
ID: 9473

Director Employee & Labor Relations

Eastern Illinois University (Charleston,IL)

Job Type: Full-time
Job Location(s): Charleston, Illinois United States
Job Description: Eastern Illinois University Director of Employee & Labor Relations
<p>Description</p> <p>Eastern Illinois University invites applications for the position of Director of Employee & Labor Relations. The Director reports to the University General Counsel and is primarily responsible for negotiations, interpretations, and administration of collective bargaining agreements. In support, the Director trains supervisors and managers on labor related issues, processes grievances, and provides assistance in conflict resolution. Additionally, the position provides guidance and assistance to the university community regarding activities employee relations (including performance management), conducts investigations, administers CDL testing, and assists in responding to complaints and preparing for arbitrations and other hearings.</p> <p>About LIU</p> <p>Enrolling more than 8,600 students, Eastern Illinois University is a regional comprehensive institution offering a diverse array of undergraduate degree programs and more than 30 graduate degree programs, as well as ten post-baccalaureate certificate programs. Eastern has consistently been recognized by U.S. News & World Report as a top regional comprehensive residential campus in Illinois and prepares more undergraduates who go on to earn doctoral degrees than any other master's college/university in Illinois, according to a recent National Science Foundation survey. In addition to ranking first in the state, the NSF surveys rank EIU in the top 5 percent nationwide.</p> <p>Eastern Illinois University takes pride in creating a warm, welcome environment for all faculty, staff and students. Established in 1895, EIU boasts a rich, 125-year tradition of preparing students for their personal and professional goals. EIU offers a superior education at a relatively low cost while consistently earning high rankings and distinctions for its affordability, academic program quality, career placement rates, campus safety, online degree options, student support, and sustainability initiatives.</p> <p>Eastern Illinois University is located in Charleston, Illinois — a comfortable and safe east central town within a two-to three-hour drive of three major metropolitan areas Chicago, Indianapolis, and St. Louis.</p> <p>Qualifications</p> <p>Minimum Qualifications: Master's degree required. Competitive applicants will have significant experience negotiating and interpreting collective bargaining agreements. Strong oral and written communication skills required. Experience with collective bargaining in a university setting preferred. Demonstrated commitment to diversity and experience promoting inclusive excellence is required.</p> <p>Application Instructions</p> <p>Applicants must submit a cover letter, resume, transcripts, and contact information for three references via Interfolio at http://apply.interfolio.com/103614. Questions about the application process should be directed to Mr. Brad Tolppanen, Academic Affairs, 217-5812121, bptolppanen@eiu.edu.</p> <p>Applications will be accepted until the position is filled.</p> <p>Eastern Illinois University is an Affirmative Action/ Equal Opportunity Employer minority/female/disability/veteran — committed to achieving a diverse community.</p>
Desired Class Level(s): Graduate/Alumni
Posting Date: May 7, 2022
Expiration Date: June 12, 2022
Contact: General Counsel Laura L. McLaughlin General Counsel 600 Lincoln Avenue Charleston, Illinois 61920 United States
Resume Receipt: Other (see below)
How To Apply: http://apply.interfolio.com/103614
Additional Documents: Cover Letter, Unofficial Transcript, Other Documents
Additional Documents Notes: References
Visual ID: 9471

Fair Employment & Housing Counsel
Department of Fair Employment and Housing

Job Type: Full-time

Job Location(s):

Elk Grove, California United States
Los Angeles, California United States
Oakland, California United States

Job Description:

Under the supervision of the Assistant Deputy Director of the Quality Assurance and Reporting Unit, the Fair Employment and Housing (FEH) Counsel conducts legal research and analysis in support of DFEH's responses to request for records under the California Public Records Act (PRA) and also responds to complex and/or large PRA requests on behalf of the department.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 7, 2022

Expiration Date: June 12, 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 use the link below to review the job vacancy and apply online.
<https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=305607>

Visual ID: 9469

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 direct supervision of the Legal Division Manager of the employment section and the Legal Director. This position performs legal support duties in a specialized legal practice area for the section. Among other duties, performs legal analyses; title searches; draft pleadings; and files court documents with county clerks. Recommends solutions to problems that may come from both within and outside of the Agency, which may require analysis and probing to develop a conclusion. Will consult with agency attorneys on the interpretation of court opinions and adaptation of policies and guidelines. The successful candidate must be discreet and tactful in safeguarding sensitive information and be able to work with 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 determining case 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, collections and 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 regulations, and related 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 the federal 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 establish 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 EXPERIENCEThis 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>

Desired Class Level: Graduate/Alumni
Posting Date: May 6, 2022
Expiration Date: August 31, 2022
Contact: Leslie Adkins Recruiter/Talent Acquisition Leslie Adkins WV Department of Transportation Division of Highways 1900 Kanawha Blvd., East Bldg. 5, Room 317 Charleston, West Virginia 25305-0430 United States
Resume Receipt: Other (see below)
How to Apply: https://www.governmentjobs.com/careers/wvdot/jobs/3541671/transportation-attorney-1-kanawha-county?keywords=Attorney&pagetype=jobOpportunitiesJobs&fbclid=IwAR2nBspm5mBZO9SkT6zKkprQwyDQ0kWBzM9PSTsbaVe2ECBupLoigIq3bmQ
Website https://transportation.wv.gov
ID: 9467

Attorney Adviser (General) GS-11/15

Department of Energy (Washington, DC)

Job Type: Full-time

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

Job Description: The Department of Energy (DOE) Office of the General Counsel is seeking attorneys to provide legal advice and counsel to DOE offices overseeing a wide range of energy infrastructure security, grid modernization, and carbon management programs. These programs include cybersecurity, transmission development, electric and natural gas policy, and related research and development at the National Laboratories. Each successful applicant will have the opportunity to focus on specific programs.

Attorney-Advisers in the Office of the Assistant General Counsel for Energy Delivery and Resilience will provide analyses of issues that range from relatively straightforward to extremely complex and involve the issuance of DOE legal and policy documents. Such analyses may substantially affect the scope of DOE activities or have a significant impact on major energy industries and the public. Other responsibilities may include the following:

1. Provide legal counsel to officials within DOE's Office of Cybersecurity, Energy Security, and Emergency Response; Office of Electricity; Grid Deployment Office; Office of Fossil Energy and Carbon Management; Office of Policy; Arctic Energy Office; and other program offices concerning resilience and resource sustainability issues. Provide legal assistance and guidance to DOE officials concerning studies, reports, analyses, and agreements prepared by or for DOE program offices.
2. Advise DOE officials on pending and proposed legislation that significantly impacts the energy sector and related sectors, the general public, and DOE's responsibilities and authority. Advise on rulemakings, correspondence, comments, policy statements, speeches, and testimony of DOE officials for presentation before congressional committees and other entities.
3. Represent DOE in meetings with federal, state, local, and foreign government officials and energy sector representatives to deliberate the legal and policy aspects of proposed legislation, regulations, and activities as they affect DOE, other governmental organizations, the energy sector, or the general public.
4. Represent DOE and other federal executive agencies before federal and state regulatory bodies involving the consumer interests of DOE or energy policy matters. Provide counsel on relevant Federal Energy Regulatory Commission opinions, rules, policies, and electric reliability standards. Assist in legal matters involving the federal power marketing administrations including review of rate filings.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 5, 2022

Expiration Date: June 11, 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/652805400>

Visual ID: 9466

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

Desired Class Level: Graduate/Alumni
Posting Date: May 5, 2022
Expiration Date: August 31, 2022
Contact: Human Resources Cambridge, Massachusetts United States
Resume Receipt: Other (see below)
How to Apply: https://jobs.brassring.com/TGnewUI/Search/home/HomeWithPreLoad?PageType=JobDetails&partnerid=25240&siteid=5341&Areq=58279BR
ID: 9461

General Litigator

The Levicoff Law Firm (Pittsburgh, PA)

Position Type: Full-time

Practice Area(s): All Practice Areas

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

Job Location(s): Pittsburgh, Pennsylvania (United States)

Description:

A general litigation practice firm based in Pittsburgh and practicing throughout western Pennsylvania and West Virginia is looking for associate attorneys **admitted to practice in West Virginia** 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.

Desired Class Level: Graduate/Alumni

Posting Date: May 4, 2022

Expiration Date: August 16, 2022

Contact: Ms. Erin King
4 PPG Place, Suite 200 Pittsburgh, Pennsylvania 15222 United States
<https://www.levicofflaw.com>

Resume Receipt: E-mail

Default email for resumes.: EKing@LevicoffLaw.com

Additional Documents: Cover Letter, Writing Sample

Requested Document Notes: Writing sample is requested, not required.

ID: 9450

Independent Contractor

Uptown Law Firm (Greenville, SC)

Position Type: Full-time

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

Job Location(s): Greenville, North Carolina (United States)

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

Desired Class Level: Graduate/Alumni

Posting Date: May 4, 2022

Expiration Date: July 29, 2022

Contact: Lovely Brooks
Vendor Manager
1200 Woodruff Rd suite a-3 Greenville, South Carolina 29607 United States

Resume Receipt: E-mail

Default email for resumes.: lovely.brooks@theuptownlawfirm.com

ID: 9451

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 or by mail to 110 James Street, Hinton, West Virginia 25951.

Desired Class Level: Graduate/Alumni

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

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 or by mail to 110 James Street, Hinton, West Virginia 25951.

ID: 9452

Litigation Attorney

Taylor Law Office (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:

Litigation Attorney

Description: Taylor Law Office has an immediate opening for a full-time litigation attorney. The ideal candidate should have at least three years of experience in insurance defense, but others with less experience are encouraged to apply. This individual should possess excellent client relationship skills, along with excellent written and oral communication skills. West Virginia Bar admission is required. The position requires significant client contact and the ability to excel when working independently. Superior client communication, writing, research, computer and organizational skills are a must. Attractive Benefits package, which includes Health Insurance, 401 (k) Plan, and Paid Vacation. This is an excellent opportunity to join a busy and growing practice area of an established firm.

Expiration Date: May 31, 2022

Contact: Emily Taylor

How to Apply: Interested applicants should send their cover letter and resume to:

Via Mail:

Taylor Law Office

Attn: Emily Taylor

330 Scott Avenue, Suite 3

Morgantown, WV 26508

Via Email:

etaylor@taylorlawofficewv.com

Additional Documents: Two legal writing samples (no more than 10 pages), two or more references

Desired Class Level: Graduate/Alumni

Posting Date: May 3, 2022

Expiration Date: June 30, 2022

Contact: Emily A Taylor
Office Manager
34 Commerce Drive, Suite 201 Morgantown , West Virginia 26501 United States
<http://taylorlawofficewv.com/>

Resume Receipt: E-mail

Default email for resumes.: etaylor@taylorlawofficewv.com

Additional Documents: Cover Letter, Writing Sample, Other Documents

Requested Document Notes: Two legal writing samples (no more than 10 pages), two or more references

ID: 9441

Public Finance Attorney - housing group

Hawkins Delafield & Wood LLP

Job Type: Full-time

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

Job Description: Hawkins Delafield & Wood LLP seeks an associate to join our single family and multifamily housing finance practice in our New York City office. We are a nine-office national law firm with a practice focused on financings addressing society's most pressing needs. Experience the daily professional and personal satisfaction of knowing that your participation in complicated, innovative transactions (many designated ESGs) will be instrumental in providing housing to lower-income borrowers and tenants across the country.

You will work on challenging transactions employing cutting-edge financial products. We are the nation's leading firm for sophisticated housing finance, and maintain this position through our unrelenting commitment to client service, professional excellence, integrity and collaborative issue-solving. We offer a collegial work setting, a problem-solving environment and extensive direct contact with clients and senior partners.

Candidates must have 0-4 years' experience, with 2+ years' experience in Big Law or other experience in transaction law or securities law a plus, and be motivated self-starters with excellent communication skills, a commitment to ethics and professional excellence, and the ability to thrive in a fast-paced environment. New York bar admission, or pending bar admission, is required.

If you are looking for a unique opportunity to build a career in public finance, and a career perhaps more fulfilling than the typical large firm practice, we want to hear from you.

Please send a resume, cover letter and law school transcript to Bradafshar@hawkins.com

Desired Class Level(s): Graduate/Alumni

Posting Date: May 3, 2022

Expiration Date: June 9, 2022

Contact: Bonnie Radafshar
One Chase Manhattan Plaza New York, New York 10005 United States

Resume Receipt: Online

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 9445

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): Berkeley Springs, West Virginia (United States)

Description:

Page 1 of 2

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

TWENTY-THIRD JUDICIAL CIRCUIT MORGAN AND JEFFERSON COUNTY EMPLOYMENT OPPORTUNITY
Berkeley Springs, West Virginia
Position open until filled (Posted 5-02-2022)

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 Debra McLaughlin. This position works under the direct supervision of Judge Debra McLaughlin in the Twenty-Third Judicial Circuit, traveling between Jefferson and Morgan County, WV. This is a salaried position for the term of one year with the opportunity to extend for one additional year if mutually agreed. 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 Debra McLaughlin. 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 Judicial Law Clerks must be or become members of the West Virginia State Bar. If the Clerk is not a member, they must obtain admission by reciprocity within one year, 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,

Page 2 of 2

- 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 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.

Equal Opportunity in Employment

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

Application Process

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

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

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

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

Desired Class Level: Graduate/Alumni
Posting Date: May 2, 2022
Expiration Date: June 30, 2022
Contact: Sarah Loftus Law Clerk Program Coordinator Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States
Resume Receipt: E-mail
Default email for resumes.: sarah.loftus@courtswv.gov
Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample
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@courtswv.gov. <ul style="list-style-type: none">• Cover Letter,• Resume,• Law School Transcript,• Writing Sample,• References (at least three, including current contact information),• Signed Court Employment Application (available on Court website). All of the requested documents and information must be received before a final employment decision will be made.
ID: 9434

Law Clerk 2022-2023

Judge Sohail Mohammed (New Jersey)

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:

Presiding Judge Sohail Mohammed in our Criminal Division at our Passaic County vicinage is seeking a law clerk for 2022-2023 court term. If you know of any interested law school students please have them send their application materials (resume, cover letter, transcripts, writing sample) to Debra Ali at debra.ali@njcourts.gov. and cc me Melodia Juillet melodia.juillet@njcourts.gov. Also, they can apply directly to Judge Mohammed through the law clerk portal as well.

Judge information:

Judge Sohail Mohammed

Superior Court of New Jersey

77 Hamilton Street

Paterson, NJ 07505

Criminal Division

Desired Class Level: Graduate/Alumni

Posting Date: May 2, 2022

Expiration Date: June 30, 2022

Resume Receipt: Other (see below)

How to Apply: please have them send their application materials (resume, cover letter, transcripts, writing sample) to Debra Ali at debra.ali@njcourts.gov. and cc Melodia Juillet at melodia.juillet@njcourts.gov

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 9435

Clerkship

New Hampshire Superior Court (Concord, NH)

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

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: NHSCLawClerkProgram@courts.state.nh.us

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: Lbeliveau@courts.state.nh.us

Superior Court Law Clerk Program

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.

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.

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.

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.

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: [Superior Court Judicial Clerkship Job Posting](#) .

Notice: It is recommended to check this website occasionally for possible modifications to the job posting.

Desired Class Level: 3L, Graduate/Alumni**Posting Date:** April 22, 2022**Expiration Date:** July 23, 2022**Contact:** Stephani Roundy Knights

Law Clerk Supervisor

1 Granite Place, Suite N400 Concord, New Hampshire 03301 United States

Resume Receipt: Other (see below)**How to Apply:** please email your application to: NHSCLawClerkProgram@courts.state.nh.us

For further information, please contact Linda Beliveau, Law Clerk Coordinator, at: Lbeliveau@courts.state.nh.us

Additional Documents: Unofficial Transcript, Writing Sample**Requested Document Notes:** 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

ID: 9398

Misdemeanor Attorney Position

Cochise County (Bisbee, AZ)

Position Type: Full-time

Geographic Preference: Southwest (AZ, NM)

Job Location(s): Bisbee, Arizona (United States)

Description:

OFFICE OF THE
COCHISE COUNTY ATTORNEY
P.O. Drawer CA
Bisbee, Arizona 85603

MISDEMEANOR ATTORNEY POSITION

The Cochise County Attorney's Office is seeking a prosecutor to handle a misdemeanor case load in rural Cochise County to include Bisbee and Douglas. The attorney will work out of the main office in Old Bisbee and a county car will be provided for travel to the Justice Courts for court coverage. The candidate must be able to work well under their own initiative to handle 2-3 justice courts with limited supervision. We encourage newly licensed attorneys to apply, but also experienced attorneys who enjoy the type of "front line" work that is done every day in our misdemeanor courts. The salary and job classification are dependent upon experience. The starting salary range is \$75,000-\$90,000.

***This job is eligible for the Federal Student Aid Public Service Loan Forgiveness (PSLF):

<https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

For a complete job description and online application please visit the Cochise County website at:

<https://www.governmentjobs.com/careers/cochise/jobs/3519279/deputy-county-attorney-i-ii-or-iii?pagetype=jobOpportunitiesJobs>

The Cochise County Attorney's Office is located in picturesque historic "Old" Bisbee, with a satellite office in Sierra Vista. Most of the attorneys choose to live in Sierra Vista and commute to Old Bisbee, a scenic 30-minute drive across the San Pedro River Valley. Sierra Vista is situated at the base of the Huachuca Mountains, home to some of the best hiking, mountain biking, and birding in the country. The Sonoita/Elgin and Willcox wine countries are easily accessible from the Sierra Vista area, and Tucson is a little over an hour drive.

Cochise County has an amazing year-round climate, and is also home to the Chiricahua Mountains, Historic Tombstone, and Parker Canyon Lake. The local Cochise County bench and bar are very collegial, and as attorneys we enjoy a pleasant work environment.

The Attorney III position requires four years of legal experience, while the Attorney II position requires two years of legal experience. The Attorney I position does not have a minimum years of practice requirement. Criminal law experience is preferred. Applicants must submit the online application via the Cochise County Website. Resumes and cover letters may also be submitted directly to Chief Criminal Deputy Lori Zucco at: lzucco@cochise.az.gov

WVU Law alumnus, Rachel E. Raynes '14, Deputy County Attorney, Cochise County Attorney's Office

Is happy to chat with anyone who might have questions about the position.

(520) 432-8700

Desired Class Level: Graduate/Alumni

Posting Date: April 20, 2022

Expiration Date: June 30, 2022

Contact: Rachel E. Raynes
Deputy County Attorney
Cochise County 1415 Melody Lane, Building F (Arizona Superior Court, Cochise Co. P.O. Box 204) Bisbee, Arizona 85603 United States

Resume Receipt: Other (see below)

How to Apply: Applicants must submit the online application via the Cochise County Website. Resumes and cover letters may also be submitted directly to Chief Criminal Deputy Lori Zucco at: lzucco@cochise.az.gov

Additional Documents: Cover Letter

ID: 9388

Corporate Innovation Attorney

Orrick, Herrington & Sutcliffe LLP (Wheeling, WV)

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

What you need to know: Successful applicants will be required to provide proof of being fully vaccinated against COVID-19 prior to the commencement of employment. Applicants who wish to apply for a medical, religious accommodation or any other accommodation required under applicable law can do so later in the process (accommodations are not guaranteed and are decided on a case by case basis).

Orrick currently has an excellent opportunity for a **Corporate Innovation Attorney**. This position could be based in **any of our U.S. offices** (Austin; Boston; Houston; Los Angeles; New York; Menlo Park; Orange County, Portland, Sacramento; San Francisco; Santa Monica, Seattle, Washington DC or Wheeling, WV) and consideration given for **100% remote US locations**.

Are you a self-starter with a high level of initiative and drive? Would you like to be part of a high performing collaborative team and complete projects that have a significant impact on the delivery of legal services to clients? If so, this may be the position for you!

Responsibilities:

The M&A and Private Equity (MAPE) group is midway through the process of redesigning, from the ground up, its workflows and how it delivers legal services to clients. The Corporate Innovation Attorney will support MAPE in those efforts and over time may contribute to and manage similar projects in other Corporate practice groups as needed.

Lead efforts to develop and improve the use of practice content to streamline the delivery of legal services, including:

- Maintaining and automating MAPE's precedent library, and creating new precedent
- Coordinating the maintenance and organization of deal documents and libraries for MAPE and other corporate practice groups
- Identifying relevant practice content in collaboration with the firm's Research & Information team, including third-party resources and forms, and integrating them into practice workflows
- Identifying additional areas of opportunity for practice content sharing and creation, and process improvements
- Overseeing the MAPE-focused training curriculum and coordinating the delivery of training programming

Support, coordinate and lead projects to develop and improve client-facing solutions, including:

- Streamlining and improving client/deal intake and scoping
- Designing and improving solutions to share deal metrics and data with client and team
- Capturing and leveraging deal and experience data to improve future transactions

Support, coordinate and lead projects to streamline and improve the delivery of legal services within MAPE and other corporate practice groups, including:

- Supporting the firm's data strategy, including tracking deal data, monitoring usage of practice content and resources, and capturing experience data
- Leading projects to digitalize the practice, including automation, data capture and use of online resources
- Understanding the firm's available resources and technology, and developing best practices and other programs to drive teams and tasks to the "right" resources (whether people, process or technology)
- Serving as a one-on-one resource for practice resource questions and issues

Regularly evaluate MAPE's efficient delivery of legal services through internal data, external benchmarking and monitoring trends in market

Educate MAPE and other corporate practice group attorneys and legal professionals on practice content, client-facing solutions, firm resources, technology, and other initiatives to improve legal services, and lead efforts to improve utilization, as needed

Communicate and consult with administrators, attorneys, paralegals and staff on practice content, efficiency, client solutions, legal service initiatives and projects

Develop and maintain case studies for MAPE and other corporate practice groups for use in marketing and business development, and develop and maintain portal pages and other resources for practice resources

Qualifications:

- Juris doctorate (J.D.) from an accredited university or college and admission to practice in good standing in a US jurisdiction required.
- Minimum of four (4) years of experience as an M&A attorney in a large law firm.
- Superior written and verbal communication skills with demonstrated ability to present complex ideas to attorneys, managers, clients, and the general public in layman's terms.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization and/or specific direction exists.
- Familiarity with best practices and technology to manage workflows, documents and communications.
- Understanding of the importance and relevance of knowledge management, practice and project management and efficiency to help the firm meet its overall business plan.
- Excellent analytical, project management, prioritization, and organization skills.
- Ability to work independently with good judgment, handle multiple tasks simultaneously, and quickly prioritize projects.
- Ability to work collaboratively at all organizational levels.
- Flexible team player with ability to approach problems with a sense of ownership, enthusiasm, and innovation.
- Strong interpersonal and customer service skills, coupled with a positive outlook; public relations and diplomacy skills must be excellent.
- Availability to travel as necessary.
- Desire and ability to work beyond the position's written duties and assist on other projects and initiatives, as needed.

Who is Orrick? Orrick is a global law firm focused on serving the technology & innovation, energy & infrastructure and finance sectors. Founded more than 150 years ago in San Francisco, Orrick today has offices in 25+ markets worldwide. We are recognized worldwide for delivering the highest-quality legal advice through our diverse teams and for our culture of innovation and collaboration. Financial Times selected Orrick as the Most Digital Firm of 2020, and in the past five years, the Most Innovative Law Firm of the Year three times and runner-up twice. For the seventh year in a row, Fortune named Orrick to its 2022 list of the 100 Best Companies to Work For. Learn more about our awesome employee experience here: Fortune 100 Great Place To Work certified company*.

Orrick offers a collaborative work environment, competitive salary, and excellent benefits, from wellness and mindfulness programs to social impact opportunities, professional staff affinity group communities and generous paid time off.

Please visit www.orrick.com for more information about the firm.

Colorado Residents Only: Please use the following link for information required by the Colorado Equal Pay for Equal Work Act: <https://www.orrick.com/en/Careers/021REM>

No phone calls please.

We are an Equal Opportunity Employer.

Consistent with the SF Fair Chance Ordinance, an arrest and conviction record will not automatically disqualify a qualified applicant from consideration.

Qualified applicants with criminal histories will be considered for the position in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.

Desired Class Level: Graduate/Alumni

Posting Date: April 19, 2022

Expiration Date: June 19, 2022

Contact: Karen L. Sincavich

HR Generalist
2121 Main Street Wheeling, West Virginia 26003 United States
<http://www.orrick.com>

Resume Receipt: Other (see below)

How to Apply: How to Apply: If you are searching for a chance to create an impact, you have a little grit and you love working with a team, we want to talk with you. To submit your resume and cover letter for this position, please visit our Staff and Paralegal Opportunities Listings at <https://www.orrick.com/en/Careers/Paralegals-and-Staff>.

Additional Documents: Cover Letter

ID: 9384

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

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:**

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

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.

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.

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.

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.

The term law clerk appointment shall be for one (1) year, with the potential for a second year. **The position will become available September 5, 2023.**

Miscellaneous:

- U.S. citizenship required.
- Electronic Fund Transfer (EFT) for payroll deposit is required.
- subject to a background check that includes an FBI ck as a condition of employment.

- A COVID-19 vaccine and booster mandate is in effect for the Northern District of West Virginia.
- 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 www.wvnd.uscourts.gov/

Benefits:

Benefits include paid holidays, health insurance, a flexible benefits program, and a professional environment. Additional benefit information is available at www.uscourts.gov/careers/benefits.

Application Procedure:

Interested persons must submit through OSCAR (oscar.uscourts.gov) the following:

- 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)

Court's website: www.wvnd.uscourts.gov

U.S. District Court is an Equal Opportunity Employer

Desired Class Level: 3L, Graduate/Alumni**Posting Date:** April 14, 2022**Expiration Date:** August 15, 2022

Contact: Nate Fetty
Career Law Clerk
500 West Pike Street 3rd Floor P.O. Box 2857 Clarksburg, West Virginia 26302-2857 United States

Resume Receipt: Other (see below)**How to Apply:** Interested persons must submit through OSCAR (oscar.uscourts.gov) the following:

- 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)

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

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)

ID: 9370

Staff Attorney

Southwestern PA Legal Services (Washington, PA)

Position Type: Full-time

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

Job Location(s): Uniontown, Pennsylvania (United States)

Description:

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.

As a member of our team, you will:

- Advise and represent parents and other custodians in family and juvenile matters related to juvenile dependency and child custody or support
- Advise and represent our clients in housing and domestic abuse matters
- 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 Fayette 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

Desired Class Level: Graduate/Alumni

Posting Date: April 11, 2022

Expiration Date: August 31, 2022

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

Resume Receipt: E-mail

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

Additional Documents: Other Documents

Requested Document Notes: Send resume and at least two references to:

Brian V. Gorman

Executive Director

brian.gorman@splas.org

ID: 9356

Staff Attorney

The UCLA School of Law (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:**

UCLA School of Law is hiring a Staff Attorney for the Immigrant Family Legal Clinic to begin in spring or summer of 2022. The position is open to recent law graduates, with a preference for attorneys with two to five years of practice experience. The position is a one-year contract, with potential for extension.

The UCLA Immigrant Family Legal Clinic is a unique partnership between the UCLA School of Law and the Los Angeles Unified School District. Located on the campus of the Robert F. Kennedy Community Schools in the heart of Koreatown, the clinic serves students at the six public schools on the campus, as well as their family members. We provide individual representation in cases involving immigration relief and workers' rights. We also offer legal consultations involving a wider range of legal topics, including housing, public benefits, and criminal justice. In addition, we organize programming and enrichment opportunities related to social justice and legal rights for teachers, students, and families in the RFK community. We collaborate with non-profit organizations and legal service providers in Koreatown on efforts to empower and serve the broader community. In partnership with the UCLA School of Law's Center for Immigration Law and Policy, we also develop policy research and advocacy projects that address needs for systemic reform identified through our docket and outreach work.

The Staff Attorney will be primarily based on the RFK school campus in Koreatown, 701 S. Catalina St., and will have three major areas of responsibility:

Direct Representation and Docket Management - The Staff Attorney will provide direct representation and assist with the overall management of the clinic's docket. This includes providing representation for the clinic's existing clients throughout the year, including during transitions between semesters and over the summer. Our docket focuses primarily on removal defense for unaccompanied minors and recently arrived families (particularly claims for asylum and Special Immigrant Juvenile Status) and humanitarian visas (particularly labor-related U/T visas).

Legal Consultation and Limited Scope Services - The Staff Attorney will provide one-time, free and confidential legal consultations to RFK students and family members, and coordinate and supervise law students on these consultations. The majority of our consultations involve immigration matters, but a sizable number respond to other related legal problems facing immigrant families, including workers' rights, housing, access to public benefits, and encounters with law enforcement. Some of these consultations will involve limited scope representation and/or preparing warm referrals to partner organizations.

RFK Outreach and Community Education - The Staff Attorney will be the primary attorney consistently on-campus at RFK. They will be responsible for continuing to develop and deepen our relationships with teachers and administrators at RFK and other LAUSD schools, as well as with community partners. Responsibilities will include: Planning and presenting regular outreach presentations in the school for teachers, administrators, students, and parents. Meeting regularly with a range of community partners to develop shared initiatives and referral networks. Working with the Clinic Director to develop policy research and advocacy initiatives responsive to the needs and interests of the RFK community.

Qualifications

J.D. and licensed to practice law in California or taking the bar in summer 2022
 Fluency in Spanish
 Experience working with low-wage workers, immigrants, refugees, or victims of trauma
 Knowledge of immigration law and familiarity with workers' rights
 Strong communication skills, with particular sensitivity to cultural differences
 Experience working in interdisciplinary settings with minimal direct supervision
 Willingness to work irregular hours (some nights and weekends)

Salary: Commensurate with Experience, plus benefits through UCLA

To apply: Please submit a resume and cover letter through the UCLA career system [HERE](#) (if the link does not take you directly to the job posting, it is #35780). Interviews will be conducted on a rolling basis, so applicants are encouraged to send in materials as soon as possible. If you have any questions about the position, please contact Nina Rabin, rabin@law.ucla.edu.

Desired Class Level: Graduate/Alumni**Posting Date:** April 5, 2022**Expiration Date:** June 30, 2022**Contact:** Nina Rabin
Box 951476 Los Angeles, California 90095-1476 United States**Resume Receipt:** Other (see below)**How to Apply:** <https://hr.mycareer.ucla.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1649180573916>

emailto:mycareer@ucla.edu

Additional Documents: Cover Letter**ID:** 9341

Remote Legal Editor and Instructor

AmeriBar (Tallahassee, FL)

Position Type: Part-time

Practice Area(s): All Practice Areas

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

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).

Desired Class Level: Graduate/Alumni

Posting Date: April 4, 2022

Expiration Date: August 31, 2022

Contact: Mr. Alex Nakis

Executive Director

1242 Timberlane Road Tallahassee, Florida 32312 United States

<https://ameribar.com>

Resume Receipt: E-mail

Default email for resumes.: jobs@ameribar.com

ID: 9332

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 sent 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.

Desired Class Level: Graduate/Alumni

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

Assistant Attorney General for Tax and Revenue

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

Position Type: Full-time
Practice Area(s): All Practice Areas
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: The West Virginia Attorney General's Office seeks an attorney to join the Tax, Revenue, Claims Commission, and Transportation Division. Ideal candidates will have been practicing law for 8 to 10 years. Experience with tax law is preferred as well as litigation experience, excellent academic and professional credentials; superior oral and written communication skills; have outstanding legal research, analytical, and legal reasoning skills; and, the ability to function with minimal guidance in a demanding legal environment. Candidates must also have an active WV law license or be eligible for admission.
Desired Class Level: Graduate/Alumni
Posting Date: February 24, 2022
Expiration Date: June 30, 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
Additional Documents: Cover Letter, Writing Sample
Requested Document Notes: Please send your resume, a writing sample, and preferred salary range to jobs@wvago.gov with "Revenue Attorney" in the subject line.
ID: 9064

Assistant Attorney General/Miners' Health, Safety&Training

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

Position Type: Full-time
Practice Area(s): All Practice Areas
Job Location(s): Charleston, West Virginia (United States)
Description: Assistant Attorney General / Office of Miners' Health, Safety, and Training: The Office of the West Virginia Attorney General is seeking a full-time attorney to join its Arts, Education, Commissions, and Boards Division to represent the Office of Miners' Health, Safety, and Training. Ideal candidates will have a minimum of five (5) years of litigation experience. Candidates will primarily be responsible for litigating matters in administrative hearings and state circuit courts, with possible appellate work before the West Virginia Supreme Court of Appeals. Responsibilities will include assisting with policy development and implementation; engaging with other state and federal agencies on the client's behalf; drafting legislative rules; appearing before legislative committees; presenting to administrative boards; responding to Freedom of Information Act requests; advising the client on day-to-day operations; and general counsel and advice. Strong written and oral advocacy skills are required, as well as the ability to travel and to go underground in a coal mine. The candidate must be comfortable practicing independently with limited clerical support. Knowledge or experience in coal mining law is preferred but not required. Candidates must have an active WV license or be eligible for admission. To apply, please submit a cover letter, resume, writing sample, and salary requirements to jobs@wvago.gov with "Miners' Health & Safety" in the subject line.
Desired Class Level: Graduate/Alumni
Posting Date: February 24, 2022
Expiration Date: June 30, 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
Additional Documents: Cover Letter, Writing Sample
Requested Document Notes: To apply, please submit a cover letter, resume, writing sample, and salary requirements to jobs@wvago.gov with "Miners' Health & Safety" in the subject line.
ID: 9062

Consumer Protection Attorney

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

Position Type: Full-time
Practice Area(s): All Practice Areas
Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)
Job Location(s): Charleston, West Virginia (United States)
Description: Consumer Protection Attorney: The West Virginia Attorney General's Office seeks an attorney for the Consumer Protection Division. Ideal candidates will have consumer protection experience. Successful candidates will have a minimum of eight (8) years of aggressive litigation experience as well as mediation experience. Strong written and oral communication skills are required. Candidates will be expected to communicate complex legal matters in a clear manner. Candidates must have an active WV license or be eligible for admission
Desired Class Level: Graduate/Alumni
Posting Date: February 24, 2022
Expiration Date: June 30, 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
Additional Documents: Cover Letter, Writing Sample
Requested Document Notes: Please send your resume, a writing sample, and preferred salary range to jobs@wvago.gov with "Consumer Attorney" in the subject line.
ID: 9065

Principal Deputy Solicitor General

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

Position Type: Full-time
Practice Area(s): All Practice Areas
Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)
Job Location(s): Charleston, West Virginia (United States)
<p>Description:</p> <p>Principal Deputy Solicitor General - The West Virginia Attorney General's Office is accepting applications for a senior-level attorney to be considered for the position of Principal Deputy Solicitor General. Excellent writing and editing skills and appellate and/or administrative law litigation experience required; U.S. Supreme Court or other appellate clerkship strongly preferred. Must be eligible to waive into the WV Bar or willing to pursue state bar membership. This position is based out of Charleston, WV, with potential geographic flexibility within the State on a case-by-case basis.</p> <p>Responsibilities of the Principal Deputy Solicitor General include working with the Attorney General and Solicitor General to develop a strategy for high-profile litigation involving the State of West Virginia and state officers and agencies; editing and some primary drafting for major appellate briefs, administrative comments, and dispositive motions; coordinating multi-state litigation and amicus briefs with other States; and researching and providing strategic advice on other important issues for the State.</p> <p>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 present an argument or second chair in federal appellate courts. The group is a small team, with all attorneys contributing at highly substantive levels.</p>
Desired Class Level: Graduate/Alumni
Posting Date: February 24, 2022
Expiration Date: June 30, 2022
<p>Contact: Lori Sovel Director of Human Resources 1900 Kanawha Blvd., East State Capitol, Building 1, Room E-26 Charleston, West Virginia 25305 United States</p>
Resume Receipt: E-mail
Default email for resumes.: jobs@wvago.gov
Additional Documents: Cover Letter, Writing Sample
Requested Document Notes: Applicants should submit their resume, a writing sample, and a cover letter to jobs@wvago.gov, or may reach out to Solicitor General Lindsay See for more information at lindsay.s.see@wvago.gov.
ID: 9063

Senior Attorney

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

Position Type: Full-time

Practice Area(s): All Practice Areas

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

Description:

Senior Attorney: The West Virginia Attorney General's Office seeks an experienced Senior Litigation Attorney to manage litigation. Candidates must have at least ten (10) years of litigation and management experience which reflects a strong work ethic, integrity, and professionalism. Successful candidates will have excellent interpersonal, organizational, and verbal/written communication skills. Experience with complex and multi-state litigation is preferred. Candidates must also have an active WV license or be eligible for admission.

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

Desired Class Level: Graduate/Alumni

Posting Date: February 24, 2022

Expiration Date: June 30, 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

Additional Documents: Cover Letter, Writing Sample

ID: 9061

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

Desired Class Level: Graduate/Alumni

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

ID: 9298