



## Associate Attorney

Windom Law Offices, PLLC (Harrisville, WV)

**Position Type:** Full-time

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

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

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**Description:**

Seeking an associate attorney to join the practice. Windom Law Offices provides effective representation and negotiations in a wide variety of oil and gas matters, and claims involving serious bodily injuries and wrongful death. The ideal candidate will have strong academic credentials and demonstrate the firm's values of common sense, persistence, and dedication to advancing the interests of our clients.

Salary is fixed and is also tied to income the associate attorney produces. First year expectations should be \$55 - 75,000 per year. Benefits include retirement, bar dues, CLE, and professional association memberships.

Apply on WVU Law Symplicity: Upload Resume and Writing Sample by April 25th.

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

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**Posting Date:** April 12, 2022

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**Expiration Date:** April 25, 2022

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**Contact:** Scott A. Windom, Esq.  
Owner  
101 East Main Street Harrisville

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**Resume Receipt:** Accumulate Online

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**Additional Documents:** Writing Sample

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**ID:** 9362

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**Attorney**

Greater Bakersfield Legal

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

Bakersfield, California United States

**Job Description:**

**Greater Bakersfield Legal Assistance, Inc. seeks an attorney to work in its Homeless Prevention Unit to prevent low-income tenants from becoming homeless.**

Staff attorneys are expected to use the full range of potential forums to address relevant issues for our clients including all aspects of litigation, including but not limited to, court hearings, trials, and appellate and federal court representation. Staff attorneys pay special attention to identifying legal solutions for those who suffer from disparate treatment or disproportionate burdens of poverty based on special needs, disability, race, ethnicity, language barriers, or other obstacles. In addition to representing clients directly, attorneys are also expected to work to expand access to justice for low-income persons through varied activities such as community legal education, outreach, training, technical assistance, and collaboration with the private bar, local community, and client groups, human and social service agencies, and local justice systems and government agencies

**Qualification Questions:**

1. Degree from a law school and an active member of the California Bar, or a member of the Bar of another state and willing to take the California Bar at the next available opportunity.
2. Strong motivation to represent people of low income and to explore creative solutions to problems faced by our client population.

**Desired Class Level(s):** Graduate/Alumni**Posting Date:** April 12, 2022**Expiration Date:** May 19, 2022**Contact:** HR Manager Rhonda Higgins

HR Manager

615 California Ave Bakersfield, California 93304 United States

**Resume Receipt:** Email Resume, Online**Default email address for resumes:** recruitment@gbla.org**Additional Documents:** Cover Letter, Writing Sample**Visual ID:** 9360

## Bankruptcy & Creditors' Rights

Burns White LLC (Pittsburgh)

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**Position Type:** Full-time

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**Practice Area(s):** Bankruptcy

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

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**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 (including booster when eligible) for all new hires as a condition of employment.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** April 12, 2022

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**Expiration Date:** May 12, 2022

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

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**Resume Receipt:** E-mail

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

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**Additional Documents:** Cover Letter

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**ID:** 9167

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## Litigation Associate - Pittsburgh

Burns White LLC (Pittsburgh)

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**Position Type:** Full-time

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**Practice Area(s):** Litigation

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

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**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 (including booster when eligible) for all new hires as a condition of employment.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** April 12, 2022

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**Expiration Date:** May 12, 2022

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

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**Resume Receipt:** E-mail

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

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**Additional Documents:** Cover Letter

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**ID:** 9359

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## Senior Litigation Associate

Burns White LLC (Pittsburgh)

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**Position Type:** Full-time

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**Practice Area(s):** Litigation

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

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**Description:**

Burns White seeks an Associate to join its Pittsburgh office. The Associate would support attorneys in our Commercial Litigation and Employment practice groups.

The ideal candidate will have 5-8 years of experience with a background in complex commercial litigation, drafting and responding to discovery and initial pleadings, drafting and arguing motions, as well as taking and defending depositions.

Prior experience with employment and business litigation matters is a plus.

Candidates 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 (including booster when eligible) for all new hires as a condition of employment.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** April 12, 2022

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**Expiration Date:** May 12, 2022

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**Contact:** Jessica Gangjee

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

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**Resume Receipt:** E-mail

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

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**Additional Documents:** Cover Letter

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**ID:** 9358

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## Attorney

Willman & Silvaggio, LLP (Pittsburgh PA)

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**Position Type:** Full-time

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**Practice Area(s):** Insurance Defense

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

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**Description:**

Willman & Silvaggio, LLP, a mid-sized law firm with an excellent reputation as a leader in insurance defense litigation and general liability matters located in the Pittsburgh area, is seeking an Associate Attorney with admittance to Pennsylvania; admittance to West Virginia a plus. Willman & Silvaggio offers a competitive salary and benefits package, including health/vision/dental insurance, life insurance, long term disability insurance, 401K Plan and paid vacation. All newly hired employees are asked to be fully vaccinated against COVID-19 prior to their start date. Please forward resume to Carla Kissner, Firm Administrator at [ckissner@willmanlaw.com](mailto:ckissner@willmanlaw.com).

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** April 11, 2022

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**Expiration Date:** April 26, 2022

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**Contact:** Ms. Carla D. Kissner  
Firm Administrator  
5500 Corporate Dr. Suite 150 Pittsburgh, Pennsylvania 15237 United States  
<http://willmanlaw.com>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [ckissner@willmanlaw.com](mailto:ckissner@willmanlaw.com)

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**Additional Documents:** Cover Letter

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**ID:** 9357

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## Public Finance Attorney - housing group

Hawkins Delafield & Wood LLP

**Job Type:** Full-time

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

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**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](mailto:Bradafshar@hawkins.com)

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**Desired Class Level(s):** 3L, Graduate/Alumni

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**Posting Date:** April 11, 2022

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**Expiration Date:** April 14, 2022

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

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**Resume Receipt:** Online

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

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**Visual ID:** 9157

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## **Sr Staff Attorney/ Counsel (Remote)** Equitrans Midstream Corporation (Pittsburgh)

**Job Type:** Full-time

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

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**Job Description:**

We have an exciting opportunity for a remote Senior Staff Attorney/Counsel. This role will primarily provide subject matter expertise and support regarding securities law matters, corporate governance, mergers and acquisitions, and financing activities, as necessary. It is anticipated that the Counsel role also would assist in helping to coordinate legal and governance aspects of the Company's cybersecurity program, as well as other corporate workstreams, as requested by the Company's Deputy General Counsel & Corporate Secretary or Senior Counsels.

**Your tasks and responsibilities include:**

- Directly involved in preparing and filing the Company's 1933 Act and 1934 Act reports and documents, including periodic reports, current reports and registration statements.
- Provides advice on disclosure matters, including press releases and investor communications.
- Assists with execution and integration of merger and acquisition transactions, as well as financing and capital markets transactions.
- Serves as a resource to the Company's Treasury function for purposes of credit facilities and other debt agreement compliance.
- Monitors and implements governance practices and policies for the Company, as well as its significant joint ventures.
- Reviews and prepares materials required for meetings of the Board of Directors and its committees.
- Takes a lead role in further developing legal and governance-related aspects of the Company's cybersecurity program.
- Assists in drafting and filing the Company's annual proxy statement.
- Participates in the preparation for the Company's annual meeting of shareholders.
- Assumes responsibility of subsidiary structuring and entity management.
- Provides legal review and support for a variety of agreements for the Company's functional groups, including NDAs and services agreements.

**Who you are:**

Your success will be driven by your demonstration of our CORE values: Safety, Integrity, Collaboration, Transparency and Excellence. More specifically related to this position, Equitrans Midstream Corporation seeks an incumbent who possesses the following:

- Juris Doctorate from ABA-accredited law school
- Admitted to practice law and in good standing in at least one state/jurisdiction (licensed to Practice in PA, WV or OH a plus, but not required)
- Minimum 5+ years of relevant legal experience
- Significant experience in securities law, M&A, capital markets, corporate governance (some amount of in-house experience preferred but not required).
- Familiarity and understanding of publicly traded company practices and policies.
- Demonstrated ability to successfully, creatively and timely handle multiple legal matters in a variety of different subject areas, often under deadline pressure.
- Proven ability to provide strategic advice to business teams, including Treasury, Financial Planning, Investor Relations, Communications and Corporate Affairs, Accounting and/or Human Resources functions.
- Demonstrated ability to understand/analyze complex legal matters.
- Demonstrated ability to draft securities law disclosures.
- Energy industry experience, particularly midstream or natural gas experience, preferred but not required.
- Experience addressing cybersecurity and/or environmental, social and governance matters preferred but not required.
- Ability to read and understand financial statements, including a company's balance sheet, income statement and cash flow statement.

The anticipated salary range for this position is **\$117,500 to \$175,900** plus a total rewards package that includes:

- Short-term incentive plan
- Long-term incentive plan

- Medical, dental, and vision insurance
- Life and disability insurance
- Retirement and savings plans
- Paid time off

Overall compensation may vary.

#### About Us

Equitrans Midstream Corporation is a standalone publicly traded company with a premier footprint in the Appalachian Basin, whose activities include the storage, processing, and transportation of natural gas.

#### About the Team

Why join us? Equitrans Midstream Corporation offers an opportunity to grow and develop your career in an environment that is committed to safety, provides a rewarding workplace, fosters respect, delivers transparency and collaboration, and embraces the ideas and diversity of others. We believe in an inclusive workplace, where our uniqueness and differences are valued and recognized. As we strive for greater diversity within our organization, we strongly encourage people of color, minorities, those who are differently abled, LGBTQ+ individuals, veterans, and any other qualified persons to apply. Equitrans Midstream Corporation and its subsidiaries are an EEO Employer -- M/F/D/V.

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** April 11, 2022

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**Expiration Date:** April 24, 2022

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**Contact:** Nicollete Knight  
Talent Management Coordinator  
2200 Energy Drive Canonsburg, Pennsylvania 15317 United States

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

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**How To Apply:** [https://ejeo.fa.us6.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX\\_1001/job/176/?utm\\_medium=jobshare](https://ejeo.fa.us6.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_1001/job/176/?utm_medium=jobshare)

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**Visual ID:** 9240

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**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:** May 11, 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

## Clean Energy Legal Fellow, Legal & Regulatory

Environmental Defense Fund

**Job Type:** Full-time, Fellowship

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**Job Location(s):**

Washington, District of Columbia United States

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**Job Description:**

**Job Description**

EDF offers internships and fellowships for students and recent graduates in a variety of programs and departments throughout the organization. The ultimate goal of our internship and fellowship program is to provide high-quality experiences (including relevant projects and opportunities for networking) that form the foundation for any individual who is serious about pursuing an environmental career.

**Program Overview**

The U.S. Legal & Regulatory team envisions a world in which people from all backgrounds and experiences feel connected to the environmental challenges we face and are engaged in creating durable, equitable solutions. We are dedicated to achieving that vision in our work, helping achieve clean air for all. The U.S. Legal & Regulatory team works out of the Washington, D.C., and Boulder, CO offices.

EDF works to reduce the climate, health, and environmental impacts of the current energy system while accelerating the transition to a low carbon energy economy with clean energy access for all. We are focused on reducing greenhouse gas emissions from pipelines and associated infrastructure, reducing reliance on natural gas, and avoiding overinvestment in long-lived gas infrastructure. Before federal agencies, EDF is advocating for enhanced oversight of pipelines to reduce methane emissions and improve public safety. Before state public utility commissions, EDF is working to harmonize gas utility oversight with state climate policies and laws.

Legal Fellows on the U.S. Legal & Regulatory team provide essential contributions to the team's work securing clean air and climate protections. We aim to make our Legal Fellows' experience relevant, challenging, and rewarding. Our Legal Fellows have directly contributed towards landmark cases over the years and have supported activities including: U.S. Supreme Court litigation, D.C. Circuit litigation over greenhouse gas regulation and regulation of health-harming pollutants under the Clean Air Act, legal and technical comments and public testimony on major Clean Air Act rulemakings, and legal and policy analysis to support protections for low-income and frontline communities from air pollution. Legal Fellows work in a high-intensity, fast-paced, multi-disciplinary setting to formulate and implement strategies, laws, and policies.

**Overall Function**

The Legal Fellow will work on federal and state regulatory policy advocacy and litigation focused on securing and defending protections to reduce climate- and health-harming pollution from the energy sector and reduce reliance on natural gas; restoring and strengthening the role of foundational science and economics in federal agency actions; and securing action to advance environmental justice. As a member of the U.S. Legal & Regulatory team, the Legal Fellow may also be asked to support our other efforts to reduce air pollution from major sources through litigation, regulatory advocacy, and legislation.

## **Key Responsibilities**

Tasks may include but are not limited to:

- Conduct legal and factual research on climate and energy issues, including federal and state authorities to regulate methane pollution from the energy sector.
- Conduct legal and factual research to support advocacy for rigorous policies regarding the role of public health science and assessment of clean air health benefits in federal and state agency actions.
- Contribute to litigation filings and administrative comments, particularly with respect to the energy sector, local gas utilities, and policies affecting the use of science and economics in federal rulemakings.
- Assess the impacts of recent court decisions on U.S. Legal & Regulatory team priorities.
- Evaluate the health and environmental implications of pending rulemakings and legislation.
- Draft public-facing documents such as fact sheets and blog posts about legal and policy issues.
- Represent EDF at public hearings before government agencies.
- Provide other support to the team's litigation efforts and regulatory advocacy.
- Support environmental justice initiatives, particularly related to the use of the Clean Air Act to reduce pollution in overburdened communities.
- Participate in advancing EDF Diversity, Equity, and Inclusion goals in which people from all backgrounds and experiences feel connected, included, and empowered to address environmental and organizational challenges in alignment with EDF values.

## **Qualifications**

We seek recent law school graduates and recent law clerks interested in working on cutting-edge climate and clean air issues. Other qualifications include:

- Licensed to practice law or actively seeking admission to the Bar of any state or DC.
- A Juris Doctorate (J.D.) from an accredited Law School.
- Demonstrated commitment to public interest law and to advocacy for climate and public health protections.
- Interest or experience in administrative law, federal regulatory processes, and federal clean air law.
- Interest or experience in reducing pollution from the power sector and major industrial sectors.
- Interest or experience in the intersection between law and science, particularly with respect to the role of health and climate science in federal regulations.
- Ability to collect, analyze, and interpret legal data and prepare reports of findings.
- Excellent legal research, analytical, writing, and advocacy skills.
- Ability to establish and maintain strong working relationships with internal and external allies.
- Ability to work both independently and as a leader or member of teams in a dynamic and creative environment with colleagues and partners of varied backgrounds and experience.
- Ability to multi-task, prioritize, and meet deadlines.
- Excellent written and oral communication skills.
- Demonstrates self-awareness, cultural competency and inclusivity, and ability to work with colleagues and stakeholders across diverse cultures and backgrounds.

## **Location**

Washington, D.C. (hybrid or remote work will be considered)

### **Term**

The term for the Legal Fellow position is one year. Start date is flexible, June 2022 preferred.

### **Application Materials**

Interested applicants should attach their cover letter and resume to the EDF application, together with a writing sample, unofficial law school transcript, and list of three references. In your cover letter, please describe your interest in environmental law and policy work, and any coursework and professional experience relevant to the qualifications.

**Environmental Defense Fund** is an equal opportunity employer where an applicant's qualifications are considered without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or any other basis prohibited by law.

Interested applicants should attach their cover letter and resume to the EDF application, together with a writing sample, unofficial law school transcript, and list of three references. In your cover letter, please describe your interest in environmental law and energy work, and any coursework and professional experience relevant to the qualifications.

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**Desired Class Level(s):** 3L, Graduate/Alumni

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**Posting Date:** April 8, 2022

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**Expiration Date:** May 15, 2022

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**Contact:** Fahad Huq  
257 Park Avenue South, 17th Floor New York, New York 10010 United States

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

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**How To Apply:** <https://www.edf.org/jobs/clean-energy-legal-fellow-legal-regulatory>

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

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**Visual ID:** 9354

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**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):** Huntington, West Virginia (United States)**Description:**  
Huntington Attorney

Legal Aid of West Virginia (LAWV) is seeking a skilled motivated attorney to join our Lawyer in the School Program in our Huntington Office. 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 in our Huntington office, you will get to enjoy working from our newly-renovated office space which is centrally located in Downtown Huntington near the Courthouse and within walking distance of multiple restaurants and shops. While LAWV will seek continuation funds for the position, this is currently a defined term position which ends on September 30, 2023.

This position will work in public schools to provide assistance in a number of different civil legal areas to families with children in Cabell and Wayne counties. Work will also include some in-court representation, legal advice and information, and community education to families on civil legal issues. We also work closely with several community partners and take a holistic approach when it comes to meeting our clients' needs. As an attorney, this position will allow you to engage with school families that need help.

If you are passionate about serving others and want to do rewarding work, please send your cover letter and resume to [jobs@lawv.net](mailto:jobs@lawv.net) by April 18, 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:** April 7, 2022**Expiration Date:** April 18, 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](mailto:jobs@lawv.net)**Additional Documents:** Cover Letter**ID:** 9351

## 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 County, West Virginia (United States)

**Description:**

TWENTY-THIRD JUDICIAL CIRCUIT BERKELEY COUNTY  
EMPLOYMENT OPPORTUNITY

Martinsburg, West Virginia

Position open until filled (Posted 4-6-2022)

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 Bridget Cohee. This position works under the direct supervision of Judge Bridget Cohee in the Twenty-Third Judicial Circuit, Berkeley 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 Bridget Cohee. 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. Judge Cohee's docket consists of half of Berkeley County's abuse and neglect and juvenile cases; a quarter of Berkeley County's civil and felony criminal cases; and miscellaneous actions such as family court appeals, expungements, name changes, and wedding ceremonies. Judge Cohee is also the presiding judge over Berkeley County's Juvenile Drug Court, and her law clerk will have an opportunity to participate in treatment team meetings and assist with drug court hearings.

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

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

**Duties and Responsibilities:**

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

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



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

**Criminal Background Check:**

All successful candidates must submit to a criminal background check.

**Compensation and Benefits include:**

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

**The Administrative Office of the Courts**

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

**West Virginia Courts**

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

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

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

**Equal Opportunity in Employment**

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

**Application Process**

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

- Cover Letter,
- Resume,
- Law School Transcript,
- Writing Sample,
- References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website), and
- If selected, applicant must provide a signed release of information form provided by the Court.

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

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

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

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**Posting Date:** April 7, 2022

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**Expiration Date:** May 24, 2022

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

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**Resume Receipt:** E-mail

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

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

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**Requested Document Notes:** 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
  - If selected, applicant must provide a signed release of information form provided by the Court.
- 

**ID:** 9347

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## **Creative and Digital Strategies Associate**

National Women's Law Center (Washington, DC)

**Job Type:** Full-time

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

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**Job Description:**

### **The Position**

The National Women's Law Center (NWLC) seeks a Creative and Digital Strategies Associate to help implement and support our digital advocacy and campaign work. The Associate's primary duties will be to help execute NWLC's email program, including coding, launching, testing, and reporting on digital advocacy and fundraising emails, and to help manage and post content on our website. This position is term-limited position for one year.

### **The Organization**

The National Women's Law Center fights for gender justice "in the courts, in public policy, and in our society" working across the issues that are central to the lives of women and girls.

We use the law in all its forms to change culture and drive solutions to the gender inequity that shapes our society and to break down the barriers that harm all of us—especially women of color, LGBTQ people, and low-income women and families.

For almost 50 years, we have been on the leading edge of every major legal and policy victory for women. Find out more at [NWLC.org](http://NWLC.org).

### **Responsibilities**

- Assist with implementing NWLC's email and SMS program, including preparing and coding daily e-mail blasts, action alerts, donation forms, SMS messages, and other features in NWLC's e-CRM and SMS program, as well as managing imports/exports, queries, and constituent record maintenance and inquiries.
- Prepare metrics from a variety of online sources to produce regular digital analytics reports.
- Help maintain NWLC's website and blog, using WordPress, including designing landing pages, ensuring accessibility, updating images and tags, and uploading content.
- Contribute to content decisions for the website, email, blog, and social media channels, including working with Communications staff and program teams to determine the best way to package information and present it to NWLC's audiences.
- Troubleshoot other web/email technical issues as needed.

### **Qualifications**

A candidate must possess:

- Experience, especially in the digital communications field, preferably with an emphasis on email advocacy.
- Fluency in MS Office programs, including Excel.
- Experience with e-CRMs (such as EveryAction, Salsa, Action Network, or Blue State Digital).

- Experience in WordPress (or similar a CMS) and basic HTML skills.
- A strong eye for detail, including proofreading skills, and a thoughtful, analytical approach to managing complex tasks.
- Excellent communication skills.
- Ability to act quickly and effectively in rapid response environments.
- Demonstrated commitment to working on gender and racial equity and centering communities of color.

Additional preferred skills and knowledge:

- Ability to pick up new technology and platforms.
- Experience writing across platforms (especially email) and for diverse audiences.
- Experience working with Mobile Commons or another SMS program.
- An interest in social media and willingness to trend-spot and experiment.
- Demonstrated experience and judgment working both collaboratively and independently.

### **Key Relationships**

This role will report to the Senior Manager of Creative and Digital Strategies, in the Marketing and Communications Department, and work closely with all members of the Content/Creative Team.

### **Compensation & Benefits**

A minimum salary of \$51,973 will be provided to the successful candidate who has experience directly relevant to this role, consistent with the National Women's Law Center's compensation framework.

The Center offers a comprehensive benefits package, and four weeks of annual vacation.

NWLC is a non-profit organization whose headquarters and staff are based in Washington, D.C., with our office located in historic Dupont Circle. However, due to the COVID-19 public health emergency, all NWLC staff are temporarily working remotely. We continue to monitor public health guidance and keep safety, science, and flexibility top of mind as we evaluate what reopening looks like for our team.

### **Classification**

NWLC recognizes a staff bargaining unit, NWLC United, affiliated with the Nonprofit Professional Employees Union/IFPTE Local 70, a union for non-profit workers. This position is included in NWLC's bargaining unit. Specific employment terms are subject to collective bargaining.

### **How to Apply**

To apply for this position, please forward a cover letter and resume. Resumes should include exact start and end dates (month and year) of employment. Please send application materials via e-mail to [CDSAssociate2022@nwlc.org](mailto:CDSAssociate2022@nwlc.org) and include the position title in the subject line. Applications accepted until position is filled.

The National Women's Law Center is an Equal Opportunity/Affirmative Action employer and values a diverse workforce. We strongly encourage and seek applications from people with disabilities; people of all gender

identities and sexual orientations; people of color; and veterans.

**Reasonable Accommodations**

If you require reasonable accommodations during any part of the hiring process, please email us at [ldiala@nwlc.org](mailto:ldiala@nwlc.org).

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<b>Desired Class Level(s):</b> 3L, Graduate/Alumni
<b>Posting Date:</b> April 7, 2022
<b>Expiration Date:</b> May 14, 2022
<b>Contact:</b> HR Programs Associate Danielle Abrams 11 Dupont Circle Northwest Washington, District of Columbia 20036 United States
<b>Resume Receipt:</b> Other (see below)
<b>How To Apply:</b> <a href="mailto:CDSAssociate2022@nwlc.org">CDSAssociate2022@nwlc.org</a>
<b>Additional Documents:</b> Cover Letter
<b>Visual ID:</b> 9346

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## Judicial Law Clerk

Mercer County Court House (Mercer PA)

**Position Type:** Full-time

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

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

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**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: [bmccleary@mcc.co.mercer.pa.us](mailto:bmccleary@mcc.co.mercer.pa.us)

Submissions will be accepted until April 29th, 2022 at 4:30 p.m.

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

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**Posting Date:** April 7, 2022

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**Expiration Date:** April 29, 2022

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

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**Resume Receipt:** E-mail

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

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

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**Requested Document Notes:**

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

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**ID:** 9352

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## Law Clerk

Judiciary of the U.S. Virgin Islands

**Job Type:** Full-time

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**Job Location(s):**

U.S. Virgin Islands

U.S. Virgin Islands

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**Job Description:**

JUDICIAL BRANCH OF THE VIRGIN ISLANDS

St. Croix and St. Thomas/St. John District

EXTERNAL

NOTICE OF JOB OPPORTUNITY

LAW CLERK I

### Nature of Work

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

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

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

### Knowledge, Abilities and Skills

- Knowledge of general law, territorial code, established precedent, and sources of legal reference.
- Knowledge of court practices and procedures.
- Knowledge of legal terminology and concepts.



Ability to communicate clearly and concisely, both orally and in writing, with a diverse group of people.

- Ability to research complex legal problems or questions and apply legal principles.
- Ability to represent the court in a respectful manner.
- Ability to establish and maintain effective working relationship with others.
- Skill in the operation of a personal computer with word processing and legal research software.

### **Working Conditions**

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

### **Physical Demands**

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

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

Graduation from an accredited law school.

### **Licensure and Certification**

None

### **Salary**

\$58,995

To apply, please submit a letter of application **indicating the specific judge**, current resume (including three references), official final transcript, and at least two (2) writing samples, along with any other relevant documents, no later than, April 15, 2022, to:

Nissa Bailey, MPA

Employee Relations Coordinator

Judicial Branch of the Virgin Islands

R.H. Amphlett Leader Justice Complex

P.O. Box 929

Christiansted, VI 00821

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

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

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

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<b>Desired Class Level(s):</b> 3L, LLM, Graduate/Alumni
<b>Posting Date:</b> April 7, 2022
<b>Expiration Date:</b> April 15, 2022
<b>Contact:</b> Nissa Bailey 161B Crown Bay St. Thomas, 00802 U.S. Virgin Islands
<b>Resume Receipt:</b> Email Resume, Online
<b>Default email address for resumes:</b> <a href="mailto:human.resources@vicourts.org">human.resources@vicourts.org</a>
<b>How To Apply:</b> <a href="mailto:human.resources@vicourts.org">human.resources@vicourts.org</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>Visual ID:</b> 9160

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## Visiting Assistant Professor- Law School

Creighton University (Omaha, Nebraska)

**Position Type:** Full-time

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

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**Job Location(s):** Omaha, Nebraska (United States)

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**Description:**

Creighton University School of Law invites applicants for a visiting assistant professor position to teach in the Law School's legal research and writing program. The visitor position is a two-year, full-time position. The position would begin on July 1, 2022, and end on June 30, 2024. The visitor would teach two courses each semester in Creighton's LRW program.

Creighton University School of Law, located in Omaha, Nebraska, was founded in 1904, not just to prepare lawyers but to develop leaders with a commitment to social justice. The law school is rooted in the Jesuit Catholic tradition of educating the whole person and empowers its graduates to find their place in the world, so that they contribute to the greater good through leadership and service.

Applicants for this visiting assistant professor position must possess a J.D. degree, along with a strong academic record and exceptional legal research and writing skills, and they must be dedicated to creating an inclusive experience for the diverse set of students they will teach to foster each student's learning, development, and decision making. Applicants should have two or more years of experience in teaching, a clerkship, and/or in law practice.

Applicants should be aware that the position is for a fixed term of two years. It is possible the Law School will hire a permanent faculty member to teach in the legal writing program in future years. An individual in the visitor position will be eligible to apply for any permanent position advertised during or after the period of their visit.

The position is benefits-eligible and offers a competitive compensation package.

**Qualifications:**

Applicants for this visiting assistant professor position must possess a J.D. degree, along with a strong academic record and exceptional legal research and writing skills, and they must be dedicated to creating an inclusive experience for the diverse set of students they will teach to foster each student's learning, development, and decision making. Applicants should have two or more years of experience in teaching, a clerkship, and/or in law practice.

**Physical Requirements:**

Seeing: 75 – 100%

Hearing: 75-100%

Standing/Climbing/Mobility: 25-49%

Lifting/Pulling/Pushing: 0-24% (pound: 10 lbs.)

Fingering/Grasping/Feeling: 75 – 100%

Travel: No

Exposure to Blood Borne pathogens: No

**AAP/EEO Statement:**

Creighton University is committed to providing a safe and non-discriminatory educational and employment environment. The University admits qualified students, hires qualified employees and accepts patients for treatment without regard to race, color, religion, sex, marital status, national origin, age, disability, citizenship, sexual orientation, gender identity, gender expression, veteran status, or other status protected by law. Its education and employment policies, scholarship and loan programs, and other programs and activities, are administered without unlawful discrimination.

**Disclosure Statement:**

This description describes the general nature of work to be performed and does not include an exhaustive list of all duties, skills, or abilities required. Regular, reliable attendance is an essential function and all employees are required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor. Employees may also be required to work in excess of normal working hours as workloads and seasonal activities necessitate. A complete description is available in the Human Resource office located at 3006 Webster Street Omaha, NE. Creighton University reserves the right to modify duties, responsibilities and activities at any time with or without notice.

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

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**Posting Date:** April 7, 2022

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**Expiration Date:** May 7, 2022

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

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**How to Apply:** <https://creighton.referrals.selectminds.com/jobs/visiting-assistant-professor-law-school-2792?et=FVCXidHZ>

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**ID:** 9349

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## Senior Manager for Campaigns

National Women's Law Center (Washington, DC)

**Job Type:** Full-time

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**Job Location(s):**

Washington, District of Columbia United States

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**Job Description:**

**The Position**

The National Women's Law Center seeks an experienced organizer and communicator who is passionate about shifting power and culture, to support issue campaigns central to our work to advance gender justice.

The Senior Manager for Campaigns, centered on the Marketing & Communications team, will develop and implement compelling, creative, and effective issue advocacy campaigns using both digital and on-the-ground tools to advance federal and state policies that would improve the lives of families and workers on issues related, but not limited to, the fight for affordable, high-quality child care.

**The Organization**

The National Women's Law Center fights for gender justice in the courts, in public policy, and in our society working across the issues that are central to the lives of women and girls.

We use the law in all its forms to change culture and drive solutions to the gender inequity that shapes our society and to break down the barriers that harm all of us especially those who face multiple forms of discrimination, including women of color, LGBTQ people, and low-income women and families.

For almost 50 years, we have been on the leading edge of every major legal and policy victory for women, and we need you with us to continue this fight.

**Responsibilities**

- Conceptualize and execute multi-channel campaigns strategies that forward the Center's legislative, policy, and narrative change goals specific to advancing affordable, high-quality child care for families in the United States;
- Work closely with colleagues on issue-focused program teams to advance key policy goals both nationally and at the state level;
- Collaborate with the Director of Community Partnerships to facilitate story collection and related products from grantees, partner organization, and individuals most directly affected by our work;
- Manage and nurture relationships with other movement organizations, working in sync to coordinate on national days of action, campaigns, etc.;
- Mobilize in rapid response moments to elevate campaign messaging and secure key narrative and policy wins;
- Develop and write campaign plans, action alerts, social media content, blog posts, toolkits, and other related materials;
- Organize and manage occasional on-the-ground activations and events in collaboration with Senior Manager of Events, and other partner organizations;
- Coordinate meetings, conference calls, speaking opportunities, and other NWLC-hosted events;
- Project manage and coordinate efforts among team members working on these issues, including but not limited to graphic design, press, etc.;
- Manage relationships with consultants and other vendors.

## **Qualifications**

The candidate must possess:

- A minimum of 5 years of relevant work experience particularly in running issue advocacy and/or local campaigns, organizing, and/or digital advocacy;
- Demonstrated ability to grasp key policy messages and effectively communicating them to a variety of audiences, especially across digital channels;
- Ability to scale campaigns and mobilize partners and audiences in rapid response moments;
- Experience in effectively building and maintaining relationships with coalition partners and other stakeholders;
- Demonstrated commitment to working on gender and racial equity and centering communities of color and other historically marginalized communities in their approach to work and executing key responsibilities;
- Strong writing skills and experience writing across platforms and for diverse audiences.

Additional preferred skills and knowledge:

- Ability to tie pop culture moments with policy priorities to create relatable public narratives;
- A sense of humor and desire for both a collegial team environment and the ability to work independently;
- Experience working on economic justice, or gender justice-related issues.
- Solid interpersonal skills, and experience building relationships across organizations and coalitions;
- Can work effectively in a fast-paced, collaborative team;
- Works effectively in moments of rapid response;
- Experience working in a policy forward setting, 501(c)4 organization, and/or on political campaigns.

## **Key Relations**

The Senior Manager for Campaigns reports to the Director of Campaigns. Additionally, the key focus areas of Income Security and Child Care will require this person to collaborate closely with for the Law Center's Income Security and Child Care teams.

## **Compensation & Benefits**

A minimum salary of \$79,020 will be provided to the successful candidate who has at least 5 years of experience directly relevant to this role, consistent with the National Women's Law Center's compensation framework.

The Center offers a comprehensive benefits package, and four weeks of annual vacation.

NWLC is a non-profit organization whose headquarters and staff are based in Washington, D.C., with our office located in historic Dupont Circle. However, due to the COVID-19 public health emergency, all NWLC staff are temporarily working remotely. We continue to monitor public health guidance and keep safety, science, and flexibility top of mind as we evaluate what reopening looks like for our team.

## **Classification**

NWLC recognizes a staff bargaining unit, NWLC United, affiliated with the Nonprofit Professional Employees Union/IFPTE Local 70, a union for non-profit workers. This position is included in NWLC's bargaining unit. Specific employment terms are subject to collective

bargaining.

**How to Apply**

To apply for this position, please forward a cover letter, resume and at least 3 samples of design work across media. Resumes should include exact start and end dates (month and year) of employment. Please send application materials via e-mail to [srmgrcc2022@nwlc.org](mailto:srmgrcc2022@nwlc.org) and include the position title in the subject line. Applications accepted until position is filled.

The National Women's Law Center is an Equal Opportunity/Affirmative Action employer and values a diverse workforce. We strongly encourage and seek applications from people with disabilities; people of all gender identities and sexual orientations; people of color; and veterans.

**Reasonable Accommodations**

If you require reasonable accommodations during any part of the hiring process, please email us at [ldiala@nwlc.org](mailto:ldiala@nwlc.org).

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<b>Desired Class Level(s):</b> Graduate/Alumni
<b>Posting Date:</b> April 6, 2022
<b>Expiration Date:</b> May 13, 2022
<b>Contact:</b> HR Programs Associate Danielle Abrams 11 Dupont Circle Northwest Washington, District of Columbia 20036 United States
<b>Resume Receipt:</b> Other (see below)
<b>How To Apply:</b> <a href="mailto:srmgrcc2022@nwlc.org">srmgrcc2022@nwlc.org</a>
<b>Additional Documents:</b> Cover Letter, Other Documents
<b>Additional Documents Notes:</b> 3 samples of design work across media
<b>Visual ID:</b> 9343

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## **Associate Attorney**

Ott & Associates Co., LPA

**Job Type:** Full-time

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

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**Job Description:** **Full Time Associate Position**

**Job Location:**

Ott & Associates Co., LPA  
1300 E. 9th Street, Ste 1520  
Cleveland, Ohio 44114

**Job Description:**

Successful, AV rated small downtown firm seeking licensed attorney with 2 or more years experience in civil litigation and/or collections and an interest in real estate and business law.

Our firm's practice areas include:

- Condominium/Community Association Law
- Commercial/Residential Real Estate
- Litigation

Associate Attorney Responsibilities include (but are not limited to the following):

- Trial preparation and Court Appearances
- Attendance at board meetings for community associations
- Drafting and preparing contracts, motions, briefs, judgments, letters and memoranda
- Legal Research using Lexis

**Period of Employment:**

Permanent, immediate start date

**Pay Type:**

Salary is negotiable, based on experience

**Benefits:**

- Simple IRA Retirement Account
- Simple IRA Retirement matching
- Dental insurance
- Health insurance
- Paid time off

**How to Apply:**

Send resume, cover letter, transcript, writing sample and salary requirements to Beth Pfeiffer, Firm Administrator, via email at [bpfeiffer@ottesq.com](mailto:bpfeiffer@ottesq.com) (please reference "Associate Position" when applying)

Attorneys must be licensed and in good standing with the Ohio State Bar. Candidates must have drive, excellent speaking skills, a willingness to succeed, and ability to handle a large workload with a variety of litigation under minimal supervision. Must be available for after-hours meetings and hearings as necessary.



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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** April 5, 2022

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**Expiration Date:** May 12, 2022

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**Contact:** Firm Administrator Beth Pfeiffer  
Firm Administrator  
1300 E 9th St Cleveland, Ohio 44114 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** bpfeiffer@ottesq.com

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

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**Visual ID:** 9336

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## Attorney 1 - Staff Attorney 1

Public Service Commission (Charleston, WV)

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**Position Type:** Full-time

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**Practice Area(s):** Administrative

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

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**Description:**

WEST VIRGINIA  
Division of Personnel  
1900 Kanawha Blvd. East, Building 3 Suite 500  
Charleston, WV 25305

<http://www.personnel.wv.gov>  
invites applications for the position of:  
Attorney 1 - Public Service Commission - Kanawha Co.

An Equal Opportunity Employer

SALARY:

\$3,412.25 - \$6,312.58 Monthly

\$40,947.00 - \$75,751.00 Annually

DEPARTMENT:

Public Service Commission

OPENING DATE:

03/31/22

CLOSING DATE:

04/15/22 11:59 PM

NATURE OF WORK:

Under direct supervision, perform legal work in the field of public utility regulation. Review case filings of utilities. Prepare legal memoranda and legal documents relating to cases pending before the Commission, including preparation of Commission Orders. Assist the Commission in the administration of cases. Provide interpretation of court opinions and statutes and advise Commission on proper course of legal remedy. Present staff position in agency hearings. As directed by supervisor, complete additional legal work on related cases in circuit court and Supreme Court of Appeals of West Virginia supporting Commission Orders with legal pleadings and oral presentations. Perform related duties as required.

\*\*\*Public Service Commission has established a salary range of \$40,947 to \$68,860 for this classification.

\*\*\*These positions are also posted as Attorney 2 classification. Only two positions will be filled and in accordance with the qualifications and experience requirements for the classification used to fill the positions.

Click The APPLY Link To Apply Online. Do not use a paper application unless you cannot apply online. If you must use a paper application due to disability or other valid reason, please call our office 304-558-3950 (8:30 AM - 4:30 PM) for special instructions.

**IMPORTANT:** Your eligible score will be based on information provided in your application; therefore, make sure your application is detailed and complete. You may attach a resume and other documents; however, you should NEVER enter "See Resume" on the application. You MUST complete ALL parts of the application, including the Work Experience section.

**ATTENTION:** Applicant MUST VERIFY POST-HIGH SCHOOL EDUCATION (DIPLOMAS, DEGREES, etc.), TRAINING, or LICENSURE EARNED pertaining to this position BY THE CLOSING DATE OF THE POSTING, if not previously verified. It may ONLY be in the form of a copy of an OFFICIAL transcript or diploma. If you are claiming Veteran's preference, please submit "MEMBER 4" form and/or your VA Letter. DOCUMENTATION WILL NOT BE ACCEPTED AFTER THE CLOSING DATE and you will not be considered for this vacancy. Please attach documents to the online application before submitting it. Or, you may email it to: [applicantsservices@wv.gov](mailto:applicantsservices@wv.gov) or by FAX to 304-957-0396, or by mail to: WV Division of Personnel, 1900 Kanawha Blvd. E., Building 3, Suite 500, Charleston, WV 25305.

This announcement is for one or more specific vacancies and only applies to the location(s) indicated. Your application will remain active for this job for 180 days or until the job is filled. Application for this job does not automatically qualify you for other positions. Be sure to submit your application for each position of interest. To receive an email notice anytime jobs in this or other categories are posted, you may choose to complete a Job Interest Card from the slide-out menu located at the top left of our Job Opportunities page.

As a condition of employment, an inquiry into job-related information will be completed which may include, but not limited to, criminal records, abuse registry records, driving records, employment history, and education and training. Failing to cooperate with this process, providing false or incomplete information, and/or discovery of disqualifying information may result in denial of or dismissal from employment or denial of transfer irrespective of when discovered.

**EXAMPLES OF WORK:**

**MINIMUM QUALIFICATIONS:**  
Training: Graduation from a regionally accredited or American Bar Association accredited law school.

**\*\*\*DETAILS OF RELATED EXPERIENCE MUST BE SHOWN IN THE WORK EXPERIENCE SECTION OF YOUR ONLINE APPLICATION\*\*\***

**OTHER INFORMATION:**

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.personnel.wv.gov>

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, WV 25305  
(304) 558-3950

[DOP.applicantservices@wv.gov](mailto:DOP.applicantservices@wv.gov)

Position #9505P  
ATTORNEY 1 - PUBLIC SERVICE COMMISSION - KANAWHA CO.  
AS

Attorney 1 - Public Service Commission - Kanawha Co. Supplemental Questionnaire

\*

1.  
Were all of the jobs listed in your application paid?

Yes No

\*

2.  
If you answered NO to the above question, please list below the names of the employers for which you did not receive compensation. Compensation may not only be salary or wages. It may be room and board, gas mileage, etc. If you answered YES to the above question, please put NONE.

\*

3.  
Confirmation. By submitting my application I confirm and agree that all application statements are correct. I further understand that all my information is subject to verification and any misrepresentation is grounds for permanent disqualification.

I confirm the above statement.

\* Required Question

**Posting Date:** April 5, 2022

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**Expiration Date:** April 15, 2022

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**Contact:** Wendy Braswell  
Director, Legal Division  
201 Brooks Street Charleston, West Virginia 25301 United States

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

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**How to Apply:** <https://www.governmentjobs.com/careers/wv/jobs/3492710/attorney-1-public-service-commission-kanawha-co/apply?keywords=attorney&pagetype=jobOpportunitiesJobs>

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**Requested Document Notes:** Applicant may be required to submit official transcripts as part of the application process.

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**ID:** 9340

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## Attorney 2 - Staff Attorney 2

Public Service Commission (Charleston, WV)

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**Position Type:** Full-time

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**Practice Area(s):** Administrative

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

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**Description:**

WEST VIRGINIA  
Division of Personnel  
1900 Kanawha Blvd. East, Building 3 Suite 500  
Charleston, WV 25305

<http://www.personnel.wv.gov>

invites applications for the position of:

Attorney 2 - Public Service Commission - Kanawha Co.

An Equal Opportunity Employer

**SALARY:**

\$3,582.33 - \$6,627.25 Monthly

\$42,988.00 - \$79,527.00 Annually

**DEPARTMENT:**

Public Service Commission

**OPENING DATE:**

04/01/22

**CLOSING DATE:**

04/16/22 11:59 PM

**NATURE OF WORK:**

Under general supervision, perform legal work in the field of public utility regulation. Aspects of legal work will be supervised for consistency with regulatory policy and orders. Review case filings of utilities. Prepare legal memoranda and legal documents relating to cases pending before the Commission, including preparation of Commission Orders. Assist the Commission in the administration of cases. Provide interpretation of court opinions and statutes and advise Commission on proper course of legal remedy. Present staff position in agency hearings. As directed by supervisor, complete additional legal work on related cases in circuit court and Supreme Court of Appeals of West Virginia supporting Commission Orders with legal pleadings and oral presentations. Perform related duties as required.

\*\*\*Public Service Commission has established a salary range of \$42,988 to \$78,822 for this classification.

\*\*\*These positions are also posted under the Attorney 1 classification. Only two positions will be filled and in accordance with the qualifications and experience requirements for the classification used to fill the positions.

Click The APPLY Link To Apply Online. Do not use a paper application unless you cannot apply online. If you must use a paper application due to disability or other valid reason, please call our office 304-558-3950 (8:30 AM - 4:30 PM) for special instructions.

**IMPORTANT:** Your eligible score will be based on information provided in your application; therefore, make sure your application is detailed and complete. You may attach a resume and other documents; however, you should NEVER enter "See Resume" on the application. You MUST complete ALL parts of the application, including the Work Experience section.

**ATTENTION:** Applicant MUST VERIFY POST-HIGH SCHOOL EDUCATION (DIPLOMAS, DEGREES, etc.), TRAINING, or LICENSURE EARNED pertaining to this position BY THE CLOSING DATE OF THE POSTING, if not previously verified. It may ONLY be in the form of a copy of an OFFICIAL transcript or diploma. If you are claiming Veteran's preference, please submit "MEMBER 4" form and/or your VA Letter. DOCUMENTATION WILL NOT BE ACCEPTED AFTER THE CLOSING DATE and you will not be considered for this vacancy. Please attach

documents to the online application before submitting it. Or, you may email it to: [applicantsservices@wv.gov](mailto:applicantsservices@wv.gov) or by FAX to 304-957-0396, or by mail to: WV Division of Personnel, 1900 Kanawha Blvd. E., Building 3, Suite 500, Charleston, WV 25305.

This announcement is for one or more specific vacancies and only applies to the location(s) indicated. Your application will remain active for this job for 180 days or until the job is filled. Application for this job does not automatically qualify you for other positions. Be sure to submit your application for each position of interest. To receive an email notice anytime jobs in this or other categories are posted, you may choose to complete a Job Interest Card from the slide-out menu located at the top left of our Job Opportunities page.

As a condition of employment, an inquiry into job-related information will be completed which may include, but not limited to, criminal records, abuse registry records, driving records, employment history, and education and training. Failing to cooperate with this process, providing false or incomplete information, and/or discovery of disqualifying information may result in denial of or dismissal from employment or denial of transfer irrespective of when discovered.

EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

Training: Admission to the West Virginia State Bar.

Experience: Two years of full-time or equivalent part-time paid employment in the practice of law.

Substitution: One year of full-time or equivalent part-time paid employment as an attorney with the agency to which assigned shall be considered the equivalent of two years of experience.

\*\*\*DETAILS OF RELATED EXPERIENCE MUST BE SHOWN IN THE WORK EXPERIENCE SECTION OF YOUR ONLINE APPLICATION\*\*\*  
OTHER INFORMATION:

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.personnel.wv.gov>

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, WV 25305  
(304) 558-3950

[DOP.applicantsservices@wv.gov](mailto:DOP.applicantsservices@wv.gov)

Position #9506P

ATTORNEY 2 - PUBLIC SERVICE COMMISSION - KANAWHA CO.  
AS

Attorney 2 - Public Service Commission - Kanawha Co. Supplemental Questionnaire

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1.

Were all of the jobs listed in your application paid?

Yes No

\*

2.

If you answered NO to the above question, please list below the names of the employers for which you did not receive compensation.

Compensation may not only be salary or wages. It may be room and board, gas mileage, etc. If you answered YES to the above question, please put NONE.

\*

3.

Confirmation. By submitting my application I confirm and agree that all application statements are correct. I further understand that all my

information is subject to verification and any misrepresentation is grounds for permanent disqualification.

I confirm the above statement.

\* Required Question

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<b>Desired Class Level:</b> 3L, Graduate/Alumni
<b>Posting Date:</b> April 5, 2022
<b>Expiration Date:</b> April 16, 2022
<b>Contact:</b> Wendy Braswell Director, Legal Division 201 Brooks Street Charleston, West Virginia 25301 United States
<b>Resume Receipt:</b> Other (see below)
<b>How to Apply:</b> <a href="https://www.governmentjobs.com/careers/wv/jobs/3492777/attorney-2-public-service-commission-kanawha-co/apply?keywords=attorney&amp;pagetype=jobOpportunitiesJobs">https://www.governmentjobs.com/careers/wv/jobs/3492777/attorney-2-public-service-commission-kanawha-co/apply?keywords=attorney&amp;pagetype=jobOpportunitiesJobs</a>
<b>Requested Document Notes:</b> The applicant may be required to provide copies of official transcripts as part of the application process.
<b>ID:</b> 9338

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**Attorney II or III**

Cochise County (Bisbee, AZ)

**Position Type:** Full-time**Geographic Preference:** Southwest (AZ, NM)**Job Location(s):** Bisbee, Arizona (United States)**Description:****COCHISE COUNTY ATTORNEY'S OFFICE BORDER CRIMES POSTITION**

The Cochise County Attorney's Office is seeking an experienced prosecutor to fill a grant-funded position to prosecute "Border Related Crimes." In the past year our county has experienced a crisis in Border Related Crimes, mostly dealing with cross-border smuggling of people and drugs. Our community has been plagued by high-speed chases, frequently resulting in injuries and deaths. Our local Law Enforcement agencies, led by our Sheriff, have created a task force to deal with Border Related Crimes and the fall-out from our county being a thoroughfare for smuggling. The attorney hired for this position would work directly with our Law Enforcement partners, local, state, and federal, as part of this task force. The funding is for at least the next 3 fiscal years. The salary range is \$85,000-\$95,000 depending on experience.

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

<https://www.governmentjobs.com/careers/cochise/jobs/3486923/deputy-county-attorney-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. 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](mailto:lzucco@cochise.az.gov)

Additionally, applicants with less than 2 years of legal experience may email resumes to be considered for an under-fill position as an Attorney I directly to Ms. Zucco

**Desired Class Level:** Graduate/Alumni**Posting Date:** April 5, 2022**Expiration Date:** May 5, 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:** E-mail, Other (see below)**Default email for resumes.:** [lzucco@cochise.az.gov](mailto:lzucco@cochise.az.gov)

**How to Apply:** <https://www.governmentjobs.com/careers/cochise/jobs/3486923/deputy-county-attorney-ii-or-iii?pagetype=jobOpportunitiesJobs>

**ID:** 9337



## Contract Specialist

Department of Energy (Washington, DC)

**Job Type:** Full-time

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**Job Location(s):** Tulsa, Oklahoma United States

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**Job Description:** This position is part of the Southwestern Power Administration. As a Contract Specialist, you will performs a wide range of contracting duties and assignments to complete solicitation, award, and administration of agency contracts, as well as other acquisition duties under the guidance of the Division Director.

- Execute contract actions encompassing a variety of contract types including supplies, services, Architect Engineering Services and/or construction contracts as a Contract Specialist. Work as a member of a procurement team and communicate clearly with internal and external customers.
- Perform detailed cost analyses on contractor estimated direct and indirect cost elements to determine if they are allowable, allocable, and the reasonableness of the proposed costs. Analyze labor rates and escalation factors, develop projected indirect cost rates, and assess performance and cost risk to develop fee objectives. Prepare detailed reports from the analysis and document the results and make recommendations that form the basis of the pre-negotiation position.
- Perform pre-award functions by formulating the contracting approach, reviewing procurement packages, conducting market research, preparing solicitations, determining sources to be solicited, conducting pre-bid conferences, evaluating proposals and determining competitive range in negotiated procurements, and recommending award of the contract.
- Perform post-award functions by monitoring contractor performance, preparing technical progress reports, addressing contractor labor standards violations, preparing modifications, taking appropriate action to expedite delivery or performance when required, negotiating settlements, approving contract payments, assessing damages for non-performance, issuing show cause or cure notices, terminating contracts when required, and negotiating settlements.

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** April 5, 2022

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**Expiration Date:** May 12, 2022

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

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

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**How To Apply:** <https://www.usajobs.gov/job/646684600>

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**Visual ID:** 9334

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## Deputy Disciplinary Counsel (remote or in-person)

Judiciary of the U.S. Virgin Islands

**Job Type:** Full-time

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

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**Job Description:**

**NATURE OF WORK:**

Deputy Disciplinary Counsel is a full-time position within the Office of Disciplinary Counsel of the Supreme Court of the Virgin Islands under the direction and supervision of the Chief Disciplinary Counsel. The Deputy Disciplinary Counsel receives, screens, investigates and, as necessary, prosecuting complaints made against attorneys, judges and persons who may be engaged in the unauthorized practice of law consistent with the rules of the Supreme Court of the Virgin Islands. In the absence of the Chief Disciplinary Counsel may assumes the duties and responsibilities for the Office of Disciplinary Counsel. Work is performed with limited supervision but with significant independent judgment and initiative and is reviewed by the Chief Disciplinary Counsel.

**DUTIES AND RESPONSIBILITIES:**

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

- Receives complaints regarding alleged ethical misconduct by a lawyer or judge, screens complaints of misconduct by a lawyer or judge by assessing whether, "if true," the complaint alleges conduct in violation of the ethical rules applicable to lawyers or judges; dismiss complaints that do not meet the "if true" threshold, meaning there is no allegation of a possible viable case of misconduct by a lawyer or judge in consultation with the Chief Disciplinary Counsel, Commission, and/or any other panels;
- Investigates and assists in the prosecution of attorney discipline, judicial discipline, and unauthorized practice of law matters of complaints in accordance with the rules of the Supreme Court of the Virgin Islands;
- Contacts and interviews witnesses regarding alleged misconduct, and obtaining other evidence, including documents, or statements under oath where beneficial;
- Issues letters of caution where appropriate to remind lawyers or judges or those engaged in the Unauthorized Practice of Law to be more attentive to obligations under the Rules of Professional Conduct, the Code of Judicial Conduct, or other rules governing ethical conduct after consultation with the Chief Disciplinary Counsel and/or Commission or panels;
- Notifies complainants about the disposition of the complaints, including the ability to seek review of the disposition; file formal charges when directed to do so; obtain and review responses from the subject lawyer or judge to the formal charges that were filed and served; prosecute formal charges, performing legal research, preparing memoranda of law, and preparing opening statements and closing arguments; participate in the hearing by presenting an opening statement, calling witnesses to testify, examining or cross-examining witnesses, presenting a closing argument, and presenting memoranda of law to include legal research, drafting the brief in accordance with the Appellate Court Rules;
- Prepares for oral arguments before the Supreme Court, including reading the entire record and all

briefs, preparing detailed notes, and updating all legal research; engaging in practice; attending and participating in oral arguments before the Supreme Court, including presentation of the case and responding to questions from members of the Court; receiving and reviewing the opinion the Court files following oral argument and deciding whether to seek rehearing;

- Initiates and prosecutes proceedings before the Boards, Commission and the Supreme Court to enforce orders related to disciplinary proceedings by receiving information on potential noncompliance, reviewing related files and documents, performing legal research, drafting the petition and related documents, filing the petition with the court, reviewing any documents filed in response, preparing a reply if necessary, attending any hearings scheduled before the Supreme Court, engaging in oral arguments before the Court, receiving and reviewing any decision by the Court, and requesting rehearing if necessary.
- Maintains an appropriate caseload ensuring high quality work;
- Maintains properly kept records including receipt of complaints, screening, investigation, and filing of formal charges in lawyer discipline; compile statistics to aid in the administration of the system including, but not limited to, a log of all complaints received, investigative files, and statistical summaries of docket processing and case dispositions to include total complaints carried forward from prior year, total complaints received during current year, disposition of each complaint, budget and financial reporting;
- Engages in discussion and assistance with the IOLTA Board;
- Initiates filings to the Court for matters related to the Annual Registration Statement and Fees;
- Maintains the permanent records of discipline, disability, and unauthorized practice matters;
- Meets with the Chief Disciplinary Counsel regarding matters on pending cases;
- Represents the Office of Disciplinary Counsel by speaking at and participating in various CLE programs, law schools, bar associations, committees, programs and other local and national professional organizations. Prepare materials and make presentations at seminars, including performing legal research, drafting materials, and drafting PowerPoint presentations, assisting with the preparation of materials, reviewing all materials prepared by other presenters, attending and presenting instruction on various ethics related topics, and evaluating presentations by other presenters. Participate in Professionalism presentations by preparing materials and giving lectures at the Virgin Islands Bar or other law related organizations.
- Performs all other duties as assigned at the direction of the Chief Disciplinary Counsel, Commission, or the Supreme Court.

#### **MINIMUM QUALIFICATIONS:**

Graduation from an American Bar Association (ABA) accredited law school and member in good standing with the Virgin Islands Bar. A minimum of five years of legal experience trying cases, preparing and arguing appellate cases and management of cases. Some trial, appellate, governmental and disciplinary experience is preferred. Reputation for integrity and no history of disciplinary offenses as an attorney or in any other capacity (Certificate of Good Standing and Authorization and Release Form-Request for Disciplinary Action).

**POSITION FACTORS:**

- Knowledge of the rules of professional conduct and related case law, procedural rules and rules of evidence.
- Knowledge of the Judicial Branch's mission, policies and operations.
- Knowledge of federal and state laws, including statutes, rules and caselaw.
- Excellent written and verbal communication skills including public speaking, drafting correspondence, memoranda or briefs and oral arguments before the Supreme Court or the Commission.
- Excellent interpersonal and conflict management skills.
- Proficient in the use of office equipment, including standard computers and computer software.
- Ability to compile data for reporting purposes and the preparation of complex technical reports.
- Ability to maintain high standards of personal and professional integrity.
- Ability to investigate, analyze, draw valid conclusions and formulate recommendations based on the data.
- Ability to comprehend, interpret, and apply complex technically oriented laws, regulations, rules and policies.
- Possess innovative problem solving and technology skills, as well as a solution-oriented commitment to continuous quality improvement and implementing enhanced technology efficiencies.
- Ability to work in an autonomous environment with excellent self-direction, initiative, and motivation.

**LICENSURE AND CERTIFICATION:**

Virgin Islands Bar membership in good standing.

*Submissions that do not include the requested documents will not be considered. The Court will only contact applicants selected for interviews. Any applicant who needs a reasonable accommodation shall advise the Court's ADA Coordinators.*

Graduation from an American Bar Association (ABA) accredited law school and member in good standing with the Virgin Islands Bar. A minimum of five years of legal experience trying cases, preparing and arguing appellate cases and management of cases. Some trial, appellate, governmental and disciplinary experience is preferred. Reputation for integrity and no history of disciplinary offenses as an attorney or in any other capacity (Certificate of Good Standing and Authorization and Release Form-Request for Disciplinary Action).

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** April 5, 2022

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**Expiration Date:** May 12, 2022

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

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

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

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

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

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**Additional Documents Notes:** Certificate of Good Standing  
Authorization and Release Form-Request for Disciplinary  
Action

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**Visual ID:** 9342

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## ECONOMIC JUSTICE INSTITUTE CLINICAL FELLOWSHIP

The University of Wisconsin-Madison (Madison, Wisconsin)

**Position Type:** Fellowship

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

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**Job Location(s):** Madison, Wisconsin (United States)

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**Description:**

RESEARCH ASSOCIATE POSITION OPENING

Requirements:

J.D. and admitted to the Wisconsin Bar, or eligible for admission to the Wisconsin Bar by September 2022 (required for the position).

This position targets new law graduates or those within 0-12 months of law school graduation. Demonstrated interest in public service and clinical legal education is highly preferred. Proficiency in Spanish is preferred.

Job Duties:

The University of Wisconsin Law School seeks applicants for a post-graduate clinical fellowship position in the Economic Justice Institute (EJI), which trains and supervises students in providing legal services to low-income clients in the Consumer Law Clinic, Family Court Clinic, Immigrant Justice Clinic, Neighborhood Law Clinic, or Restraining Order & Survivors' Advocacy Clinic. Currently the greatest area of need is in the Immigration Law area; therefore familiarity and experience in the area of immigration law is preferred. The fellowship is a training, public interest, and research opportunity for new or recent law graduates drawn to clinical law teaching and public-interest law. The Clinical Fellow (Research Associate) will work under the supervision of one or more members of the EJI clinical faculty to instruct law students, manage case work, and potentially publish research in their area of interest. We recognize that potential for excellence comes from a variety of backgrounds and have created this position to develop the talents and abilities of future public-interest lawyers and clinical teachers. It is a one-year position, potentially renewable for a second year.

Principal duties:

The Clinical Fellow will work closely with EJI clinic faculty and staff to develop their teaching and advocacy skills and managing the clinic's legal work. The Fellow will assist with the instruction, supervision, and mentoring of law students through the representation of clinic clients in conjunction with clinical faculty. Specific duties may include:

- a. Assisting clinic faculty in the review and refinement of the clinic's curriculum and courses, consistent with Law School needs and objectives;
- b. Teaching or co-teaching clinical courses or classes, which may include
  - providing instruction in substantive law, procedure, and professional responsibility
  - screening and assigning appropriate cases to clinic students
  - participating in weekly 1:1 meetings with each clinic student
  - reviewing, critiquing, and approving documents prepared by students in their cases before filing in court
  - providing written evaluations of students' work;
- c. Appearing on behalf of clinic clients in court or administrative proceedings and managing the resolution of outstanding issues;
- d. Attending staff meetings and coordinating/collaborating with EJI clinical faculty in areas of common interest among the Law School's clinics;
- e. Developing and pursuing research interests, writing and publishing

material on clinic activities or public-interest advocacy, and participating in outreach, conferences, or other events related to the clinic's work.

Salary (full-time annual):

This is a fixed-term position, and a one-year period of evaluation will be required. The fellowship appointment may be extended for an additional year, depending upon performance and department need.

Minimum salary \$55,000 ANNUAL (12 months)

Percent Time:

100%

Start Date:

August 1, 2022

Contact Name: \*Required

Justin Boehm

Contact Address:

975 Bascom Mall Law Building

Madison, WI 53706-1399

Contact Phone:

608-890-4466

Contact Email: \*Required

justin.boehm@wisc.edu

To Apply: Please send cover letter and resume to Justin Boehm, HR Manager at justin.boehm@wisc.edu by the consideration date, April 29, 2022.

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

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**Posting Date:** April 5, 2022

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**Expiration Date:** April 29, 2022

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**Contact:** Kory Deavers

1155 Observatory Drive 108 Mark Ingraham Hall Madison, Wisconsin  
53706-1319 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** justin.boehm@wisc.edu

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**Additional Documents:** Cover Letter

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**ID:** 9333

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## General Counsel for the Bureau

WV Department of Health and Human Resources (Charleston)

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**Position Type:** Full-time

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

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

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**Description:**

WV Department of Health and Human Resources

**Nature of Work**

Under the direction of the DHHR General Counsel in close collaboration with the State Health Officer and Commissioner of the Bureau for Public Health ("BPH" or "Bureau"), performs advanced and complex legal work related to the laws impacting BPH programs and any additional applicable laws. Performs related work as required. This position serves as the General Counsel for the Bureau and is located in the BPH Commissioner's office.

**Examples of Work**

- Serves as principal legal advisor to the State Health Officer and Commissioner as well as to Bureau and program leadership.
- Assists in the development of Bureau policy that properly aligns with the strategic vision and goals of the agency and public health more broadly.
- Works closely with federal, state, and local government agencies and non-governmental entities to keep abreast of public health law, proactively guide policy, and help plan use of state resources and assets wisely in order to address public health opportunities, issues, and concerns.
- Plans and oversees special projects at the request of the Commissioner to evaluate the effectiveness of policies, propose alternative solutions, and recommend appropriate actions for improvement.
- Reviews and approves a variety of contracts, MOUs/MOAs and other agreements.
- Provides recommendations and guidance to Bureau leadership and employees on records management, FOIAs, litigation discovery, enforcement, privileged correspondence, and other related administration and support.
- Performs legal research and provides legal recommendations to the Commissioner and WV DHHR General Counsel.
- With the input of subject matter experts, researches, drafts, reviews, updates, maintains, and explains agency related legislation and legislative rules aimed at protecting and advancing the health of the public and upholding the regulatory responsibilities of the agency.
- Provides legal research and guidance in preparation for and in response to public health emergencies.
- Drafts, reviews, and fields response to inquiries about legal orders of the agency (e.g., environmental, regulatory, cease and desist, etc.)
- Reviews, compiles, and drafts response to Bureau Freedom of Information Act (FOIA) requests.
- In conjunction with DHHR General Counsel and Legislative Affairs Counsel, guides Commissioner and staff on legislative process and strategy.
- Represents the Bureau before legislative committees to advocate legislation and policy initiatives.



- Guides in drafting response to legislative inquiries.
- Responds to inquiries from local, state, and federal agencies as required.
- Undertakes and directs legal research.
- Consults with other attorneys on behalf of the Bureau and in the interest of public health.
- Represents the Commissioner as necessary or directed with external organizations both orally and in writing, including frequent contacts with governmental officials, legislators and their staff, lobbyists, representatives of the regulated community, business leaders, and state residents.
- Advises the Commissioner and client regarding complex legal issues related to laws impacting DHHR/BPH.
- Performs highly responsible legal work in connection with criminal and civil law, public health law, health care law, environmental law, etc., as well as the intersection with and impact of other laws, rules, and policies with the potential to impact health and safety of individuals and communities.
- Determines further appeal of contested cases and makes recommendations to supervisor concerning final clearance.
- Consults with agency staff on compliance issues, the interpretation of court opinions and statutes, the application of rules and regulations, and related matters where a serious legal issue is involved.
- Participates as an active member of Bureau for Public Health Executive and Leadership teams.

#### Knowledge, Skills and Abilities

- Knowledge of federal and state statutes, administrative rules, court opinions, and Attorney General opinions.
- Knowledge of general law.
- Knowledge of judicial procedure, legislative procedure, and bill and rule preparation.
- Knowledge of government operation.
- Skill in written and oral communication.
- Ability to engage in, contribute to, and lead cross-disciplinary teams and initiatives.
- Ability to analyze, appraise and organize facts, and present such materials in a clear and logical form for oral or written presentation.
- Ability to perform complex legal work in the drafting of legal instruments, proposed legislation, and legal opinions.

#### HOW TO APPLY:

Interested persons must submit the following application materials to [DHHRJobs@wv.gov](mailto:DHHRJobs@wv.gov):

- Cover Letter
- Resume
- Professional References (at least three, with current contact information)

Deadline to apply is April 18, 2022.

To apply for this job email your details to [DHHRJobs@wv.gov](mailto:DHHRJobs@wv.gov)

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**Posting Date:** April 5, 2022

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**Expiration Date:** April 18, 2022

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**Contact:** Human Resources

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**Resume Receipt:** E-mail

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**Default email for resumes.:** DHHRJobs@wv.gov

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

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**Requested Document Notes:** Interested persons must submit the following application materials to DHHRJobs@wv.gov:

- Cover Letter
- Resume
- Professional References (at least three, with current contact information)

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**ID:** 9335

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**Assistant Public Defender**

Public Defender Corporation for the 4th Judicial Circuit (Parkersburg, WV)

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

Assistant Public Defender

4th Judicial Circuit Public Defender Corporation (Parkersburg, WV)

The Public Defender Corporation for the 4th Judicial Circuit seeks applications for the full-time position of Assistant Public Defender. The available position will work primarily out of Parkersburg, WV and will be responsible for felony, misdemeanor, juvenile, abuse and neglect cases. Applicant must be licensed to practice law in the state of West Virginia. The preferred applicant should have no less than three years of courtroom experience and the following skills: excellent communication skills, skills of persuasion and negotiation, strong time management and organizational skills.

Please submit resume and cover letter to Angela Brunicardi Doss, 320 Juliana Street, Suite 101, Parkersburg, WV 26101 or via email to [abdoss@wvpdc4.com](mailto:abdoss@wvpdc4.com). The position is available until filled.

The 4th Circuit Public Defender Corporation 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.

**Desired Class Level:** Graduate/Alumni**Posting Date:** April 4, 2022**Expiration Date:** May 4, 2022

**Contact:** Angela Brunicardi-Doss  
320 Juliana Street, Suite 101 Parkersburg, West Virginia 26101 United States

**Resume Receipt:** E-mail**Default email for resumes.:** [abdoss@wvpdc4.com](mailto:abdoss@wvpdc4.com)**Additional Documents:** Cover Letter**ID:** 9330

## Associate Attorney

Silver Miller

**Job Type:** Full-time

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

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

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**Job Description:** Silver Miller -- the leading cryptocurrency investor law firm in the country -- is looking for a hard-working, creative-thinking, and detail-oriented Associate Attorney (2-4 years of relevant practice) to assist in prosecuting financial fraud/commercial litigation cases, including cases in the emerging world of cryptocurrency litigation. Salary and benefits commensurate with experience. Compensation package includes incentives for bringing in new cases to the firm. Hire will be working in the firm's new South Florida office and will be trained by Senior Attorney in all aspects of handling cases from intake through trial. Not a remote working opportunity.

Strong research and writing skills. Federal court experience is a plus.

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** April 4, 2022

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**Expiration Date:** May 11, 2022

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**Contact:** David Silver  
11780 West Sample Road Coral Springs, Florida 33065 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** DSilver@SilverMillerLaw.com

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

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**Visual ID:** 9328

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## Attorney – Health Policy (Remote)

Sequel Legal

**Job Type:** Full-time

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

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**Job Description:** Sequel Legal is seeking an ambitious health policy attorney with strong interpersonal and communication skills. The ideal candidate will have excellent analytical and writing abilities and the capacity to take minimal direction and deliver results.

Our health policy attorney will have the opportunity to advance solutions to two of our nation's most pressing policy challenges: 1) access to high-quality, affordable health care and 2) the substance use disorder and drug poisoning crisis.

Essential duties of the remote health policy attorney include:

- Advising clients on health and drug policy, including access to treatment through federal, employer-sponsored, and marketplace health insurance plans;
- Providing legal research and analysis, particularly focused on state and federal bills and statutes, and agency proposals and regulations affecting health care;
- Drafting legal memos, model legislation, public comments, letters, white papers, and issue briefs;
- Analyzing news and policy developments, drafting summaries, and recommending client responses;
- Researching and writing scholarly articles focusing on health-related topics, potentially for publication in legal or policy journals;
- Critically evaluating evidentiary records, case law, corporate policies, and professional rules and guidelines;
- Preparing oral presentations and related PowerPoint slides for policy briefings and other speaking engagements;
- Communicating regularly with clients and issue advocates to exchange information and advance common goals;
- Reporting regularly on program progress and responses from policy makers and the public; and
- Other duties as assigned.

The following qualifications are preferred:

- J.D. degree from an accredited U.S. law school;
- License to practice law in one or more states, or admission pending the results of a February 2022 bar exam; qualification to waive into the DC Bar;
- Minimum of one year of experience in health law and policy or working for a legislative office (inclusive of internships);
- Interest in working with not-for-profit clients;
- Thorough knowledge of and adherence to the D.C. Rules of Professional Conduct;
- A professional demeanor and excellent writing, speaking, and interpersonal abilities;
- Proficiency in Office 365 (Word, Excel, and PowerPoint);
- Strong planning and time management skills, including successfully carrying out multiple projects simultaneously and completing projects in a timely manner;

- Dedicated, deadline driven, efficient, organized, and attentive to details;
- Excellent writing abilities, including grammar, punctuation, and spelling;
- Journal or equivalent writing experience;
- Capacity to engage with colleagues in constructive and collaborative ways; and
- Willingness to accept corrective feedback with a positive attitude.

This position requires a commitment of 40 hours per week. Sequel Legal is located in Washington, DC, and Alexandria, VA, but this position is remote.

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** April 4, 2022

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**Expiration Date:** May 11, 2022

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**Contact:** Principal Attorney Michael Barnes  
Principal Attorney  
1455 Pennsylvania Avenue Northwest Washington, District of  
Columbia 20004 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** mbarnes@sequelhl.com

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

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**Additional Documents Notes:** In addition to or within your cover letter, please include your salary request.

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**Visual ID:** 9331

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## Remote Legal Editor and Instructor

AmeriBar (Tallahassee, FL)

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**Position Type:** Part-time

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

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

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**Description:**

Are you looking for an alternative to traditional law practice? We have a part-time to full-time position available for an attorney with exceptional communication and legal research/writing skills. Our organization is located in Tallahassee, but the position is remote. Excellent proofreading and editing skills are required; prior editing experience is preferred (professional or academic).

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** April 4, 2022

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**Expiration Date:** August 31, 2022

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**Contact:** Mr. Alex Nakis

Executive Director

1242 Timberlane Road Tallahassee, Florida 32312 United States

<https://ameribar.com>

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**Resume Receipt:** E-mail

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

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**ID:** 9332

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**UAC Staff Attorney- Bronx Legal Services**

Legal Services NYC (New York, NY)

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

Bronx, New York United States

**Job Description:**

Bronx Legal Services' Housing Unit is hiring attorneys for its **spring and fall classes** to work as part of New York City's Universal Access to Counsel in Housing Court initiative (UAC), which seeks to provide legal assistance to all tenants facing eviction in court. UAC attorneys will litigate cases in housing court, administrative forums, appellate courts, and other state and federal courts on behalf of people facing eviction. Attorneys may also litigate affirmative cases challenging agencies and actors who threaten Bronx residents' ability to obtain and retain affordable housing.

Bronx Legal Services is the largest provider of free civil legal services in the borough and is part of Legal Services NYC's network of local programs throughout New York City. Bronx Legal Services' mission is to advance society's promise to the most vulnerable members that they are entitled to equal access to our legal system. Housing Unit attorneys will develop expertise in housing court practice, public benefits, and housing programs and subsidies. The attorneys will be expected to perform community outreach and provide legal information, advice, and counsel, both in clinical and informal settings. The attorneys will also be expected to perform trainings for other advocates, tenant associations, community members, and community groups. We are looking for candidates who are excited to work in a fast-paced environment and to use creative strategies in the pursuit of justice.

The anticipated start date for this position is April 2022 and September 2022

Bronx Legal Services is looking for law school graduates who are admitted to practice law in New York State or are eligible for admission for its spring and fall classes, and law students expecting to graduate in May 2022 and registered for the Bar Exam for its fall class. Additionally, the successful candidate will have:

- A commitment to public service and an understanding of the legal problems and needs of the poor;
- The ability to communicate effectively with a low-income client community;
- Excellent analytical, writing, and communication skills;
- Strong organizational skills and ability to handle a diverse, fast-paced, and high-volume caseload.
- Experience in housing, landlord/tenant and or related advocacy, preferred;
- Fluency in Spanish or another language commonly spoken in the communities we serve is strongly preferred.

**Desired Class Level(s):** Graduate/Alumni**Posting Date:** April 4, 2022**Expiration Date:** May 11, 2022

**Contact:** Wayne A. Francis  
350 Broadway, 6th Floor New York, New York 10013 United States

**Resume Receipt:** Email Resume, Online**Default email address for resumes:** tlafter@lsnyc.org**Additional Documents:** Cover Letter, Writing Sample**Visual ID:** 9329





## Real Estate Associate (#696)

Dorsey & Whitney LLP (Minneapolis, MN)

**Job Type:** Full-time

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**Job Location(s):**

Salt Lake City, Utah United States

Phoenix, Arizona United States

Minneapolis, Minnesota United States

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**Job Description:**

Dorsey & Whitney LLP is seeking a Real Estate Associate attorney to join our Minneapolis, Phoenix or Salt Lake City office. The attorney will have the opportunity to work on a wide array of complex real estate transactions, including acquisitions, dispositions, leasing, development and financing. Specifically, the attorney will handle the following types of tasks:

- Drafting and negotiating purchase and sale agreements and coordinating closings
- Drafting and negotiating leases and lease amendments
- Drafting and negotiating mortgage loan documents
- Overseeing title and survey reviews and other real estate due diligence

This attorney will join Dorsey's Real Estate Practice Group with attorneys across the U.S. (in Anchorage, Dallas, Minneapolis, New York, Salt Lake City, and Southern California) who represent developers, investors, lenders and borrowers, landlords and tenants, property managers, and contractors, as well as corporate users and governmental authorities, in connection with the acquisition, disposition, financing, leasing, property management, operation and development of real estate.

Qualified candidates will have:

- Two or more years of commercial real estate attorney experience;
- Excellent communication and writing skills;
- Top academic credentials; and
- Arizona bar admission (for Phoenix candidates), Utah bar admission (for Salt Lake City candidates), or Minnesota bar admission (for Minneapolis candidates).

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

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

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

Dorsey participates in E-Verify.

About Dorsey

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

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

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

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

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

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

#### How to Apply

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

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** April 2, 2022

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**Expiration Date:** May 9, 2022

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**Contact:** Tara Dittbenner  
50 South 6th Street Minneapolis, Minnesota 55402 United States

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

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**How To Apply:** <http://www.dorsey.com/attorneyjobs>

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

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**Visual ID:** 9048

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## **ASSOCIATE ATTORNEY POSITION**

Reimer Law (Louisville, KY)

**Position Type:** Full-time

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

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

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**Description:**

Founded in 1971, Reimer Law Co. is a mid-sized creditor's rights law firm representing large national banks and financial institutions in Ohio, Kentucky, and West Virginia. We are currently seeking an Associate Attorney to join our team. This position will be based out of our Louisville, KY. Office.

Experience Level: 0-3 years.

**Job Responsibilities**

We are looking for law school graduate who enjoys working in a fast-paced environment. Firm focuses on areas of commercial law (UCC articles 3, 9), real estate, title law, foreclosure, financial industry regulatory matter. The position will require excellent communication, organizational, and people skills. The right candidate will be a self-motivator and work well in a team environment.

Represent clients at hearings in Courts throughout Kentucky  
Draft motions, briefs and other legal documents, argue motions before Courts  
Coordinate with a team of experienced attorneys, managers and legal assistants to achieve goals

**Knowledge, Skills & Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Enjoy public contact  
Able to work well under pressure  
Proficient computer skills  
Detail orientated  
Problem solving skills  
Flexibility and ability to multi-task  
Must have good command of the English language, oral and written.

**Requirements:**

Recent passage of KY Bar or awaiting KY Bar Exam results  
Prior foreclosure, real estate, or title experience preferred but not required  
Strong organizational skills with the ability to manage time and multiple priorities to completion  
Excellent written and verbal communication skills  
Comfortable driving to courthouses in various counties  
Management experience a plus

Reimer Law Co. offers its employees medical, dental and vision insurances; flexible spending accounts; short term disability insurance; company paid long term disability insurance and company paid life insurance. All qualified

applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, or national origin. Our office is a business casual office. No recruiters please.

email [hr@reimerlaw.com](mailto:hr@reimerlaw.com)

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 31, 2022

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**Expiration Date:** May 31, 2022

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**Contact:** Dena Bidgood  
HR Assistant  
United States

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

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**How to Apply:** email [hr@reimerlaw.com](mailto:hr@reimerlaw.com)

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**ID:** 9320

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## **Executive Director, Fannie Angelos Program for Academic Exce**

The University of Baltimore School of Law (Baltimore, MD)

**Position Type:** Full-time

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

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**Job Location(s):** Baltimore, Maryland (United States)

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**Description:**

Executive Director, Fannie Angelos Program for Academic Excellence  
School of Law  
Vacancy number 301233  
Position Type: Regular, full-time exempt position with full, competitive  
benefits package  
Opens: 03/04/22    Closes: Open Until Filled

Salary: Commensurate with qualifications

- excellent tuition remission benefits
- outstanding health benefits plans and rates
- at least 11 paid holidays each year
- 40 days of annual, personal, and sick leave each year, including 20+ annual leave days
- great retirement plans

Position is open until filled, and applications received by March 28, 2022 will receive priority consideration.

The University of Baltimore School of Law is a dynamic public institution with a commitment to community engagement and to advancing justice. The Executive Director of the Fannie Angelos Program for Academic Excellence of the University of Baltimore School of Law ("the Program") will lead this nationally-recognized partnership with Maryland's Historically Black Colleges and Universities (HBCUs). With its mission of increasing diversity in the legal profession by finding talented HBCU undergraduates, supporting them from LSAT preparation through their legal education and into their legal careers, the Program has already had a significant impact on both students and the legal community at large. The Executive Director will direct the day-to-day operation of the Program to further its ambitious goals and help shape and expand its strategic vision.

The Executive Director will help mentor and support students, work with law school faculty, administration, and staff, and members of the HBCU and legal communities to achieve programmatic goals and ensure student success. The Executive Director will coordinate with faculty and outside contractors (such as Princeton Review) to ensure that students receive necessary support and academic training. The Executive Director will also support the development of collaborative relationships with HBCU administrators and faculty and others who are working to expand diversity in the legal profession. The Executive Director will conduct outreach and seek opportunities to promote the Program, including coordinating media submissions, acting as a spokesperson for the Program and maintaining a robust social media presence.

The Executive Director will collaborate with the Program's Faculty Director and Administrator to lead development and strategic planning initiatives for the Program. The Executive Director will lead the Program's fundraising efforts including seeking grants, cultivating and soliciting donations, and hosting fundraising events. The Executive Director will develop and maintain critical data regarding Program goals and outcomes to be able to assess the Program and meet any necessary reporting requirements and expectations for the Program.

We look forward to receiving your required electronic application with a cover letter and resume and learning about your interest in and qualifications for our vacancy. Please save your required cover letter and resume as one document and attach it in the resume location.

#### Key Responsibilities:

##### Leadership and Supervision

- Oversee, develop, and manage the work of the Fannie Angelos Program.
- Work with all stakeholders to establish the strategic direction of the Program and plan new initiatives to further its mission.
- Evaluate and improve the academic and other support for the students in the Program in conjunction with the Faculty Director and Program Administrator.
- Supervise and guide the work of the Program Administrator and any student workers.
- Set and meet goals and timelines for the work of the Program and those working with the Program.
- Coordinate with relevant faculty, staff and stakeholders to accomplish the goals of the Program.
- Review, evaluate and improve the data and metrics used to assess and evaluate the work of the Program.
- Develop, manage and report on the budget for the Program including engaging stakeholders in long-term budget planning.

##### Student Recruitment, Support and Success

- Maintain and enhance relationships with administrators and faculty at HBCUs, including regular, ongoing meetings with and travel to HBCUs to promote the Program and recruit students.
- Devise initiatives to reach HBCU students early in their college experience.
- Manage the admissions process, including leading a comprehensive interview process for qualified applicants.
- Mentor and advise students.
- Identify and help with individual student challenges.
- Cultivate relationships with HBCUs and UBalt law students.
- Meet regularly with students individually to discuss issues that may interfere with academic success.
- Develop, promote and track employment opportunities for students.

##### Fundraising and Development

- Develop and cultivate relationships with the legal community, corporations, foundations and other key stakeholders to build support for the Program.
- Develop and maintain relationships with Program alums to track outcomes, encourage their participation and financially support the Program.
- Plan and run events for alums and other critical partners.
- Create mentoring system.
- Plan and lead events to promote and build support for the Program, including a premier event, currently the annual Gala.
- Work with foundations, law firms and others interested in diversity in legal education and the legal profession to raise funds for the Program.
- Develop, write, manage and report on grants, gifts and awards in collaboration with law school and university partners.
- Create, maintain, and revise Program website, marketing materials, and social media presence.
- Represent and present the work of the Program to the legal academy and in the broader community.

##### Required Education and Experience

Education: Juris Doctor Degree from an ABA accredited law school and bar passage (any jurisdiction)

Experience: 5 years' total work experience, including at least 3 years of post-J.D. work experience either as a practicing lawyer, in law-related or other positions that draw on your legal education, and/or in positions in undergraduate or legal education settings.

##### Preferred Experience:

- Experience mentoring and/or teaching college or law students;
- Experience with HBCUs, such as attending and graduating from an HBCU.
- Experience practicing law.

##### Knowledge, Skills and Abilities:

- Strong writing and verbal skills

- Demonstrated ability to work independently, meet deadlines, and prioritize work.
- Excellent organizational skills and experience in project management, including a demonstrated ability to handle multiple tasks or projects simultaneously.
- Excellent oral and written communication skills.
- Ability to work directly with college students, law students, and lawyers to help them succeed at each level of their careers.
- Ability to work well with faculty and administrators
- Facility with Social Media platforms to communicate within different groups and to publicize to the outside community
- Fundraising
- Tech and Software Skills (including People Soft, Microsoft Suite, Adobe Suite, Program files, Zoom)

The University of Baltimore ("UBalt" or "University") does not discriminate on the basis of sex, gender, race, religion, age, disability, national origin, ethnicity, sexual orientation, gender identity, or other legally protected characteristics in its programs, activities or employment practices. UBalt is an Equal Opportunity/Affirmative Action/ADA Compliant Employer & Title IX Institution.

We appreciate your interest in our recruitment. Please review the information below before you visit [http://www.ubalt.edu/candidate\\_gateway/erecruit.html](http://www.ubalt.edu/candidate_gateway/erecruit.html) to apply. We need to receive your electronic application in our system by the vacancy closing date in order to consider you for the vacancy. Information follows about submitting the electronic application and attaching your cover letter and resume.

Applicant Instructions: Using Candidate Gateway to View and Apply for UBalt Vacancies

The Candidate Gateway system serves as your connection to the University of Baltimore's job application process. It is a free, safe and secure way for you to apply for the job you want, and it allows the Office of Human Resources to maintain accurate records. Your use of the system does not require you to surrender any of your rights to privacy or confidentiality during the application process. Only qualified members of UBalt's Human Resources team and members of the relevant search committee can access your application information. The search committee will not have access to any information you provide to HR for affirmative action reporting purposes.

Please read and print the information below before you apply, and refer to it as you enter your application.

#### NAVIGATION

#### A - COVER LETTER AND RESUME ATTACHMENT AND UPLOAD

Before you apply:

- Save one PDF or Word file with your cover letter, resume, and any additional information you would like to have considered.

When you apply:

- In Candidate Gateway: Click "Browse" to access the Word or PDF document you saved with all of your documents.
- Then, click "Upload" to attach it.
- Click "Continue" to continue the application process.

#### B - ENTER DATA ON THE FOLLOWING PAGES:

Each page shows this display:

Previous Save Submit Close Application Careers Home NEXT

above and below the required data for the four categories shown above.

Click "Save" to save the data you entered on that page. The message "You have successfully submitted your job application." confirms only that you entered that page of information into the system. You must click "Next" to continue and complete the entire application process.



1. Current and Prior Employment/Work Experience:

- Enter employment information relevant to your position of interest.
- You can use the first day of the month wherever dates are required.
- After you enter your work experience, click "Save," then click "Next."

2. Education/Education History and References:

- Use the dropdown to enter your highest education level. Entering this information is required.
- Then, only college and university information is required. Click the plus sign to the left of the "Postsecondary Education" link to enter that information.
- For country, enter USA or click the hourglass to select another country.
- You can use the first day of the month wherever dates are required.
- Click the plus sign to the left of "References" to enter two professional references.
- After you enter your education information and references, click "Save," then click "Next."

3. How did you find out about us/how did you find out about the job?

- After you enter this information, click "Save," then click "Next."

4. Online Questionnaire/Application Questionnaire: Answer the questions requiring a yes or no response. After you answer them, click "Submit." This leads you to the Submit Online Application page.

C – SUBMIT ONLINE APPLICATION

To apply for your selected job: When you reach the "Submit Online Application" page shown below, you must click "I agree to these terms" and then click the "Submit" button at the end of the screen. After you click "Submit," then you will see this information at the top of your screen:

My Applications

Thank you for your interest in employment at the University of Baltimore. HR will process your application documents for the search committee's consideration.

Note: This screen will also show additional information about the selection process and Office of Human Resources contact information.

Questions/Help

If you have trouble viewing our job postings or applying for the vacancy, contact [ubhrcareers@ubalt.edu](mailto:ubhrcareers@ubalt.edu) for assistance.

TO APPLY:

External applicants: Review the vacancy announcement at [http://www.ubalt.edu/candidate\\_gateway/erecruit.html](http://www.ubalt.edu/candidate_gateway/erecruit.html) and click the external applicant link to apply.

Internal applicants (students taking classes at UBalt and current employees) with login and password for MyUBalt: use the internal applicant link, log into My UBalt, then click the "View or Apply for Job Positions" link on the left.

UBalt is an Equal Opportunity/Affirmative Action/ADA Compliant Employer & Title IX Institution.

<http://www.ubalt.edu/hr>

Never use the Internet Explorer "Back" and "Forward" arrows to navigate. You will lose the information you have submitted.

To navigate between pages, use the "Next," "Previous," and "Return to Previous Page" buttons.

Use the "Save" button to save your information so you can return to it later and complete your application. Using "Save" does not complete the process to apply for a job opening.

UBalt is an Equal Opportunity/Affirmative Action/ADA Compliant Employer & Title IX Institution.

The University of Baltimore ("UBalt" or "University") does not discriminate on the basis of sex, gender, race, religion, age, disability, national origin,

ethnicity, sexual orientation, gender identity, or other legally protected characteristics in its programs, activities or employment practices.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 31, 2022

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**Expiration Date:** April 30, 2022

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**Contact:** Margaret Johnson  
Professor of Law  
1401 North Charles Street Baltimore, Maryland 21201 United States

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

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**How to Apply:** <http://www.ubalt.edu/about-ub/offices-and-services/human-resources/jobs-at-ub.cfm?type=staff&posting=1701>

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**ID:** 9319

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## Immigration Attorney, Bilingual (Spanish/English)

Catholic Charities of Baltimore (Baltimore MD)

**Position Type:** Full-time

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

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**Job Location(s):** Baltimore, Maryland (United States)

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**Description:**

Immigration Attorney, Bilingual (Spanish/English)

Job Category: Legal

Requisition Number: ATTOR004083

[Apply now](#)

Posting Details

Posted: March 24, 2022

Full-Time

Locations

Showing 1 location

Esperanza Center | 430 S. Broadway

Baltimore, MD 21231, USA

Job Details

Description

Catholic Charities of Baltimore is seeking an Immigration Attorney with strong Spanish and English language skills for the Esperanza Center.

Schedule: Monday - Friday

Core Responsibilities:

Manage high-volume case load concerning various immigration matters including asylum, special immigrant juvenile status, family-based petitions and visas, non-immigrant visa processing, TPS, NACARA, adjustment of status, naturalization, hardship waivers, Cancellation of Removal, U- and T-Visas, and other motions and legal memoranda as needed

Assist with the intake process and provide phone and in-person interviews and consultations to prospective clients

Provide representation in: custody and guardianship proceedings in Maryland Circuit Court, through a Maryland license or admission under Rule 15; in CIS interviews before the Baltimore District Office and the Asylum Office in Arlington, VA; and in federal immigration court and other administrative bodies on immigration matters

Performs legal research on AILA publications, the Immigration and Nationality Act (INA), Title 8 of Code of Federal Regulations (8 C.F.R.), and other related primary and secondary sources of immigration law and regulations

Assists with community outreach and education, and group presentations and workshops; and represents the agency to a variety of organizations and at community and professional functions and meetings

Qualifications/Requirements:

Law degree from an accredited law school.

Licensed to practice law in at least one State, Puerto Rico or a Federal District Court.

Ability to seek and attain licensure in State of Maryland within 2 years of date of hire

Ability to independently work with clients in both Spanish and English languages

Knowledge of immigration law preferred.

Ability to work with clients from diverse cultures.

Ability to travel to other locations to meet with clients, attend meetings and perform other agency business

Must be at least 21 years of age, with a minimum of 2 years of driving experience, and a valid driver's license issued by the state of residence.

There can be no state issued restrictions on the licenses that would impede driver's ability to operate the vehicle as required by the Agency, and there must not be more than three (3) points on their driving record.

Catholic Charities' policy requires employees in this position to be fully vaccinated for COVID-19, which includes a process for requesting exemption.

Catholic Charities offers a competitive salary and benefits program.

Join Catholic Charities of Baltimore where you will be an important member of a trauma-informed care organization that promotes a culture of safety, empowerment, healing and self-care, and that believes that every person has infinite worth and promise.

Catholic Charities is an equal opportunity employer

Qualifications

Behaviors

Preferred

Leader: Inspires teammates to follow them

Team Player: Works well as a member of a group

Enthusiastic: Shows intense and eager enjoyment and interest

Functional Expert: Considered a thought leader on a subject

Detail Oriented: Capable of carrying out a given task with all details necessary to get the task done well

Dedicated: Devoted to a task or purpose with loyalty or integrity

Education

Required

Law Degree or better in Law.

Licenses & Certifications

Preferred

Driver's License

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 31, 2022

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**Expiration Date:** May 31, 2022

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**Contact:** Matthew Dolamore  
Director  
Esperanza Center 430 S. Broadway Baltimore, Maryland 21231 United States

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

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**How to Apply:** <https://recruiting.ultipro.com/CAT1002CC/JobBoard/c709ab38-ff71-4cc1-9c24-5a3e75528c74/OpportunityDetail?opportunityId=9c3d99e7-600f-43b7-a3b5-c6d05c1efd15>

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**ID:** 9321

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## **Associate Attorney, Toxic Exposure & Health Program**

Earthjustice

**Job Type:** Full-time

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

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**Job Description:**

Earthjustice seeks an Associate Attorney to join the Toxic Exposure & Health Program. This position will begin in 2022 in New York, NY.

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 to engage on 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 is in San Francisco with offices in Anchorage, Juneau, Los Angeles, Tallahassee, Miami, Honolulu, New York, Philadelphia, Denver, Chicago, Seattle, Bozeman, and Washington, DC.

The Associate Attorney position is a three-year position with the opportunity for extension. Many Associates have gone on to other positions within Earthjustice and with other public interest organizations. The Associate Attorney program is designed to help attorneys who are in the early stages of their careers to 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 Associates work throughout their tenure under the supervision of a Senior Attorney or the Managing Attorney.

The work of the Toxic Exposure & Health Program is at the heart of Earthjustice's mission to defend the right of all people to live, work, and raise children in a healthy environment. The attorney selected for this position will work closely with other professionals (attorneys, scientists, policy analysts, communications experts) seeking to protect families, communities, and populations—especially those most exposed or susceptible to harm—from toxic chemicals in the workplace, in consumer products, in the built environment, and in the outside environment. The attorney also will partner with Earthjustice staff who focus on securing clean air, clean water, and sustainable food and agriculture.

Exposure to toxic chemicals is linked to chronic diseases and health conditions, many of which are on the rise as toxic exposures have increased. The goal of the Toxic Exposure & Health Program is to use litigation and other legal advocacy to ensure that all people have safe workplaces and neighborhoods, access to safe drinking water and food, and live in homes that are free of hazardous chemicals. In recent years, attorneys doing this work have won a groundbreaking lawsuit requiring EPA to improve its lead hazard standards, successfully petitioned the Consumer Product Safety Commission to ban a toxic class of flame retardants in consumer products, prevailed in a challenge to rules that would have allowed EPA to ignore the risks posed by legacy uses of toxic substances, such as lead in drinking water pipes, when it conducts chemical risk evaluations, and sued the United States Department of Defense for incinerating toxic PFAS chemicals without environmental review.

Our goal is to produce the highest quality legal work in a diverse, inclusive, supportive, and collegial environment.

Due to Covid-19, Earthjustice staff are currently working remotely from approved locations through April 27, 2022.

### **Responsibilities**

Associate attorneys perform a range of litigation and advocacy-related tasks that can include:

- Work closely with Earthjustice attorneys, scientists, and professional staff to develop litigation and support policies that serve a diverse set of clients.
- Participate in the full range of tasks involved in administrative advocacy and complex litigation, including factual investigation, legal research, memo writing, briefing, and oral advocacy.
- Develop and engage in other forms of legal advocacy, including drafting and reviewing legislation; drafting rulemaking petitions, comments to agencies, letters, fact sheets and other materials; and participating in coalition meetings and events.
- Interact with clients and work with experts to develop a clear understanding of the facts involved in each case and, ultimately, to support our litigation goals.
- Represent Earthjustice on telephone calls and at meetings with clients, partners, co-counsel, and experts.
- Handle other legal work to further the goals of the Toxic Exposure & Health program
- Develop skills required to serve as spokesperson with print and other media.
- Assist with hiring and supervision of student law clerks.

### **Qualifications**

- Law school graduate and admitted to, or qualified and willing to apply for admission to, the New York State Bar.
- 0-5 years of litigation experience.
- Science background preferred.
- Excellent legal research, writing, analytical, and communication skills.
- Strong work ethic, good judgment, initiative, and creativity.
- Demonstrated awareness of 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.
- Commitment to public interest work and a passion for the role of Earthjustice and its mission.

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 in New York, NY: \$87,400-\$109,900**

### **To Apply**

Interested applicants should submit via Jobvite:

- Resume
- One- or two-page cover letter that addresses (1) why you are drawn to working to reduce exposures to toxic chemicals; and (2) why you want to partner with and represent people or communities from backgrounds that differ from your own or with those who have been disproportionately affected by environmental harms.
- Writing sample, preferably a legal brief or memorandum that primarily reflects your work. Please include a cover sheet

- explaining the extent of editing by someone else.
- Unofficial Law school transcript; and
- List of three professional or academic references.

**For this position, we are looking to hire a candidate that is available to start in September 2022. Preference will be given to candidates who apply by April 18, 2022. After that, applications may be reviewed on a rolling basis until the position is filled.**

Earthjustice brings our associate attorneys on board on a quarterly schedule, during the months of January, April, June and September.

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

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

*For positions located within the City and County of San Francisco: Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*

*For positions located within the City of Los Angeles: We will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.*

<b>Desired Class Level(s):</b> Graduate/Alumni
<b>Posting Date:</b> March 30, 2022
<b>Expiration Date:</b> May 6, 2022
<b>Contact:</b> Earthjustice California Regional Office Los Angeles, California United States
<b>Resume Receipt:</b> Other (see below)
<b>How To Apply:</b> <a href="https://app.jobvite.com/j?cj=orv5ifw3&amp;s=symplicity">https://app.jobvite.com/j?cj=orv5ifw3&amp;s=symplicity</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>Additional Documents Notes:</b> List of three professional or academic references.
<b>Visual ID:</b> 9316

**Management Associate I GS-9**

Department of Energy (Washington, DC)

**Job Type:** Full-time**Job Location(s):** Portland, Oregon United States**Job Description:****OPEN: 03/23/2022****CLOSE: 04/01/2022 or when 50 applications have been received.**

This position is located in Compliance and Governance (CG) of Bonneville Power Administration (BPA).

This position is to serve as an analyst and advisor to the organization's manager in providing analysis, information, and assistance in planning, organizing, managing, integrating, and evaluating the organization's programs and activities.

**As a Management Associate I, you will:**

- Participate with the manager and other managers within the organization in planning, direction, and evaluation activities.
- Participate in external and internal meetings, working groups, and task forces involving administrative and management issues, including organizational realignments, administrative support, and human resources.
- Apply analytical techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature sufficient to participate in analytical and evaluative work related to the analysis of problems and issues impacting the organization.
- Assist the manager through the development and preparation of appropriate information, reports, and correspondence.
- Advise managers in the organization on the implications of proposed management decisions.
- Coordinate and oversee a record management system, associated protocols, and tracking tools to respond to records management needs for the organization.

Open to U.S. Citizens and Nationals.

Submit applications through the job announcement <https://www.usajobs.gov/job/644539600> posted on the Federal government's, jobs portal, USAJOBS by Midnight ET of the closing date.

**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 [GS-07] in the Federal service. Specialized experience for this position is defined as: 1) provide various administrative support for a department, company, or organization, 2) aid in planning, organizing, and evaluating organizational programs, and 3) assist the manager in budgetary and financial management activities in support of the program and organizational goals and objectives.

**Desired Class Level(s):** Graduate/Alumni**Posting Date:** March 30, 2022**Expiration Date:** May 6, 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/644539600>**Visual ID:** 9314



## Policy Advocate, Northwest Regional Earthjustice

**Job Type:** Full-time

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

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**Job Description:**

Earthjustice's Northwest Office advocates for a swift and equitable transition from fossil fuels to clean energy, fights to protect communities from health threats and environmental injustice, and defends the Pacific Northwest's imperiled species, old-growth forests, and vibrant waters. The Northwest Office focuses on defending the environment and people of Washington, Oregon, and Idaho but also takes on cases with national scope or that address programmatic priorities outside of the region. There are currently 16 professional staff, including 13 attorneys, in the office.

We are looking to add a Policy Advocate to our team. The Northwest Policy Advocate will be responsible for developing and implementing both legislative and administrative strategies in Washington, focusing at first on clean energy and transportation issues through an equity lens. The Policy Advocate's docket could eventually expand to include a broader array of environmental issues impacting the Pacific Northwest region. The Policy Advocate will be a member of Earthjustice's Northwest Regional Office, based in Seattle. Travel to Olympia, WA will be expected, and hybrid/remote work from the Olympia area will be considered. *This role may be based in Seattle or remotely from Western Washington.*

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 to engage on 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, Bozeman, Chicago, Denver, Honolulu, Juneau, Los Angeles, Miami, New York, Philadelphia, Seattle, Tallahassee, and Washington, DC.

Due to Covid-19, Earthjustice staff are temporarily working remotely from approved locations.

### Responsibilities

- Develop and implement legislative and administrative strategies, in partnership with the Northwest Regional Office, to advance our positions on clean energy and transportation issues in Washington.
- Directly educate and lobby the Washington legislature, Governor's Office, and key administrative agencies and commissions on priority issues.
- Track and analyze legislation relating to priority issues.
- Draft new legislation and policies and amendments to existing laws and policies.
- Work with existing partners and clients, and cultivate new allies, partnerships, and coalitions.
- Participate in stakeholder processes convened by administrative agencies.
- Partner with Northwest Regional Office litigators to develop effective coalition strategies in support of rulemaking proceedings before administrative agencies.
- Develop advocacy materials such as letters, fact sheets,

- action alerts, and blogs.
- Work with our communications team on media outreach efforts on priority issues.
- Serve as spokesperson for Earthjustice on priority issues.
- Engage in city or county level work, depending on issues.
- Supervise policy advocate contractor(s) on projects outside Washington.
- Supervise projects and other efforts performed in connection with priority legislative and administrative issues by Earthjustice attorneys, assistants, interns, or contractors.

### **Qualifications**

- At least four yearsâ€™ demonstrated experience working with legislative service, lobbying, and/or government relations.
- Graduate Degree preferred.
- Prior experience working in coalitions to develop and run a lobbying campaign.
- Ability to handle multiple tasks and projects and meet deadlines.
- Excellent writing and oral communications skills, including experience in working with traditional and social media.
- Detail oriented and good organizational skills.
- Proven ability to work in coalitions and with allies.
- Entrepreneurial spirit with proven ability to work independently and proactively.
- Excellent interpersonal skills, including the ability to build relationships and work collaboratively with a diverse set of clients and partner organizations.
- Demonstrated awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.
- Ability to juggle competing demands while maintaining a cool head and sense of humor.
- Experience with state and federal environmental laws, environmental justice, and/or clean energy issues a plus.
- Spanish language skills a plus.

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 Seattle, WA: \$111,200 - \$123,500.**

### **To Apply**

Applicants should submit via Jobvite by April 17, 2022:

- Resume
- One to two-page cover letter explaining your interest in this position and the skills you would bring to it, with particular attention to your previous legislative advocacy, campaign and coalition work.
- List of three references.

Preference will be given to candidates who apply by April 17, 2022. After that, applications may be reviewed on a rolling basis until the position is filled. We are looking to onboard this role between June and August 2022.

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

*Earthjustice is driven by a passion for justice, partnership and excellence. Our core values lead us to seek a broad range of*

*perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity employer, we are committed to employment practices that ensure that employees and applicants for employment are 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.*

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**Desired Class Level(s):** 3L, Graduate/Alumni

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**Posting Date:** March 30, 2022

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**Expiration Date:** May 6, 2022

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

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

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**How To Apply:** <https://app.jobvite.com/j?cj=o3v5ifwF&s=symplicity>

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

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**Additional Documents Notes:** List of three references.

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**Visual ID:** 9317

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**Practical Law Attorney Editor (Global- Remote)**

Thomson Reuters

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

Remote, Oregon United States

**Job Description:**

We are seeking a Attorney Editor (Global) to join the Practical Law team.

Practical Law is a leading online know-how service providing rigorous, peer-reviewed resources, such as practice notes, current awareness, Q&As and standard documents to help legal professionals work smarter and advise with confidence. Practical Law is part of Thomson Reuters, one of the world's most trusted providers of answers across law, tax, compliance, government and media.

**About the role**

As an Attorney Editor (Global) in Practical Law, you will use your specialist legal knowledge to edit Practical Law Global content to ensure that it is clear, correct, concise and consistent, and is written in Practical Law house style and tone. Working in a supportive team of highly experienced colleagues, you will, with their support and supervision, deal with a breadth of interesting work including:

- Editing and proofreading legal know-how resources on international law
- Liaising with international authors/editors on contributed content
- Developing proficiency in Practical Law's web publishing system
- Contributing to editorial product development projects, including integrating Practical Law with other Thomson Reuters products

**Candidates must have at least the following skills and experience:**

- A Juris Doctorate, a license to practice (or be in the process of becoming licensed) in at least one state, and at least one year of applicable work experience.
- A keen interest in writing and excellent drafting skills including:
  - very close attention to detail;
  - good command of grammar, punctuation and plain English; and
  - an ability to write about complex legal issues clearly, simply and succinctly.
- Analytical and research skills and ability to identify key relevant information from sources.
- Ability to work efficiently and within tight deadlines.
- Excellent IT, administrative and organization skills.
- Excellent team working skills.
- Enthusiasm to work at a fast-growing company.

**The successful candidate is likely to have:**

- Proficiency in Microsoft Office applications
- Previous experience of working in an editorial role; AND/OR
- Experience in a legal setting (law firm, in-house legal team, regulatory body)
- Experience editing content written by contributors who do not have English as a first language

**Desired Class Level(s):** 3L, Graduate/Alumni**Posting Date:** March 30, 2022**Expiration Date:** May 6, 2022**Contact:** Christopher Baussan  
333 Bay Street Toronto, Ontario M5H 4G3 Canada**Resume Receipt:** Other (see below)**How To Apply:** [https://thomsonreuters.wd5.myworkdayjobs.com/External\\_Career\\_Site/job/USA-Eagan-610-Opperman-Dr/Attorney-Editor--Global----REMOTE--\\_JREQ156931](https://thomsonreuters.wd5.myworkdayjobs.com/External_Career_Site/job/USA-Eagan-610-Opperman-Dr/Attorney-Editor--Global----REMOTE--_JREQ156931)**Visual ID:** 9313



**Law Clerk Position Available with the Honorable Susan B. Tuc**  
Monongalia County Bar Association (Morgantown, WV)

**Position Type:** Full-time

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

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

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**Description:**

Law Clerk Position Available with the Honorable Susan B. Tucker  
A law clerk position has opened with the Honorable Susan B. Tucker in the Seventeenth Judicial Circuit located in Monongalia County. Minimum requirements include successful completion of a law degree. Applicants are encouraged to apply with a cover letter and related materials to Judge Tucker at Susan.Tucker@courtsww.gov. A posting through the West Virginia Supreme Court of Appeals is also anticipated.

President Chelsea Brown  
cbrown@bowlesrice.com (304) 285-2505  
Vice President Tiffany Tennant Durst tdurst@pffwv.com  
(304) 225-0029  
Secretary Elizabeth L. Stryker  
moncountybar@gmail.com (304) 594-0087  
Treasurer Molly Lewis  
mlewis@kaycasto.com (304) 225-0970

Our mailing address is:

Monongalia County Bar Association  
Attn: Molly Lewis  
150 Clay Street, Suite 100  
Morgantown, West Virginia 26501

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 29, 2022

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**Expiration Date:** May 31, 2022

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**Contact:** Molly Lewis  
10 Cheat Landing Suite 200 Morgantown, West Virginia 26508 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** info@moncommission.com

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**Additional Documents:** Cover Letter

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**ID:** 9310

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## **Private Investment Funds Associate (#691)**

Dorsey & Whitney LLP (Minneapolis, MN)

**Job Type:** Full-time

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**Job Location(s):**

Phoenix, Arizona United States

Salt Lake City, Utah United States

Minneapolis, Minnesota United States

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**Job Description:**

Dorsey & Whitney LLP is seeking a Private Investment Funds Associate with five or more years of experience to join the Corporate Group in our Salt Lake City, Phoenix, or Minneapolis office. This associate will work with sponsors of and investors in alternative investment funds (including venture, private equity, real estate and hedge funds) and other investment vehicles in structuring, offering, management, investing and related regulatory matters.

The following qualifications are required:

- at least four years of experience with alternative investment fund formation and offerings (both domestic and offshore funds)
- experience in one or more of the following: (1) formation of private fund managers; (2) reviewing and negotiating fund documents on behalf of institutional investors; (3) general limited partnership and limited liability company formation experience; (4) managed accounts and single investor funds; and (5) compliance procedures for investment advisers and other investment fund regulatory matters
- client-service orientation
- top academic credentials
- eligibility for Utah, Minnesota, or Arizona bar admission

The following qualifications are a plus:

- working knowledge of applicable securities laws and regulations (Securities Act of 1933, the Investment Company Act and the Investment Advisers Act)
- familiarity with applicable tax and ERISA issues relevant to funds
- underlying private equity deal experience

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

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

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

Dorsey participates in E-Verify.

#### About Dorsey

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

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

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

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

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

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

#### How to Apply

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

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** March 29, 2022

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**Expiration Date:** May 5, 2022

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

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

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

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**Visual ID:** 9308

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## Veterans Benefit Associate Attorney

Goodman Allen Donnelly

**Job Type:** Full-time

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**Job Location(s):**

Norfolk, Virginia United States

Charlottesville, Virginia United States

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**Job Description:**

The law firm of Goodman Allen Donnelly is seeking an associate attorney to join the firm's Veterans Benefits Practice Group in the Norfolk or Charlottesville Virginia offices.

This attorney will represent veterans and their dependents in claims for disability and other benefits before the Department of Veterans Affairs, including the Board of Veterans' Appeals, as well as before the United States Court of Appeals for Veterans Claims. Applicants must have a strong interest in helping disabled veterans, with preference given to those with law school clinical experience, and/or a history of representing veterans. The successful candidate will have excellent research and writing skills, and the ability to communicate effectively with clients and co-workers. Candidates must be organized, possess multi-tasking skills, have the ability to manage deadlines independently, and to thrive in a fast-paced work environment while managing a large caseload.

The position requires excellent research and writing, client communication, and analytical skills. Candidates must be organized, possess multi-tasking skills, and have the ability to manage deadlines and a large fast-paced caseload.

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** March 29, 2022

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**Expiration Date:** May 5, 2022

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**Contact:** Christina Bloom

Executive Director

4501 Highwoods Parkway Glen Allen, Virginia 23060 United States

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** CBloom@goodmanallen.com

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

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**Additional Documents Notes:** Resume

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**Visual ID:** 9305

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## Assistant Chief Counsel

Department of Fair Employment and Housing

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**Job Type:** Full-time

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

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

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** March 28, 2022

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**Expiration Date:** April 30, 2022

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

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

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**How To Apply:** <https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=298094>

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**Additional Documents Notes:** Statement of Quali

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**Visual ID:** 9279

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**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:** March 28, 2022**Expiration Date:** April 30, 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

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**Visual ID:** 9283

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## CEA - Assistant Deputy Director

Department of Fair Employment and Housing

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**Job Type:** Full-time

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

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**Job Description:** Under the general direction of the Deputy Director of the Executive Programs Division of the Department of Fair Employment and Housing (DFEH), the Assistant Deputy Director of Outreach and Education is responsible for leading the department's Outreach and Education Unit. This includes developing and implementing a strategic plan to advance civil rights in California through education and outreach, planning and executing outreach and education activities related to civil rights, developing and implementing departmental policies and procedures, tracking and reporting on the impact of the Outreach and Education Unit, and managing staff.

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** March 28, 2022

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**Expiration Date:** April 30, 2022

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

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

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**How To Apply:** <https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=297747>

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**Additional Documents:** Other Documents

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**Additional Documents Notes:** Statement of Qualifications required, see external site for information.

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**Visual ID:** 9278

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## Circuit Court 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):** Princeton, West Virginia (United States)

**Description:**

NINTH JUDICIAL CIRCUIT MERCER COUNTY  
EMPLOYMENT OPPORTUNITY  
Princeton, West Virginia  
Position open until filled (Posted 3-28-2022)

**The Position**

The Administrative Office of the Supreme Court of Appeals of West Virginia ("AO") is now accepting resumes for the position of Circuit Judge Law Clerk for the Honorable Judge William J. Sadler. This position works under the direct supervision of Judge William J. Sadler in the Ninth Judicial Circuit, Mercer 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 William J. Sadler. The position is a unique opportunity to learn court operations from the inside out, and gain invaluable "real life" practical experience while working in a challenging, high volume, highly-variable and fast-paced environment.

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

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

**Duties and Responsibilities:**

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

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

**Criminal Background Check:**

All successful candidates must submit to a criminal background check.

Compensation and Benefits include:

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

The Administrative Office of the Courts

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

West Virginia Courts

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

The Supreme Court of Appeals is also the state’s only appellate court. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia’s Courts can be found on our website at [www.courtswv.gov](http://www.courtswv.gov).

Equal Opportunity in Employment

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

Application Process

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

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

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

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

<b>Desired Class Level:</b>	Graduate/Alumni
<b>Posting Date:</b>	March 28, 2022
<b>Expiration Date:</b>	April 28, 2022
<b>Contact:</b>	Sarah Loftus Law Clerk Program Coordinator Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States
<b>Resume Receipt:</b>	E-mail
<b>Default email for resumes.:</b>	<a href="mailto:sarah.loftus@courtswv.gov">sarah.loftus@courtswv.gov</a>
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>Requested Document Notes:</b>	To apply for this position, please direct the following application materials to the Law Clerk Program Coordinator at <a href="mailto:sarah.loftus@courtswv.gov">sarah.loftus@courtswv.gov</a> . <ul style="list-style-type: none"> <li>• Cover Letter,</li> <li>• Resume,</li> <li>• Law School Transcript,</li> <li>• Writing Sample,</li> <li>• References (at least three, including current contact information),</li> </ul>



- Signed Court Employment Application (available on Court website),  
and

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**ID:** 9299

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**Mixed Use Dev./Transactional Real Estate Associate - DC**

Ballard Spahr LLP (Philadelphia, PA)

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

Washington, District of Columbia United States

**Job Description:**

We are seeking an attorney with 1-3 years of experience to join our preeminent Mixed-Use Development, Condominium, and Multifamily Real Estate practice in our Washington, D.C. office. This Practice Group is comprised of dozens of professionals firm-wide and is part of our nationally recognized real estate practice. Successful candidates will have experience or a desire to advise developers, investors, and lenders on real estate matters in DC, Maryland and Virginia, including mixed-use and condominium development, general real estate transactions, including contracts and leases. The practice also focuses on all aspects of multifamily transactions, including purchase and sales and statutory rights of first refusals. Qualified candidates will have distinguished academic credentials, excellent communication skills, both oral and written, and real estate development and transactional experience. This is an excellent opportunity for professional growth in a collegial environment in one of the top-rated real estate practices in the region and country.

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

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

**Physical Requirements:**

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

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

**Desired Class Level(s):** Graduate/Alumni**Posting Date:** March 28, 2022**Expiration Date:** May 4, 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=616>**Additional Documents:** Unofficial Transcript

**Visual ID:** 8109

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## Temp (6-months) Full-time Case Brief Writer- Always Remote

Quimbee

**Job Type:** Full-time

**Job Location(s):**

United States

**Job Description:**

Quimbee has a massive library of content designed to help law students and attorneys succeed, every step of the way. Not only do we help law students succeed in law school and on the bar exam, but Quimbee is also equally committed to building a premier collection of courses designed to satisfy attorneys' MCLE requirements. Quimbee can be accessed on desktop, tablet, and mobile devices. We are now seeking case brief writers to help us on our journey.

**This position is 100% remote. All you need is an internet connection and a quiet place to work.**

### Overview

We are looking for exceptional legal writers who want to help Quimbee grow its database of case summaries. Our brilliant writers create content that educate and train future lawyers. In this capacity, you will serve as, in effect, a legal educator. This is a position of great trust and responsibility.

### How it works

We'll mail you a law school casebook. You'll brief some (maybe all) of the cases in it. We'll give you writing guidelines that you must follow. That's about it.

Who we're looking for:

**You're a really smart lawyer.** This means you have a JD from a reputable law school. (If you're a law student, sorry, you'll need to wait a little longer to apply.) You graduated toward the top of your class. You're the kind of person your fellow law students would hire to represent them.

**You're an incredible legal writer.** Ideally, you served on a law journal (law review would be even better). If you got something published, then that's extra points. You're a stickler for grammar. Your friends make fun of you, but you wear it as a badge of honor. You understand that less is more, details matter, and small words are better than big words.

**You're a detail-oriented, tech-savvy, self-starter.** You're comfortable with technology generally and eager to learn. You're disciplined and motivated and the kind of person who doesn't need someone looking over your shoulder to make sure you're doing your job.

**You're a fun person.** You don't lose your cool. You bring out the best in the people around you. You don't take yourself too seriously. You can make and take a joke.

### Qualifications

- JD required.
- Excellent legal writing skills.

### Benefits

- 100% remote. That's one of the biggies. No more commute!
- The option to participate in our group health-insurance coverage.
- 401k matching up to 4% (100% matching up to 3% and 50% between 3% and 5%) after 90 days
- Unlimited paid time off (after 90 days). Our philosophy is that if you feel you need time off (for example, because of overwork, sickness, personal matters, etc.), we're not going to question that. We just ask that you don't abuse it and that you give us at least two weeks notice if you plan to be away.

**Desired Class Level(s):** 3L, Graduate/Alumni

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**Posting Date:** March 28, 2022

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**Expiration Date:** May 1, 2022

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**Contact:** Mr. Matthew Sellers

CEO

964 Bridlepath Lane Charlotte, North Carolina 28211 United States

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

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**How To Apply:** Candidates must apply via the link below:

<https://apply.workable.com/quimbee/j/924C01EDDD/>

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**Visual ID:** 9287

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## Staff Attorney - Insurance Services Division

University of Pittsburgh Medical Center UPMC (Pittsburgh, PA)

**Position Type:** Full-time

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

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

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**Description:**

Staff Attorney - Insurance Services Division

Job ID: 092187932

Status: Full-Time

Regular/Temporary: Regular

Hours:

Shift: Day Job

Facility: Corporate Legal

Department: Corporate Legal

Location: 600 Grant St, Pittsburgh PA 15219

Union Position: No

Salary Range: \$39.78 to \$67.40 / hour

### Description

Our UPMC Corporate Legal team is recruiting a Staff Attorney with excellent credentials. This is a regular, full-time position that is based out of the US Steel Tower in downtown Pittsburgh.

The Staff Attorney will provide effective legal counsel by helping to meet the legal needs of a large, diverse health care financing and delivery system. UPMC, a large integrated health care delivery system and insurer based in Pittsburgh, Pennsylvania, operates more than 30 academic, community, and specialty hospitals, 600 doctors' offices and outpatient sites, employs 3,600 physicians, and offers an array of rehabilitation, retirement, and long-term care facilities.

This is a junior attorney position. The successful candidate will be part of a legal team supporting UPMC's Insurance Services Division. He or she will have exposure to a broad range of legal areas and transactions. If this sounds like a fit for you, apply online today!

### Why work at UPMC?

At UPMC, we develop strong leaders who support and engage incredible team members. Together, we create an exceptional UPMC Experience for our co-workers and our patients.

A recent study showed that UPMC benefits are 20% higher in value than other health care providers in our market. UPMC offers tuition reimbursement, competitive pay, generous paid time off, and much more.

**AWARD-WINNING WORKPLACE:** Ranked #1 for Best Places to Work for Women & Diverse Managers by the 2020 Corporate Equality Index.

We have a rewarding career ladder to grow your career with UPMC.

### Responsibilities:

Subject to supervision and oversight of senior UPMC attorneys, provide counsel to managers and staff throughout UPMC and address and resolve legal issues as they arise on a daily basis, such as in the areas of regulatory and health insurance law.

Responsible for legal research, preparing legal documentation, and providing legal guidance within the organization with respect to non-complex contractual and business arrangements and compliance with legal requirements (including federal and state health care laws and regulations, as applicable).

Review and recommend changes to corporate policy to ensure compliance with legal requirements.

Subject to supervision and oversight of senior UPMC attorneys, provide legal counsel and legal services as identified below to UPMC's corporate departments and to those divisions and business units to which the Staff Attorney is assigned, which may include interaction as necessary with senior leadership of such areas.

Apply general legal knowledge in areas that may include: federal and state

health care laws and regulations (e.g. Medicare, Medicaid, licensure, accreditation, behavioral health, etc.), corporate law, taxation, insurance, commercial and finance; and begin to develop specialized legal knowledge in one or more of such areas.

Perform special project assignments for senior UPMC attorneys.

Provide guidance with respect to contractual arrangements and prepare contractual and other legal documentation.

Under supervision of more senior attorneys, may be responsible for one of more of the following: assistance in representing UPMC business units in hearings and proceedings at the administrative level; assistance in representing UPMC business units in moderately complex business arrangements; performance of discrete tasks in more complex litigation or business transactions or special projects

Apply legal knowledge, analysis and judgment to identify alternative approaches and their relative merits and recommend solutions to routine and less complex legal problems.

#### Qualifications

#### Qualifications

J.D. Degree is required.

Must demonstrate legal analytical skills, communication skills, legal writing skills, and problem solving ability.

Pennsylvania license or obtain such license within six (6) months of date-of-hire required.

Insurance experience is preferred, although not required.

Licensure, Certifications, and Clearances:

Pennsylvania Attorneys License

UPMC is an Equal Opportunity Employer/Disability/Veteran

#### Total Rewards

More than just competitive pay and benefits, UPMC's Total Rewards package cares for you in all areas of life — because we believe that you're at your best when receiving the support you need: professional, personal, financial, and more.

#### Our Values

At UPMC, we're driven by shared values that guide our work and keep us accountable to one another. Our Values of Quality & Safety, Dignity & Respect, Caring & Listening, Responsibility & Integrity, Excellence & Innovation play a vital role in creating a cohesive, positive experience for our employees, patients, health plan members, and community. Ready to join us? Apply today.

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

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**Posting Date:** March 25, 2022

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**Expiration Date:** April 25, 2022

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

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**How to Apply:** <https://careers.upmc.com/jobs/9101151-staff-attorney-insurance-services-division>

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**ID:** 9289

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## **Staff Attorney – Bankruptcy & Economic Justice Practice**

OSLSA Ohio State Legal Services Association (Columbus, OH)

**Position Type:** Full-time

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**Practice Area(s):** Bankruptcy

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

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**Description:**

Legal Aid Society of Columbus (LASC) is part of the Ohio State Legal Services Association (OSLSA), a three-part legal aid program headquartered in Columbus. OSLSA's mission is to provide civil legal aid and advocacy to combat unfairness and injustice and to help people rise out of poverty.

LASC is actively seeking a dedicated, professional Bankruptcy Staff Attorney in our Economic Justice Practice Group to provide comprehensive legal services for civil issues in pursuit of LASC's mission and priorities. This opportunity will initially focus on bankruptcy issues in Central Ohio.

In this role, you will be responsible for providing legal counsel and advice as well as direct representation initially in the area of bankruptcy law, collaborating with partner organizations in providing legal assistance to our communities through special projects and grants and facilitating the bankruptcy pro bono referrals.

**Are You Someone Who:**

Is dedicated to improving the lives of low-income individuals in our communities?

Has a demonstrated commitment to making a difference in the lives of indigent people and their communities?

Enjoys helping clients triumph over adversity?

Is motivated, professional and thrives within a collaborative, team-driven environment?

Believes successful resolution can be reached beyond traditional litigation?

Is interested in developing a wide range of legal skills and experiences?

**You Will:**

Handle all functions related to legal advocacy

Maintain a caseload that includes both direct service and impact work

Participate in one of our substantive teams focused on learning one area of the law more in depth and on addressing systemic issues

Participate in outreach activities, clinics and other community events

Collaborate with other legal services attorneys on statewide advocacy

Promote community relations and build community relationships by engaging with the public and partner service providers

Have the opportunity to participate in excellent on-going professional development including CLE-approved trainings on substantive poverty law and advocacy skills among others

Be a part of a community of collaborative and mission driven professionals

**Requirements**

**You Have:**

Strong legal advocacy skills

Working knowledge of bankruptcy law

Strong analytical, problem-solving, planning and organizational skills

Demonstrated experience in legal services or advocacy in the area of social justice

Demonstrated project development and management skills

Ability to manage multiple priorities in a dynamic environment

High ability to exercise sound judgement and discretion

High ability to facilitate collaboration as well as build and sustain productive relationships with diverse individuals, groups and organizations

Excellent communication skills, both orally and written, with diverse audiences

A commitment to diversity and inclusion both internally and externally

Strong work ethic



Proficiency in Microsoft applications, knowledge of current technologies and commitment to remain up to date with industry best practices  
English language proficiency is essential and Spanish/English bilingual skills are a plus. Additional languages – even better  
Juris Doctor from an accredited law school and admitted to the Bar of the State of Ohio (or if not currently admitted, expected to obtain admission within 12 months from date of hire) preferred  
Prior Legal Aid or related work experience a plus, but not required

**Other Details:**

It is the policy of OSLSA not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, disability, age, ancestry, and military status or any other characteristic protected by law. LASC is an equal opportunity employer.

The position reports to the Managing Attorney and is based in Columbus, Ohio. The role requires some travel throughout the service area.

Salary begins at \$53,000 DOE. OSLSA offers an excellent comprehensive benefits package, LRAP of up to \$6,000 and ongoing training and development opportunities.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 25, 2022

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**Expiration Date:** May 31, 2022

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**Contact:** Sara Frank  
HR Director  
1108 City Park Ave Columbus, Ohio 43206 United States  
<https://www.oslsa.org/>

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

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**How to Apply:** To Apply:

Please submit a letter of interest and resume for consideration.  
Staff Attorney – Bankruptcy & Economic Justice Practice Group

In your letter, please address the following in order for your application to be considered: OSLSA's clientele is diverse and all of our clients are low income. To ensure that our agency is best serving our communities, OSLSA strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued.

How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

To promote social justice and best serve our clients, OSLSA is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally

Apply here:  
<https://recruiting.paylocity.com/recruiting/jobs/Details/1004970/Legal-Aid-Society-of-Columbus/Staff-Attorney-Bankruptcy-Economic-Justice-Practice-Group>

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**ID:** 9291

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## **Circuit Judge Law Clerk for the Honorable Judge Carrie Webst** The Supreme Court of Appeals, Judge Carrie Webster (Charleston, WV)

**Position Type:** Full-time

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

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

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**Description:**

THIRTEENTH JUDICIAL CIRCUIT KANAWHA COUNTY  
EMPLOYMENT OPPORTUNITY  
Charleston, West Virginia  
Position open until filled (Posted 3-23-2022)

**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 Carrie Webster. This position works under the direct supervision of Judge Carrie Webster in the Thirteenth Judicial Circuit, Charleston, 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 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.

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

Graduation from an approved school of law and a member in good standing with the West Virginia State Bar. Minimum of two years' experience practicing law is preferred. 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, as requested
- 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, Intermediate Court of Appeals, Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol Complex. More information about West Virginia's Courts can be found on our website at [www.courtswv.gov](http://www.courtswv.gov).

#### Equal Opportunity in Employment

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

#### Application Process

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

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

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

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

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> March 24, 2022
<b>Expiration Date:</b> April 24, 2022
<b>Contact:</b> Brendan Doneghy Law Clerk 111 Court St., 7th Floor Charleston, West Virginia 25301 United States <a href="http://www.courtswv.gov/lower-courts/counties/kanawha.html">http://www.courtswv.gov/lower-courts/counties/kanawha.html</a>
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:sarah.loftus@courtswv.gov">sarah.loftus@courtswv.gov</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample, Other Documents
<b>Requested Document Notes:</b> To apply for this position, please direct the following application materials to the Law Clerk Program Coordinator at <a href="mailto:sarah.loftus@courtswv.gov">sarah.loftus@courtswv.gov</a> . <ul style="list-style-type: none"> <li>• Cover Letter,</li> <li>• Resume,</li> <li>• Law School Transcript,</li> <li>• Writing Sample,</li> <li>• References (at least three, including current contact information),</li> <li>• Signed Court Employment Application (available on Court website)</li> </ul>
<b>ID:</b> 9275

## Director of External Affairs & Government Relations

The Nature Conservancy

**Position Type:** Full-time

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

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

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**Description:**

OFFICE LOCATION  
Charleston, West Virginia, USA

#LI-POST  
WHO WE ARE

Since 1951, The Nature Conservancy has been doing work you can believe in protecting the lands and waters that all life depends on. Through grassroots action, TNC has grown to become one of the most effective and wide-reaching environmental organizations in the world working in more than 75 countries and territories. As a science-based organization, we create innovative, on-the-ground solutions to our world's toughest challenges so that we can create a world in which people and nature thrive.

We're rooted in our Mission and guided by our Values, which includes a Commitment to Diversity and Respect for People, Communities, and Cultures. Whether it's career development, flexible schedules, or a rewarding mission, there's lots of reasons to love life #insideTNC. Want a better insight to TNC? Check out our TNC Talent playlist on YouTube on Glassdoor.

Our goal is to cultivate an inclusive work environment so that all our colleagues around the globe feel a sense of belonging, and that their unique contributions to our mission are valued. We'll only achieve our Mission by hiring and engaging a diverse workforce that reflects the communities in which we work. In addition to the requirements in our postings, we recognize that people come with talent and experiences outside of a job. Diversity of experience and skills combined with passion is a key to innovation and a culture of inclusion! Please apply – we'd love to hear from you.

**YOUR POSITION WITH TNC**

The Director of External Affairs and Government Relations supports The Nature Conservancy's conservation goals by leading the West Virginia Business Unit and works closely with the Central Appalachians Program, and various Appalachian and North America Government relations project teams by designing and delivering external affairs, government and corporate relations strategies and goals, as well as, TNC's Nature and Economy strategies, and project objectives within West Virginia and the Central Appalachian Program. This position will serve as liaison and informational contact between The Nature Conservancy and local, state, and federal government agencies and elected officials, multilateral institutions/ agencies, business, community organizations, NGOs and/or private groups.

**ESSENTIAL FUNCTIONS**

The Director of External Affairs and Government Relations will bring their experience in government relations and external affairs network development to work on behalf of the West Virginia Business unit of The Nature Conservancy to achieve legislative, policy, and program goals. They will work towards achieving conservation, community, and economic development goals that support a strong Nature and Economy approach focused on strategic and high leverage outcomes for conserving and protecting the resilient and diverse lands and waters of West Virginia and the Central Appalachians. While also promoting and developing the models to develop economic diversification that is inclusive, equitable, and has individual and community outcomes for the well-being of West Virginians. This position furthers the work of The Nature Conservancy and its conservation partners through direct interaction with governments, multilateral agencies, and/or businesses focusing on policy, practice, and funding initiatives that provide conservation and economic development opportunities and/or impact our conservation and economic development programs. Duties include daily contact to develop the strategic partnerships and potential funding pathways with local, state, federal,

multilateral/agencies officials, and/or NGO and industry and corporate representatives on matters pertaining to administrative, legislative, and/or corporate actions or internationally negotiated agreements to achieve the organization's conservation and human equity and well-being agenda.

They also work within The Nature Conservancy, especially with the Nature and Economy Director, Central Appalachian and Appalachians programs and North American Policy and Government Relations program to build and facilitates internal networks, coordinating meetings, agendas, and presentations.

#### RESPONSIBILITIES AND SCOPE

Work collaboratively with staff in the West Virginia Business Unit of The Nature Conservancy, regional government relations staff in the Conservancy, and the Conservancy's North American Policy and Government Relations team to leverage state and federal level policy and investments in coalfields and rural economic development.

Engage internal and external partners and stakeholders in a collaborative and consultative or advisory capacity to build the network of local, state, regional, and federal partners, and funders to initiate, undertake, and leverage development of these programs and projects.

May supervise administrative staff and/or volunteers, interns, or temporary staff.

Financial responsibility may include working within/managing a budget to complete projects, negotiating, and contracting with vendors, assisting with budget development, and meeting fundraising targets.

Maintains regular contact with local, sub-national, country and multilateral officials, and/or corporate representatives on matters pertaining to administrative, legislative, and/or corporate actions and internationally negotiated agreements.

Develops strategic partnerships with relevant groups to influence legislation and/or, international negotiations and agreements.

Ensures program compliance with internal policies and external requirements.

Serves as a team leader for assigned projects and coordinate the work of others.

Ensures that the program complies with state and federal lobbying laws and regulations.

May need to gain cooperation from individuals or groups (inside and outside the Conservancy) over whom there is no direct authority in order to accomplish program goals.

#### MINIMUM QUALIFICATIONS

Bachelor's degree and 4 years related experience or equivalent combination.

Fluency in English.

Experience presenting to and/or communicating with business, government or legislative staff and/or program leadership.

Experience in designing, implementing and directing multiple complex projects and ensuring program accountability.

Communications experience including preparing and presenting project proposals and developing written communications.

Experience working with corporate or NGO partners, and government agencies.

#### DESIRED QUALIFICATIONS

Proven multi-cultural experience, with experience in West Virginia or other Appalachian states highly preferred.

Master's degree appreciated

Supervisory experience, including ability to set objectives and manage performance

Familiarity with social, economic and political conditions and issues in West Virginia and the Appalachian region.

Experience coordinating projects in a decentralized organization, working across teams, operating units and functions to achieve optimal results.

Outstanding written and oral communication, negotiating and organizational skills.

#### APPLY NOW

To apply for job ID 51216, submit your materials online by using the Apply Now button at <https://careers.nature.org/>. Need help applying? Visit our recruitment page or contact [applyhelp@tnc.org](mailto:applyhelp@tnc.org).

The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs and culture. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.

Do you have military experience? Visit our U.S. Military Skills Translator to match your military experience with our current job openings!

TNC is committed to offering accommodations for qualified individuals with disabilities and disabled veterans in our job application process. If you need assistance or an accommodation due to a disability, please send a note to [applyhelp@tnc.org](mailto:applyhelp@tnc.org) with Request for Accommodation in the subject line.

Where legally permissible, TNC requires all new employees to be fully vaccinated and willing to keep up to date with vaccines that protect against COVID-19. By accepting an offer of employment, you agree to comply with this requirement, unless you are entitled to a legally mandated exemption.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 24, 2022

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**Expiration Date:** April 29, 2022

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**Contact:** Beth Wheatley

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

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**How to Apply:** To apply for job ID 51216, submit your materials online by using the Apply Now button at <https://careers.nature.org/>. Need help applying? Visit our recruitment page or contact [applyhelp@tnc.org](mailto:applyhelp@tnc.org).

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**ID:** 9280

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## **IP Attorney (remote is possible)**

Wing (an Alphabet Company) (California )

**Position Type:** Full-time

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

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**Job Location(s):** Palo Alto, California (United States)

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**Description:**

Intellectual Property Counsel  
Palo Alto, California, United States  
About Wing:

Wing is reshaping the future of delivery. We are an on-demand drone delivery service that can deliver food, medicine or other items within minutes. We've also developed an unmanned traffic management platform to safely route drones through the sky. Our service is faster, safer and produces far less pollution than traditional delivery. Originally created in 2012 within X, the Moonshot Factory, Wing is now an Alphabet company.

**About the Role:**

Wing is looking for an Intellectual Property Counsel to join our Legal Team team based in Palo Alto, California. The ideal candidate has a passion for IP, a strong patent background and proven facility with trademarks, demonstrated knowledge of industry best practices, and the ability to deliver results as part of a dynamic, cross-functional team.

**What You'll Do:**

Implement strategies to build Wing's IP portfolio to be a world-class drone delivery system portfolio  
Work with inventors/engineers and outside patent attorneys, generate technology landscape reports, host invention harvest meetings, and lead patent review committees for invention quality grading  
Review invention disclosures, patent drafts, and patent office actions with inventors and outside counsel  
Work with outside counsel to advance Wing's trademark portfolio and manage oppositions, build out Wing's trade secret program, and advise on open source matters  
Remain up-to-date on relevant industry, product, IP, and privacy laws and regulations to provide sound compliance advice regarding aviation and online products  
Evaluate potential new markets around the world from an IP perspective  
Provide IP-related support related to litigation, mergers and acquisitions, and a variety of technology transactions  
Develop broad expertise across other substantive legal matters, related to or relevant for practice area and company need

**Qualifications:**

JD or equivalent degree  
Admitted to the bar and in good standing or otherwise authorized to practice law in the state in which the position is located  
Registered Patent Attorney with the USPTO  
3+ years of combined, relevant experience in law firms and/or in-house legal departments  
Knowledge of patent and trademark law in foreign jurisdictions (e.g., Europe and APAC Region)  
Fluency translating legal advice into actionable guidance for innovative product, engineering and business teams  
Experience drafting agreements or policies for open source  
Ability to prioritize and manage projects effectively  
Intellectual curiosity, practical business judgment and problem-solving skills  
Operate with respect, desire to collaborate, communicate and work across time zones to get the best outcome for the company  
Willingness to travel to Wing R&D locations

**Bonus:**

Experience in aviation or other technologies that combine software and hardware  
Familiarity with cross-licenses, patent and other IP licensing transactions, patent acquisitions, divestitures, knowledge of standards bodies, and/or managing third-party patent requests  
Open source experience  
Growth mindset and willingness to pickup new skills as part of a small but growing legal team  
Conversant with bespoke and third-party systems and tools (e.g., IPfolio, SimpleLegal, Innography)  
At Wing, we don't just accept difference - we celebrate it, we support it, and we thrive on it for the benefit of our employees, our products and our community. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you have a disability or special need that requires accommodation, please let us know.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 24, 2022

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**Expiration Date:** April 29, 2022

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**Contact:** Carlos Rosario  
California United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** carlosrosario@wing.com

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**ID:** 9282

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**medical-legal partnership (MLP) staff attorney**

Appalachian Research &amp; 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 \$42,136 to \$63,073 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, April 15, 2022  
An Equal Opportunity Employer

**Desired Class Level:** Graduate/Alumni**Posting Date:** March 24, 2022**Expiration Date:** April 15, 2022**Contact:** Mr. Robert Johns  
Executive Director  
120 North Front Avenue Prestonsburg, Kentucky 41653 United States**Resume Receipt:** E-mail**Default email for resumes.:** robertj@ardfky.org**Additional Documents:** Cover Letter, Writing Sample, Other Documents**Requested Document Notes:** 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.**ID:** 9277

**Staff Attorney**

Appalachian Research &amp; 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 staff attorney in its Prestonsburg office 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 operates a network of 5 field offices with a staff of 25 attorneys, 4 paralegals, and supporting personnel. Each office has excellent facilities and the necessary equipment to permit the staff to function as a first-class law firm.

AppalReD Legal Aid staff attorneys are generalists who handle varied caseloads in traditional poverty law areas like family law, housing, consumer, public benefits, and expungement. Staff attorneys are also expected to assist with community legal education and outreach.

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 \$42,136 to \$63,073 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. 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) 889-1984. Submission Deadline: Friday, April 15, 2022  
An Equal Opportunity Employer

**Desired Class Level:** Graduate/Alumni**Posting Date:** March 24, 2022**Expiration Date:** April 15, 2022**Contact:** Ms. Lori Elam  
HR Dept.

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

**Resume Receipt:** E-mail**Default email for resumes.:** robertj@ardfky.org**Additional Documents:** Cover Letter, Writing Sample, Other Documents**Requested Document Notes:** Applicants should send a resume under a cover letter indicating the specific nature of their interest in the position. Applicants should also enclose a writing sample and list of references. Selected applicants will be asked to visit the Prestonsburg office.**ID:** 9276

## Law Clerk

The Supreme Court of Appeals of West Virginia

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**Position Type:** Full-time

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

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

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**Description:**

Page 1 of 2

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

INTERMEDIATE COURT OF APPEALS EMPLOYMENT OPPORTUNITY  
Charleston, West Virginia  
Position open until filled (Posted 3-21-2022)

**The Position**

The Administrative Office of the Supreme Court of Appeals of West Virginia ("AO") is now accepting resumes for the position of Law Clerk for the Intermediate Court of Appeals, Charleston, West Virginia. This is professional legal work as an experienced Law Clerk to an Intermediate Appellate Court judge. The position is described as follows:

**LAW CLERK**

**Position Purpose:** The Law Clerk will be responsible for providing legal support to an Intermediate Appellate Court judge.

**Minimum Qualifications:** Graduation from an approved school of law and a member in good standing with the West Virginia State Bar.

**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:

- Legal research,
- Read, analyze, and interpret lower court record(s), agency briefs, and/or appellate court briefs,
- Search for, interpret and apply statutes, court decisions, and other legal authorities on points of law involved in the preparation of legal rulings,
- Prepare bench notes, draft opinions, orders, and memoranda of law,
- Proofread and review circulating opinions,
- Attend and observe court sessions and hearings/arguments,
- Perform related work as required.

**Additional Preferences / Requirements:**

- Knowledge of the State judicial system.
- Knowledge of judicial procedures and rule of practice.
- Knowledge of the principles, methods, materials, and practices of legal research.
- Skill in analyzing, appraising, and organizing facts, evidence and material, and presenting such material in clear and logical form for oral or written presentation as opinions, memoranda, orders, or decisions.
- Ability to understand and interpret constitutional provisions, statutes, administrative regulations and precedents.
- Ability to prepare for judicial approval orders and opinions on petitions, motions, and appeals filed.
- Ability to establish and maintain effective working relationships with

members of the judiciary, court and departmental administrators, attorneys, and associates.

Page 2 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
- Sick leave.

**The Administrative Office of the Courts**

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

**West Virginia Courts**

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

**Equal Opportunity in Employment**

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

applications will go to [Cassie.long@courtswv.gov](mailto:Cassie.long@courtswv.gov)

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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 22, 2022

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**Expiration Date:** May 31, 2022

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

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

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

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**How to Apply:** applications will go to [Cassie.long@courtswv.gov](mailto:Cassie.long@courtswv.gov)

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**ID:** 9265

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## Assistant Federal Public Defender - Capital Habeas Unit

Federal Public Defender for Western District of Pennsylvania (Pittsburgh, PA)

**Position Type:** Full-time

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

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

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**Description:**

Lisa B. Freeland, Federal Public Defender  
Office of the Federal Public Defender  
Western District of Pennsylvania  
1001 Liberty Avenue, Suite 1500  
Pittsburgh, Pennsylvania 15222

POSITION ANNOUNCEMENT #2022-03R-CAFD  
CAPITAL HABEAS UNIT  
ASSISTANT FEDERAL PUBLIC DEFENDER  
Posted: February 11, 2022  
Closes: When filled

The Federal Public Defender for the Western District of Pennsylvania is accepting applications for the position of Assistant Federal Public Defender in its Capital Habeas Unit (CHU). The CHU represents death-sentenced prisoners in federal habeas corpus proceedings in the United States District Court, the United States Court of Appeals for the Third Circuit and the United States Supreme Court. This is a full-time position located in Pittsburgh.

The successful applicant must be team-oriented and possess a strong writing ability, a demonstrated commitment to poverty law or indigent criminal defense, and litigation experience in at least one of the following areas: criminal law, especially in capital cases; habeas corpus litigation; and complex federal court civil litigation. Capital post-conviction experience preferred. A background in any area of mental health and/or social work is also helpful. This position requires occasional travel.

Applicants must be members in good standing of a state bar and must be eligible for immediate admission to the bars of the Western District of Pennsylvania, the United States Court of Appeals for the Third Circuit, and the United States Supreme Court. Assistant defenders may not engage in the private practice of law.

This is a full-time position with federal salary and benefits based on qualifications and years of experience within federal guidelines and regulations. The successful candidate will be subject to a general background check and IRS tax check procedure as a condition of employment. The position is subject to mandatory direct deposit for payment of net pay. Hiring is based on availability of funding.

This is a repost of 2022-03-CAFD; previous applicants need not reapply. Qualified persons should submit a letter of interest, a detailed resume and a writing sample in one Adobe Acrobat document by email to: paw\_employment@fd.org, using the subject line A2022-03R-CAFD."

This Office is an Equal Opportunity Employer.  
Women and minorities are encouraged to apply.  
One or more positions may be filled from this announcement.  
Only those applicants selected for an interview will be contacted.  
No telephone calls please.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 21, 2022

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**Expiration Date:** April 21, 2022

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**Contact:** Aaron Butler  
Pittsburgh, Pennsylvania United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** paw\_employment@fd.org

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

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**ID:** 9249

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**Contract Specialist - Pathways Recent Graduate**

Department of Energy (Washington, DC)

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

Ames, Iowa United States

**Job Description:**

This position is part of the Office of Science - Ames Site Office, Department of Energy. As a Contract Specialist, you will be responsible for providing contracting support for related programs and projects.

**As a full performance level GS-13 Contract Specialist, you will:**

- Serve as Contract Specialist to partner with the acquisition community and other stakeholders on a variety of procurement programs and actions.
- Lead reviews of all aspects of the contracting program involving highly complex issues and interrelationships, significant procurement policies, and assessing compliance and accountability of program requirements for compatibility with procurement laws and work performed by other acquisition specialists.
- Apply a wide range of qualitative and/or quantitative methods to assess and improve effectiveness in the acquisition program and/or manages complex management processes, projects, and systems.
- Serve as a principal Contract Specialist and works closely with other contract specialists and client organizations to plan, develop and execute DOE-wide policies and guidance.

**Conversion:** Pathways Recent Graduates are converted to a term or permanent position upon program completion. This is not automatic nor guaranteed; it is at the discretion of the employing office.

To be eligible for conversion, a Recent Graduate must: (1) complete at least one year of continuous service; (2) be a U.S. citizen; (3) demonstrate successful job performance (4) meet the qualification standards for the position to which converted; (5) receive a recommendation for conversion from the first-level supervisor; and (6) meet agency-specific requirements, as specified in the Participant Agreement.

**Desired Class Level(s):** Graduate/Alumni**Posting Date:** March 21, 2022**Expiration Date:** April 27, 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/643477900>**Visual ID:** 9251



## **Energy Associate (Charleston, WV**

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

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**Position Type:** Full-time

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

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

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**Description:**

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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 21, 2022

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**Expiration Date:** May 31, 2022

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**Contact:** Mary Jane Ashley  
Coordinator, Recruiting & Professional Development  
United Center, 1085 Van Voorhis Rd., Suite 400 Morgantown, West Virginia 26507 United States

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**Resume Receipt:** E-mail

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

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**ID:** 9254

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**Law Clerk - Entry Level**

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:**

INTERMEDIATE COURT OF APPEALS  
 EMPLOYMENT OPPORTUNITY  
 Charleston, West Virginia  
 Position open until filled (Posted 3-21-2022)

**The Position**

The Administrative Office of the Supreme Court of Appeals of West Virginia ("AO") is now accepting resumes for the position of Law Clerk for the Intermediate Court of Appeals, Charleston, West Virginia. This is professional legal work as an entry level Law Clerk to an Intermediate Appellate Court judge. The position is described as follows:

**LAW CLERK -Entry Level**

**Position Purpose:** The Law Clerk will be responsible for providing legal support to an Intermediate Appellate Court judge.

**Minimum Qualifications:** Graduation from an approved school of law and admission to the West Virginia State bar within twelve months of appointment.

**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:

- Legal research,
- Read, analyze, and interpret lower court record(s), agency briefs, and/or appellate court briefs,
- Search for, interpret and apply statutes, court decisions, and other legal authorities on points of law involved in the preparation of legal rulings,
- Prepare bench notes, draft opinions, orders, and memoranda of law,
- Proofread and review circulating opinions,
- Attend and observe court sessions and hearings/arguments,
- Perform related work as required.

**Additional Preferences / Requirements:**

- Knowledge of the State judicial system.
- Knowledge of judicial procedures and rule of practice.
- Knowledge of the principles, methods, materials, and practices of legal research.
- Skill in analyzing, appraising, and organizing facts, evidence and material, and presenting such material in clear and logical form for oral or written presentation as opinions, memoranda, orders, or decisions.
- Ability to understand and interpret constitutional provisions, statutes, administrative regulations and precedents.
- Ability to prepare for judicial approval orders and opinions on petitions, motions, and appeals filed.
- Ability to establish and maintain effective working relationships with members of the judiciary, court and departmental administrators, attorneys, and associates.

**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.courtswv.gov](http://www.courtswv.gov).

#### Equal Opportunity in Employment

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

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

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

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**Posting Date:** March 21, 2022

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**Expiration Date:** April 21, 2022

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**Contact:** Cassie Long  
Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston,  
West Virginia 25305 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [cassie.long@courtswv.gov](mailto:cassie.long@courtswv.gov)

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**ID:** 9250

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## Assistant Federal Public Defender

Federal Public Defender-SDWV (Charleston, WV)

**Position Type:** Full-time

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

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

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**Description:**

ASSISTANT FEDERAL PUBLIC DEFENDER

The Federal Public Defender for the Southern District of West Virginia, at Charleston, is accepting applications for the position of Assistant Federal Public Defender. The Federal Public Defender operates under authority of the Criminal Justice Act, U.S.C. § 3006A, to provide defense services to indigent persons in federal criminal cases and related matters in the federal courts.

**Requirements:** An Assistant Federal Public Defender must be: (1) a U.S. citizen or eligible to be employed in the United States; (2) a graduate of an accredited law school, and have admission and good standing in a state bar; (3) licensed to practice law in the U.S. District Court for the Southern District of West Virginia, or must become so licensed within one year after entrance on duty; and (4) licensed to practice law in the State of West Virginia, or must become so licensed within one year after entrance on duty.

**Duties:** Assistant Federal Public Defender duties include trials and court hearings, direct appeals to the circuit court, post-conviction and witness representation, and representation in other matters such as supervised release hearings and probation and parole hearings. The position requires travel for investigation, litigation, and training. Federal Public Defender attorneys may not engage in the private practice of law.

**Selection Criteria:** The successful applicant must have a demonstrated capacity or aptitude for excellence in trial and appellate practice, a commitment to the representation of indigent accused persons, and sufficient experience to immediately undertake the defense of serious criminal cases in the United States courts. This position also requires excellent research skills; proficiency in computer-assisted legal research; word processing capability; and time management skills. This position also requires the ability to communicate effectively with clients, witnesses, colleagues, staff, and court and agency personnel.

**Conditions of Employment:** The selected candidate will be subject to a background check or investigation, including an F.B.I. name and fingerprint check and an I.R.S. tax check, and subsequent favorable suitability determination for employment. Employees of the Federal Public Defender Office are in the excepted service, are considered "at-will" employees, and are not covered by the Civil Service Reform Act. This position will be filled subject to the availability of funds.

**Salary and benefits:** This is a full-time, permanent position, and federal salary and benefits apply. Salary commensurate with Assistant U.S. Attorneys for the Southern District of West Virginia. This position is subject to mandatory electronic transfer (direct deposit) of net pay.

**How to Apply:** Qualified persons may apply by submitting a letter of interest, resume, three professional references, law school and undergraduate transcripts, and one writing sample to: Federal Public Defender, U.S. Courthouse, Room 3400, 300 Virginia Street, East, Charleston, WV 25301. Electronic submissions may be sent to [wvs\\_recruiting@fd.org](mailto:wvs_recruiting@fd.org).

**Posting Date:** Position announced January 20, 2022; open until filled. All responses will remain confidential. The Federal Public Defender Office is an equal opportunity employer. Women and minorities are encouraged to apply. This agency provides reasonable accommodations to applicants with disabilities. If you need a

reasonable accommodation for any part of the application or interview process, please contact Administrative Officer Stacy Boggess at 304-347-3350.

The Federal Public Defender is an Equal-Opportunity Employer  
To apply for this job email your details to [stacy\\_boggess@fd.org](mailto:stacy_boggess@fd.org)

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<b>Desired Class Level:</b>	Graduate/Alumni
<b>Posting Date:</b>	March 17, 2022
<b>Expiration Date:</b>	April 17, 2022
<b>Contact:</b>	Stacy A. Boggess Administrative Officer 300 Virginia Street East Room 3400 Charleston, West Virginia 25301 United States <a href="http://wvs.fd.org">http://wvs.fd.org</a>
<b>Resume Receipt:</b>	Other (see below)
<b>How to Apply:</b>	<a href="https://wvbar.org/job/federal-public-defender-southern-district-of-west-virginia-charleston-17-assistant-federal-public-defender/">https://wvbar.org/job/federal-public-defender-southern-district-of-west-virginia-charleston-17-assistant-federal-public-defender/</a>
<b>Additional Documents:</b>	Cover Letter, Writing Sample, Other Documents
<b>Requested Document Notes:</b>	How to Apply: Qualified persons may apply by submitting a letter of interest, resume, three professional references, law school and undergraduate transcripts, and one writing sample to: Federal Public Defender, U.S. Courthouse, Room 3400, 300 Virginia Street, East, Charleston, WV 25301. Electronic submissions may be sent to <a href="mailto:wvs_recruiting@fd.org">wvs_recruiting@fd.org</a> .
<b>ID:</b>	9226

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## **Attorney IV**

Department of Fair Employment and Housing

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**Job Type:** Full-time

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

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**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.

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** March 17, 2022

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**Expiration Date:** April 22, 2022

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

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**Resume Receipt:** Online

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**Visual ID:** 9219

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**Attorneys-Solicitor General 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:**

Attorneys – Solicitor General Division: The West Virginia Attorney General’s Office is accepting applications for positions in the Solicitor General’s group, including a junior/mid-level attorney and a mid-to senior-level attorney to be considered for the position of Deputy Solicitor General. 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. Positions are based out of Charleston, WV, with some geographic flexibility within 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 present an argument or second chair in federal appellate courts. The group is a small team, with all attorneys taking primary responsibility for their matters and contributing at highly substantive levels. Responsibilities include primary drafting for major appellate briefs and administrative comments (as well as editing other team members’ drafts for the Deputy position); coordinating multi-state efforts for amicus briefs and multi-state litigation; researching and drafting Attorney General opinions, and researching and providing strategic advice on high-profile matters to the Attorney General and other constitutional officers.

Applicants should submit their resume, a writing sample, and a cover letter to [jobs@wvago.gov](mailto:jobs@wvago.gov)

To apply for this job email your details to [jobs@wvago.gov](mailto:jobs@wvago.gov)

**Desired Class Level:** Graduate/Alumni**Posting Date:** March 17, 2022**Expiration Date:** April 17, 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:** <https://wvbar.org/job/wv-attorney-general-charleston-wv-17-attorneys-solicitor-general-division/>

**ID:** 9223

## Senior Counsel

BHE GT&S, LLC (Richmond, VA)

**Position Type:** Full-time

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

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

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**Description:**

Berkshire Hathaway's commitment to building a stronger energy future is matched by our commitment to our employees who will make it a reality. Our employees are integral to our success and work hard to exceed customer expectations. We provide fulfilling employment opportunities, are committed to attracting and retaining the best employees, and support an environment that reflects the diversity of our communities.

First review of candidates will be 2/23/22.

**Job Summary**

BHE GT&S is seeking an experienced general corporate attorney to provide legal support for a variety of energy related matters. Primary responsibilities include drafting and negotiation of legal documents, contracts, licenses, easements, leases, farmout agreements, interconnect agreements and other project and construction related documents. The Senior Counsel advises clients on complex legal and commercial matters, develops strategies within the overall business plan, and provides clients with a legal risk analysis. This position works directly with internal business clients. The Senior Counsel position may also provide advice and guidance to less experienced lawyers.

This is a full-time office position located at BHE GT&S' offices in Bridgeport, WV, or – subject to mutual agreement with key clients – at BHE GT&S' offices in Richmond, VA. This position is not offered as a remote or work-from-home position although flexible work hours are permitted including 4x10 work week schedules and work schedules that permit every other Friday off. Some business travel may be required.

The knowledge, skills, abilities and experiences that are required for entry into this job include the following:

- 5+ years related energy law experience.
- Experience with, and knowledge of state and federal laws and regulations related to the energy industry.
- Good analyst, negotiator, advocate, and presenter of legal points.
- Requires little supervision.
- Exhibits sound business sense and awareness of the industry.
- Independent judgment, and initiative, and ability to work directly with clients.

**Education Requirements**

Education Level: Required: Juris Doctor , Disciplines: Required: Law Licenses, Certifications, or Qualls Description  
State law license required.

Certain positions at BHE GT&S may involve access to information and technology subject to export controls under U.S. law. Compliance with these export controls may result in BHE GT&S limiting its consideration of certain applicants.

At this time, BHE GT&S cannot transfer nor sponsor a work visa for this position.

**Other Information**

On November 1, 2020, Dominion Energy sold its gas transmission and storage business to Berkshire Hathaway Energy. In light of this transaction, the application process and benefits package are temporarily shared by Dominion Energy and BHE Pipeline Group while the full integration of the gas transmission and storage business into BHE Pipeline Group is ongoing. Please note: when applying to a BHE GT&S position, some correspondence and documentation throughout the application and selection process will come from, or reference, Dominion Energy. If you



have any questions or concerns through the BHE GT&S application process, please reach out to [BHEPGStaffing@dominionenergy.com](mailto:BHEPGStaffing@dominionenergy.com).

Relocation is authorized for this position.

We offer excellent plans and programs for employees. Employees are rewarded with a competitive salary and comprehensive benefits package which may include: health benefits with coverage for families and domestic partners, vacation, retirement plans, paid holidays, tuition reimbursement, and much more. To learn more about our benefits, click [dombenefits.com](http://dombenefits.com).

BHE GT&S is an equal opportunity employer that values diversity in the workplace. We provide equal employment opportunities to all qualified applicants without regard to race, sex, sexual orientation, gender identity, national origin, color, age, religion, protected veteran, or disability status. Our values guide us in accordance with all local, state and federal laws and regulations governing personnel activities.  
To apply for this job please visit [careers.dominionenergy.com](http://careers.dominionenergy.com).

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<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> March 17, 2022
<b>Expiration Date:</b> April 17, 2022
<b>Contact:</b> Kelli Jo McNemar Staffing Specialist 925 White Oaks Blvd Bridgeport, 26330 United States <a href="https://www.brkenenergy.com/our-businesses/bhe-gts">https://www.brkenenergy.com/our-businesses/bhe-gts</a>
<b>Resume Receipt:</b> Other (see below)
<b>How to Apply:</b> <a href="https://wvbar.org/job/bhe-gts-bridgeport-wv-17-senior-counsel/">https://wvbar.org/job/bhe-gts-bridgeport-wv-17-senior-counsel/</a>
<b>ID:</b> 9224

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**Staff Attorney**

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

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**Job Type:** Full-time

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

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

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**Job Description:**

The Louisville-Jefferson County Public Defender Corporation offers you the opportunity to be a litigator at an established and recognized public defender office. It is now accepting applications from 3rd year law school students who will be graduating in May. It is also accepting applications for entry level staff attorney positions from licensed lawyers to begin immediately.

The Louisville-Jefferson County Public Defender Corporation is a non-profit organization rendering legal services in the largest jurisdiction in the state of Kentucky to indigent adults and juveniles accused of crimes and status offenses, and to those who are subjected to involuntary hospitalization due to mental illness. The office functions as a full-service law firm providing defense representation in all state courts at every level, as well as appellate and post-conviction advocacy in the state courts.

The office operates a mixed caseload/vertical representation system in accordance with the ABA Standards for Criminal Justice (both Providing Defense Services and Defense Function), as well as the ABA's Ten Principles of a Public Defense Delivery System. As such, individual clients are represented by the same attorney throughout all stages of the proceedings from appointment until final disposition of the case.

Staff attorneys at the Louisville-Jefferson County Public Defender's office must be members in good standing of the Kentucky Bar Association (see Supreme Court Rule (SCR) 2.010). This may be accomplished by applying for admission in a timely manner (see SCR 2.022) and taking and passing the Kentucky Bar Examination, which is offered twice a year in February and July. If you are a licensed attorney in another state and a member in good standing of that state's bar, it may also be accomplished by seeking reciprocal admission pursuant to SCR 2.110 or by filing an application for a limited certificate of admission to practice law in an organized public defender program (see SCR 2.112). Law school graduates may be eligible for use of the Supervised Practice Rule (SCR 2.116). Admission can also be obtained by transferred Uniform Bar Examination (UBE) score pursuant to SCR 2.090. The various alternate types of admission can be found at the website for the Kentucky Office of Bar Admissions: [https://www.kyoba.org/Views/public/Content.aspx?page\\_id=215](https://www.kyoba.org/Views/public/Content.aspx?page_id=215)

Successful applicants will possess a background in criminal law and trial practice and/or equivalent law school courses or clinics. Applicants should also demonstrate strong advocacy and writing skills.

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** March 17, 2022

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**Expiration Date:** April 16, 2022

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**Contact:** Deputy Chief Public Defender Beth McMahon  
Deputy Chief Public Defender  
719 West Jefferson St. Louisville, Kentucky 40202 United States

**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** bmcMahon@metrodefender.org

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

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**Additional Documents Notes:** References

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**Visual ID:** 9168

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## Tax and Revenue Director

Kanawha County Tax Department (Charleston, WV)

**Position Type:** Full-time

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

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

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**Description:**

The West Virginia State Tax Department is seeking a Tax and Revenue Director to lead its Property Tax Division, located in Charleston, West Virginia. This individual will support the Tax Commissioner and the Office of the Cabinet Secretary for the Department of Revenue in the administration of property taxes in West Virginia. This support and oversight enable the counties to bill and collect nearly \$1.8 billion of revenue to fund county governmental and public education programs and functions.

Key responsibilities include but are not limited to:

- Ensure efficient and consistent operation of the Property Tax Division to ensure counties have access to information and resources required to bill and collect property taxes. Coordinate workflow based on staff availability in each office location, general workload demands across the area of responsibility, and reviewing work of subordinate supervisors and frontline staff. This position is responsible for personnel matters, staff development and training, and other related employee relations functions in the Human Resources group.
- Provide oversight and administrative direction to professional staff responsible for assessing and defending the values applied to industrial, natural resource, and public utility properties.
- Produce and defend fiscal notes related to legislative proposals impacting property tax administration in West Virginia is a regular task. Analyze and interpret various state and federal statutes on matters related to property tax as they apply to tax administration, including consultation with the Tax Department's General Counsel and Legal Division, and the Attorney General's Office on interpretation and application of applicable law. Assist in the preparation of factual materials for court proceedings.
- Will give public representations regularly, including Annual Assessors Conferences, Basic Assessors Training (BAT) classes provided to the counties, Property Valuation Training and Procedures Commission (PVC), Legislative Hearings and Testimony, Administrative and Judicial Hearings, local, state, and national tax groups, civic groups, and business/trade associations and other educational and information events.
- Some travel is required.

Key skills and abilities:

- An in-depth conversational and technical knowledge of current West Virginia Property Tax law, rule, and policy is highly preferred.
- Superb written and oral communication skills with individuals of various socioeconomic, political, educational, and geographic backgrounds.
- The ability to remain calm in the face of hostility and confusion.
- Comfort and advanced skills in public speaking and presentation of complex and technical data analysis.

Applicants are subject to a background and tax compliance check.

Position #0702P00357

To apply for this job email your details to [Constance.S.Stinnett@wv.gov](mailto:Constance.S.Stinnett@wv.gov)

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 17, 2022

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**Expiration Date:** April 17, 2022

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**Contact:** Unknown

1900 Kanawha Blvd. East Building 3 Suite 500 Charleston, West Virginia  
25305 United States

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

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**How to Apply:** <https://wvbar.org/job/west-virginia-state-tax-department-kanawha-county-west-virginia-17-tax-and-revenue-director/>

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**ID:** 9222

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**Law Clerk**

Clarion County Court Administrator's Office (Clarion, PA)

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

THE COURT OF COMMON PLEAS  
 18th JUDICIAL DISTRICT  
 CLARION COUNTY COURT HOUSE  
 421 MAIN STREET, SUITE 34  
 CLARION, PENNSYLVANIA 16214  
 Phone (814) 226 - 9351  
 Fax (814) 226 - 1097  
 March 16, 2022

The Honorable Sara J. Seidle-Patton, President Judge, is presently seeking resumes for the position of Law Clerk for the Court of Common Pleas of Clarion County, Pennsylvania. The position is for one year beginning as early as August 2022. Applicants must be law school graduates. Interested applicants are to submit their resume, which shall include no less than three references, a writing sample, and a law school transcript to the Honorable Sara J. Seidle-Patton, c/o rkundick@co.clarion.pa.us no later than May 1, 2022. Any documents mailed via U.S. Mail shall be addressed to: Clarion County Court of Common Pleas, 421 Main Street, Suite 34, Clarion, PA 16214. Any documents submitted through email must be in pdf or docx format.

Questions concerning this position may be directed to Rachel Kundick, District Court Administrator, at (814) 226 - 4000 ext. 2110 or via email at rkundick@co.clarion.pa.us.

**Desired Class Level:** 3L, Graduate/Alumni**Posting Date:** March 16, 2022**Expiration Date:** May 1, 2022

**Contact:** Rachel Kundick  
 District Court Administrator  
 Court of Common Pleas 421 Main Street Suite 34 Clarion,  
 Pennsylvania 16214 United States

**Resume Receipt:** E-mail**Default email for resumes.:** rkundick@co.clarion.pa.us**Additional Documents:** Unofficial Transcript, Writing Sample, Other Documents

**Requested Document Notes:** Interested applicants are to submit their resume, which shall include no less than three references, a writing sample, and a law school transcript to the Honorable Sara J. Seidle-Patton, c/o rkundick@co.clarion.pa.us no later than May 1, 2022.

**ID:** 9209

## Director-Civil Rights Division

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:**

**Director—Civil Rights Division:** The West Virginia Attorney General's Office seeks a senior level attorney to serve as Director for its Civil Rights Division. Candidates must have senior management experience, specifically managing attorneys and staff. The Director is responsible for carrying a strong caseload, providing legal representation to the West Virginia Human Rights Commission in discrimination cases, and managing the Division's caseload as well as the day-to-day operations of the Division.

Ideal candidates will be motivated self-starters with strong work ethic, integrity and professionalism, and have top academic credentials, outstanding transcripts and a minimum of five (5) years' experience in litigating employment discrimination and/or housing discrimination cases before the West Virginia Human Rights Commission or other related administrative law experience. Excellent interpersonal, organizational, communication, and oral/written advocacy skills are required. Successful candidates will be expected to produce a high-quality legal product that meets exacting standards and will seek to enhance the reputation of the Attorney General's Office as a top law firm in the State of West Virginia. Candidates also must have an active WV law license or be eligible for admission.

To apply, please send a resume, writing sample, references and preferred salary range to [jobs@wvago.gov](mailto:jobs@wvago.gov) with "Civil Rights" in the subject line.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** March 15, 2022

**Expiration Date:** June 1, 2022

**Contact:** Lori Sovel  
Director of Human Resources  
1900 Kanawha Blvd., East State Capitol, Building 1, Room E-26  
Charleston, West Virginia 25305 United States

**Resume Receipt:** E-mail

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

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

**Requested Document Notes:** To apply, please send a resume, writing sample, references and preferred salary range to [jobs@wvago.gov](mailto:jobs@wvago.gov) with "Civil Rights" in the subject line.

**ID:** 9202

## General Attorney GS-0905-14

Department of Energy (Washington, DC)

**Job Type:** Full-time

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

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**Job Description:** This position is part of the Office of Environmental Management - Richland Operations Office, Department of Energy. As a General Attorney, you will serve as environmental and acquisition counsel in support of site operations and the accomplishment of legal research and options pertaining to diversified environmental matters.

**As a General Attorney, you will:**

- Provide analyses, interpretations, and opinions to assigned Department Of Energy offices on a variety of cases and issues that include legal and policy positions that will broaden or restrict Department Of Energy activities, or have an important impact on energy and related industries and the public.
- Review and comments on legislation, rulemaking and regulatory activities of Department Of Energy or other agencies to ensure adequate consideration of Department Of Energy concerns and to assess the impact of those activities on Department Of Energy 's statutory missions or policies.
- Draft legal policies and procedures for use in the Department Of Energy in relation to suits from various Courts on behalf of, or against the United States, rising from activities of the Department Of Energy. Serves as legal adviser on all matters pertaining to litigation.
- Perform legal research and provides recommendations based on the legal principles involved.
- Administer legal guidance and/or services that may affect relations with state and local governments, energy and related industries, and/or relations between the United States and foreign governments.

**BASIC REQUIREMENTS:** All candidates must meet the minimum education requirements of successful completion of a full course of study in a school of law accredited by the American Bar Association (ABA) with a professional law degree (LL.B. or J.D.) and must be a current, active member in good standing of the bar of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico. Qualification A qualified candidate's online application and resume must demonstrate the following: GS-14: Must have a professional law degree (LL.B. or J.D.) and active membership in a state or District of Columbia bar and three years of professional (attorney) legal experience and advanced educational attainments that clearly indicate the ability to independently perform complex legal work, plus one additional year of professional (attorney) experience at a level of difficulty and responsibility equivalent to that of an attorney at the grade immediately below the one being filled. An ideal applicant for this position has experience performing specialized professional legal work of exceptional difficulty, responsibility, and significance in the negotiating, preparing, reviewing, and administering major contractual instrument in reference to strategic petroleum reserves. Serve as a primary legal expert concerning the acquisition of pipeline rights or ways and other necessary real property interest and the acquisition of crude oil or other products under the strategic petroleum reserves rim. Review major prime contracts terms and condition applied to subcontractors and vendors to determine legal sufficiency and to protect the interests of the Government.

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** March 15, 2022

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**Expiration Date:** April 17, 2022

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



United States

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

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**How To Apply:** <https://www.usajobs.gov/job/640944000>

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**Visual ID:** 9177

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**Tax Associate**

Moore &amp; Van Allen (Charlotte, NC)

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

Charleston, South Carolina United States

**Job Description:**

Moore & Van Allen's Charleston office is seeking a Tax Associate to join its Wealth & Estate Planning practice group.

As one of the East Coast's largest and most experienced private wealth practices, Moore & Van Allen's Wealth and Estate Planning group provides sophisticated, proactive and personable estate, tax, charitable and business planning for our clients—high net-worth individuals and families, senior executives of public companies and closely-held businesses. We routinely implement creative, cutting-edge solutions for business succession, tax planning, estate planning, charitable planning and asset protection planning that add significant value for our clients. We represent clients in numerous jurisdictions, with a particular emphasis on the Southeast.

Qualified candidates must have 2-4 years of experience in trusts, estates and tax planning and be licensed to practice in SC. An LLM in taxation a plus or possess a CPA license and/or background in accounting or finance. Top academic credentials required. Competitive compensation and benefits package.

**Desired Class Level(s):** Graduate/Alumni**Posting Date:** March 15, 2022**Expiration Date:** April 17, 2022**Contact:** Mollie Clark

New Associate Recruiting Manager

100 N Tryon St Charlotte, North Carolina 28202 United States

**Resume Receipt:** Other (see below)**Default email address for resumes:** charlotterecruiting@mvalaw.com**How To Apply:** <https://lawcruit.micronapps.com/sup/JobPostingDetails.aspx?lawfirm=MW4ybw==&JobId=MW1nM28=&at=OF9DRw==>**Additional Documents:** Cover Letter, Unofficial Transcript**Visual ID:** 9179

## Tenant Advocacy Project (TAP) Attorney

OSLSA Ohio State Legal Services Association (Columbus, OH)

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**Position Type:** Full-time

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**Practice Area(s):** Housing

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

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

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**Description:**

The Legal Aid Society of Columbus (LASC) is part of the Ohio State Legal Services Association (OSLSA), a three-part legal aid program headquartered in Columbus. OSLSA's mission is to provide civil legal aid and advocacy to combat unfairness and injustice and to help people rise out of poverty.

LASC is actively seeking dedicated, professional Attorneys to provide support for the Tenant Advocacy Project (TAP) which works to prevent evictions, address dangerous housing conditions and preserve affordable housing in Central Ohio. This position is focused on addressing the continued bottleneck of housing issues experienced during the pandemic.

In this role, you will be responsible for providing legal counsel and advice as well as direct representation for tenants in eviction proceedings and collaborating with partner organizations in providing legal assistance to our communities through special projects and grants.

**Are You Someone Who:**

Is dedicated to improving the lives of low-income individuals in our communities?

Thrives in a fast-paced environment which requires quick thinking and analysis?

Enjoys helping clients triumph over adversity?

Is motivated, professional and thrives within a collaborative, team-driven environment?

Believes successful resolution can be reached beyond traditional litigation?

Is interested in developing a wide range of legal skills and experiences?

**You Will:**

Handle all functions related to legal advocacy ranging from intake to the representation of clients facing eviction before the Franklin County Municipal Court through advice, negotiations and representation at trial.

Participate in outreach activities, clinics and other community events  
Collaborate with other legal services attorneys on statewide advocacy  
Promote community relations and build community relationships by engaging with the public and partner service providers

Have the opportunity to participate in excellent on-going professional development including CLE-approved trainings on substantive poverty law and advocacy skills among others

Be a part of a community of collaborative and mission driven professionals

Requirements

**You Have:**

Strong legal advocacy skills

Strong analytical and problem-solving skills

Ability to manage multiple priorities in a dynamic environment

High ability to exercise sound judgement and discretion

High ability to facilitate collaboration as well as build and sustain

productive relationships with diverse individuals, groups and organizations  
Excellent communication skills, both orally and written, with diverse audiences  
A commitment to diversity and inclusion both internally and externally  
Strong work ethic  
Proficiency in Microsoft applications, knowledge of current technologies and commitment to remain up to date with industry best practices  
English language proficiency is essential and Spanish/English bilingual skills are a plus. Additional languages – even better  
Juris Doctor from an accredited law school and admitted to the Bar of the State of Ohio  
Prior Legal Aid or related work experience a plus, but not required

Other Details:

It is the policy of OSLSA not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, disability, age, ancestry, and military status or any other characteristic protected by law.

The position reports to the Supervising Attorney of the TAP Team as part of the Housing Practice Group. Positions currently available based in Columbus, Ohio and may require some travel throughout the service area.

Salary begins at \$53,000 DOE and offers up to \$6,000 in loan repayment. OSLSA offers an excellent benefits package and ongoing training and development opportunities.

To Apply:

Submit resume, writing sample, references and letter of interest.

In your letter, please address the following in order for your application to be considered: OSLSA's clientele is extremely diverse and all of our clients are low income. To ensure that our agency is best serving our communities, OSLSA strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued.

How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

To promote social justice and best serve our clients, OSLSA is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups including BIPOC and LGBTQ individuals to apply. Bilingual/bicultural candidates are strongly encouraged to apply.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** March 11, 2022

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**Expiration Date:** April 30, 2022

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**Contact:** Sara Frank  
HR Director  
1108 City Park Ave Columbus, Ohio 43206 United States  
<https://www.oslsa.org/>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** employment@oslsa.org

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

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**Requested Document Notes:** Apply here:  
<https://recruiting.paylocity.com/recruiting/jobs/Details/978805/Legal-Aid-Society-of-Columbus/Tenant-Advocacy-Project-TAP-Attorney>

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**ID:** 9175

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## **Corporate/Mining, Oil and Gas, and Energy Associate (#690)**

Dorsey & Whitney LLP (Minneapolis, MN)

**Job Type:** Full-time

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

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**Job Description:**

Dorsey & Whitney LLP is seeking an associate with two to four years of experience to join our Salt Lake City office, providing support to our Regulatory Affairs Practice Group on mining, oil and gas, and energy mergers, acquisitions, joint ventures, and other transactional matters. This associate will have the opportunity to work on national and international natural resource-related transactions with teams of Dorsey lawyers located across our 19 offices with an emphasis on nationally-based energy companies, unique Canadian/U.S. commerce intersections and Asian-Pacific international markets. Dorsey's Natural Resource Practice Group enjoys a strong and frequent working relationship among a string of offices that runs from Anchorage, through Seattle, Salt Lake City, and Denver to Washington, D.C. Dorsey has decades of experience successfully completing hundreds of deals and billions in worldwide transactions. Our firm has ranked in the top 25 in U.S. M&A deals completed for over 20 years, with a solid understanding of transactions of all sizes and complexity.

Qualified candidates will have:

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

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

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

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

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

Dorsey participates in E-Verify.

About Dorsey

Clients have relied on the international law firm of Dorsey & Whitney LLP since 1912 as a trusted legal advisor and valued business partner. With locations across the United States as well as Canada, Europe and Asia, Dorsey provides an integrated, dedicated approach to its clients' legal and

business needs. Dorsey's diverse client base includes more than one-third of Fortune 100 companies.

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

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

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

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

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

#### How to Apply

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

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** March 10, 2022

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**Expiration Date:** April 16, 2022

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

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

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**How To Apply:** <http://www.dorsey.com/attorneyjobs>

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

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**Visual ID:** 8919

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## Corporate Securities M & A Finance Transactional Attorney

Cole Schotz PC

**Job Type:** Full-time

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**Job Location(s):**

Wilmington, Delaware United States

Dallas, Texas United States

Hackensack, New Jersey United States

New York, New York United States

Baltimore, Maryland United States

Boca Raton, Florida United States

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**Job Description:**

COLE SCHOTZ P.C.

Prominent mid-Atlantic law firm with multiple regional office locations seeks corporate attorneys for its Delaware, Florida, Maryland, New Jersey, New York or Texas offices. Candidates should have 6 + years of experience in corporate, mergers and acquisitions, fund formation, finance and/or securities. Applicable bar admission required. Strong academic credentials, excellent oral and written communication skills required. We offer an excellent compensation package and comprehensive benefits program. Please e-mail resume for consideration to:

Gayle P. Englert

Chief Human Resources Officer

Cole Schotz P.C.

Court Plaza North

25 Main Street, P.O. Box 800

Hackensack, NJ 07602-0800

genglert@coleschotz.com

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

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

Cole Schotz is an Equal Opportunity Employer

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** March 8, 2022

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**Expiration Date:** April 14, 2022

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

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**Resume Receipt:** Email Resume, Online

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**Default email address for resumes:** [genglert@coleschotz.com](mailto:genglert@coleschotz.com)

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**Visual ID:** 9155

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## Attorney

Federal Bureau of Investigations (Clarksburg, WV)

**Position Type:** Full-time

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

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

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**Description:**

FEDERAL BUREAU OF INVESTIGATION (FBI)

ATTORNEY

CLARKSBURG, WV 26306

UNITED STATES

OGC\_MH\_PCLU-WV\_2022

About the Office:

The mission of the FBI is to protect the American People and uphold the Constitution of the United States.

The FBI's Office of the General Counsel (OGC) is seeking highly qualified attorneys with privacy and civil liberties experience to join its exciting and challenging legal practice. OGC provides legal advice to the entire FBI, including the Director, FBI Headquarters officials and agents in the 56 domestic field offices, on a wide range of substantive issues. OGC works closely with other elements of the Department of Justice, other members of the Intelligence Community, including the Office of the Director of National Intelligence (ODNI), the Central Intelligence Agency, the National Security Agency and the White House. OGC also assists the FBI in forming partnerships with other federal, state, local and international agencies, as well as private sector entities, in support of FBI operations.

Privacy and Civil Liberties Unit (PCLU): Attorneys working in PCLU apply their expertise, skills, and education to protect the nation by providing legal advice and counsel across all FBI investigative and intelligence collection programs. These attorneys ensure that FBI activities comply with the U.S. Constitution, federal privacy laws (such as the Privacy Act and Section 208 of the E-Government Act), executive actions regulations, and policies. PCLU attorneys provide expertise in the following areas: privacy and civil liberties affecting the FBI both operationally and as an employer; the authorized sharing of information about individuals by FBI personnel; Privacy Impact Assessments and Systems of Records Notice for FBI information technology systems; Memorandums of Understanding and information sharing agreements; data breaches involving FBI information; and legal analysis of legislation, regulations, and policies.

Our office places a high value on diversity of experiences and perspectives and encourages applications from all qualified individuals from all ethnic and racial backgrounds, veterans, LGBT individuals, and persons with disabilities.

Job Description:

Consults and provides comprehensive legal guidance to FBI clients on issues related to privacy and civil liberties;  
Reviews and edits privacy documentation and information sharing agreements submitted by clients;  
Drafts memos, policies, and other documents for FBI executive management, ensuring compliance with law and policy;  
Briefs FBI executive management on issues related to privacy and civil liberties;  
Conducts training for FBI personnel on privacy and civil liberties matters;  
Supports the component's Privacy and Civil Liberties Officer, who is responsible for ensuring component-wide compliance with information

privacy and civil liberties mandates; and  
Develops and evaluates legislative, regulatory, and other policy proposals that implicate privacy issues.

Due to COVID-19, if selected, you may be expected to telework for an undefined period under the Department's evacuation authority, even if your home is located outside the local commuting area. Employees in this status may be notified of a requirement to report in person to the component workplace with an advance notice of not less than 30 days. Prior to a requirement to report to the workplace, employees may be eligible to request to continue to telework one or more days a pay period depending upon the terms of the component's telework policy.

Qualifications:

Key Requirements:

Must be a U.S. citizen

Must be able to obtain a Top-Secret/SCI clearance

Selectee may be required to complete form FD-887, Request for Access to Sensitive Compartmented Information (SCI)

Selectee may be required to complete a Confidential Financial Disclosure Report, OGE-450 annually.

The Department of Justice will approve candidates that are selected for this position.

Please ensure work experience/requirement(s) are identifiable in the resume. The resume and supporting documentations will determine whether the candidate meets the job qualifications listed in this announcement. Applicants must meet the qualification requirements at the time of application.

Applicants deemed most competitive will be sent to the hiring official for employment consideration.

All applicants are rated on the following competencies:

Analytic Thinking

Communication

Governance and Legal Jurisprudence

Leadership

Oral/Written Communication

Research

**BASIC REQUIREMENT:**

Possess a law degree from an accredited American Bar Association law school; and

Proof of active membership and good standing with any U. S. jurisdiction bar association

Positive Education Requirement: This position has a specific education requirement; all applicants must verify completion of this basic requirement by submitting both proof of JD degree and proof of good standing with a bar within a US jurisdiction. Please see the "Required Documents" under How to Apply for additional information.

Education: Applicant must possess a J.D. degree from a law school accredited by the American Bar Association (or have a LLM degree or other graduate law school degree in addition to a J.D.) and be an active member of the bar (any US jurisdiction).

GS-14: Applicants applying for the Gs-14 must have 2.5 or more years post J.D. attorney experience.

GS-15: Applicants applying for the GS-15 must have 4 or more years of post J.D. attorney experience.

Salary:

(effective Jan. 2022) GS-14: \$111,521 - \$144,976 GS-15: \$131-298 - \$170,532

Travel:

Some travel is required

Application Process:

How to Apply-

To apply for this position, provide a complete application package which includes the following REQUIRED documents:

Your cover letter and resume  
A writing sample, not to exceed 10 pages  
Proof of current and active bar association membership  
Copy of Law School Transcripts  
Current SF-50 (if external government employee)  
DD 214 (proof of Veteran's Preference)

Please Note: FBI employees currently assigned to a General Attorney position do not need to provide Law School Transcripts or Proof of Bar association Membership.

Step 1: Create a new email and attach all required electronic documents. Include contact information (phone number) and a brief introduction (2-3) sentences in the body of the email.

Step 2: Title the subject of the email using the following format, indicating whether you are an internal or external candidate. (Example: OGC\_MH\_PCLU\_2022\_External/Internal)

Step 3: Submit the completed application email to OGC-JOBS@fbi.gov

What to Expect Next

Once your complete application is received, we will conduct an evaluation of your qualifications. The Most Competitive candidates will be referred to the hiring manager for further consideration and possible interview. Interviews will be conducted on a rolling basis. You will be notified of your status throughout the process.

Internal Applicants Additional Information

Management may select at any grade for which this position is announced.

Identification of promotion potential in this announcement does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher-level duties.

Probationary employees are precluded from being considered for all job opportunities until 12-months of their 24-month probationary period has concluded. Probationary employees may be considered for competitive vacancies that are advertised within their respective division or field office after serving 90 days within the FBI.

Candidates will not be considered if currently on a Performance Improvement Plan (PIP); a Letter of Requirement (LOR); or have failed a PIP or LOR and are currently awaiting the final action by HRD.

A Performance Improvement Plan (PIP) is a 90-day written developmental plan for an employee whose performance on one or more critical elements is rated "Unacceptable."

A Letter of Requirement (LOR) is issued when a supervisor identified leave abuse and/or when frequent absences negatively impact operations of the office.

Limited Movement: Policy has been implemented wherein support employees entering a position through competitive OR non-competitive action may be precluded from moving to another position within the Bureau by means of reassignment or change to lower grade for a minimum of 12 months.

Relocation expenses will be borne by the selectee, except FBI employees returning from LEGAT assignment. Employees returning from LEGAT assignments must advise the Staffing Unit, Administrative Unit, and the International Operations Unit of their

application to apply.

On December 22, 2017, the President signed into law the Tax Cuts and Jobs Act. This law may impact your transfer.

This legislation made previously non-taxed moving expenses reimbursements taxable as of January 1, 2018. Please see HR Link for the list of FBI's current understanding of the applicable tax changes. However, this may change upon receipt of official guidance from GSA and DOJ.

Current law provides the FBI with the authority to compensate employees for much of the tax burden caused by a transfer through the Relocation Income Tax Allowance (RITA) process, in an effort to identify way to minimize the additional tax burden on transferring employees.

Candidates receiving a transfer of physical location, whether at the expense of the FBI or not, will be required to complete a one-year commitment to the assignment, prior to moving to a new position at the FBI. The 12-month waiting period begins the day an employee reports for duty at the new location.

Employees selected for positions at the GS-14 level or higher, as well as employees selected for positions where a transfer of location is required, will be processed through the name check program prior to being notified of their selection.

Memorandum of Understanding: Work performed outside assigned duties (that would not normally be documented on a SF-50, i.e., back-up duties), has to be documented in detail by an immediate supervisor in order to receive full credit for amount of time worked in that position. If no documentation is furnished, no credit will be given for the time worked in that position. The following notations must be specified in the documentation (Memorandum of Understanding):

Percent of time worked in the particular position (cannot conflict with main duties)

The month/year work began

Frequency worked (i.e., daily, monthly, etc.)

Specific duties performed

Attach the Memorandum of Understanding to your application in the "Cover Letters and Attachments" section of My Career Tools on the Careers Home page. Please upload the attachment as type "Other."

#### External Applicants Additional Information

The FBI is in the Executive Branch of the federal government. It is one of the components of the Department of Justice (DOJ). The FBI is the principle investigative arm of the DOJ. All FBI positions are in the excepted service.

Applicants must be a U.S. citizen and consent to a complete background investigation, urinalysis, and polygraph. You must be suitable for Federal employment, as determined by a background investigation.

Failure to provide necessary and relevant information required by this vacancy announcement may disqualify you from consideration.

Additional information will not be requested if your application is incomplete. Your application will be evaluated solely on the basis of information you have submitted.

Management may select any grade for which this position is announced.

Identification of promotion potential in this announcement does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher-level duties.

If you are hired, you will be required to serve a two-year probationary period. Probationary employees are precluded from being considered for all job opportunities until 12-months of their 24-month probationary period has concluded. Probationary Employees may be considered for competitive vacancies that are advertised within their respective division or field office after serving 90 days within the FBI. The probationary periods will be served concurrently.

Memorandum of Understanding: Work performed outside assigned duties (that would not normally be documented on a SF-50, i.e., back-up duties), has to be documented in detail by an immediate

supervisor in order to receive full credit for amount of time worked in that position. If no documentation is furnished, no credit will be given for the time worked in that position. The following notations must be specified in the documentation (Memorandum of Understanding):

Percent of time worked in the particular position (cannot conflict with main duties)

The month/year work began

Frequency worked (i.e., daily, monthly, etc.)

Specific duties performed

Veterans Preference

If you are entitled to Veterans' Preference, you should indicate the type of veterans' preference you are claiming on your resume and application. Your veterans' preference entitlement will be verified by the employing agency.

#### Nepotism

Nepotism is the act of favoring relatives in the hiring process and is prohibited by law. Public officials are prohibited from hiring or promoting relatives or relatives of officials in their chain of command, as well as actively or indirectly endorse a relative's appointment or promotion.

#### Reasonable Accommodation Request

The FBI provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of your application and/or hiring process, please notify the Office of Equal Employment Opportunity Affairs (OEEOA) Reasonable Accommodation (RA) Program by either email at [REASONABLE\\_ACCOMMODATION@fbi.gov](mailto:REASONABLE_ACCOMMODATION@fbi.gov), telephone at (202) 324-4128, or FAX at (202) 324-3976. Your request will receive an individualized assessment.

#### Benefits

The FBI offers a comprehensive benefits package that includes, in part, paid vacation; sick leave; holidays; telework; life insurance; health benefits; and participation in the Federal Employees Retirement System.

This link provides an overview of the benefits currently offered to Federal employees: [http://www.opm.gov/insure/new\\_employ/index.asp](http://www.opm.gov/insure/new_employ/index.asp)

Application Deadline: No deadline. Applicants can submit applications on any date.

Applicants should familiarize themselves and comply with the relevant rules of professional conduct regarding any possible conflicts of interest in connection with their applications. In particular, please notify this Office if you currently represent clients or adjudicate matters in which this Office is involved and/or you have a family member who is representing clients or adjudicating matters in which this Office is involved so that we can evaluate any potential conflict of interest or disqualification issue that may need to be addressed under those circumstances.

#### Relocation Expenses:

Not applicable

#### Number of Positions:

Multiple

Updated January 21, 2022

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Department Policies

**COVID-19 Vaccination:** Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

**Equal Employment Opportunity:** The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of race, color, religion, national origin, sex - including gender identity, sexual orientation, or pregnancy status - or because of age (over 40), physical or mental disability, protected genetic information, parental status, marital status, political affiliation, or any other non-merit based factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. For more information, please review our full EEO Statement.

**Reasonable Accommodations:** This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**Outreach and Recruitment for Qualified Applicants with Disabilities:** The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with disabilities are encouraged to contact one of the Department's Disability Points of Contact (DPOC) to express an interest in being considered for a position. See list of DPOCs.

**Suitability and Citizenship:** It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Congress generally prohibits agencies from employing non-citizens within the United States, except for a few narrow exceptions as set forth in the annual Appropriations Act (see, <https://www.usajobs.gov/Help/working-in-government/non-citizens/>). Pursuant to DOJ component policies, only U.S. citizens are eligible for employment with the Executive Office for Immigration Review, U.S. Trustee's Offices, and the Federal Bureau of Investigation. Unless otherwise indicated in a particular job advertisement, qualifying non-U.S. citizens meeting immigration and appropriations law criteria may apply for employment with other DOJ organizations. However, please be advised that the appointment of non-U.S. citizens is extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis. All DOJ employees are subject to a residency requirement. Candidates must have lived in the United States for at least three of the past five years. The three-year period is cumulative, not necessarily consecutive. Federal or military employees, or dependents of federal or military employees serving overseas, are excepted from this requirement. This is a Department security requirement which is waived only for extreme circumstances and handled on a case-by-case basis.

**Veterans:** There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for

veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, [www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf) for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s)). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that his or her retirement was due to a permanent service-connected disability or that he/she was transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

\* \* \*

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. The Department of Justice cannot control further dissemination and/or posting of information contained in this vacancy announcement. Such posting and/or dissemination is not an endorsement by the Department of the organization or group disseminating and/or posting the information.

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> March 3, 2022
<b>Expiration Date:</b> May 31, 2022
<b>Contact:</b> Whitney Barnhart Community Outreach Specialist 320 W Pike St # 310 Clarksburg, West Virginia 26301 United States
<b>Resume Receipt:</b> Other (see below)
<b>How to Apply:</b> OGC-JOBS@fbi.gov ;
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample
<b>Requested Document Notes:</b> 1. Your cover letter and resume 2. A writing sample, not to exceed 10 pages 3. Proof of current and active bar association membership 4. Copy of Law School Transcripts 5. Current SF-50 (if external government employee) 6. DD 214 (proof of Veteran's Preference) Submit the completed application email to OGC-JOBS@fbi.gov
<b>ID:</b> 9130

## Law Clerk

McKean County Courts (48th Judicial District) (McKean County)

**Position Type:** Full-time

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

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

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**Description:**

JOB DESCRIPTION FOR LAW CLERK POSITION  
48TH JUDICIAL DISTRICT – MCKEAN COUNTY

JOB TITLE: McKean County Court of Common Pleas Law Clerk

DEPARTMENT: McKean County Courts (48th Judicial Operations)

REPORTS TO: Court and Court Administration.

SCHEDULE: Salary Position. Normal Hours/Week: 35 Full Time position.

SALARY RANGE: Starting rate of \$43,000 subject to modification upward based on prior experience and/or work history

**JOB SUMMARY:**

Law clerk duties include conducting legal research, preparing bench memos, drafting orders and opinions, proofreading Judges' orders and opinions, verifying citations, assisting with case management, attending court proceedings, and maintaining the law library. The work is performed directly for and under the supervision of an assigned Judge serving on the Court of Common Pleas. The position is both a paid position and a learning experience. The goal is for each clerk to gain direct experience and knowledge of the operation of the court system and to assist each clerk in the development of their own career and future goals.

**REPORTING RELATIONSHIPS:**

The law clerk reports directly to the Common Pleas Judge they are assigned to. Further, each clerk falls under the umbrella and supervision of the McKean County Court of Common Pleas.

**ESSENTIAL JOB FUNCTIONS:**

Law clerks perform a variety of job functions, including reviewing pretrial briefs and other submissions for completeness; summarizing information presented; identifying pertinent issues and other noteworthy elements; conducting research into precedential and related cases, laws and opinions; summarizing such findings, including likely outcome based on information available; attending court hearings and trials; observing proceedings and taking notes on



arguments, points made, testimony presented and other activities of potential use in reaching decisions; conferring with judge when questions of law arise during proceedings; researching such questions so trial or hearing can continue unimpeded; attending pretrial conferences to identify issues raised, points of law to be addressed and any particular circumstances that may arise during trial; anticipating likelihood of such points of law, motions, and other procedural issues, and; preparing research/opinions necessary to resolve same.

Law clerks discuss cases with the judge, ensuring consideration of all salient points raised and related issues of law. Law clerks must be able to understand judge's viewpoint and intention so that they may draft opinions and orders for cases, including both civil and criminal, sentencing decisions and related matters. Law clerks ensure proper citation of applicable statutory and precedential guidelines and answer judge's questions. Clerks receive final documents from their judge and may edit for style, grammar, or other non-legal matters. Law clerks perform related work as required.

#### MINIMUM QUALIFICATIONS:

Applicants must either be a member of the Bar of Pennsylvania or must have received a Bachelor of Laws or Juris Doctor degree from a law school accredited at the time of matriculation or graduation.

#### APPLICATION REQUIREMENTS:

Interested applicants should submit the following information to Patricia Brown, Court Administrator, by email at [PABrown@mckeancountypa.org](mailto:PABrown@mckeancountypa.org):

1. Resume or Curriculum Vitae
2. Unofficial law school transcript (an official transcript may be required following the job interview)
3. Writing sample

Any offer of employment following the interview is contingent upon the applicant passing a criminal background check and drug screen.

Questions regarding the application process and/or requests to speak with McKean County's current law clerks should be directed to Patricia Brown, Court Administrator, by email at [PABrown@mckeancountypa.org](mailto:PABrown@mckeancountypa.org) or by telephone at (814) 887-5571 x4306.

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

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**Posting Date:** March 2, 2022

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**Expiration Date:** May 31, 2022

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**Contact:** Patricia Brown  
Court Administrator  
500 W. Main Street Smethport, Pennsylvania 16749 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** PABrown@mckeancountypa.org

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

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**ID:** 9116

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## Law Clerk

Somerset County, Pennsylvania

**Position Type:** Full-time

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

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

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**Description:**

SOMERSET COUNTY

JOB DESCRIPTION

DATED: 4/7/08

POSITION: Law Clerk

REPORTS TO: Judges of the 16th Judicial District

POSITION OVERVIEW:

The law clerk position is for a term of one year. The law clerk is responsible for research, analysis, and writing on various legal issues including, but not limited to, criminal law, civil law, and family law. The law clerk works closely with other clerks, courthouse personnel, and the Judges.

EDUCATION / EXPERIENCE:

Graduate of an accredited college or university; J.D. from an ABA-accredited law school; and admission to practice before the Pennsylvania Supreme Court preferred, or, at minimum, must be actively seeking admission. Prior law clerk experience a plus.

EMPLOYMENT STANDARDS:

To perform this job successfully, an individual must be a self-starter as well as be able to work with others. The law clerk must possess excellent legal research and writing skills and a superior ability to interpret and apply the law in various situations. The position requires knowledge of how to use both print legal materials as well as computer-based legal research systems such as Westlaw.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The law clerk is primarily responsible for legal research, analysis, and writing. Additionally, the law clerk is responsible for maintaining the law library.

Specific job duties include the following:

- Review petitions, motions, memoranda, and other documents.
- Perform research on various legal issues.
- Analyze factual and legal issues.
- Interpret and apply law.
- Draft legal memoranda and opinions.

- Attend court proceedings.
- Discuss cases and legal issues with the Judges.
- Prepare cases for publication in the Somerset Legal Journal.
- Maintain law library materials and billing.
- Assist library patrons with basic use of law library materials.

**WORK ENVIRONMENT / PHYSICAL STANDARDS:**

The work environment is relatively quiet, but, at times, the law clerk must interact with other personnel and library patrons. The law clerk must be able to read both print and computer-format text for extended periods of time. The position requires the ability to type and write, move around within the courthouse, stand for brief periods of time, as well as light lifting and carrying of case files and books.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow other instructions, and perform any other related duties, as may be required by the Judge.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

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

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**Posting Date:** March 1, 2022

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**Expiration Date:** April 29, 2022

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**Contact:** Mrs Tammy Escalera  
District Court Administrator  
111 East Union Street Somerset, Pennsylvania 15501 United States  
<http://www.co.somerset.pa.us>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [escalerat@co.somerset.pa.us](mailto:escalerat@co.somerset.pa.us)

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

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**ID:** 9107

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**Senior Attorney- Housing Advocacy**

Advocates for Basic Legal Equality, Inc (Dayton)

**Position Type:** Full-time**Job Location(s):** , Nationwide (United States)**Description:**

Advocates for Basic Legal Equality, Inc., a non-profit law firm that provides high-quality legal assistance to low-income clients in western Ohio, seeks a resourceful, culturally competent, hardworking senior attorney to supervise a grant-funded project representing tenants facing eviction in seven counties surrounding ABLE and LAWO's Dayton, Springfield, and Lima offices.

This project provides legal representation in eviction actions, advocacy for tenant protections in local policies and programs, coordination with rental assistance funds, legal education and information, and works closely with community-based partners. The senior attorney position is a leadership position in the law firm. The senior attorney will carry a caseload, assist with implementation and management of the project, and supervise the project staff and their legal work.

Excellent legal, communication, and interpersonal skills; experience with computer software and Microsoft Office; ability to relate well with and commitment to providing legal services to people living in poverty required. Previous experience in areas of housing or poverty law in general is highly preferred. Must work well in a team environment. Ability to communicate fluently in Spanish is helpful. Remote work is likely; however, court appearances are required.

Membership in Ohio Bar or ability to be admitted by motion or temporary certification is required. Five or more years' legal experience and significant experience with the client communities ABLE serves is required. Prior supervisory or administrative experience with a legal services program or a law office is desirable.

Salary depends on experience. Excellent fringe benefits, including loan repayment assistance.

To Apply: If you are interested in applying for this position, please visit <https://www.ablelaw.org/careers-with-able/> to complete your application. Position will remain open until filled.

ABLE is an Equal Opportunity Employer and places a high value on diversity in our workplace, including diversity in race, ethnicity, gender, sexual orientation, age, and physical ability. We strive to create an environment welcoming to all individuals and we encourage applications from individuals traditionally underrepresented in the legal profession. Applicants requiring accommodation for the interview/application process should contact the recruitment coordinator at [ablejobs@freelawyers.org](mailto:ablejobs@freelawyers.org).

**Desired Class Level:** Graduate/Alumni**Posting Date:** March 1, 2022**Expiration Date:** April 29, 2022**Contact:** Human Resources  
United States**Resume Receipt:** E-mail**Default email for resumes.:** [ablejobs@freelawyers.org](mailto:ablejobs@freelawyers.org)**ID:** 9108

**Staff Attorney**

Advocates for Basic Legal Equality, Inc (Dayton)

**Position Type:** Full-time**Job Location(s):** , Nationwide (United States)**Description:**

Advocates for Basic Legal Equality, Inc., a non-profit law firm that provides high-quality legal assistance to low-income clients in western Ohio, seeks a resourceful, culturally competent, hardworking attorney in its Dayton office to represent tenants facing eviction in seven counties surrounding ABLE and LAWO's Dayton, Springfield, and Lima offices.

This position will provide legal representation in eviction actions, advocacy for tenant protections in local policies and programs, coordination with rental assistance funds, and legal education and information. This position is part of a team working on a grant-funded project and will involve working closely with community-based partners.

Excellent legal, communication, and interpersonal skills; experience with computer software and Microsoft Office; ability to relate well with and commitment to providing legal services to people living in poverty required. Previous experience in areas of housing or poverty law in general is highly preferred. Must work well in a team environment. Ability to communicate fluently in Spanish is helpful. Remote work is likely; however, court appearances are required.

Membership in Ohio Bar or ability to be admitted by motion or temporary certification is required. Attorneys with recent bar admissions are encouraged to apply.

Salary depends on experience. Excellent fringe benefits, including loan repayment assistance.

To Apply: If you are interested in applying for this position, please visit <https://www.ablelaw.org/careers-with-able/> to complete your application. Position will remain open until filled.

ABLE is an Equal Opportunity Employer and places a high value on diversity in our workplace, including diversity in race, ethnicity, gender, sexual orientation, age, and physical ability. We strive to create an environment welcoming to all individuals and we encourage applications from individuals traditionally underrepresented in the legal profession. Applicants requiring accommodation for the interview/application process should contact the recruitment coordinator at [ablejobs@freelawyers.org](mailto:ablejobs@freelawyers.org).

**Desired Class Level:** Graduate/Alumni**Posting Date:** March 1, 2022**Expiration Date:** April 29, 2022**Contact:** Human Resources  
United States**Resume Receipt:** E-mail**Default email for resumes.:** [ablejobs@freelawyers.org](mailto:ablejobs@freelawyers.org)**ID:** 9109

**Staff Attorney- Housing Advocacy**

Legal Aid of Western Ohio, Inc

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

Legal Aid of Western Ohio, Inc. a non-profit law firm that provides high-quality legal assistance to people living in poverty in western Ohio, seeks a resourceful, culturally competent, hardworking attorney for its Lima office to represent tenants facing eviction in seven counties surrounding LAWO's Dayton, Springfield, and Lima offices.

This attorney will provide legal representation in eviction actions, advocacy for tenant protections, coordination with rental assistance funds, and legal education and information. The attorney is part of a team working on a grant-funded project and will involve working closely with community-based partners.

Excellent legal, communication, and interpersonal skills; experience with computer software and Microsoft Office; ability to relate well with and commitment to providing legal services to people living in poverty required. Previous experience in areas of housing or poverty law in general is highly preferred. Must work well in a team environment. Ability to communicate fluently in Spanish is helpful. Remote work is likely; however, court appearances are required.

Membership in Ohio Bar or ability to be admitted by motion or temporary certification is required. Attorneys with recent bar admissions are encouraged to apply.

Competitive salary based on relevant experience; comprehensive fringe benefits, including loan repayment assistance.

To Apply: Please visit <https://www.lawolaw.org/careers-with-lawo/> to submit your application. Position will remain open until filled.

LAWO is an Equal Opportunity Employer and places a high value on diversity in our workplace, including diversity in race, ethnicity, gender, sexual orientation, age, and physical ability. We strive to create an environment welcoming to all individuals and we encourage applications from individuals traditionally underrepresented in the legal profession. Applicants requiring accommodation for the interview/application process should contact the recruitment coordinator at [lawojobs@freelawyers.org](mailto:lawojobs@freelawyers.org).

**Desired Class Level:** Graduate/Alumni**Posting Date:** March 1, 2022**Expiration Date:** April 29, 2022**Contact:** Human Resources  
Human Resources  
United States**Resume Receipt:** E-mail**Default email for resumes.:** [awojobs@ablelaw.org](mailto:awojobs@ablelaw.org)**ID:** 9106

## Career Clerk

UNITED STATES DISTRICT COURT - EASTERN DISTRICT OF VIRGINIA- Honorable Judge Hannah Lauck

**Position Type:** Full-time

**Job Location(s):** Richmond, Virginia (United States)

**Description:**

The U.S. District Court for the Eastern District of Virginia is seeking qualified applicants for a full-time Career Law Clerk to United States District Judge, M. Hannah Lauck. This position is for a minimum of two (2) years beginning in August/September 2022. In addition to submitting materials through OSCAR, applicants should send print copies of their applications to chambers.

Duties involve serving as principal administrative manager of chambers, including: ensuring responsible organization of chambers; assuring reporting requirements are met; managing and term law clerks and law student interns and externs; and scheduling Judge Lauck's travel, speaking engagements, and continuing legal education programs. This position also manages the docket, reviews opinions, writes correspondence, and drafts opinions and orders. Applicants must have a strong interest in mentoring term law clerks.

Candidates from diverse backgrounds are strongly encouraged to apply.

### DUTIES AND RESPONSIBILITIES Administrative Duties

Receive, screen, and refer telephone calls. Answer general inquiries from knowledge of judge's

activities and office operations.

Maintain necessary personnel records.

Handle administrative matters in chambers, including preparation of required reports.

Draft in final form judge's correspondence, memoranda, reports, legal documents, statistics, and other

items. Check citations quoted in material to ensure accuracy.

Screen incoming mail and handle routine matters. Route mail to appropriate destination. Review

outgoing mail for accuracy.

Relieve judge of routine details. Maintain stock of office supplies for chambers.

Maintain judge's calendar by scheduling, changing, and cancelling appointments as directed.

Arrange meetings and conferences for judge and support personnel.

Arrange business travel itineraries for the judge, including plane tickets, hotel, lodging, auto rental,

and other arrangements.

Perform miscellaneous functions as assigned by judge.

### Law Clerk Duties

Serve as mentor and supervisor to term clerks, including—with the Judge—training and guidance on expert legal research and writing.

Supervise and train any interns in a similar capacity.

Conduct individual legal research and writing; review orders and opinions; provide information, guidance, and advice to judge on legal issues relating to cases; and draft opinions if appropriate.

Communicate with other courts, state and federal agencies, counsel, litigants, and court staff regarding court rules, procedural issues, calendaring, and other litigation matters.

Keep abreast of changes in the law from the Supreme Court and Fourth Circuit.

Act as primary manager of judge's social security and prisoner dockets.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** February 28, 2022

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**Expiration Date:** August 22, 2022

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**Contact:** Human Resources

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

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**How to Apply:** <https://www.vaed.uscourts.gov/sites/vaed/files/CareerLawClerk%20MHL-%20Richmond.pdf>

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**ID:** 9301

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## Assistant Attorney General for Tax and Revenue

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

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**Position Type:** Full-time

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

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

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

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**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.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** February 24, 2022

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**Expiration Date:** June 30, 2022

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**Contact:** Lori Sovel  
Director of Human Resources  
1900 Kanawha Blvd., East State Capitol, Building 1, Room E-26  
Charleston, West Virginia 25305 United States

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**Resume Receipt:** E-mail

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

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

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**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.

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**ID:** 9064

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**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](mailto: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](mailto: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](mailto: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)

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**Position Type:** Full-time

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

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

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

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**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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** February 24, 2022

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**Expiration Date:** June 30, 2022

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**Contact:** Lori Sovel  
Director of Human Resources  
1900 Kanawha Blvd., East State Capitol, Building 1, Room E-26  
Charleston, West Virginia 25305 United States

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**Resume Receipt:** E-mail

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

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

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**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.

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**ID:** 9065

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## 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)

**Description:**

**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.

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.

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.

**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:** 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)

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**Position Type:** Full-time

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

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

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**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](mailto:jobs@wvago.gov) with "Senior Attorney" in the subject line.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** February 24, 2022

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**Expiration Date:** June 30, 2022

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**Contact:** Lori Sovel  
Director of Human Resources  
1900 Kanawha Blvd., East State Capitol, Building 1, Room E-26  
Charleston, West Virginia 25305 United States

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**Resume Receipt:** E-mail

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

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

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**ID:** 9061

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**Staff Attorney - Community Education**

Esperanza Immigrants Rights Project (Los Angeles, CA)

**Position Type:** Full-time**Practice Area(s):** Immigration/Refuge**Geographic Preference:** West (CA, NV, UT, CO, MT, WY)**Job Location(s):** Los Angeles, California (United States)**Description:**

Esperanza seeks a full-time Staff Attorney to work in our Community Education program. The immigration court system does not provide court-appointed counsel to individuals facing deportation who cannot afford an attorney, so this vulnerable population relies on our Community Education program to obtain critical information about the process. The Community Education program was created to more effectively meet this need and guide pro se immigrants through the increasingly complicated and strained immigration system.

**Responsibilities:**

The Staff Attorney will work under the direct supervision of a manager to provide various self-help services for non-detained adults and families. The core program services include; legal orientations regarding removal proceedings and legal relief; intake and follow-up services; self-help workshops; and referrals for pro bono assistance or social services. Additional responsibilities include:

- Conducting Friend of Court services during hearings;
- Mentoring and supervising interns and volunteers;
- Creating and properly maintaining participant files;
- Referring individuals to social services;
- Developing and updating legal program materials and presentation techniques; and
- Expanding access to counsel through pro bono referrals.

**Qualifications:**

- Juris Doctorate;
- Active bar admission or awaiting bar results (California state bar preferred, but not required);
- Experience (including internships) in the legal setting (preferably in immigration and/or public interest law);
- Strong organizational, case management, legal research, and legal writing skills required;
- Spanish language proficiency required and will be tested at time of interview;
- Ability to take initiative and work under pressure;
- Willingness to be a team-player with an attitude and aptitude for collaboration; and
- Passion for social justice for immigrants and vulnerable communities

**Preferred Qualifications:**

- Experience working with vulnerable client populations, particularly with children, families, or clients with mental health issues; and
- Experience in community outreach and/or public speaking.

**Desired Class Level:** Graduate/Alumni**Posting Date:** February 24, 2022**Expiration Date:** April 15, 2022**Salary Range:** 60,000 - 69,999

**Contact:** Mr Jose Luis Garcia  
 Managing Attorney  
 1530 James M Wood Blvd Los Angeles, California 90015 United States  
<http://www.esperanza-la.org>

**Resume Receipt:** E-mail

**Default email for resumes.:** ENAIK@CCHARITIES.ORG

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

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**Requested Document Notes:** Simultaneously email cover letter, resume, at least 2 references, and a brief writing sample (5 pages or less)

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**ID:** 9058

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## Assistant Public Defender

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

**Position Type:** Full-time

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

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

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**Description:**

23rd Judicial Circuit (Berkeley, Jefferson, Morgan counties)  
Position: Assistant Public Defender (2)  
Description: The Eastern Panhandle Public Defender Office, with offices located in Martinsburg and Charles Town, is seeking qualified applicants for the position of fulltime 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 and WV State Bar Number to: Chief Public Defender, 301A West Burke Street, Martinsburg, WV 25401; E-Mail: tedelaney53@hotmail.com

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** February 18, 2022

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**Expiration Date:** April 30, 2022

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**Contact:** Thomas E. Delaney  
Chief Public Defender  
301 West Burke Street Martinsburg, West Virginia 25401 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** tedelaney53@hotmail.com

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**Additional Documents:** Cover Letter

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**ID:** 9024

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## Associate Attorney

The Nestor Law Office: William T. Nestor, PLLC (Elkins, WV)

**Position Type:** Full-time

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

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

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**Description:**

Small town WV law firm is looking for an associate attorney to help expand services provided. Law firm was established in 2005 and currently has (2) lawyers, (2) support staff - one of which is a certified paralegal. The ideal candidate will desire to engage in the practice of family law, wills and real estate services, and criminal litigation. The Nestor Law Office is presently a personal injury, criminal defense, and bankruptcy law firm.

Salary is fixed and is also tied to income the associate attorney produces. First year expectations should be 55k - 75K per year.

We do not require a transcript.

West Virginia bar admission or ability to become licensed to practice law in West Virginia in the near future is required.

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

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**Posting Date:** February 15, 2022

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**Expiration Date:** May 2, 2022

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**Contact:** Mgr. William T. Nestor  
Mgr.  
1062 Harrison Avenue Elkins, West Virginia 26241 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** tynestor@yahoo.com

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

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**ID:** 8993

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## Staff Attorney - Multiple Locations

OSLSA Ohio State Legal Services Association (Columbus, OH)

**Position Type:** Full-time

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

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**Job Location(s):** Steubenville, Ohio (United States)  
Newark, Ohio (United States)  
Chillicothe, Ohio (United States)  
Athens, Ohio (United States)

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**Description:**

Southeastern Ohio Legal Services (SEOLS) is part of the Ohio State Legal Services Association (OSLSA), a three-part legal aid program headquartered in Columbus. OSLSA's mission is to provide civil legal aid and advocacy to combat unfairness and injustice and to help people rise out of poverty.

SEOLS is actively seeking dedicated, professional Staff Attorneys to provide comprehensive legal services for civil issues in pursuit of SEOLS mission and priorities. Staff Attorneys balance systemic advocacy with practical day-to-day legal representation.

In this role, you will be responsible for providing legal counsel and advice as well as direct representation in the areas of housing, public benefits, tax, domestic, consumer, education, employment and re-entry and collaborating with partner organizations in providing legal assistance to our communities through special projects and grants.

Are You Someone That:

- Is dedicated to improving the lives of low-income individuals in our communities?
- Enjoys helping clients triumph over adversity?
- Is motivated, professional and thrives within a collaborative, team-driven environment?
- Believes successful resolution can be reached beyond traditional litigation?
- Is interested in developing a wide range of legal skills and experiences?

You Will:

- Handle all functions related to legal advocacy ranging from intake to the representation of clients before local, state, appellate and federal courts, and all relevant agencies
- Maintain a caseload that includes both direct service and impact work
- Participate in one of our substantive teams focused on learning one area of the law more in depth and on addressing systemic issues
- Participate in outreach activities, clinics and other community events
- Collaborate with other legal services attorneys on statewide advocacy
- Promote community relations and build community relationships by engaging with the public and partner service providers

- Have the opportunity to participate in excellent on-going professional development including CLE-approved trainings on substantive poverty law and advocacy skills among others
- Be a part of a community of collaborative and mission driven professionals

You Have:

- Strong legal advocacy skills
- Strong analytical and problem-solving skills
- Ability to manage multiple priorities in a dynamic environment
- High ability to exercise sound judgement and discretion
- High ability to facilitate collaboration as well as build and sustain productive relationships with diverse individuals, groups and organizations
- Excellent communication skills, both orally and written, with diverse audiences
- A commitment to diversity and inclusion both internally and externally
- Strong work ethic
- Proficiency in Microsoft applications, knowledge of current technologies and commitment to remain up to date with industry best practices
- English language proficiency is essential and Spanish/English bilingual skills are a plus. Additional languages – even better

Juris Doctor from an accredited law school and admitted to the Bar of the State of Ohio (or if not currently admitted, expected to obtain admission within 12 months from date of hire) preferred

- Prior Legal Aid or related work experience a plus, but not required

Other Details:

- It is the policy of OSLSA not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, disability, age, ancestry, and military status or any other characteristic protected by law.
- These positions report to the Managing Attorney in the respective offices and opportunities are available based in Athens, Newark, Chillicothe, and Steubenville, Ohio. The role requires some travel throughout the service area.
- Salary begins at \$51,000 DOE. OSLSA offers an excellent comprehensive benefits package, LRAP of up to \$6,000, and ongoing training and development opportunities.

To Apply:

Submit resume, writing sample, references and letter of interest to [employment@oslsa.org](mailto:employment@oslsa.org) with Staff Attorney in the subject line.

In your cover letter, please address the following in order for your application to be considered: OSLSA's clientele is extremely diverse and all

of our clients are low income. To ensure that our agency is best serving our communities, OSLSA strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued.

How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

To promote social justice and best serve our clients, OSLSA is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented communities and historically oppressed groups including People of Color and LGBTQ individuals to apply. Bilingual/bicultural candidates are strongly encouraged to apply.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** February 10, 2022

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**Expiration Date:** April 30, 2022

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**Contact:** Sara Frank  
HR Director  
1108 City Park Ave Columbus, Ohio 43206 United States  
<https://www.oslsa.org/>

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

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**How to Apply:** Apply here: <https://Talent.paylocity.com/talent/Jobs/Details/955732>

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

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**ID:** 8969

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## Attorney

United States Court of Appeals for the Fourth Circuit (Richmond, Virginia)

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**Position Type:** Full-time

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

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**Job Location(s):** Richmond, Virginia (United States)

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**Description:**

Federal Staff Attorney Career Opportunity

U.S. Court of Appeals for the Fourth Circuit

WEBSITE

ca4.uscourts.gov

PHONE 804-916-2900

- Announcement #: 22-01
- Location: Richmond, VA
- Appointment: Full time / Term
- Open Until Filled – Preference given to applications received by February 28, 2022.
- Number of Vacancies: Up to five (5).

Fourth Circuit

The United States Court of Appeals is part of the judicial branch of the federal government. The 94

U.S. judicial districts are organized into 12 regional circuits, each of which has a United States court of appeals. A court of appeals hears appeals from the district courts located within its

circuit, as well as appeals from decisions of federal administrative agencies. The Fourth Circuit

encompasses the states of Maryland, North Carolina, South Carolina, Virginia, and West Virginia.

### ABOUT THE JOB

The Office of Staff Counsel is soliciting applications for staff attorney positions from third-year

law students, law clerks, and attorneys.

Successful candidates will be appointed to one-year term positions.

Contingent on performance and

budget availability, appointed candidates may be offered an extension of their appointment for a second year. Applicants interested in part-time work may be considered.

The office reviews over 4,000 appeals each year. Approximately half of the cases assigned to staff

attorneys are prisoner civil rights and postconviction relief appeals, approximately one-fourth are

direct appeals from criminal convictions in federal district courts, and the balance are counseled

and pro se appeals from federal civil judgments and final decisions by various federal agencies.

The Fourth Circuit prides itself on being a collegial and collaborative workplace. We are an

organization that promotes creativity and innovation, believes in diversity and inclusion,

recognizes excellence, and is important to the administration of justice. In return, we are looking

for strong candidates who share our vision and passion.

Successful candidates will be expected to commence their service in September 2021.

OVERVIEW OF DUTIES

- Review appeal records in cases that are diverted from the oral argument calendar.
- Prepare memoranda, proposed opinions, and orders for considerations by panels of three judges.
- Assist judges in the consideration and resolution of cases on appeal.

The Court offers a robust and competitive benefits package (see Page Two) and is a qualifying employer for Public Service Loan Forgiveness.

#### SALARY RANGES

- \$68,744 (CL-27/Step 25), with promotion potential without further competition, or
- \$73,456 (CL-28/ Step 12). In addition to the required qualifications, CL-28 requires one year of fulltime specialized experience.

Applicants hired directly out of law school or with minimal relevant experience will be appointed at CL 27/Step 25.

Page 1 of 3

Page 2 of 3

#### QUALIFICATIONS

##### Required Qualifications

- Juris Doctor (JD) degree from an AALS-accredited law school, or admission to practice before the highest court of a State, Territory, Commonwealth, or federal court of general jurisdiction of the United States.
- Rank in the top 10% of your law school graduating class.
- Writing experience on law review or similar legal publication, or as a member of an interscholastic moot court competition team, or equivalent exceptional writing experience.
- Proficiency in legal analysis and writing ability.
- Internship or postgraduation experience in, or significant law school coursework in, subjects relating to criminal law and procedure.

Applicants should possess a genuine interest in the subject areas typically presented in the appeals assigned to staff attorneys. These subject areas include criminal law and procedure, constitutional law, evidence, employment law, civil rights litigation, federal jurisdiction, black lung benefits, immigration, Social Security, and prisoner postconviction relief law.

#### APPLICATION PROCEDURE

Applications must be submitted online through OSCAR (Online System for Clerkship Application and Review) website. Applications received through other means will not be considered. Application packages must contain the following:

1. Cover letter;
2. Current resume;
3. Writing sample edited only by the applicant;
4. Copy of law school transcript;
5. Statement of applicant's current or final law school class ranking or a statement explaining why such information is unavailable; and
6. Names, addresses, and telephone numbers of three (3) references with first-hand bases for evaluating the applicant's aptitude for the work performed by staff attorneys. (Letters of reference are not desired)

Qualified applicants will be invited for interviews via ZOOM, other similar platforms, or

telephone. Inquiries regarding this recruitment may be addressed, in writing, to:

#### BENEFITS

- Vacation time accrues at a rate of 104 hours per year the first three years and increases with tenure.
- Sick days accrue at a rate of 104 hours per year.
- Eleven paid annual holidays.
- Flexible schedules.
- Limited telework possible.
- Agency-subsidized federal health insurance plans, dental and vision coverage, life insurance, and long-term care insurance are available.
- Flexible spending accounts for healthcare, dependent care and commuter expenses.
- Mass transit subsidy (budget dependent).

#### CONDITIONS OF EMPLOYMENT

Applicants must be citizens of the United States or meet requirements under current law. Federal judiciary employees serve under "Excepted Appointments," and are thus "at-will," and as such, can be terminated with or without cause. Employees are subject to the Judicial Code of Ethics and Conduct, which is available to applicants for review upon request. All applicant information is subject to verification. The appointment to the position is provisional pending a suitability determination by the Court based on the results of an FBI background check that includes fingerprinting. Employees are required to use Electronic Funds Transfer (EFT) for payroll deposits. Reimbursement for interview-related travel expenses or any relocation costs incurred by the successful applicant is not provided.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown; any of these actions may occur without any prior written or other type of notice.

THE U.S. COURT OF APPEALS FOR THE FOURTH CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER THAT VALUES DIVERSITY AND INCLUSIVENESS.

Melissa L. Wood Senior Staff Attorney Office of Staff Counsel  
1100 E. Main Street, Suite 325  
Richmond, VA 23219 [Melissa\\_Wood@ca4.uscourts.gov](mailto:Melissa_Wood@ca4.uscourts.gov)

Page 2 of 3

#### OFFICE ENVIRONMENT

In addition to the senior staff attorney, the Office of Staff Counsel currently employs one deputy senior staff attorney, four supervisory staff attorneys, thirty-two attorneys, and seven administrative support personnel. It is located in the historic Lewis F. Powell, Jr., United States Courthouse and Annex in downtown Richmond. The office is a smoke-free workplace.

The standard computer set-up for staff attorneys' offices permits efficient handling of work assignments. All attorney offices are equipped with a desktop CPU, dual monitors, and a



printer. In addition, laptop computers are available to permit secure remote access to all office files and databases.

#### OTHER PERTINENT INFORMATION

Approximately one-half of the legal staff joined the Office of Staff Counsel directly upon graduation from law school; the remainder have come from other state and federal judicial clerkships, private practice, or public sector employment. Upon the conclusion of their appointments, staff attorneys have obtained other judicial clerkships, sought advanced legal degrees, and have assumed positions with law firms, prosecutors' and public defenders' offices, academia, the Department of Justice, and other state and federal agencies.

The Office of Staff Counsel provides reasonable accommodations to applicants with disabilities. If an applicant requires a reasonable accommodation for any part of the application or interview process, please contact Melissa L. Wood, Senior Staff Attorney, at the email address noted above. Requests for an accommodation will be individually considered, and decisions will be promptly made.

In addition, each applicant who accepts an offer of employment is required to provide a certified copy of his or her final law school transcript that confirms the satisfactory completion of law school studies and the award of a degree. Failure to timely comply with this requirement, or the receipt of a certified transcript that materially differs from the transcript provided during the application process, may result in the withdrawal of the offer of employment.

The Court values the health of its employees and visitors. Accordingly, during the COVID-19 pandemic, the Court requires employees to be up to date on COVID vaccinations or to periodically provide proof of negative COVID test results prior to in-office work. Masks are required in common areas of the courthouse complex and social distancing is encouraged.

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> February 3, 2022
<b>Expiration Date:</b> April 30, 2022
<b>Contact:</b> Melissa L. Wood 1100 E. Main Street, Suite 325 Richmond, Virginia 23219 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> melissa_wood@ca4.uscourts.gov
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample
<b>Requested Document Notes:</b> APPLICATION PROCEDURE Applications must be submitted online through OSCAR (Online System for Clerkship Application and Review) website. Applications received through other means will not be considered. Application packages must contain the following: 1. Cover letter; 2. Current resume; 3. Writing sample edited only by the applicant; 4. Copy of law school transcript; 5. Statement of applicant's current or final law school class ranking or a statement explaining why such information is unavailable; and 6. Names, addresses, and telephone numbers of three (3) references with first-hand bases for evaluating the applicant's aptitude for the

work performed by staff attorneys. (Letters of reference are not desired)

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**ID:** 8929

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## Executive Director

Fair Shake Environmental Legal Services (Pittsburgh, PA and Cleveland Ohio)

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**Position Type:** Full-time

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

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

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**Description:**

Pittsburgh, PA and Cleveland, OH – The Board of Directors of Fair Shake Environmental Legal Services, a regional nonprofit organization incubating the growth of environmental legal services for modest means clients, has begun a candidate search for a new Executive Director. The Board seeks a strong collaborator, visionary thinker, and trusted leader who deeply appreciates Fair Shake's distinctive approach to legal services and community empowerment.

Unique in its class, Fair Shake's vision for environmentally just communities remains as imperative today as when the organization was founded. The new executive will succeed Emily Collins, who is departing to pursue new opportunities to continue to create a more environmentally just world. In collaboration with the Board, she intends to remain in the Executive Director role until the end of March 2022 to ensure a seamless transition and vibrant future for the organization.

The executive search committee is led by the services of Michelle Heck at Nonprofit Talent and includes both Board and staff members of Fair Shake.

Candidates interested in applying for the position should email Michelle Heck at [michelle@nonprofittalent.com](mailto:michelle@nonprofittalent.com).

CONTACT: Michelle Heck, Nonprofit Talent; (412) 849-7786, [michelle@nonprofittalent.com](mailto:michelle@nonprofittalent.com)

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** February 2, 2022

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**Expiration Date:** April 30, 2022

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**Contact:** Michelle Heck  
Nonprofit Talent  
6425 Living Pl Suite 200 Pittsburgh, Pennsylvania 15206 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [michelle@nonprofittalent.com](mailto:michelle@nonprofittalent.com)

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**ID:** 8926

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**Judicial Law Clerk**

4th Judicial District Court Dept 3 State of Nevada (Nevada)

**Position Type:** Full-time**Geographic Preference:** West (CA, NV, UT, CO, MT, WY)**Job Location(s):** Elko, Nevada (United States)**Description:**

BRUARY 1, 2022

4TH JUDICIAL DISTRICT COURT STATE OF NEVADA  
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION: Judicial Law Clerk SALARY: \$59,944.08 (upon hiring)  
 \$62,341.84 (after six months of service)  
 \$64,836.02 (after one year of service)  
 \$67,428.70 (after eighteen months of service)

APPLICATION DEADLINE: Open until filled

District Judge Mason E. Simons of the 4th Judicial District Court of the State of Nevada is

currently recruiting for a full-time Judicial Law Clerk to assist him at his chambers in Elko,

Nevada. The 4th Judicial District Court is a general jurisdiction court based in Elko County,

Nevada consisting of three judicial departments. The successful applicant would be expected to

begin his or her employment in the summer of 2022.

Elko County has a population of approximately 53,000 people and consists of the principal

communities of Elko, Spring Creek, Wells, West Wendover, Carlin and Jackpot.

The law clerk is responsible for providing support to the judge and other court staff by performing

legal research, drafting legal documents, and assisting in the overall operation of the office.

Examples of the law clerk's responsibilities include:

Researches applicable legal and factual issues using computerized techniques and/or law library

materials at the direction of the supervising judge. Interprets and applies laws, court decisions

and other legal authorities in the preparation of briefs, pleadings and other legal papers. Drafts

memoranda, opinions and other documents related to findings on specific cases or issues. Researches

and explains departmental, County and State procedures to attorneys and departmental support staff.

Contributes to the efficiency and effectiveness of the

court's service to the public by offering suggestions and participating as an active member of the

court team. Maintains accurate records and files; prepares a variety of records and reports as

assigned. Uses standard office equipment, including a computer in the performance of the work. May

drive a personal or Elko County vehicle in the course of assigned work.

The successful applicant must be reliable, responsible and have the ability to interact with others

in a friendly and professional way.

Applicants must be graduates of an ABA approved law school with strong legal writing abilities and

must make a commitment to serve for a term of at least one year.

APPLICATION PROCESS:

Those interested may apply by submitting: (1) a completed employment application (available online

at [www.elkocountynv.net](http://www.elkocountynv.net)); (2) resume; (3) cover letter (addressed to the attention of District

Judge Mason E. Simons); (4) a writing sample; and (5) letters of recommendation and/or three

professional or academic references. Please submit these materials electronically to

msimons@elkocountynv.net. The successful applicant for the position must complete a criminal history background check.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** February 1, 2022

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**Expiration Date:** April 30, 2022

---

**Contact:** Mason Simons  
District Judge  
Nevada United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** msimons@elkocountynv.net

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

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**Requested Document Notes:** APPLICATION PROCESS:  
Those interested may apply by submitting: (1) a completed employment application (available online at [www.elkocountynv.net](http://www.elkocountynv.net)); (2) resume; (3) cover letter (addressed to the attention of District Judge Mason E. Simons); (4) a writing sample; and (5) letters of recommendation and/or three professional or academic references. Please submit these materials electronically to msimons@elkocountynv.net. The successful applicant for the position must complete a criminal history background check.

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**ID:** 8920

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## Managing Attorney - Health & Public Benefits

OSLSA Ohio State Legal Services Association (Columbus, OH)

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**Position Type:** Full-time

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**Practice Area(s):** Health, LAW

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

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

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**Description:**

Legal Aid Society of Columbus (LASC) is part of a three-part legal aid program headquartered in Columbus, Ohio State Legal Services Association (OSLSA). OSLSA's mission is to provide civil legal aid and advocacy to combat unfairness and injustice and to help people rise out of poverty.

LASC is actively seeking a dedicated, professional Managing Attorney to provide leadership and support to the Health and Public Benefits Practice Group work as well as ensure the team is providing comprehensive legal services for civil issues in pursuit of the organization's mission and priorities. Managing Attorneys balance systemic advocacy with practical day-to-day legal representation and staff support.

In collaboration with the Advocacy Directors, you will be responsible for providing leadership to attorneys and paralegals, identifying and engaging in impact representation (including litigation and other advocacy), litigation planning, strategy, community education, assisting in identifying and pursuing funding, and collaborating with the leadership team to balance both the needs of individual clients and the need for broader systemic change for the future.

**Are You Someone That:**

- Is dedicated to improving the lives of low-income individuals in our communities?
- Enjoys helping clients triumph over adversity?
- Is motivated, professional and thrives within a collaborative, team-driven environment?
- Believes successful resolution can be reached beyond traditional litigation?
- Is interested in developing a wide range of legal skills and experiences?
- Promotes a culture of high performance and continuous improvement that values learning and quality?
- Has expertise in a wide range of Health and Public Benefits litigation and experiences?
- Is able to effectively balance being responsive to emerging issues raised by attorneys and driving to meet organizational priorities?

**You Will:**

- Manage and support Health and Public Benefits practice group including attorneys with a wide range of skills and experiences
- Lead and support all functions related to legal advocacy ranging from intake to the representation of clients before local, state, appellate and federal courts, and all relevant agencies
- Develop, implement and participate in active strategic involvement in the local community including legal education, outreach activities, clinics and other community events to positively impact client communities
- Collaborate with other legal services attorneys on statewide advocacy
- Promote community relations and build community relationships by engaging with the public and partner service providers
- Develop and maintain local bar/bench relationships, relationships with local legislators and other community leaders
- Remain current on emerging legal topics and identify relevant trends related to Health and Public Benefits
- Be a part of a community of collaborative and mission driven professionals
- Facilitate professional development of attorneys across practice groups
- Co-counsel, when appropriate as well as determine other methods of effectively supporting attorneys' success in and out of the courtroom
- Collaborate with across departments to assist with applications and reports

and for funding sources and government agencies

Requirements

You Have:

Demonstrated progressive experience practicing law in a variety of substantive areas and specific expertise in the area of Health & Public Benefits

Excellent legal and communications skills with a proven record of performance and achievement

High ability to manage multiple priorities in a dynamic environment

High ability to exercise sound judgement and discretion

Ability to facilitate collaboration as well as build and sustain productive relationships with diverse individuals, groups and organizations

Demonstrated ability to successfully lead, manage and develop a diverse team of professionals

Excellent communication skills, both orally and written, with diverse audiences

A commitment to diversity and inclusion both internally and externally

Strong work ethic with an ability to connect big picture ideas to day-to-day work

Ability to prioritize workload to manage time and tasks and delegate responsibilities in an effective and efficient manner

Proficiency in Microsoft applications, knowledge of current technologies and commitment to remain up to date with industry best practices

English language proficiency is essential and Spanish/English bilingual skills are a plus. Additional languages – even better

Juris Doctor from an accredited law school and admitted to the Bar of the State of Ohio (or if not currently admitted, eligible to waive in) required

Prior Legal Aid or related work experience a plus, but not required

Other Details:

It is the policy of OSLSA not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, disability, age, ancestry, and military status or any other characteristic protected by law.

The position reports to the Executive Director, is based in Columbus, Ohio and requires regular travel throughout the service area.

Salary is dependent upon level of experience. OSLSA offers an excellent comprehensive benefits package and ongoing training and development opportunities.

To Apply:

Submit resume, writing sample, references and letter of interest to [employment@oslsa.org](mailto:employment@oslsa.org) with Managing Attorney – Health & Public Benefits in the subject line.

In your cover letter, please address the following in order for your application to be considered: OSLSA's clientele is diverse and all of our clients are low income. To ensure that our agency is best serving our communities, OSLSA strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively in all cross-cultural situations, with clients, with our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued.

How do you think your personal background or experiences, professional or otherwise, have prepared you to contribute to our commitment to cultural humility and diversity amongst our staff? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.

To promote social justice and best serve our clients, OSLSA is committed to maintaining a diverse staff and providing culturally competent services. We strongly encourage candidates from traditionally underrepresented

communities and historically oppressed groups including BIPOC and LGBTQ individuals to apply. Bilingual/bicultural candidates are strongly encouraged to apply.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** January 24, 2022

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**Expiration Date:** April 26, 2022

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**Contact:** Sara Frank  
HR Director  
1108 City Park Ave Columbus, Ohio 43206 United States  
<https://www.oslsa.org/>

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

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**How to Apply:** Apply via email or directly at:  
<https://recruiting.paylocity.com/recruiting/jobs/Details/891558/Legal-Aid-Society-of-Columbus/Managing-Attorney-Health-Public-Benefits>

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

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**ID:** 8866

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## Finance Associate

Frost Brown Todd, LLC (Louisville, KY )

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**Position Type:** Full-time

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**Practice Area(s):** Banking & Finance

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

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

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**Description:**

Frost Brown Todd, a full-service AM Law 200 firm with more than 500 attorneys in 15 markets across nine states and Washington DC, seeks an entry-level general corporate transactional associate for the Charleston, WV office. This position will be trained on commercial finance transactions, primarily public finance, with some commercial lending and real estate. Applicants must have a good academic record and excellent written and oral communication skills. Please visit our web page and use the "self-apply" feature at <https://frostbrowntodd.com/careers/laterals/> to submit your application. Frost Brown Todd LLC is an equal opportunity employer.

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

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**Posting Date:** December 21, 2021

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**Expiration Date:** May 31, 2022

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

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [ldobbins@fbtlaw.com](mailto:ldobbins@fbtlaw.com)

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

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**Requested Document Notes:** Please submit an updated resume, cover letter, and transcript.

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**ID:** 8609

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## Judicial Law Clerk for Honorable Judge R. Patrick DeWine

The Supreme Court of Ohio

**Position Type:** Full-time

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

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

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**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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** September 8, 2021

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**Expiration Date:** September 8, 2022

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**Contact:** Human Resources

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

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**How to Apply:** [https://www.gigzio.com/judicial-law-clerk-to-justice-r-patrick-dewine-in-columbus-ohio-365316197442062777?utm\\_campaign=google\\_jobs\\_apply&utm\\_source=google\\_jobs\\_apply&utm\\_medium=organic](https://www.gigzio.com/judicial-law-clerk-to-justice-r-patrick-dewine-in-columbus-ohio-365316197442062777?utm_campaign=google_jobs_apply&utm_source=google_jobs_apply&utm_medium=organic)

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**ID:** 9298

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## Emerging Companies & Venture Capital Associate - PHL, DC, NY

Ballard Spahr LLP (Philadelphia, PA)

**Job Type:** Full-time

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**Job Location(s):**

New York, New York United States

Washington, District of Columbia United States

Philadelphia, Pennsylvania United States

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**Job Description:**

We seek an attorney with at least 2-3 years of significant experience practicing in emerging companies and venture capital transactions to join our Business and Transactions Department and reside in our Philadelphia, Washington, D.C. or New York offices. Qualified candidates will have experience in venture capital financings, mergers and acquisitions, technology transactions, licensing and corporate governance. Experience with private equity transactions and/or public company securities law compliance is a plus. Successful candidates will have experience leading all phases of transactions, as well as stellar academic credentials and superior writing and communication skills. Active license in the location for which you wish to be considered is preferred.

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

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

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

**Physical Requirements:**

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

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

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**Desired Class Level(s):** Graduate/Alumni

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**Posting Date:** March 27, 2022

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**Expiration Date:** May 3, 2022

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**Contact:** Kathryn J. Ball

Manager of Attorney Growth and Integration  
1735 Market Street Philadelphia, Pennsylvania 19103 United States

---

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

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**How To Apply:** <https://selfapply.ballardspahr.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=1&FilterJobCategoryID=4&FilterJobID=601>

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**Additional Documents:** Unofficial Transcript

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**Visual ID:** 7923

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## Part Time Of Counsel Attorney

Lemon Law Group Partners (Charleston, WV)

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**Position Type:** Part-time

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**Practice Area(s):** Litigation

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

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**Description:**

We are a plaintiff's law firm handling consumer litigation cases involving Lemon Law, Magnuson Moss, and Breach of Warranty claims. We are looking for a part time Of Counsel Attorney to handle our West Virginia claims.

The attorney will be involved in both pre-litigation as well as litigation claims.

This is a great opportunity for an attorney looking to supplement their current practice with a new stream of revenue. We will train and excellent pay.

All applicants must be currently licensed to practice law in West Virginia.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** November 4, 2021

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**Expiration Date:** June 4, 2022

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**Contact:** Liam Jones  
3323 NE 163rd Street, Suite 504 North Miami Beach  
<https://lemonlawgrouppartners.com/>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [ljones@lemonlawgrouppartners.com](mailto:ljones@lemonlawgrouppartners.com)

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**ID:** 8311

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