



ALUMNI JOBS NEWSLETTER – JUNE 2020

Law Clerk 2020-2021 NJ Courts (Trenton, NJ)

Position Type: Full-time

Practice Area(s): All Practice Areas

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

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

Court Term: August 25, 2021 through August 31, 2022

Individuals who have served or are currently serving a trial court or Tax Court clerkship may be eligible to serve an additional one-year clerkship in the Appellate Division or Supreme Court.

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

As of June 15, 2020, applicants may apply directly to justices or judges through the Judiciary's web-based portal. Applications will not be accepted before that date. Applicants will be contacted directly by the justices or judges for interviews on or after June 22, 2020.

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

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

Supplemental Information

Note: Law clerks may hold outside employment with prior approval as provided in the Code of Conduct for Judiciary Employees. The Code is available online at https://www.njcourts.gov/public/assets/access/codeofconduct_hr.pdf?c=O3g

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

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

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

Residency Law: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey. Law clerks are not subject to the residency law during their 53 week term. Additionally, law clerks who serve a second clerkship in a higher court are exempt from the residency requirement. Clerks who anticipate moving into another state position immediately following their clerkship(s) must be mindful that, upon conclusion of their clerkship term, they will need to be New Jersey residents.

Approximately 480 clerkships are available. Of those, a limited number of clerkships exist for the Supreme Court, Superior Court Appellate Division, Superior Court Assignment Judges, Superior Court Chancery Division in general equity court, and in the Tax Court. Applicants interested in those positions should apply early during the hiring process. Most openings exist in the Superior Court Law Division in civil and criminal court, and Superior Court Chancery Division in family court. For additional information see the Judiciary's website at <https://www.njcourts.gov/public/lawclerks.html>. Minorities, women, individuals with disabilities and other protected class members are encouraged to apply.

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

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

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

Desired Class Level:	2L, 3L, LLM, Graduate/Alumni
Posting Date:	June 15, 2020
Expiration Date:	March 31, 2021
Contact:	Kevin Harmon 25 Market Street Trenton, New Jersey 08625 United States
Resume Receipt:	Other (see below)
How to Apply:	https://www.njcourts.gov/public/lawclerks.html
Additional Documents:	Cover Letter, Unofficial Transcript, Writing Sample
ID:	6080

Senior Law Staff Attorney - Mid-Minnesota Legal Aid (Minneapolis, MN)

Job Type: Full-time
Geographic Preference: Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)
Job Location(s): Minneapolis, Minnesota United States

MINNESOTA – STAFF ATTORNEY

SENIOR LAW PROJECT

POSITION: Mid-Minnesota Legal Aid (Legal Aid) seeks a full-time attorney for the Senior Law Project in its Minneapolis office. The Project is focused on using legal representation and advocacy to protect the rights of seniors age 60 and over.

Legal Aid's mission is to advocate for the legal rights of disadvantaged people to have safe, healthy, and independent lives in their communities. Legal Aid provides free civil legal representation to clients with low incomes and seniors throughout 21 counties in central Minnesota, and to people with disabilities throughout the state. Legal Aid is supported by funding from the State of Minnesota, the federal government, local governments, the United Way, foundations, local law firms and corporations, etc. Legal Aid enjoys a good rapport with, and strong support from, the organized bar. Legal Aid does not receive funds from the Legal Services Corporation.

Job Description: The Senior Law Project serves seniors age 60 and older in Hennepin and Anoka Counties in a variety of civil legal cases. The attorney's responsibilities will include advising and representing individual clients in housing law matters including assisted living and nursing home discharge, consumer law matters, government benefits including Social Security insurance and food support, medical benefits including Medical Assistance and Medicare, and limited third-party custody actions. Many senior cases are shared with attorneys in other Legal Aid departments, especially the Housing and Immigration Units, and there is opportunity for interdisciplinary training. Senior Law Project attorneys are conversant in elements of estate planning and discuss health care directives and power of attorney forms with clients. The Senior Law Project also supports a monthly community wills clinic and two senior center clinics. The attorney will participate in administrative hearings, litigation, policy advocacy, and community outreach/education as appropriate to meet client needs. The Senior Law Project's priorities are set toward the basic and fundamental goals of housing stability, income stability, and services stability and are targeted towards the socially and economically isolated seniors in the community.

RESPONSIBILITIES: The attorney's responsibilities will include advising clients and representing them in a variety of court and administrative forums. The attorney may also have the opportunity to engage in policy advocacy, to provide training for seniors and advocates, and to assist with community outreach/education as appropriate to client needs.

QUALIFICATIONS: Applicants must be licensed in Minnesota or eligible for admission by reciprocity. Applicants must also have:

1. Demonstrated interest in, and commitment to, the needs of low-income/vulnerable clients;
2. Commitment to working as a team member to serve client needs;
3. A desire to appear in court and administrative proceedings to litigate client rights;
4. Excellent communication, analytical, and writing skills; and
5. Proficiency using Microsoft Windows and Office.

Diverse economic, social, and cultural experiences and relevant language skills are pluses.

SALARY: Up to year fifteen on Legal Aid's salary schedule (\$51,000 to \$66,478) depending on experience. Benefits include vacation, sick leave, family medical, life, and short/long-term disability insurance.

STARTING DATE: As soon as possible after position is filled.

APPLICATIONS: Submit cover letter, resume, three job-related references, and a writing sample online at: <https://mylegalaid.org/employment> by Monday, June 29, 2020, or until position is filled.

No calls please.

Legal Aid is an equal opportunity/affirmative action employer.

Desired Class Level(s):	Graduate/Alumni
Posting Date:	June 11, 2020
Expiration Date:	July 18, 2020
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, Writing Sample, Other Documents
Additional Documents	Three employment-related references
Notes:	
Visual ID:	6102

Legal Assistant - 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): Morgantown, West Virginia (United States)

Immediate opening for a NEW Legal Assistant with Legal Aid of West Virginia's Morgantown office. Great work environment with excellent benefits (4+ weeks' vacation/holidays, PEIA medical coverage). Send cover letter, resume and salary requirements by Wednesday, June 24, 2020. EOE Qualified women, minorities and people with disabilities are encouraged to apply.

Description:

Kerry LeMasters

Administrative Director

Legal Aid of West Virginia

Desired Class Level: Graduate/Alumni

Posting Date: June 10, 2020

Expiration Date: June 24, 2020

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, Other Documents

Requested Document: Salary requirements

Notes:

ID: 6099

Association Immigration Attorney - Catholic Charities 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)

CATHOLIC CHARITIES WEST VIRGINIA

ASSOCIATE IMMIGRATION ATTORNEY

Catholic Charities West Virginia is seeking a full-time Associate Immigration Attorney for its Migration and Refugee Office in Charleston, West Virginia.

Description: Responsibilities include: assists in the development and provision of services to immigrants and refugees in West Virginia; provides legal advice and representation in accord with the best practice of the profession; assists with all internal and external reporting and with the supervision of assigned interns/volunteers; interviews individuals seeking legal assistance and advises the client as to possible options through proper interpretation of current laws; and provides ongoing legal representation to the client commencing with the initial intake interview, drafting of documents, correspondence and client applications/petitions.

Required job qualifications: Law Degree (J.D.) required. Admission to the practice of law in any state and/or Washington, DC required. Completion of Continuing Legal Education required, in addition to any and all licensing requirements for the Jurisdiction where the attorney is licensed to practice. A year of experience practicing immigration law preferred. Bilingual (English and Spanish or French) preferred; public speaking skills in English and Spanish or French preferred. Ability to work independently and manage multiple tasks at once. Excellent interpersonal, team, and communication skills. Strong organizing skills and attention to details, especially with regard to immigration laws, guidelines, and policies. Ability to work effectively with diverse populations. Tolerance and sensitivity necessary in dealing with people with hardships. Must have a valid driver's license and be able to drive and travel to court hearings.

Please send cover letter, resume and three professional references to bethzarate@ccwva.org, or mail to Beth Zarate, Chief Executive Officer, Catholic Charities WV, 2000 Main Street, Wheeling, WV 26003. Applications will be accepted through June 16, 2020.

Desired Class Level:	Graduate/Alumni
Posting Date:	June 9, 2020
Expiration Date:	June 16, 2020
Contact:	Beth Zarate Chief Executive Officer 2000 Main Street Wheeling
Resume Receipt:	E-mail
Default email for resumes.:	bethzarate@ccwv.org
Additional Documents:	Cover Letter, Other Documents
Requested Document	List of three references
Notes:	
ID:	6097

Court Improvement Attorney - Tennessee State Courts (Nashville, TN)

Position Type: Full-time

Job

Location(s): Nashville, Tennessee (United States)

COURT IMPROVEMENT PROGRAM ATTORNEY

The Administrative Office of the Courts is seeking a Court Improvement Program Attorney. This position works under the direction of the Coordinator of the Court Improvement Program (CIP), which operates under and reports to the Director and Counsel of the Office of Intergovernmental Affairs in the AOC. The goal of the position is to improve, innovate, and enhance court procedures and child welfare policy to improve outcomes in safety, permanency, and the well-being of children under the auspices of federal and state laws, including the Family First Prevention Services Act. The position develops and manages special projects required for receipt of CIP grants; creates and implements educational seminars for judges, juvenile court staff, attorneys, and foster care review boards in the areas of child dependency; writes training manuals; provides technical assistance to judges attorneys, court staff, and foster care review boards; conducts legal research; and performs other tasks as assigned. The position may serve on various stakeholder groups and coordinate with other areas of the AOC.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Description:

Responsible for coordination, implementation, execution, and completion of special projects, including the joint project with the Department of Children's Services (DCS) and hearing quality project required by the Children's Bureau. Identify and assess statewide training needs.

Develop, implement, and monitor training curriculum for judges, attorneys, DCS, FCRB, CASA and other child welfare stakeholders.

Create training materials; develop multimedia visual aids and presentations.

Provide technical assistance technical assistance to judges, attorneys, court staff, and foster care review boards

Perform legal research in child dependency law.

Collaborate with other agencies.

Serve on statewide committees.

Participate in the development of CIP strategic plans and annual reports.

Coordinate with other AOC programs and initiatives, including Access to Justice.

Complete other duties as assigned or requirements as described in the CIP grant.

QUALIFICATIONS:

Education and/or Experience: Graduation from an accredited college or university with a doctor of jurisprudence (J.D.) degree. Applicant must be a

licensed attorney in Tennessee in good standing with three or more years of experience in juvenile court litigation and child welfare law. Preference will also be given to candidates with teaching or training experience and strong legal research and writing skills.

Other Requirements: Valid driver's license is required. Monthly in-state travel is required and some out-of-state travel may be required.

NOTICE: This position requires a criminal background check. Therefore, you will be required to provide information about your criminal history in order to be considered for this position.

Equal Opportunity Employer

Location: Nashville
Department: Inter-governmental Affairs
Position Available: July 6, 2020
Position Closing: This position will remain open until filled
To Apply

Submit a current resume, completed Application for Employment (PDF), a writing sample (unedited by others) and three para professional references by email to human.resources@tncourts.gov.

Thank you for taking time to submit your information for consideration. Applicants will not receive communication regarding your submission unless you are called to clarify or to schedule an interview.

For more information: please email: human.resources@tncourts.gov

Desired Class Level:	Graduate/Alumni
Posting Date:	June 9, 2020
Expiration Date:	August 3, 2020
Contact:	Human Resources

Resume Receipt:	E-mail
Default email for resumes.:	Human.resources@tncourts.gov
Additional Documents:	Cover Letter, Writing Sample, Other Documents
Requested Document Notes:	Three references, and formal application: http://tncourts.gov/node/2906204
ID:	6098

Judicial Clerk - The Circuit Court of Garrett County (Oakland, MD.)

Position Type: Full-time

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

Job Location(s): Oakland, Maryland (United States)

Seeking a law clerk for the Circuit Court for Garrett County, Maryland. Available as early as July 31st You DO NOT need to sit for the September Maryland Bar to apply for this position.

Description:

Desired Class
Level: Graduate/Alumni

Posting Date: June 8, 2020

Expiration Date: July 13, 2020

Contact: Tracey Henline
Family Magistrate
203 South 4th Street Oakland, Maryland 21550 United States

Resume
Receipt: E-mail

Default email
for resumes.: tracey.henline@mdcourts.gov

Additional
Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 6096

Legal Assistant – Part-time - Adams Legal Group (Morgantown, WV)

Position Type: Part-time

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

Job Location(s): Morgantown, West Virginia (United States)
Adams Legal Group, PLLC-Legal Assistant (Part-Time)
68 Clay Street, Suite A
Morgantown, WV 26505
Small law firm in downtown Morgantown seeks to hire a part-time legal assistant to assist in our quickly-growing practice. Primary practice areas are family law, criminal law, and Plaintiff's personal injury. Successful candidate should have excellent computer skills; strong communication and organizational skills; and must be able to handle a large workload for a very busy practice. Responsibilities include, but are not limited to, supporting attorneys in litigation where necessary (drafting documents, conducting research, scheduling); interacting with clients; preparing correspondences; answering phone calls; filing pleadings; trial and discovery preparation; calendaring; new client intakes; and file management/maintenance. Prior experience working in an office/administrative setting is a must (legal, human resources, administrative, office management, accounting, etc.). College degree/paralegal certificate is preferred – however, will train the right candidate. This position may be converted to a full-time position for the right candidate and based on the firm's needs. Please submit resume and cover letter to apply for this position.

Description:

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

Posting Date: June 8, 2020

Expiration Date: July 6, 2020

Contact: Brianna W. McCardle
Attorney
Clay Street Morgantown, West Virginia 26501 United States

Resume Receipt: E-mail

Default email for
resumes.:

brianna@adams-legal.com

Additional
Documents:

Cover Letter

ID:

6095

Administrative Officer - US Consumer Product Safety Commission

Full-time

Bethesda, Maryland United States

****All applications must be submitted through USAJOBS using the following link by midnight on June 14, 2020: <https://www.usajobs.gov/GetJob/ViewDetails/569981900> *****

Summary

Join the Team! This position is located in the Division of Resources Management and Fast Track, Office of Compliance and Field Operations. The Office of Compliance and Field Operations (EXC) identifies and investigates potentially hazardous products and enforces mandatory standards and regulations. The Resources Management staff provide administrative support the Office's activities.

Responsibilities

The Administrative Officer is responsible for establishing and operating systems that provide for administrative management, financial accountability, and fiscal integrity of transactions of the Directorate of the Office of Compliance. The Administrative Officer assists Office of Compliance management in conducting the day-to-day operations of EXC by providing the complete range of administrative services, including procurement, financial management, budget preparation and monitoring, personnel management, property and space management, and records management.

- Participates in operating budget formulation and execution, and maintains and prepares financial records;
- Procures goods and services and maintains procurement records;
- Prepares administrative documents, including travel authorizations, position descriptions, personnel actions, property transfers, and prepares correspondence;
- Performs timekeeping functions;
- Serves as property manager, including ensuring proper utilization of space, property, and equipment;
- Receives and tracks sample consumer products, and arranges for transfer of samples within the agency and auditing of samples;
- Coordinates processing of personnel actions;
- Processes training requests;
- Oversees and processes travel requests;
- Arranges meetings and conferences, and arranges for supporting services, including invitations, logistics, and room and venue reservations.

Qualifications

Applicants must have 52 weeks of specialized experience equivalent to at least the next lower grade level in the Federal Service. Specialized experience is experience that has equipped the

candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position.

Applicants must meet the qualifications for this position within thirty (30) days of the closing date of this announcement.

Qualifying specialized experience must demonstrate the following:

1) exercising judgment when handling confidential sensitive information; 2) developing written methods or standard operating procedures (SOPs) for administrative support functions or program operations; 3) managing, drafting, and editing documents (SOPs, policies, plans, audits, forms, correspondence, etc.) to ensure adherence to guidelines, policies, and grammar; 4) managing an Office's financial records; **AND** 5) assisting with budget preparation.

Evidence of the above specialized experience must be supported by detailed documentation of duties performed in positions held. Your resume is the key means we have for evaluating your skills, knowledge, and abilities as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

Education

GS-11: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related or 1 year of specialized experience equivalent to a GS-9.

If you are qualifying based on education, you **MUST** provide transcripts. Unless otherwise stated unofficial transcripts are acceptable. All materials must be submitted by the closing date of this announcement.

Graduate/Alumni

June 6, 2020

July 12, 2020

Human Resources

4330 East West Highway Bethesda

Online

Staff Attorney - West Virginia Innocence Project (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)

The College of Law at West Virginia University is seeking applications for a Staff Attorney. This position will be responsible for handling day-to-day post-conviction litigation which includes drafting petitions and other documents, appearing for hearings, and conducting trials. The position will also supervise a team of third-year law students participating in the work of the West Virginia Innocence Project and will participate in clinical education as necessary.

The West Virginia Innocence Project aims to serve and to free people who are in prison for crimes they did not commit. We work to fix the problems that lead to wrongful convictions in our justice system, and focus on those issues of importance to the people of West Virginia.

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

Description: Supervise a student team in drafting motions and briefs, investigating cases, and appearing in court. This includes evidentiary hearings and possible criminal trials. Maintain an individual caseload where responsibilities include drafting motions and briefs, investigating cases, and appearing in court. This includes evidentiary hearings and possible criminal trials. Some travel may be required. Perform other duties as assigned.

Qualifications

J.D. from an ABA accredited institution required.

Two (2) years of litigation experience required, including criminal jury trials.

Federal practice experience, preferred.

Requirements Must have a valid license to practice law (any state)

Valid driver's license.

Resume

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/>

If you have questions about the position feel free to contact:

Ms. Melissa Giggenbach, Program Director, WV Innocence Project
at mjgiggenbach@mail.wvu.edu or 304-293-8286

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.

Desired Class Level:	Graduate/Alumni
Posting Date:	June 4, 2020
Expiration Date:	July 30, 2020
Contact:	Melissa Giggenbach Program Director
Resume Receipt:	Other (see below)
How to Apply:	https://wvu.taleo.net/careersection/staff/jobdetail.ftl?job=14897
ID:	6081

Assistant Public Defender - WV Public Defender Corporation (Pocahontas and Greenbrier Counties)

Position Type: Full-time

Practice
Area(s): Criminal - Defense

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

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

Description: The 11th Judicial Circuit Public Defender Corporation has an opening for an attorney in the Lewisburg, Greenbrier County, West Virginia office. The salary is up to \$50,000 based on qualifications and experience. The position includes representing indigent defendants in criminal cases and representing parents and children in juvenile matters. Benefits include PEIA health insurance and PERS retirement. Applicant must be admitted to practice law in the State of West Virginia. Applications will be received until June 12, 2020 with interviews to be scheduled after that date. For more information please call (304) 645-5588. Please email resumes and references to jedwards@wvpd11.org

Desired Class
Level: Graduate/Alumni

Posting Date: June 2, 2020

Expiration
Date: June 12, 2020

Salary Range: 40,000 - 49,999

Contact: Mr. Joshua L. Edwards
Chief Public Defender
207 N. Court Street Lewisburg, West Virginia 24901 United States

Resume
Receipt: E-mail

Default email
for resumes.: jedwards@wvpd11.org

Additional
Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 6077

Staff Attorney - Frost Brown Todd LLC (Charleston, WV)

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

STAFF ATTORNEY

Description: Frost Brown Todd LLC, one of the largest regional law firms in the Midwest and one of the 150 largest law firms in the United States, seeks a staff attorney with a minimum of 2 years of litigation experience to support our Product Tort and Insurance Litigation Practice Group with depositions and drafting pleadings. Candidates will work from home and must be licensed and in good standing in Pennsylvania and West Virginia. Please visit <https://frostbrowntodd.com/careers/laterals/> to submit your application. Frost Brown Todd LLC is an equal opportunity employer.

Desired Class Level: Graduate/Alumni

Posting Date: June 2, 2020

Expiration Date: December 31, 2020

Contact: Ms. Barbara Savage
Attorney Recruiting Manager
3300 Great American Tower Cincinnati, Ohio 45202 United States

Resume Receipt: Other (see below)

How to Apply: <https://frostbrowntodd.com/careers/laterals/>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 6078

Corporate Mergers/Acquisitions Associate - Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

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

Desired Class Level(s): Graduate/Alumni

Posting Date: May 28, 2020

Expiration Date: July 4, 2020

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: <http://www.mvalaw.com/f-20.html>

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 6073

Staff Attorney Hedge Review - Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

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

Desired Class Level(s): Graduate/Alumni

Posting Date: May 28, 2020

Expiration Date: July 4, 2020

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: <http://www.mvalaw.com/f-20.html>

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 6073

Bankruptcy Associate Attorney - Dorsey & Whitney LLP (Minneapolis, MN)

Job Type: Full-time

Job

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

Dorsey & Whitney LLP is seeking an Associate attorney with two to four years of bankruptcy and restructuring experience to join our Salt Lake City office. We are seeking candidates with experience representing clients in connection with bankruptcy cases and adversary proceedings. In addition, knowledge of Article 9 of the UCC and an understanding of financing transactions are desirable. This associate also will have an opportunity to assist on workout, bankruptcy, receivership, trustee, and enforcement matters for clients.

Are you ready to take your career to the next level as a bankruptcy attorney? If so, we strongly encourage you to apply for this role!

Qualified candidates will have:

- A JD degree from an ABA-accredited law school,
- Two to four years of bankruptcy and restructuring experience, including clerkship,
- Utah bar admission,
- Excellent communication and writing skills, and
- Top academic credentials.

Job

Description:

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.

About Dorsey

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

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

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

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

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

- Mansfield Certification Plus (Diversity Lab)
- Best Law Firms for Women (National Association of Female Executives and Flex-Time Lawyers)

- 100% rating on the Corporate Equality Index (Human Rights Campaign)
- Gold Standard Certification (Women in Law Empowerment Forum)
- Adoption Advocate (Dave Thomas Foundation for Adoption)

How to Apply

Dorsey accepts online applications at <http://www.dorsey.com/attorneyjobs>. We do not accept application materials by mail or email except as a reasonable accommodation for qualified disabled applicants. Individuals who are unable to use our online process due to a disability should call 612-492-5186.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 26, 2020

Expiration Date: July 2, 2020

Contact: Claire Zeise
50 South 6th Street Minneapolis, Minnesota 55402 United States

Resume Receipt: Other (see below)

How To Apply: 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 612-492-5186.

Visual ID: 6071

Trial Attorney – General - US Consumer Product Safety Commission

Job Type: Full-time

Job
Location(s): Bethesda, Maryland United States

**** ALL applications must be submitted through USAJOBS using
<https://www.usajobs.gov/GetJob/ViewDetails/569102800> ****

The announcement is open from May 22 - June 7, 2020. No Applications will be reviewed if received after the 7th of June.

Join the team! This position is located in the Division of Enforcement & Litigation, Office of Compliance and Field Operations. The Office identifies & investigates potentially hazardous products; enforces mandatory standards & regulations; negotiates voluntary recalls, other corrective actions & civil penalties; conducts administrative litigation to obtain mandatory recalls; and assists in the drafting & review of rules and regulations affecting CPSC's compliance and enforcement authority.

Responsibilities

An attorney in the Division of Enforcement & Litigation will:

- Job
Description:
- Identify new matters to investigate based on internal and external data and newly emerging technologies
 - Investigate whether consumer products present substantial product hazards
 - Negotiate voluntary corrective actions with manufacturers, importers, distributors, and retailers
 - Determine investigative and legal strategies
 - Recommend whether cases should be closed, resolved informally or litigated
 - Litigate administrative actions seeking mandatory product recalls, including drafting pleadings and motions
 - Represent the Agency at hearings, trials, and appeals
 - Investigate and negotiate civil penalties stemming from violations of Acts administered by the Commission
 - Advise on and recommend referral of matters to the Department of Justice (DOJ)
 - Provide legal advice related to regulations and policy affecting the Commission's compliance and enforcement authority

In addition to the mandatory education requirement, applicants at the GS-12, GS-13 and GS-14 levels must have 52 weeks of specialized experience equivalent to at least the next lower grade level in the Federal Service. Specialized experience

is experience that has equipped the candidate with the particular knowledge, skills, and abilities to perform successfully the duties of the position.

Qualifying specialized experience must demonstrate the following:

GS-12: 1) conducting investigations and assessing evidence developed in recommending litigation or other resolutions; 2) preparing pleadings and legal documents; AND 3) providing legal advice related to statutory and regulatory enforcement authorities.

GS-13: 1) conducting investigations and determining investigative and legal strategy; 2) drafting and negotiating agreements 3) drafting pleadings, motions, or legal memoranda; 4) participating in hearings or trials; AND 5) providing legal advice related to statutory and regulatory enforcement authorities.

GS-14: 1) conducting complex investigations and determining investigative and legal strategy; 2) drafting and negotiating complex agreements; 3) drafting complex pleading, motions, or legal memoranda; 4) representing clients in hearings or trials; AND 5) providing legal advice on complex matters related to statutory and regulatory enforcement authorities.

Evidence of the above specialized experience must be supported by detailed documentation of duties performed in positions held. Your resume is the key means we have for evaluating your skills, knowledge, and abilities as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

Applicants must meet the qualifications for this position within thirty (30) days of the closing date of this announcement.

Education

Basic Requirement: All applicants must possess a J.D. or LL.B. degree and be an active member of the bar in good standing in any state, territory of the United States, the District of Columbia, or the commonwealth of Puerto Rico.

GS-11: In addition to the basic requirement, applicants must have: (a) one year experience as a practicing attorney; OR (b) a second professional law degree (LL.M); OR (c) superior law school achievement.

Superior Law School Achievement is demonstrated by **one** of the following:

- Academic standing in the upper 1/3 of the law school graduating class
- Work or achievement of significance on his/her law school's official law review

- Special high-level honors for academic excellence in law school, such as election to the Order of the Coif
- Winning of a moot court competition or membership on the moot court team which represents the law school in competition with other law schools
- Full-time or continuous participation in a legal aid program as opposed to one-time, intermittent, or casual participation
- Significant summer law office clerk experience

GS-12: In addition to the basic requirement and qualifying specialized experience, applicants must have either: (a) two years of experience as a practicing attorney; OR (b) one year of experience as a practicing attorney and a second professional law degree (LL.M).

GS-13: In addition to basic requirement and qualifying specialized experience, applicants must have three years of experience as a practicing attorney.

GS-14: In addition to basic requirement and qualifying specialized experience, applicants must have four years of experience as a practicing attorney.

All applicants are required to provide proof of current, active bar membership and proof of good standing.

ALL applicants must also submit a law school transcript to demonstrate successful completion of education requirements. A copy of an SF-50 is not adequate proof of meeting the education requirements. Unofficial transcripts are acceptable. All materials must be submitted by the closing date of this announcement.

Desired Class Level(s):	Graduate/Alumni
Posting Date:	May 26, 2020
Expiration Date:	June 28, 2020
Contact:	Human Resources 4330 East West Highway Bethesda
Resume Receipt:	Other (see below)
How To Apply:	https://www.usajobs.gov/GetJob/ViewDetails/569102800
Additional Documents:	Unofficial Transcript
Visual ID:	6068

Healthcare and Regulatory Transactional Associate - Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

The Charlotte office of Moore & Van Allen PLLC, a large southeastern law firm with a national practice, is seeking associate candidates with at least 3 years of healthcare regulatory and transactional experience. Applicants should have a strong interest in and experience with healthcare regulatory issues (including Stark, fraud/abuse, HIPAA, licensure and reimbursement matters) and corporate transactional/M&A experience. Candidates should possess strong academic credentials, excellent communication, drafting and writing skills, superior legal and practical problem-solving skills and the ability to interact with government regulators. We are looking for individuals who enjoy working in a team environment and seek opportunities to work on a broad range of regulatory matters and business transactions in the healthcare industry. Candidates are also required to have a Juris Doctorate from an American Bar Association accredited law school and be an active member in good standing with the North Carolina Bar as of the agreed employment start date or within a reasonable period thereafter.

Job Description: Desired Class Level(s): Graduate/Alumni

Posting Date: May 22, 2020

Expiration Date: June 28, 2020

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: <http://www.mvalaw.com/f-20.html>

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 6069

Judicial Clerk - The Supreme Court of Appeals of West Virginia

Position Type: Full-time

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

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

ELEVENTH JUDICIAL CIRCUIT GREENBRIER AND POCAHONTAS COUNTY EMPLOYMENT OPPORTUNITY

Lewisburg, West Virginia

Position open until filled (Posted 5-18-2020)

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 Jennifer P. Dent. This position works under the direct supervision of Judge Dent in the Eleventh Judicial Circuit, Greenbrier and Pocahontas 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.

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

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

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

Duties and Responsibilities:

Each law clerk might have a broad spectrum of duties to perform, as every judge has specific legal and administrative support that they require of their law clerk.

Duties and responsibilities may include, but are not limited to:

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

Page 1 of 2

Criminal Background Check:

All successful candidates must submit to a criminal background check.

Compensation and Benefits include:

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

The Administrative Office of the Courts

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

West Virginia Courts

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

Equal Opportunity in Employment

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

Application Process

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

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

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 18, 2020
Expiration Date:	August 3, 2020
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
ID:	6066

Associate Litigation Associate Attorney - Smith Debnam Narron Drake Saintsing & Myers, LLP (Raleigh, NC)

Job Type: Full-time

Job

Location(s Raleigh, North Carolina United States
):

Smith Debnam (www.smithdebnamlaw.com) is seeking candidates for a full-time litigation associate position to assist in the representation of Creditors' Rights in consumer matters.

The following are prerequisites for this position:

- Minimum of three years' experience in litigation in a private practice
- Minimum qualification of SC license in good standing
- Live/work out of Raleigh-Durham-RTP area in NC
- Handle substantial case volume with minimal supervision
- Handle hearings, trials and other matters in various jurisdictions throughout SC (and NC if licensed)
- Manage staff effectively in support of practice
- Negotiate effective settlements and case resolution on behalf of clients

Ideal candidate experience will include:

- Job
- Five years practice experience representing creditors in state court
 - Dual licensed in SC and NC, or willingness to sit for the NC Bar

Description:

Smith Debnam has been providing legal services to businesses and individuals in the Carolinas for more than 40 years. We provide employees with an enriching, professional work environment that rewards employee excellence, fosters teamwork, and supports professional development. Our employees also enjoy:

- Competitive compensation
- Quality benefit programs
- Flexible work hours

To apply please submit your resume and cover letter to our career site at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ad63876f-d598-4e33-8fce-d183069cb8fe&ccId=19000101_000001&jobId=311471&source=CC2&lang=en_US

Ideal candidate's experience will include: Five years practice experience representing creditors in state court Dual licensed in SC and NC, or willingness to sit for the NC Bar

Desired
Class Graduate/Alumni
Level(s):

Posting
Date: May 17, 2020

Expiration
Date: June 21, 2020

Contact: Brian Gilman
4601 Six Forks Road Raleigh, North Carolina 27609 United States

Resume
Receipt: Other (see below)

IMMEDIATE OPENING - PLEASE APPLY ASAP

Qualified candidates should forward cover letter, resume, and references by using the following link:

How To
Apply: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ad63876f-d598-4e33-8fce-d183069cb8fe&ccId=19000101_000001&jobId=311471&source=CC2&lang=en_US

Additional
Document Cover Letter, Unofficial Transcript
s:

Visual ID: 6065

Commercial Litigation Associate - Ballard Spahr LLP (Philadelphia, PA)

Job Type: Full-time

Job

Location(s) New York, New York United States

:

Job

Description

:

Ballard Spahr's New York office is seeking a commercial litigation associate with two to four years of experience to join our national litigation practice. Qualified candidates will have general commercial litigation experience. Antitrust and/or real estate litigation experience is a plus. Our Litigation Department is our largest practice group and represents a wide range of local, national and international clients in all types of complex litigation. The firm regularly represents clients in local, state and federal courts, at both the trial and appellate levels. Superior research and writing skills and superior academic credentials are required, as is admission to the New York bar. This is an excellent opportunity for professional growth in a collegial environment. Candidates should be interested in a position that may provide exposure to a wide range of litigation matters.

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

Desired

Class

Level(s):

Graduate/Alumni

Posting

Date:

May 17, 2020

Expiration

Date:

June 21, 2020

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:

<http://selfapply.ballardspahr.com/viRecruitSelfApply/ReDefault.aspx?Tag=e1822e2e-40e3-46fc-ab16-b46cf817df67>

Additional

Documents

Unofficial Transcript

:

Visual ID: 6064

IP Patent Prosecution Associate/Senior Attorney - Ballard Spahr LLP (Philadelphia, PA)

Job Type: Full-time

Job

Location(s) Atlanta, Georgia United States

:

Job

Description

:

Our Atlanta office seeks an Associate with two to four years of patent prosecution experience, or a Senior Attorney (Non-Partnership Track) with eight or more years of patent prosecution experience in the electrical or software technologies areas. He or she will have the opportunity to join Ballard's national practice and work primarily on patent prosecution, with the opportunity to work on patent litigation matters. Excellent academic credentials, a technical background in electrical engineering or computer engineering/science, and superb writing, oral communication, and interpersonal skills are required. Membership in both the Georgia and Patent Bars are preferred.

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

Desired

Class

Level(s):

Graduate/Alumni

Posting

Date:

May 17, 2020

Expiration

Date:

June 21, 2020

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:

<http://selfapply.ballardspahr.com/viRecruitSelfApply/ReDefault.aspx?Tag=da16cace-b3f3-4fc0-a113-804078f00e1f>

Additional

Documents Unofficial Transcript

:

Visual ID: 6064

Associate Litigation, Associate Attorney - Smith Debnam Narron Drake Saintsing & Myers, LLP (Raleigh, NC)

Job Type: Full-time

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

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

Smith Debnam (www.smithdebnamlaw.com) is seeking candidates for a full-time litigation associate position to assist in the representation of Creditors' Rights in consumer matters.

The following are prerequisites for this position:

- Entry-level through 4 years' experience in private practice civil litigation
- NC Bar license in good standing
- Strong legal analysis and writing skills
- Ability to effectively delegate to staff
- Ability to work collaboratively

Job Description: Ideal candidate's experience will include:

- 2-4 years litigation experience in federal, state, and/or bankruptcy courts
- Prior admission to North Carolina federal courts
- Familiarity with Federal and state consumer protection statutes (e.g. FDCPA, FCRA, TCPA)

Smith Debnam has been providing legal services to businesses and individuals in the Carolinas for more than 40 years. We provide employees with an enriching, professional work environment that rewards employee excellence, fosters teamwork, and supports professional development. Our employees also enjoy:

- Competitive compensation
- Quality benefit programs
- Flexible work hours

To apply please submit your resume and cover letter to our career site at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=a63876f-d598-4e33-8fce-d183069cb8fe&ccId=19000101_000001&jobId=309596&source=CC3&lang=en_US&selectedMenuKey=CurrentOpenings

Desired
Class
Level(s) Graduate/Alumni

:

Posting
Date: May 15, 2020

Expirati
on Date: June 14, 2020

Contact: Brian Gilman
4601 Six Forks Road Raleigh, North Carolina 27609 United States

Resume
Receipt: Online

IMMEDIATE OPENING - PLEASE APPLY ASAP

Qualified candidates should forward cover letter, resume, and references by using the

How To following link:

Apply: https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=a63876f-d598-4e33-8fce-d183069cb8fe&ccId=19000101_000001&jobId=261904&source=CC2&lang=en_US

Additio
nal
Docume Cover Letter, Unofficial Transcript, Writing Sample
nts:

Visual
ID: 6049

2020 Rural Immigrant Justice Staff Attorney - Northwest Immigrant Rights Project

Job Type: Full-time
Geographic Preference: Pacific Northwest (WA, OR, ID)
Job Location(s): Wenatchee, Washington United States
Granger, Washington United States

SUMMARY:

Northwest Immigrant Rights Project (NWIRP) seeks a **Spanish-speaking attorney, third-year law student, or law graduate who will take the February 2020 or July 2020 bar examination** to provide direct representation and community outreach and education to individuals seeking legal assistance in a variety of affirmative and defensive immigration matters.

This position is expected to be based in Eastern Washington, in either NWIRP's Granger or Wenatchee office. These offices serve a client base consisting largely of farmworkers and either families. The selected candidate will be informed of placement no later than May 1, 2020.

The staff attorney will provide legal assistance to community members through:

- (1) direct representation
- (2) individual consultations;
- (3) self-help assistance in the form of community workshops and legal clinics; and
- (4) community education.

The attorney will provide legal representation in various matters, but will focus on

- 1) defending individuals in removal proceedings;
- 2) representing victims of crime in applying for immigration benefits (including self-petitions, U visas, T visas, and other forms of relief); and
- 3) representing community members seeking immigration status through family visa petitions.

The attorney may also be assigned work relating to other immigration matters as needed.

RESPONSIBILITIES:

- Provide direct representation to clients in removal proceedings before the Immigration Court, on appeal to the Board of Immigration Appeals or before the federal courts, and before the Department of Homeland Security
- Maintain a working knowledge of significant policies, laws and trends in immigration law, particularly as it impacts low-income immigrants and those impacted by the criminal justice system
- Participate in NWIRP's fundraising efforts
- Participate in NWIRP's outreach, community education, and development efforts
- Perform administrative tasks related to grant reporting and other requirements
- Other responsibilities may be assigned depending upon NWIRP's needs

Physical demands: While performing the duties of this job, the employee is regularly required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; talk and hear; utilize a phone, computer, keyboard, pen and paper.

Emotional demands: While performing the duties of this job, the employee is regularly required to discuss topics including, but not limited, to discrimination, domestic abuse and violence.

SKILLS AND QUALIFICATIONS:

- Law degree
- Admission to the bar of any state in the U.S. (or awaiting results of the February 2020 bar exam OR planning to take the July 2020 bar exam)
- Demonstrated commitment to advancing and defending immigrant rights and willingness to support NWIRP's [mission, vision, and values](#)
- Fluent in English and Spanish
- Commitment to working in a diverse working environment
- Excellent written and oral communication skills
- Strong organizational skills and ability to work independently
- Proficiency in use of MS Word and MS Excel
- The applicant must have a valid driver's license as the position involves some travel.

REPORTS TO:

Directing Attorney, of either Granger or Wenatchee office

To APPLY:

Send cover letter, resume and references to: rij@nwirp.org with the subject "2020 RIJ Attorney - NAME".

Applications will be accepted until the position is filled, but for full consideration please apply by June 5th, 2020.

COMPENSATION:

Beginning annual salary is \$64,201 for a licensed attorney with no experience and is higher for attorneys with specific types of experience. For example, for someone with 10 years of non-profit immigration attorney experience the annual salary would be \$87,624; 20 years = \$103,889.

NWIRP is proud to be a unionized employer and this full time position is covered by NWIRP's Collective Bargaining Agreement. NWIRP offers a generous benefits package, including:

- 100% of premiums for excellent health, vision and dental plans;
- 3% employer retirement contributions; disability/life/AD&D coverage;
- Annual leave of 16 paid vacation days,
- 13 paid holidays, 12 paid health-related days; subsidized transit pass (Seattle or Tacoma offices only);
- 12 weeks of paid parenthood leave after 6 months of employment;
- Partially paid sabbatical after 6 years of employment.

COMMITMENT TO INCLUSIVITY, EQUITY AND REPRESENTATION:

Northwest Immigrant Rights Project is an equal opportunity employer committed to having a diverse staff, board, and volunteer base reflective of the communities we serve and that enhances our ability to create a vibrant environment where all members of the NWIRP community thrive. We strongly encourage applications from people of color, immigrants (including individuals who were formerly detained, undocumented, or who have navigated the immigration legal system), women, people with disabilities, members of the LGBT community, and other underrepresented and historically marginalized groups.

It is the policy of NWIRP to comply with all applicable federal, state, and local laws prohibiting employment discrimination. NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of class, race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed,

religion, ancestry, national origin, or the presence of any sensory, mental, or physical disability. Excepting any undue hardship, NWIRP will provide reasonable accommodations upon request for candidates taking part in all aspects of the selection process.

ABOUT NORTHWEST IMMIGRANT RIGHTS PROJECT:

Founded in 1984, NWIRP is a nationally-recognized legal services organization on the front lines of defending and advancing the rights of immigrants. Each year, NWIRP provides direct legal representation and assistance in immigration matters to thousands of people with low incomes who come from over 130 countries and speak over 60 different languages. NWIRP challenges unjust policies through high-impact lawsuits and advocates for laws and policies that respect the rights of immigrants. NWIRP is also a trusted provider of immigration-related community education for immigrant communities and social service providers. NWIRP has a staff of over 100 and an annual budget of over \$12 million. NWIRP serves the community through four offices in Washington State (Granger, Seattle, Tacoma and Wenatchee), but the impact of our work is felt nationwide.

OUR IMPACT:

<https://www.nwirp.org/news-events/press-releases/>

See description above.

Desired Class Level(s):	Graduate/Alumni
Posting Date:	May 14, 2020
Expiration Date:	June 20, 2020
Contact:	Human Resources 615 2nd Avenue Seattle, Washington 98104 United States
Resume Receipt:	Other (see below)
How To Apply:	https://nwirp.org/jobs
Additional Documents:	Cover Letter
Visual ID:	6063

Financial Services Associate - Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

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

Desired Class Level(s): Graduate/Alumni

Posting Date: May 14, 2020

Expiration Date: June 20, 2020

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: <http://www.mvalaw.com/f-20.html>

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 6062

Associate Attorney - Hamilton, Burgess, Young & Pollard, PLLC (Fayetteville, WV)

Position Type: Full-time

Practice
Area(s): Litigation

Description: Seeking an attorney motivated to learn litigation from the Plaintiff's perspective. Our firm litigates cases on behalf of consumers and injured people in Southern West Virginia. We are one of the few firms that handle bankruptcy and affirmative claims on behalf of consumers against their creditors and debt collectors. We also have a very active personal injury practice. Our offices are located in Princeton and Fayetteville, WV. No prior experience necessary; we're happy to train the right candidate.

Desired Class
Level: Graduate/Alumni

Posting Date: May 12, 2020

Expiration
Date: July 25, 2020

Contact: Steven R. Broadwater, Jr.
Partner
PO Box 959 Fayetteville, West Virginia 25840 United States
<https://www.hamiltonburgess.com/>

Resume
Receipt: E-mail

Default email
for resumes.: lpollard@hamiltonburgess.com

Additional
Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 6061

Employee Benefits/Executive Compensation Associate - Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

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

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

Desired Class Level(s): Graduate/Alumni

Posting Date: May 11, 2020

Expiration Date: June 14, 2020

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: <http://www.mvalaw.com/f-20.html>

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 6048

Intellectual Property Transactional Associate -Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

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

Job Description: Moore & Van Allen PLLC has an immediate need in its Charlotte office for an associate with two to five years of transactional experience (*e.g.*, IT, licensing, outsourcing, manufacturing, distribution, and/or M&A contracts and negotiations). Experience in data privacy and data security matters is a plus, but not required. Excellent academic performance and strong interpersonal skills required. Equal Opportunity Employer.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 11, 2020

Expiration Date: June 17, 2020

Contact: Mollie Clark
New Associate Recruiting Manager
100 N Tryon St Charlotte, North Carolina 28202 United States

Resume Receipt: Other (see below)

How To Apply: <http://www.mvalaw.com/f-20.html>

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 6051

Bankruptcy Associate - Cole Schotz PC

Job Type: Full-time
Hackensack, New Jersey United States

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

Wilmington, Delaware United States

COLE SCHOTZ P.C.

BANKRUPTCY ATTORNEY- DELAWARE, NEW JERSEY OR NEW YORK OFFICES:

Seeking a bankruptcy attorney with 2+ years of experience to join our Delaware, New Jersey or New York offices and be part of a team working on matters in New Jersey, New York, Delaware, Maryland, Texas and Florida. We seek a motivated individual devoted to meeting the highest standards of excellence and serving clients, and who wants to be part of an established and dynamic office and firm. Bar admission in one or more states in which the Firm has an office and where the candidate desires to be resident is required. Strong academic credentials and excellent oral and written communication skills are required. Litigation experience is a plus.

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

Job Description: Gayle P. Englert
Chief Human Resources Officer

Cole Schotz P.C.

Court Plaza North

25 Main Street, P.O. Box 800

Hackensack, NJ 07602-0800

genglert@coleschotz.com

Please visit us at our website. www.coleschotz.com

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

Cole Schotz is an Equal Opportunity Employer

Desired Class
Level(s): Graduate/Alumni

Posting Date: May 8, 2020

Expiration
Date: June 13, 2020

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

Resume
Receipt: Online

Visual ID: 6011

Staff Attorney/Contracts Attorney - McClelland Legal Search

Position
Type: Full-time

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

Job Description: Ideal candidate has experience reviewing, negotiating and processing of moderate to complex contracts of various types for (NDA, SaaS and other cloud services, software, evaluation and pilot agreements, marketing, conference, building lease and security, professional services, including Statements of Work and ordering documents, etc.). Position also entails contract revision, preparing templates of contracts and cataloging of contracts.

Hiring Criteria: 4-5 years of contracts experience and admitted to practice law in PA or any other state

Location: Pittsburgh area

Description:

Materials requested: Resume

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

Compensation Details: Compensation determined by experience + bonus potential

Desired years of Experience: 4 - 5 years of experience

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

Desired Class
Level: Graduate/Alumni

Posting Date: February 25, 2020

Expiration
Date: June 30, 2020

Contact: Cynthia McClelland
426 Frick Building 437 Grant Street Pittsburgh, Pennsylvania 15219 United States

Resume
Receipt: E-mail

Default email
for resumes.: cindy@mcclellandlegalsearch.com

ID: 5708

Associate - Silverman, Tokarsky & Forman (Johnstown, PA)

Position Type: Full-time
Practice Area(s): Insurance Defense, Litigation
Geographic Preference: Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)
Job Location(s): Johnstown, Pennsylvania (United States)
Description: Busy law firm seeking a full time associate attorney for immediate opening. Firm focuses on family law litigation. Live in a small town and enjoy work/life balance.
Desired Class Level: Graduate/Alumni
Posting Date: February 9, 2020
Expiration Date: December 31, 2020
Salary Range: 50,000 - 59,999
Contact: Randi Silverman
Owner
227 Franklin Street, Suite 410 Johnstown, Pennsylvania 15901 United States
<http://Stflawoffice.com>
Resume Receipt: E-mail
Default email for resumes.: Rsilverman@stflawoffice.com
Requested Document Notes: Cover letter, resume and writing sample
ID: 5633
Desired Class Level: 3L, LLM, Graduate/Alumni
Resume Receipt: E-mail

Attorney for WV Labor Association

Immediate opening – Charleston, WV: A WV labor association is seeking a WV licensed attorney with employment law experience, appellate law experience, general civil experience, and experience practicing administrative agency law. If interested, please add your resume, and cover letter (optional to add a work product example) in one PDF document to the Resume Book on Symplicity entitled “WV labor association” by June 14. Alternatively, you may forward your application to me in a PDF at Rosalind.lister@mail.wvu.edu with subject heading WV Labor Association. Blind listing

JD's and Licensed Attorneys

Charleston firm (criminal law, personal injury, consumer law, are primary areas) seeking recent JDs (license not necessary) for research project-type positions. Remote initially. Also seeking licensed attorneys with 3-5 years of experience. Go getters, entrepreneurial spirit. To apply please add resume to Symplicity Resume Collection entitled “Charleston Firm” Log on to Symplicity >Documents>Opt-in Books or email to Rosalind.lister@mail.wvu.edu with subject heading “Charleston Firm” Deadline June 22, 2020. Blind Listing.