

Alumni Jobs  
Newsletter  
December 2017





Your updated law school resume (with GPA/rank)

A list of three professional references; one must be a law school professor

An unofficial law school transcript

A personal statement, not to exceed two double-spaced typed pages, that explains your background and interest in public interest work. Tell us why you should be awarded this fellowship and how it would fit into your overall career goals.

The application should be submitted to me, Jennifer Powell, Executive Director, West Virginia Fund for Law in the Public Interest, P.O. Box 6130, Morgantown, WV 26506. You may email that application to me, drop it off for me in my office at Room 100-Z, or drop it off for me at the reception area, Student Services Suite, Room 100.

The deadline to submit an application is Friday, January 19, 2018.

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**ID:** 3182

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**Associate Attorney**

Gemondo & McQuiggan, LLP (Wheeling, WV, Bridgeport, WV, Canton, OH & Pittsburgh, PA)

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**Position Type:** Full-time

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

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**Description:** Position: Associate Attorney (Full-Time)

Job Description: Oil and Gas Law Firm seeks highly motivated individual to assist with completion of certified mineral title work. License to practice law in West Virginia is required. Must have flexibility to relocate in close proximity to one of the following office locations (either Wheeling, WV area --- or Bridgeport, WV area). This is a competitive salary position with opportunity for advancement. Sustained commitment and performance will be rewarded. Serious and career-oriented people should respond by with resume attached. Please have all resumes and responses sent to mborutski@shalegaslawyers.com.

Or add to WVU LAW Gemondo & McQuiggan Resume Book on Symplicity

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** December 6, 2017

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**Expiration Date:** December 11, 2017

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**Contact:** Melanie D. Borutski  
Administrative Manager  
1144 Market Street Suite 101 Wheeling, West Virginia 26003 United States

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**Resume Receipt:** E-mail

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**Default email for resumes.:** mborutski@shalegaslawyers.com

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**Requested Document Notes:** Serious and career-oriented people should respond by with resume attached. Please have all resumes and responses sent to mborutski@shalegaslawyers.com.

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**ID:** 2390

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**Attorney**

Reisenfeld and Associates (Huntington, WV)

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**Position Type:** Full-time

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**Practice Area(s):** Bankruptcy, Housing, Litigation, LAW

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

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**Description:** A full-service creditor's rights law firm based in Cincinnati, Ohio, with a statewide presence in Ohio, Kentucky, Indiana and West Virginia is seeking an attorney licensed in West Virginia to work out of our Huntington, WV office. We offer end-to-end legal representation to the default servicing industry.

The position includes drafting and reviewing pleadings, and general support of the foreclosure process in a high-volume and fast-paced environment. At least 3 to 5 years' experience in creditor's rights / foreclosure required. Salary commensurate with experience.

We offer a cooperative and collaborative work environment, state of the art technology supporting our business processes, challenging work with opportunity to broaden your legal knowledge and experience, and a competitive benefits package.

**Requirements**

- Must be active and in good standing with the West Virginia Bar.
- Licensed in more than one state a plus.
- Experience in real estate and title work.
- Strong work ethic and ability to meet deadlines.
- At least 3 to 5 years' experience in creditor's rights/foreclosure is required.
- Knowledge of Microsoft Office applications and ability to learn to software.

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

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**Posting Date:** December 4, 2017

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**Expiration Date:** December 30, 2017

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**Contact:** Monica Bober  
Bober  
3962 Red Bank Rd Cincinnati, Ohio 45227  
<http://reisenfeldlawfirm.com/>

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [Monica.Bober@rslegal.com](mailto:Monica.Bober@rslegal.com)

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**ID:** 3181

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**Judicial Law Clerk**

Judge Joseph K. Reeder - Circuit Judge - West Virginia's 29th Ju (Putnam County, WV)

**Position Type:** Full-time

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

**Description:** Headline - Judicial Law Clerk – Judge Joseph K. Reeder – West Virginia's 29th Judicial Circuit Court (Putnam County, WV).

Position Type – Full-Time

Employer – Judge Joseph K. Reeder – Circuit Judge – 29th Judicial Circuit – Putnam County, WV

Contact – Jacqueline Lowry, Judicial Assistant

Job Title – Judicial Law Clerk – 29th Judicial Circuit Court

Resume Receipt – Email

Default email for resumes – Jacqueline.Lowry@courtswv.gov

Description - West Virginia Circuit Judge Joseph K. Reeder is accepting applications for a full-time judicial law clerk in Putnam County, West Virginia beginning as soon as possible. The position involves researching and writing on a wide range of issues before the court as well as general case management. Interested applicants should send a resume, cover letter, and transcript (unofficial) to Jacqueline.Lowry@courtswv.gov.

Additional Documents – none

Contact Information - Jacqueline.Lowry@courtswv.gov

Posting Date - as soon as possible

Expiration Date - January 12, 2018

Compensation type – Salary

Salary Range- \$46,000 - \$55,000

Compensation Details- Starting salary is approximately \$46,000. Salary is \$55,000 for those who are licensed or become licensed in West Virginia.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 30, 2017

**Expiration Date:** December 31, 2017

**Contact:** Jacqueline Lowry

**Resume Receipt:** E-mail

**Default email for resumes.:** Jacqueline.Lowry@courtswv.gov

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

**ID:** 3173

**Term Law Clerk**

U.S. Bankruptcy Court Northern District of West Virginia (Wheeling, WV)

**Position Type:** Full-time**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Description:** Announcement Number: 17-3

Name of Court: U.S. Bankruptcy Court, Northern District of WV

Duty Station: Wheeling, WV

Job Grade: JSP 11-13, depending on experience and qualifications

Duration: Term, Full-Time

Closing Date: Open until filled. Position will close no later than January 31, 2018

Salary Range: \$60,210 - \$111,560 per annum

Term of Employment: December 11, 2017 or when filled through August 31, 2018

Applicants for this position may also separately apply for the term law clerk position for the period of September 2018 through August 2019.

**Position Description**

The United States Bankruptcy Court for the Northern District of West Virginia is seeking a term law clerk for Chief Bankruptcy Judge Patrick M. Flatley for the term December 11, 2017, or thereafter, through August 31, 2018. The term law clerk researches issues of law, attends court proceedings, acts as a legal advisor, and makes recommendations based on the law to Chief Bankruptcy Judge Flatley. The term law clerk may be responsible for drafting memoranda opinions and complex orders; providing guidance for the procedural management of the court's caseload; and drafting local forms, form orders, and notices. The term law clerk is expected to answer questions from the Clerk, Chief Deputy, and case administrators, and respond to counsel and the public regarding court procedures and local or national rules. The position is located in Wheeling, West Virginia, is full-time, and some overnight travel is expected to points of court in Clarksburg, Elkins, and Martinsburg.

Employment with the United States Bankruptcy Court for the Northern District of West Virginia offers significant responsibility and challenge. The Hon. Patrick M. Flatley is the only bankruptcy judge for the District.

**Qualifications**

At the time of appointment the applicant must be a law school graduate (or be certified as having completed all law school studies and requirements and awaiting conferment of degree) from a law school of recognized standing and have demonstrated one of the following accomplishments or proficiencies:

- (a) Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- (b) Experience on the editorial board of a law review of such a school;
- (c) Graduation from such a school with an LLM degree; or
- (d) Proficiency in legal studies that, in the opinion of the judge, is the equivalent of one of the above.

Preference is given to those applicants that have previous experience working as a law clerk to a bankruptcy judge, working for the Office of the United States Trustee, or engaged in the private practice of bankruptcy law. All applicants should have knowledge of the Bankruptcy Code and Rules, and have the ability to write clearly, concisely, and analytically. Maturity, high ethical standards, and the commitment to the law are required.

**Application Process****Desired Class Level:** Graduate/Alumni**Posting Date:** November 30, 2017**Expiration Date:** January 31, 2018**Contact:** Amanda Recchio

1125 Chapline St. PO Box 70 Wheeling, West Virginia 26003 United States

**Resume Receipt:** E-mail**Default email for resumes.:** amanda\_recchio@wvnb.uscourts.gov**ID:** 3175

**BILINGUAL STAFF ATTORNEY POSITION (TACOMA)**

Northwest Immigrant Rights Project

**Position Type:** Full-time**Geographic Preference:** Pacific Northwest (WA, OR, ID)**Description:** BILINGUAL STAFF ATTORNEY POSITION  
Tacoma, WA  
<https://nwirp.org/jobs>**SUMMARY**

The Northwest Immigrant Rights Project (NWIRP) seeks a Spanish-speaking bilingual attorney to provide direct representation, community outreach and education to survivors of domestic violence and sexual assault and others who qualify for humanitarian protections. The staff attorney will be a member of the Tacoma Survivors' Unit (TSU), which provides legal services to immigrants in the South Sound area, including the Olympic Peninsula and Southwestern Washington.

The staff attorney will provide legal assistance to community members through: (1) direct representation (2) individual consultations; and (3) community education. The attorney will focus on providing representation on cases involving U visa petitions, VAWA self-petitions, T-visa petitions, adjustment of status applications. The attorney will also work on cases involving Special Immigrant Juvenile Status, asylum, and other forms of immigration relief. The attorney will provide representation to immigrants in removal proceedings before the Seattle and Tacoma immigration courts. The staff attorney may also be assigned work relating to other immigration matters.

**REPORTS TO**

Senior Staff Attorney, Tacoma Survivors' Unit (TSU)

**RESPONSIBILITIES**

- Provide direct representation to persons in removal proceedings;
- Provide direct representation to persons submitting affirmative applications with USCIS;
- Conduct presentations, workshops, legal clinics and individual consultations in Spanish and English;
- Provide support to NWIRP staff on cases dealing with humanitarian protections for victims of domestic violence, sexual assault and other crimes;
- Provide direct representation and other forms of legal assistance to individuals in other types of immigration matters;
- Perform administrative tasks related to grant reporting and other requirements;
- Participate in NWIRP's outreach, community education and development efforts;
- Collaborate with community partners to facilitate client intakes and connect clients to services;
- Perform other tasks as required and directed by supervisory staff.

**PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES**

- Law degree;
- Admission to the bar of any state in the U.S., but will consider an applicant who has taken the bar exam and is awaiting results;
- Demonstrated commitment to immigrant rights and willingness to support NWIRP's mission, vision and values;
- Excellent written and oral communication skills;
- Commitment to working in a diverse working environment;
- Fluent in English and Spanish;
- Prior experience working with survivors of domestic violence or sexual assault preferred;
- Ability to travel by car;
- Strong organizational skills and ability to work independently; and
- Proficiency in use of web-based software, MS Word and MS Excel.

Beginning salary is \$49,289 or DOE, plus benefits.

**TO APPLY**

Send cover letter, resume and references to: [tacomajobs@nwirp.org](mailto:tacomajobs@nwirp.org) with the subject "Staff Attorney Application - Tacoma - NAME". Full consideration will be given to those who apply by December 10, 2017, but applications will be accepted on a rolling basis until position is filled.

Northwest Immigrant Rights Project (NWIRP) is an equal opportunity employer committed to diversity. It is the policy of Northwest Immigrant Rights Project to comply with all applicable federal, state, and local laws prohibiting employment discrimination. NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical handicap. We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBT community and other minority groups.

**Desired Class Level:** Graduate/Alumni**Posting Date:** November 28, 2017**Expiration Date:** January 3, 2018**Contact:** Human Resources  
615 2nd Avenue Seattle, Washington 98104 United States**Resume Receipt:** Other (see below)**How to Apply:** Send cover letter, resume and references to: [tacomajobs@nwirp.org](mailto:tacomajobs@nwirp.org) with the subject "Staff Attorney Application - Tacoma - NAME". Full consideration will be given to those who apply by December 10, 2017, but applications will be accepted on a rolling basis until position is filled.**Additional Documents:** Cover Letter, Other Documents**Requested Document Notes:** Resume, cover letter, references.**ID:** 3164

**Legal Associate**

Cato Institute (Washington)

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**Position Type:** Fellowship

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

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

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**Description:** The Cato Institute invites graduating law school students and recent graduates to apply for our Legal Associate Program at the Robert A. Levy Center for Constitutional Studies. Students are encouraged to take the bar exam before beginning employment, though this is not a requirement. Employment will begin in Summer 2018—dates flexible and partly depend on when current associates depart—and last for one year. This is a very competitive process, so applicants are also encouraged to apply for internships with Cato at <https://www.cato.org/intern/>.

Legal associates assist with projects such as Supreme Court amicus briefs, research memos, policy papers, and the Cato Supreme Court Review. Please indicate in your cover letter if you may have access to outside funding—whether through your law school or elsewhere—the availability of which may make your application more attractive. We will accept applications through January 15 and will inform candidates of decisions by February 28.

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

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**Posting Date:** November 21, 2017

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**Expiration Date:** January 15, 2018

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**Contact:** Anthony Gruzdis  
1000 Massachusetts Avenue NW, Washington District of Columbia 20001  
<http://www.cato.org>

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

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**How to Apply:** Click link to apply <http://catoinstitute.applytojob.com/apply/TNIU8WqvnZ/Legal-Associate-Program-2018>

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

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**ID:** 3162

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**Attorney, Child Support Establishment/Enforcement, Kanawha County**

The West Virginia Department of Health and Human Resources, Bureau of Child Support Enforcement

**Position Type:** Full-time

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

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

Please email or mail resume to: Joseph M. Sellaro, Esq.

416 Adams Street

Suite 516

Fairmont, WV 26554

Joseph.m.sellaro@wv.gov

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**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 17, 2017

**Expiration Date:** January 31, 2018

**Contact:** Mr. Joseph M. Sellaro, Esq.  
9349 Middletown Mall White Hall, West Virginia 26554 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** joseph.m.sellaro@wv.gov

**ID:** 3159

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**Compliance Analyst, Temporary**

Orrick, Herrington &amp; Sutcliffe LLP (Wheeling, WV)

**Position Type:** Full-time**Practice Area(s):** All Practice Areas**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)

**Description:** **Verbatim** is the premier managed service provider of subsidiary compliance solutions to multinational organizations. Verbatim supports the complex compliance needs to the world's largest and most sophisticated multinational corporations. We are a team of compliance professionals armed with subject matter expertise, global jurisdictional reach, and a robust, customizable technology platform. We are dedicated to the coordination and execution of substantive and routine corporate governance and compliance matters, focusing on global secretary matters exclusively which frees clients to concentrate internal resources on more strategically significant issues and initiatives.

**Verbatim** is a wholly-owned subsidiary of **Orrick, Herrington & Sutcliffe LLP**, a leading global law firm. Verbatim does not engage in the practice of law; it acts as compliance coordinator in managing lawyers in more than 130 jurisdictions. Legal advice concerning corporate law compliance is provided by legal advisors retained by Verbatim.

**Verbatim** currently has an opening at **Orrick's Global Operation Center in Wheeling, WV** for a **Temporary Compliance Analyst**. This is a temporary position with the possibility of becoming a regular position.

As a **Compliance Analyst**, you will be responsible handling corporate compliance, subsidiary maintenance, incorporation, dissolution and general corporate housekeeping activities for the global subsidiaries of multinational clients. The Compliance Analyst prepares corporate documents and dedicatedly leads the entire matter process (from initiation through completion and publication in a web-based compliance platform), probes for cross-selling opportunities, and develops positive working relationships with clients. This position requires excellent project management skills, the ability to lead local counsel as well as good knowledge of international corporate requirements and procedures.

**Responsibilities:**

- Provides consultative service as the initial point of contact for client inquiries.
- Dedicatedly leads matters through the entire lifecycle by establishing a matter with each request.
- Establish yourself as a subject matter expert and trusted business partner.
- Develops and maintains knowledge of the clients, Verbatim and industry as a whole by attending and fully engaging in formal and informal training/mentoring sessions; engaging in self-directed learning
- Controlling counsel fees by managing local counsel to provide services within proposed budget
- Represents Verbatim by developing and maintaining comprehensive knowledge of industry trends and general business and financial acumen through various sources and initiatives.

**Requirements:**

- 4 – year BS/BA degree or equivalent work experience required, paralegal certificate from an ABA approved paralegal program preferred. JD degree a plus.
- Strong analytical and critical thinking/problem solving skills, attention to detail and accuracy
- Knowledge of corporate law and in-house/law firm experience is needed.
- Excellent communications skills (written, verbal and relationship building).
- Confirmed ability to handle and prioritize complex and concurrent projects adapting to a dynamic and high-energy department with multiple deadlines.
- Experience with legal database systems (e.g., Two-Step, ICOSA, CT or Bridgeway) a plus.
- Proficiency with MS Office Suite (Word, Excel, PowerPoint, & Outlook).
- Commitment to Verbatim's core values and client service standards.

**Desired Class Level:** Graduate/Alumni**Posting Date:** November 17, 2017**Expiration Date:** December 17, 2017

**Contact:** Karen L. Sincavich  
HR Recruiter  
2121 Main Street Wheeling, West Virginia 26003 United States  
<http://www.orrick.com>

**Resume Receipt:** Other (see below)**How to Apply:** To submit your resume and cover letter for this position, please visit Orrick's Paralegal and Professional Staff listing at <https://www.orrick.com/Careers>

No phone calls please.

All qualified applicants will receive consideration for employment without regard to race, sex, color, religion, national origin, sexual orientation, gender identity, protected veteran status, or on the basis of disability.

**Additional Documents:** Cover Letter**ID:** 3158

## Attorney

Legal Aid of West Virginia

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**Position Type:** Part-time

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

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**Description:** NEW Part-time Attorney Position

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Immediate opening for a part-time attorney in Legal Aid of West Virginia's Clarksburg office to provide civil legal services to domestic violence victims. Duties will require availability for court hearings, generally on Tuesdays, otherwise flexible 15 hours per week work schedule. Send cover letter, resume and salary requirements via fax (304-342-3011) or email to jobs@lawv.net by Wednesday, November 29, 2017. EOE Qualified attorneys with military experience, women, minorities and people with disabilities are encouraged to apply.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** November 15, 2017

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**Expiration Date:** November 29, 2017

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**Contact:** Ms. Kerry LeMasters  
Administrative Director  
922 Quarrier Street Suite 400, Charleston West Virginia 25301

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**Resume Receipt:** E-mail

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**Default email for resumes.:** jobs@lawv.net

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**Additional Documents:** Cover Letter

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**ID:** 3141

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**Special Agent**

Internal Revenue Service

**Position Type:** Full-time

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

**Description:** INTERNAL REVENUE SERVICE

CRIMINAL INVESTIGATION

IS HIRING

SPECIAL AGENTS, GL-1811-7/9

EXTERNAL VACANCY ANNOUNCEMENT NUMBER

17CE3-CIX0024-1811-7/9-KD

OPENS: 11/13/2017

CLOSES: 11/15/2017

THIS ANNOUNCEMENT WILL BE POSTED TO THE USAJOBS WEBSITE AT: <http://www.usajobs.gov>

DON'T WAIT! CREATE YOUR RESUME NOW!

@

<http://www.usajobs.gov>

FOR MORE INFORMATION, PLEASE VISIT THE FOLLOWING WEBSITES AT:

<https://jobs.irs.gov/resources/job-descriptions/irs-criminal-investigation-special-agent>

Also, the IRS YouTube Special Agent Realistic Job Preview (RJP) video can be accessed at:

<http://www.youtube.com/watch?v=Opw-N9IL-8k>

QUESTIONS ABOUT THE SPECIAL AGENT ANNOUNCEMENT MAY BE DIRECTED TO THE CINCINNATI EMPLOYMENT BRANCH AT:

[cincinnati@irs.gov](mailto:cincinnati@irs.gov)

APPLICANTS ARE ADVISED TO ACCESS, READ AND PRINT THE VACANCY ANNOUNCEMENT BEFORE APPLYING.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** November 13, 2017

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**Expiration Date:** November 15, 2017

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**Contact:** Michael T. Whitesell  
2426 Lee Highway Suite 104, Bristol Virginia 24202

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [Michael.Whitesell@ci.irs.gov](mailto:Michael.Whitesell@ci.irs.gov)

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**ID:** 3123

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**Insurance Defense Litigation Associate with 5-7 Years Experience**

Law Office of Steven G. Fauth, LLC

**Position Type:** Full-time

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

**Description:** Rapidly expanding litigation boutique in Westchester County with a diverse practice seeks admitted New York attorney with 5-7 years insurance defense or related experience. Federal and New Jersey admissions a big plus. Knowledge of Westlaw/Lexis a must.

Great opportunity for the right candidate. This is a salaried position that is commensurate with experience. Some travel is required.

Position is ideal for a candidate looking to join a rapidly growing law firm. Candidate must be a self-motivated team player, well organized and have excellent writing and communication skills. Candidate must have a can do attitude and be willing to undertake tasks large and small.

Duties include but are not limited to:

- Handling an extensive case load under the supervision of a managing attorney;
- Court appearances;
- Deposition appearance;
- Maintaining client relationships;
- Motion practice;
- Legal research;
- Legal document drafting;
- Attorney time entry into billing system;
- Meeting monthly and yearly billing requirements/goals; and
- Numerous task specific projects on an as needed basis.

If interested please email cover letter with salary requirements along with a resume and writing sample in .pdf format

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 10, 2017

**Expiration Date:** December 17, 2017

**Contact:** Tabitha Castignoli  
54 North Broadway Tarrytown, New York 10591 United States

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

**Default email for resumes.:** tcastignoli@sgflaw.com

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

**ID:** 3129

## Title Examiner / Abstractor

Western Land Services

**Position Type:** Full-time

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**Description:** Title Examiners search and analyze public records in order to find, examine and evaluate documents to determine mineral and property ownership. Produce accurate, detailed reports summarizing research results. This job requires amazing attention to detail but doesnt require previous experience doing title work well teach you what you need to know. Typical job responsibilities include:

Reading and interpreting maps and documents to obtain and understand legal property descriptions

You will need basic familiarity with standard Microsoft Office Software including Outlook, Word and Excel including the ability to create and use multiple worksheets and intermediate functions such as totaling columns, changing formats, and using basic formulas.

This position may require lengthy (several weeks)travel in order to complete projects.

The Title Examiner position typically appeals to people with a variety backgrounds who may be interested in history (have you ever read an original colonial land grant?), love the challenge of unraveling historical puzzles, can work independently yet play well with others, and are consumed by getting it right. Formal education as an Attorney or Paralegal is strongly desired.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** November 10, 2017

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**Expiration Date:** December 17, 2017

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**Contact:** Director, Human Resources Angela Rickett  
Director, Human Resources  
1100 Conrad Industrial Drive Ludington, Michigan 49431 United States

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

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**How to Apply:** <https://careers-westernls.icims.com>

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**ID:** 3137

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**Staff Attorney - Consumer Law Program**

Legal Services of Eastern Missouri, Inc. (St. Louis)

**Position Type:** Full-time

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

**Description:** CONSUMER ATTORNEY POSITION

Legal Services of Eastern Missouri, Inc. (LSEM), a non-profit law firm which provides high quality civil legal assistance and equal access to justice for persons living with low-income/low-opportunity and the elderly without charge, seeks an attorney to work in its Consumer Law Program. The attorney will practice in multiple substantive areas of consumer law including, among others, unfair debt collection, automobile fraud, wrongful repossession of automobiles, unfair and deceptive acts and practices, wrongful foreclosure and mortgage servicing abuse. Advocacy will include client representation in Missouri state and federal court. The position may also involve broad-based community advocacy and possible impact litigation.

Strong work ethic, communication skills, ability to relate well with low-income, disabled and senior clients, flexibility and teamwork required. Previous experience in legal services and/or demonstrated commitment to public interest law work or to legal services for the poor, disabled or elderly is strongly preferred. A background in Consumer Law will be considered a plus. Missouri Bar license or ability to be admitted by the first available exam or by application without examination (i.e. reciprocity) required. The ideal candidate will have strong litigation and advocacy skills, excellent writing ability and be computer proficient. LSEM is an equal employment opportunity employer.

**Salary and Benefits Information:**

Salary is commensurate with experience. Excellent benefits including medical, dental and vision insurance, a generous time off policy, 403(b) and profit sharing plans, long-term disability and life insurance, employee assistance plan, flexible spending account, and paid CLE and Bar dues.

**Application Information:**

Please send a cover letter and resume to: John Early, Human Resources Director, Legal Services of Eastern Missouri, at [jgearly@lsem.org](mailto:jgearly@lsem.org).

Equal access to LSEM's office is available. Those applicants requiring accommodation to the interview/application process should contact the Human Resources Director at the e-mail address listed above.

Submission Deadline: December 9, 2017.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 8, 2017

**Expiration Date:** December 15, 2017

**Contact:** John G. Early  
4232 Forest Park Ave. St. Louis, Missouri 63108 United States

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

**Default email for resumes.:** [jgearly@lsem.org](mailto:jgearly@lsem.org)

**Additional Documents:** Cover Letter

**ID:** 3126

**Associate Attorney**

Oths, Heiser, Miller, Waigand & Clagg LLC

**Position Type:** Full-time

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

**Description:** JOB POSTING

Law Firm is seeking an Associate Attorney to assist, learn, and mentor in a law practice wherein there is potential for rapid advancement.

The Associate Attorney will assist and learn the practice of a Senior Shareholder with 27 years' experience. The Associate Attorney will be mentored, by the Senior Shareholder, and will assist the remaining Shareholders as needed. Practice areas include: plaintiff personal injury, general litigation, and commercial and institutional transactions and collections. The Associate Attorney will be expected to immediately observe, and participate in, all aspects of the practice. The ideal candidate should have a strong desire to aggressively learn all aspects of litigation, at all levels, in the court system. Past experience working for a prosecuting attorney's office and/or public defender's office; participating in legal clinics, during law School, is important to the Senior Shareholder who may be transitioning from the practice within the next ten years.

The Firm is a regional practice, located in rural, Southeastern Ohio, and is active in representing clients, in most all counties, as encompassed by the Fourth District Court of Appeals. The ideal candidate must be willing to practice in a rural area which includes routine travel between counties.

The Associate Attorney will learn to prioritize casework, while keeping track of all deadlines, depositions and hearings, and will make adjustments accordingly.

The ideal candidate is expected to have passed the Ohio bar exam, to be self-motivated and energetic, have a clean driving record, and must be available to work, as needed, in excess of 40 hours a week.

The Associate Attorney can expect an appropriate, entry-level salary, commensurate with experience; annual evaluations and increases; health insurance; retirement program; and mentoring from all Shareholders of various practices and personalities. The Associate Attorney may qualify for rapid advancement to shareholder.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 7, 2017

**Expiration Date:** January 31, 2018

**Contact:** Denise Ellenberger  
Office Manager  
16 East Broadway Wellston, Ohio 45692 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** dellenberger@ohlaw.com

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

**Requested Document Notes:** Please send a cover letter, resume with reference and a writing sample.  
Either email or fax, or mail to  
PO Box 309  
Wellston, OH 45692

**ID:** 2987

**Senior Attorney, Oil and Gas Title and Transactions**

Jackson Kelly, PLLC (West Virginia: Bridgeport Charleston Martinsburg Morgantown Wheeling Denver, Colorado Washington DC Evansville, IN Crawfordsville, IN Lexington, KY Akron, OH Pittsburgh, PA)

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**Position Type:** Full-time

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

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**Description:** Jackson Kelly PLLC is seeking a Senior Attorney for our Oil & Gas Practice

Well-respected growing defense firm seeks an experienced Oil and Gas Title and Transactional Attorney with ten or more years' experience.

Candidate is well versed in oil and gas title examination issues in West Virginia, Ohio, and Pennsylvania, and has title abstracting experience.

Candidate will review certified mineral title opinions, and assist with transactions involving oil and gas acquisitions and divestitures.

Candidate must have strong writing and computer skills.

Thank you.

April Caserta | Recruiting Coordinator/HR Assistant | Jackson Kelly PLLC

500 Lee Street East, Suite 1600 | Charleston, WV 25301-3202 | www.JacksonKelly.com

Office: (304) 340-1061 | Fax: (304) 340-1130 | APCaserta@JacksonKelly.com | V-card

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** November 7, 2017

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**Expiration Date:** January 31, 2018

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**Contact:** Mrs. April Caserta  
Recruiting Coordinator  
500 Lee Street East Suite 1600 Charleston, West Virginia 25322 United States

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**Resume Receipt:** E-mail

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

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**ID:** 3121

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**Texas Christian University General Counsel**

AGB Search Headquarters

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<b>Position Type:</b> Full-time
<b>Geographic Preference:</b> South (LA, TX, OK, AR)
<b>Description:</b> TEXAS CHRISTIAN UNIVERSITY
<p>Position Details Texas Christian University seeks a seasoned leader to serve as its inaugural General Counsel. Reporting to the Chancellor, and serving as the chief legal counsel for the university, the general counsel will be looked to not only for legal acumen, but also for judgment in policy creation and interpretation. The successful candidate will be a counselor who understands the risks and opportunities inherent in the activities of a university and a partner to administrators, faculty, and students in moving TCU forward while also responding to both the celebratory moments and the problems that can arise on campus. The general counsel will join a stable and experienced senior leadership team led by TCU's 10th Chancellor, Victor Boschini, Jr. TCU today serves over 10,000 students in 119 undergraduate and 81 graduate programs. It's continuing growth includes the launch of a new MD school, pending accreditation, in collaboration with the University of North Texas Health Science Center. Home of the Horned Frogs, TCU competes in the Big 12 Athletic Conference. Applicants must have a minimum of 10 years of broad general legal practice, including increasingly responsible experience at a senior level in a law firm or in-house with an institution of comparable complexity to TCU. TCU is an AA/EEO employer.</p> <p>Application, Nominations, and Inquiries Please visit the search profile for instructions on how to apply. Confidential inquiries and nominations may be made by contacting AGB Search Executive Consultants Georgia Yuan, at <a href="mailto:georgia.yuan@agbsearch.com">georgia.yuan@agbsearch.com</a> or at 202-590-7590 or Carlton Brown, at <a href="mailto:carlton.brown@agbsearch.com">carlton.brown@agbsearch.com</a> or at 912-247-8661.</p> <p>The profile describing the opportunities for leadership and the details of the application process may be found at <a href="http://agbsearch.com/searches/general-counsel-texas-christian-university">http://agbsearch.com/searches/general-counsel-texas-christian-university</a>. To ensure full consideration, applications must be received by December 1, 2017.</p> <p>To ensure full consideration, applications must be received by December 1, 2017, though applications will continue to be accepted until a successful candidate has been named.</p> <p>AS AN AA/EEO EMPLOYER, TCU RECRUITS, HIRES, AND PROMOTES QUALIFIED PERSONS IN ALL JOB CLASSIFICATIONS WITHOUT REGARD TO AGE, RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, NATIONAL ORIGIN, ETHNIC ORIGIN, DISABILITY, GENETIC INFORMATION, COVERED VETERAN STATUS, OR ANY OTHER BASIS PROTECTED BY LAW.</p>
<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> November 7, 2017
<b>Expiration Date:</b> December 1, 2017
<b>Contact:</b> Georgia Yuan Executive Consultant 1133 20th Street NW Suite 300 Washington, District of Columbia 20036 United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:georgia.yuan@agbsearch.com">georgia.yuan@agbsearch.com</a>
<b>Requested Document Notes:</b> The profile describing the opportunities for leadership and the details of the application process may be found at <a href="http://agbsearch.com/searches/general-counsel-texas-christian-university">http://agbsearch.com/searches/general-counsel-texas-christian-university</a> . To ensure full consideration, applications must be received by December 1, 2017.
<b>ID:</b> 3124

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**TRIAL ATTORNEY (Child Protection/CSEC)**

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

**Position Type:** Full-time**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA

OFFICE OF THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: #18-007

POSITION TITLE:

TRIAL ATTORNEY

(Child Protection/CSEC)

POSITION GRADE &amp; SERIES: LS 13/1-14/1

SALARY RANGE: \$94,915 – \$112,155

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

OPENING DATE: November 3, 2017

CLOSING DATE: November 24, 2017

DURATION OF APPOINTMENT: Permanent

AREA OF CONSIDERATION: Open to the Public

WORKSITE LOCATION:

Office of the Attorney General

for the District of Columbia

Family Services Division

Child Protection Sections

200 I Street SE (4th Floor)

Washington, DC 20003

NO. OF VACANCIES: One (1)

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

DESCRIPTION OF DUTIES: The Office of the Attorney General for the District of Columbia is seeking a trial attorney for the Family Services Division, Child Protection Section to represent the Child and Family Services Agency ("CFSA") in child abuse and neglect matters before the Family Court, assist with the development and implementation of a specialized neglect court focusing on the commercial sexual exploitation of children ("CSEC") and serve as the Division's subject-matter expert. The attorney's responsibilities include, but are not limited to:

- Development of protocols pertaining to CSEC cases;

- Assist with drafting a memorandum of understanding between stakeholders, including D.C. Superior Court, Department of Behavioral Health, and Child and Family Services Agency;

- Attend court staffings, court hearings, and all meetings related to the CSEC specialty court;

- Attend MDT case review regarding children with identified CSEC concerns;

- Advise CFSA and OAG regarding compliance with federal and local human trafficking legislation and participate in the DC City Council process as needed;

- Contribute to OAG's efforts to educate the public and community-based organizations about CSEC-related issues; develop written materials and curriculum for such purposes;

- Conduct periodic trainings for CFSA and OAG staff;

- Represent FSD on the D.C. Human Trafficking Taskforce and all CFSA CSEC committees;

- Work collaboratively with OAG's Public Safety Division to identify crossover issues impacting all children served by CFSA;

- Represent CFSA at juvenile court hearing as needed;

- Handle all aspects of neglect litigation, from petitioning through the achievement of permanency; and

- Provide advice and counsel to social workers and other CFSA professionals regarding compliance with local and federal law.

QUALIFICATIONS: The candidate should have the following qualifications:

- Significant litigation experience (5-10 years preferred);

- Substantial knowledge of family law including child abuse and neglect, termination of parental rights, and adoption;

- Exceptional legal research, writing, and oral advocacy skills;

- Experience conducting training or public outreach;

- A demonstrated commitment to work in child welfare; and

- Experience with specialty courts and an understanding of CSEC issues (strongly preferred).

ELIGIBILITY: The candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction at the time of application. If you are not a member of the District of Columbia Bar, you must be sworn into the District of Columbia Bar within 360 days of your initial appointment with the Office of the Attorney General for the District of Columbia.

HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) specifically addressing relevant experience; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

VETERANS' PREFERENCE: Applicants claiming veterans' preference must submit official proof at the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

OTHER INFORMATION: The selected candidate will be subject to a background investigation including reference checks.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated.

Violators will be subject to disciplinary action.

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

**Desired Class Level:** Graduate/Alumni**Posting Date:** November 7, 2017**Expiration Date:** November 24, 2017**Contact:** Ms. Arlyntha Love

Program Support Assistant

441 4th Street N.W. Suite 1100S Washington, District of Columbia 20001 United States

**Resume Receipt:** E-mail**Default email for resumes.:** Arlyntha.Love@dc.gov**ID:** 3122

**Assistant Public Defender**

15th Circuit - Clarksburg, Harrison County (Clarksburg, WV)

**Position Type:** Full-time

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

**Description:**

PUBLIC DEFENDER CORPORATION  
Fifteenth Judicial Circuit HARRISON COUNTY  
203 W. Main St.  
Clarksburg, WV 26301

304-627-2134

Telephone

304-627-2138

Fax

Assistant Public Defender position available immediately with the Public Defender Corporation for

the 15th Judicial Circuit, Clarksburg, WV. Position may include, depending on experience, representation of adults charged with felony and misdemeanor offenses, and juvenile delinquency and status offenders. Must be licensed by the West Virginia Bar. Salary based upon experience. Generous benefits package. EOE. Send cover letter and resume immediately to Susan P. Morris, Chief Public Defender, 203 W. Main St., Clarksburg, WV 26301.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 6, 2017

**Expiration Date:** December 6, 2017

**Contact:** Mr. Jonathan Friley, J.D.

Public Defender Corporation Administrator  
One Player Club Drive Suite 301, Charleston West Virginia 25311

**Resume Receipt:** E-mail

**Default email for resumes.:** Jonathan.W.Friley@wv.gov

**Additional Documents:** Cover Letter

**ID:** 3120

**Attorney**

Flaherty, Sensabaugh & Bonasso, PLLC (Charleston, WV )

**Position Type:** Full-time

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

**Description:** Attorney, Charleston Office - At Flaherty Sensabaugh Bonasso PLLC, our attorneys and professional staff understand the value of hard work, problem-solving and outstanding client service. We take great pride in our selection process and recruitment of attorneys into the firm. We are currently looking for the best and brightest to join our team in our Charleston, WV location. If you are a practicing attorney with an outstanding record of academic achievement, health care regulatory, commercial transaction or litigation experience, please apply in confidence by submitting your cover letter, resume, and law school and undergraduate transcripts to Amy Malone

Flaherty Sensabaugh Bonasso PLLC is an equal opportunity employer.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 3, 2017

**Expiration Date:** November 29, 2017

**Contact:** Ms. Amy Rothman Malone  
Attorney at Law  
200 Capitol Street PO Box 3843, Charleston West Virginia 25301

**Resume Receipt:** E-mail

**Default email for resumes.:** arothman@fsblaw.com

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

**ID:** 3117

**Assistant Prosecuting Attorney**

Fayette County Prosecuting Attorney's Office (Fayettevill, WV)

**Position Type:** Full-time

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

**Description:** Assistant Prosecutor for Fayette County WV. Start date of mid-December 2017.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 2, 2017

**Expiration Date:** November 20, 2017

**Contact:** Larry Harrah  
Prosecutor  
108 East Maple Avenue Fayetteville, West Virginia 25840 United States

**Resume Receipt:** E-mail

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

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

**ID:** 3105

## Associate Attorney

### Earthjustice

**Position Type:** Full-time

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

**Description:** Earthjustice is the premier nonprofit environmental law organization. We take on the biggest, most precedent-setting cases across the country. We wield the power of law and the strength of partnership to protect people's health; to preserve magnificent places and wildlife; to advance clean energy; and to combat climate change. We partner with thousands of groups, supporters and citizens to engage the critical environmental issues of our time, and bring about positive change. We are here because the earth needs a good lawyer.

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

Earthjustice is now accepting applications for an Associate Attorney to join its Washington, D.C. office. This office serves both as a center for litigation on important national environmental issues, and as a regional office for issues arising in the Mid-Atlantic states. The current docket includes litigation and advocacy to: curb climate change pollution; protect public health and the environment from air pollution, including in disproportionately impacted communities; ensure safe drinking water and clean rivers; protect people from the dangers of hazardous wastes; and secure strong energy efficiency standards for the nation. For more information about the office's work, visit <http://earthjustice.org/about/offices/dc>.

The attorney selected for this position will have the opportunity to play a key role in legal actions that can make a real difference to people's health and well-being, and in protection of important environmental values.

#### Responsibilities

Work closely with Staff Attorneys and clients to investigate, develop, and prosecute cases. Participate in the full range of tasks involved in complex litigation, including factual investigation, legal research, discovery, briefing, witness preparation, and oral advocacy. As an Associate Attorney gains experience, typically her or his case load will include both cases for which he or she has primary responsibility under the supervision of a Staff Attorney, and cases on which he or she works in a supporting role with Staff Attorneys.

The Associate Attorney program is a three-year position. This program is designed to help attorneys develop into thoughtful, professional, and effective advocates skilled in the various phases of public interest litigation. Many Associates have gone on to other positions within Earthjustice and with other public interest organizations.

#### Qualifications

Law school graduate admitted to, or willing to apply for admission to, the District of Columbia State Bar. 1-5 years of litigation experience preferred. Excellent research, analytic, writing and communication skills. Strong work ethic, initiative, sound yet creative judgment. Strong desire to fight for the right of all to a healthy environment. Ability to work well in a team-oriented atmosphere.

Commitment to public interest work and a passion for the role of Earthjustice and its mission.

Demonstrates an 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.

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.

#### To Apply

Interested candidates should submit a:

- Resume.
- One or two-page cover letter that addresses your interest in, and qualifications for the position and the earliest date you would be available to begin work.
- Writing sample, preferably a legal brief or memorandum that primarily reflects your work.
- Law school transcript.
- List of three references.

Copy link to apply: <https://app.jobvite.com/j?aj=oX2a6fwZ&s=Simplicity>

Applications will be reviewed on a rolling basis until the position is filled.

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

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

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 2, 2017

**Expiration Date:** December 9, 2017

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

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

**How to Apply:** <https://app.jobvite.com/j?aj=oX2a6fwZ&s=Simplicity>

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

**Requested Document Notes:** List of three references

**ID:** 3108

## Attorney

Legal Aid of West Virginia

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**Position Type:** Full-time

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

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**Description:** Beckley/Princeton Attorney Position

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Immediate opening for skilled, motivated Attorney with Legal Aid of West Virginia's Beckley/Princeton offices. Great work environment, with excellent benefits (4+ weeks' vacation/holidays, PEIA medical coverage). This is a great opportunity to do important, rewarding work benefitting the community. Send cover letter, resume and salary requirements via fax (304-342-3011) or email to jobs@lawv.net by Wednesday, November 15, 2017. EOE Qualified women, minorities and people with disabilities are encouraged to apply.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** November 2, 2017

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**Expiration Date:** November 15, 2017

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**Contact:** Ms. Kerry LeMasters  
Administrative Director  
922 Quarrier Street Suite 400, Charleston West Virginia 25301

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**Resume Receipt:** E-mail

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**Default email for resumes.:** jobs@lawv.net

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**Additional Documents:** Cover Letter

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**ID:** 3107

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**Family Law Attorney**

Law Office of Debra V. Chafin, P.L.L.C. (Clarksburg, WV)

**Position Type:** Full-time

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

**Description:** Small family law practice located in Clarksburg, WV seeks new attorney. Successful candidates will have experience in family law, with an emphasis on business divisions. A "numbers" focused person would be a definite plus. A strong interest in family law and litigation is also desired. The firm engages in a substantial amount of litigation.

Please apply with resume, cover letter, writing sample, and unofficial transcript. Application deadline is December 15, 2017

**Desired Class Level:** Graduate/Alumni

**Posting Date:** November 1, 2017

**Expiration Date:** December 15, 2017

**Contact:** Debra V. Chafin  
Owner/Partner  
314 South 2nd Street Clarksburg, West Virginia 26301

**Resume Receipt:** E-mail

**Default email for resumes.:** [debrac@debrachafin.com](mailto:debrac@debrachafin.com)

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

**ID:** 3104

**Title Agent**

Percheron LLC (Bridgeport, WV)

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**Position Type:** Full-time

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**Practice Area(s):** Energy/Utility, Environmental, Real Property, PETROLEUM ENGINEERING, ENVIRONMENTAL SCIENCES

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**Geographic Preference:** Unknown

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**Description:** The preferred candidate will also have an undergraduate degree in Energy Land Management or similar course of study. Must be familiar with "**abstracting**" courthouse records to determine the ownership of coal, oil, and natural gas. Must be able to interpret historical deeds to decipher granting language as well as exceptions and reservations. Should be familiar with state law of intestate succession.

Additionally, the preferred candidate will have some experience working in a team environment both "in house" as well as remotely. Should have some management experience for possible advancement to project manager or team lead. Familiarity with the Microsoft Office Suite for Windows is a plus.

[Percheron Home Page](#)

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

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**Posting Date:** November 1, 2017

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**Expiration Date:** April 2, 2018

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**Salary Range:** 60,000 - 69,999

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**Contact:** Mr. Josh Gaddis  
Recruiting Manager  
320 South View Drive Suite 400, Bridgeport West Virginia 26330  
<http://www.percheronllc.com>

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**Resume Receipt:** Accumulate Online

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

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**Requested Document Notes:** Cover letter should be written in a business letter format with justified type. Cover letter should be signed in blue ink. Embolden the date submitted.

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**ID:** 3097

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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)

**Description:** NEW Attorney Positions

Immediate openings for two attorneys in Legal Aid of West Virginia's Charleston office. One attorney will provide civil legal services to domestic violence victims and one will provide civil legal service to victims of financial exploitation. Both positions will involve litigation, outreach, and close work with community partner service agencies and law enforcement. Highly rewarding work with terrific benefits (4+ weeks' vacation/holidays, PEIA medical coverage. Send cover letter, resume and salary requirements via fax (304-342-3011) or email to jobs@lawv.net by Wednesday, November 8, 2017. EOE Qualified attorneys with military experience, women, minorities and people with disabilities are encouraged to apply.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 30, 2017

**Expiration Date:** November 8, 2017

**Contact:** Ms. Kerry LeMasters  
Administrative Director  
922 Quarrier Street Suite 400, Charleston West Virginia 25301

**Resume Receipt:** E-mail

**Default email for resumes.:** jobs@lawv.net

**Additional Documents:** Cover Letter

**ID:** 3099

**Attorney**

Legal Aid of West Virginia

**Position Type:** Full-time

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

**Description:** NEW Attorney Position

Immediate opening for an attorney in Legal Aid of West Virginia's Clarksburg office to provide civil legal services to domestic violence victims. The positions will involve litigation, outreach, and close work with domestic violence service partners and law enforcement. Highly rewarding work with terrific benefits (4+ weeks' vacation/holidays, PEIA medical coverage). Send cover letter, resume and salary requirements via fax (304-342-3011) or email to jobs@lawv.net by Wednesday, November 8, 2017. EOE Qualified attorneys with military experience, women, minorities and people with disabilities are encouraged to apply.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 30, 2017

**Expiration Date:** November 8, 2017

**Contact:** Ms. Kerry LeMasters  
Administrative Director  
922 Quarrier Street Suite 400, Charleston West Virginia 25301

**Resume Receipt:** E-mail

**Default email for resumes.:** jobs@lawv.net

**Additional Documents:** Cover Letter

**ID:** 3100

**Attorney**

Legal Aid of West Virginia

**Position Type:** Full-time

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

**Description:** NEW Attorney Position

Immediate opening for an attorney in Legal Aid of West Virginia's Martinsburg office to provide civil legal services to domestic violence and financial exploitation victims. Highly rewarding work with terrific benefits (4+ weeks' vacation/holidays, PEIA medical coverage). The position will involve litigation, outreach, and close work with community partner service agencies and law enforcement. Send cover letter, resume and salary requirements via fax (304-342-3011) or email to jobs@lawv.net by Wednesday, November 8, 2017. EOE Qualified attorneys with military experience, women, minorities and people with disabilities are encouraged to apply.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 30, 2017

**Expiration Date:** November 8, 2017

**Contact:** Ms. Kerry LeMasters  
Administrative Director  
922 Quarrier Street Suite 400, Charleston West Virginia 25301

**Resume Receipt:** E-mail

**Default email for resumes.:** jobs@lawv.net

**Additional Documents:** Cover Letter

**ID:** 3101

**Civil Litigation Associate**

Carr Maloney P.C. (Washington, D.C. )

**Position Type:** Full-time

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

**Description:**

Busy law firm is seeking a civil litigation associate to join its practice. Interested candidates should have 1 – 3 years of private law firm experience in deposition, discovery and motions practice. Opportunity to handle all aspects of trial preparation from the inception of the matter through completion. Some trial or arbitration experience as well as negotiating/settlement experience preferred. Candidate must have good written and oral skills, be detailed oriented and be able to handle a heavy caseload.

Candidates licensed in MD, VA and DC preferred. West Virginia license a plus. Candidates with a MD or VA license and eligibility for admission to DC will be considered.

Competitive salary and robust benefits program including bonus opportunities, flexible spending account and 401(k). Convenient to Red and Orange Line Metro.

Send resume, writing sample, transcript and salary requirements to

**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 30, 2017

**Expiration Date:** December 31, 2017

**Contact:** Marie Cashel  
Administrative Coordinator  
2020 K Street NW Suite 850, Washington District of Columbia 20006  
<http://www.carrmaloney.com>

**Resume Receipt:** E-mail

**Default email for resumes.:** [humanresources@carrmaloney.com](mailto:humanresources@carrmaloney.com)

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

**Requested Document Notes:** Include salary requirements

**ID:** 3098

### Energy Litigation Associate

Step toe & Johnson, PLLC (Morgantown, Charleston, Huntington, Bridgeport, WV )

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**Position Type:** Full-time

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**Practice Area(s):** Litigation

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

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**Description:** Step toe & Johnson PLLC is seeking an experienced associate (1-5 years) for its energy litigation practice in Bridgeport, West Virginia. Qualified candidates should have energy litigation experience commensurate with time in practice, strong writing and analytical skills, excellent academic credentials, and a desire to appear in court. Knowledge of WV title is preferred. We offer a competitive starting salary and a comprehensive benefits package, along with opportunity for advancement.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** October 30, 2017

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**Expiration Date:** December 30, 2017

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**Contact:** Claire Ellis  
Coordinator, Recruiting & Professional Development  
P.O. Box 1616 United Center 1085 Van Voorhis Rd., Suite 400 Morgantown West Virginia

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**Resume Receipt:** E-mail

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**Default email for resumes.:** Claire.Ellis@step toe-johnson.com

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

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**ID:** 2627

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**Entry Level Immigration Attorney**

Hudson Legal (Ann Arbor)

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**Position Type:** Full-time

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**Practice Area(s):** Immigration/Refuge

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

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**Description:** Hudson is a rapidly growing professional service corporation with offices nationwide. We are searching for an entry level immigration attorney to be trained in employment-based immigration, including the I-140 stage, Immigrant Petition for Alien Worker. This position is an excellent opportunity for new graduates to receive training and exposure to the field of federal law and work on cases related to the advancement of the interests of the United States. We encourage long term commitment and ideal applicants should be able to work 40 hours every week. Website: <http://www.hudsonpc.com/>

**Job Responsibilities:**

- Prepare case and legal strategies.
- Manage various projects and deadlines.
- Negotiate, prepare, and revise documents.
- Explain legal languages to clients.
- Research unique legal issues by identifying applicable statutes and judicial decisions.
- Keep abreast of legislative changes that may affect immigration.
- Develop solutions to complex legal questions.
- Provide training to companies and individuals on substantive legal topics and updates about new immigration laws and regulations.
- Assist with the marketing of existing services.
- Provide input on new services and market strategies.

**Requirements:**

- JD degree
- Active in bar association(s)
- Excellent writing skills

**Desired:**

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

**Compensation and Benefits:**

Total compensation for this position is \$60,000–\$80,000 (base salary plus annual bonus). We also provide excellent benefits. Our comprehensive benefits plan includes: short term and long term disability insurance, 6-8 weeks of paid maternity leave through disability insurance plan, health, dental and vision insurance, optional 401 (K), gym membership, paid time off and paid holidays.

**To Apply:**

Please submit your resume along with a cover letter to [hrdept@hudsonpc.com](mailto:hrdept@hudsonpc.com). Hudson is proud to be an Equal Opportunity/Affirmative Action firm, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.

Thank you!

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** October 26, 2017

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**Expiration Date:** February 28, 2018

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**Contact:** Ms. Joy Lee

Lee

100 Phoenix Dr. Suite 305, Ann Arbor Michigan 48108

<http://www.hudsonpc.com>

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**Resume Receipt:** E-mail

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

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**Additional Documents:** Cover Letter

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**ID:** 2832

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**Associate Attorney**

Nauman, Smith, Shissler & Hall LLP (Harrisburg, PA)

**Position Type:** Full-time

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

**Description:** Nauman Smith, an established business-oriented law firm in Harrisburg, seeks an associate attorney to assume and build the firm's taxation practice. A candidate for or recent graduate with an LLM or Certification in Taxation is preferred. This is a collegial firm where you will work on complex domestic and foreign corporate, trusts, and estate tax projects in close association with the partners. Strong academic credentials and writing skills a must coupled with a personality that will thrive within the firm culture.

Interested candidates should send their resume and a brief (no more than 3 pages) writing sample to:

J. Stephen Feinour

Hiring Partner

Nauman, Smith, Shissler & Hall, LLP

P.O. Box 840

Harrisburg, PA 17108-0840

sfeinour@nssh.com

(717)236-3010 ext. 15

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

**Posting Date:** October 25, 2017

**Expiration Date:** December 25, 2017

**Contact:** J. Stephen Feinour  
Hiring Partner  
P.O. Box 840 Harrisburg, Pennsylvania 17108-0840 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** sfeinour@nssh.com

**Additional Documents:** Writing Sample

**ID:** 3083

**Associate Attorney**  
Earthjustice

**Position Type:** Full-time

**Description:** Earthjustice has requested that you include the following job opportunity in the listings you make available to your 3L's and recent graduates:

Job Title: Associate Attorney

Lawmatch Job ID  
37261925  
Company Name:  
Earthjustice  
Practice Setting:  
Public Interest  
Job Function:  
Attorney  
Required Exp.  
0+ Years  
Job Type:  
Full-Time  
Location(s):  
Anchorage, Alaska; Juneau, Alaska  
Job Expire Date:  
12/31/2017  
Job Admin. Contact\*  
hmarar@earthjustice.org

**Job Description:**

Earthjustice is the premier nonprofit environmental law organization. We take on the biggest, most precedent-setting cases across the country. We wield the power of law and the strength of partnership to protect people's health; to preserve magnificent places and wildlife; to advance clean energy; and to combat climate change. We partner with thousands of groups and supporters to engage the critical environmental issues of our time, and bring about positive change. We are here because the earth needs a good lawyer.

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

The Alaska office of Earthjustice is seeking applications for an Associate Attorney position.

The core issues for the Alaska office include protection of the Alaska coastal rain forest, safeguarding of America's Arctic, action to combat climate change and limit its effects, wildlife conservation, protection of lands and waters from mining activities, conservation of the Bering Sea and Gulf of Alaska marine ecosystem, air and water quality enforcement, and national park and other public lands management. Our clients include national, regional and local conservation organizations, Alaska Native tribal organizations, and community groups, as well as other organizations concerned about enforcing the laws to protect the environment.

The Alaska office has locations in Juneau and Anchorage.

The term for this position is three years.

**Responsibilities**

Among other responsibilities, the Associate Attorney will:

Conduct legal research and prepare memoranda on issues relating to ongoing or potential litigation projects.  
Draft motions, briefs and other pleadings.  
Prepare comments on proposed agency actions, permits, and environmental review documents.  
Investigate facts and assist with case development.  
Interact with clients and work with experts.

The Associate Attorney may have primary responsibility for some matters but will generally work collaboratively with other lawyers in the office.

**Qualifications**

Law school graduate admitted to or prepared to apply for admission to the Alaska Bar.  
Excellent legal research, writing, and analytical skills.  
Strong self-motivation.  
An ability and willingness to work closely with others.  
A commitment to public interest work and the role of Earthjustice and its mission.  
Preferably, one to three years of litigation or other relevant experience post law school.  
An awareness of 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.

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.

**To Apply**

Interested candidates should submit a resume and other application materials online using the Jobvite system. We will be reviewing applicants on a rolling basis.

Please submit the following:

Resume.

A cover letter explaining your interest in and qualifications for the associate position.  
A legal writing sample (not to exceed 10 pages).  
A copy of your law school transcript.  
Contact information for three professional references.

[Click here to apply.](#)

Applications will be reviewed on a rolling basis until the position is filled.

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

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

\*\*\*\*\*  
[end of posting]

\*Administrative Contact - For CSO inquiries about content of posting only; do not publish this address as part of the opportunity listing.

More About Lawmatch Job Posting

The above opportunity was posted by Earthjustice at [www.lawmatch.com](http://www.lawmatch.com). The employer requested Lawmatch to distribute its listing to several law schools, including yours. If you have questions about this job listing, or about how our job posting distribution service connects actively hiring employers with law school job boards, please contact Sallie Friedman at (800) 529-6282 (1-800-LAWMATCH), or [sales@lawmatch.com](mailto:sales@lawmatch.com).

Sallie Friedman Executive Director, LAWMATCH  
1-800-LAWMATCH | 770-309-4964  
[sallie@lawmatch.com](mailto:sallie@lawmatch.com) | [www.lawmatch.com](http://www.lawmatch.com)

<b>Desired Class Level:</b> Graduate/Alumni
<b>Posting Date:</b> October 25, 2017
<b>Expiration Date:</b> December 31, 2017
<b>Contact:</b> Earthjustice California Regional Office Los Angeles, California United States
<b>Resume Receipt:</b> E-mail
<b>Default email for resumes.:</b> <a href="mailto:hmarar@earthjustice.org">hmarar@earthjustice.org</a>
<b>Additional Documents:</b> Cover Letter, Unofficial Transcript, Writing Sample
<b>Requested Document Notes:</b> To Apply Interested candidates should submit a resume and other application materials online using the Jobvite system. We will be reviewing applicants on a rolling basis. Please submit the following: • Resume. • A cover letter explaining your interest in and qualifications for the associate position. • A legal writing sample (not to exceed 10 pages). • A copy of your law school transcript. • Contact information for three professional references.
<a href="#">Click here to apply.</a>
Applications will be reviewed on a rolling basis until the position is filled. Please reach out to <a href="mailto:jobs@earthjustice.org">jobs@earthjustice.org</a> if you are having technical difficulties submitting your application. No phone calls, drop-ins, or hard copies.
<b>ID:</b> 3084

**POSITION TITLE: TRIAL ATTORNEY (Tax and Finance)**

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

**Position Type:** Full-time

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

**Description:** GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT

\*AMENDED\*

The duration of appointment has been changed from Permanent to 13-month Term.

ANNOUNCEMENT NO: #18-006 POSITION TITLE:

TRIAL ATTORNEY

(Tax and Finance)

POSITION GRADE & SERIES: LS-13/1 to 14/1 SALARY RANGE: \$94,915 – \$112,155

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

OPENING DATE: October 24, 2017 CLOSING DATE: November 14, 2017

DURATION OF APPOINTMENT: 13-month Term AREA OF CONSIDERATION: Open to the Public

WORKSITE LOCATION:

Office of the Attorney General for the District of Columbia  
Commercial Division 441 4th Street NW Washington, DC 20001

NO. OF VACANCIES: One (1)

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

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

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

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

ELIGIBILITY: The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

OTHER INFORMATION: The selected candidate will be subject to a background investigation including reference checks.

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

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

VETERANS' PREFERENCE: Applicants claiming veterans' preference must submit official proof at the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

NOTICE OF NON-DISCRIMINATION: In accordance with the D.C. Human Rights Act of 1977, as amended,

D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political

affiliation, disability, genetic information, source of income, or place of residence or business.

Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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

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<b>Desired Class Level:</b>	Graduate/Alumni
<b>Posting Date:</b>	October 25, 2017
<b>Expiration Date:</b>	November 14, 2017
<b>Contact:</b>	Ms. Arlyntha Love Program Support Assistant 441 4th Street N.W. Suite 1100S Washington, District of Columbia 20001 United States
<b>Resume Receipt:</b>	E-mail
<b>Default email for resumes.:</b>	Arlyntha.Love@dc.gov
<b>Additional Documents:</b>	Cover Letter, Writing Sample
<b>Requested Document Notes:</b>	HOW TO APPLY: Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to OAG.RecruitmentAttorney@dc.gov by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.
<b>ID:</b>	3082

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**Vermont Poverty Law Fellow**  
Vermont Legal Aid (Montpelier Vermont)

**Position Type:** Full-time

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

**Description:** Vermont Legal Aid, Inc has requested that you include the following job opportunity to your current 3L's and recent graduates.

Job Title: Vermont Poverty Law Fellow

Lawmatch Job ID:  
37685915  
Company Name:  
Vermont Legal Aid, Inc  
Practice Setting:  
Non-Profit  
Job Function:  
Fellowship-Legal  
Required Exp.  
0+ years  
Job Type:  
Two Year Fellowship  
Location(s):  
Burlington, VT, United States  
Posting Expires:  
11/25/2017  
Job Admin Contact\*  
rwunrow@vtlegalaid.org

**Job Description:**

The Vermont Bar Foundation and the Vermont Access to Justice Campaign are pleased to announce the availability of a two-year Vermont Poverty Law Fellowship (VPLF) beginning in August 2018. The VPLF program is looking for outstanding graduating law students and other new lawyers to help expand the reach of Vermont's existing legal services providers. Funding for salary and benefits will be provided by the Vermont Access to Justice Campaign. Loan forgiveness (up to \$5,000) may be available from the Vermont Bar Foundation. Salary will be \$47,085 in the first year and \$48,576 in the second year, with excellent fringe benefits.

**Job Responsibilities:**

The 2018 Fellowship will incorporate the Fellow's interests and background, as well as the needs of Vermont's low-income community. The Fellowship's focus will include work on one or more specific projects broadly impacting the lives of low-income Vermonters, as well as the day-to-day delivery of legal services to low-income clients. The Fellowship will be fully integrated into the legal services being delivered by Vermont Legal Aid and Legal Services Law Line of Vermont. Past Fellowship projects have focused on foreclosure, rental housing, flood relief, children's rights, veterans' rights and the opioid crisis. Fellows will work with the Vermont Bar Foundation and the Vermont Bar Association to publicize Fellowship activities, contribute to the public awareness of legal services in Vermont, and participate in the Vermont Bar Association's continuing legal education activities.

**Required Qualifications:**

Applicants must have excellent written and oral skills. Experience in public interest law, civil rights law, or legal services is required. Applicants must be recent law school graduates or graduating law students and must be admitted to the Vermont Bar or willing to sit for the July 2018 Vermont Bar examination. Applicants must have a personal vehicle and some in-state travel will be required.

**To Apply:**

Visit our website <http://www.vtlegalaid.org/vermont-poverty-law-fellowship> for application instructions.

The deadline to apply is November 10, 2017.

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[end of posting]

**More About Lawmatch Job Posting**

The above opportunity was posted by Vermont Legal Aid, Inc at [www.lawmatch.com](http://www.lawmatch.com). The employer requested Lawmatch to distribute its listing to several law schools, including yours.

If you have questions about this job listing, or about how our job distribution service connects actively hiring employers with law school job boards, please contact Sallie Friedman at (800) 529-6282 (1-800-LAWMATCH), or [sales@lawmatch.com](mailto:sales@lawmatch.com).

Sallie Friedman Executive Director, LAWMATCH  
1-800-LAWMATCH | 770-309-4964  
[sallie@lawmatch.com](mailto:sallie@lawmatch.com) | [www.lawmatch.com](http://www.lawmatch.com)

**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 25, 2017

**Expiration Date:** November 25, 2017

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

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**Resume Receipt: E-mail**

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

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**ID:** 3085

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**Assistant Attorney General-Civil Prosecution**

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

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**Position Type:** Full-time

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

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

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**Description:** Assistant Attorney General-Civil Prosecution: The Attorney General is currently seeking an attorney to handle civil prosecution. Ideal candidates will have highly accomplished academic and employment credentials with a minimum of five (5) years of litigation and/or civil prosecution experience. Candidates will have superior written and oral communication skills. Successful candidates will be aggressive and focused with the ability to produce a high-quality legal product. 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 "Civil Prosecution" in the subject line.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** October 23, 2017

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**Expiration Date:** November 20, 2017

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

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**Resume Receipt:** E-mail

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

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

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**ID:** 3079

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**In-House Counsel (Omaha, NE)**

Fidelity National Title Group (Omaha, NE)

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**Position Type:** Full-time

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**Practice Area(s):** Insurance, Real Property

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

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**Description:** Fidelity National Financial, Inc. (NYSE:FNF), a Fortune 500 company, is the United States' largest provider of commercial and residential mortgage and diversified services. Fidelity National Title Group, a member of the Fidelity National Financial (NYSE: FNF) family of companies, is hiring Claims Counsels to fill multiple attorney positions in Omaha, Nebraska.

Responsibilities of the Claims Counsel role includes:

- \* Investigating the facts and issues of a claim, including but not limited to communicating with title officers, escrow officers, lenders, claimants, and other counsel
- \* Determining whether coverage exists and evaluating loss under the title policy
- \* Developing and carrying out a plan to resolve the claim
- \* Negotiate settlements and resolutions with claimants, opposing counsels, and third parties
- \* Directing outside counsel on litigation strategy through the course of claim administration and litigation
- \* Appear as company representative in court proceedings, mediations, and settlement conferences
- \* Managing the claim budget, review and approve outside counsel invoices and other expenses, and determine settlement and expense reserves
- \* Identify and pursue sources for recovery

Job Requirements

- \* Must possess excellent written and verbal communication, negotiation and organizational skills
- \* Law Degree required
- \* Licensed and in good standing to practice law in any state of the United States

Additional Preferred Qualifications

- \* 0-3 years of experience
- \* Excellent academic credentials

The Claims Counsel position gives attorneys the ability to make independent analysis, utilize strategic thinking to resolve complex issues, and to further develop litigation expertise. The candidate does not need to have title claims experience.

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

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**Posting Date:** October 23, 2017

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**Expiration Date:** November 23, 2017

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**Contact:** Rennae Ross  
2533 N. 117th Avenue Omaha, Nebraska 68164

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**Resume Receipt:** E-mail

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**Default email for resumes.:** rennae.ross@fnf.com

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**Additional Documents:** Cover Letter

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**Requested Document Notes:** Cover Letters should be addressed to:

Ms. Rennae Ross  
Administrative Assistant  
Fidelity National Title Group  
2533 North 117th Avenue  
Omaha, Nebraska 68164

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**ID:** 3081

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**Mass Tort Attorney**

Rosen Law Firm, P.A. (New York, NY)

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**Position Type:** Full-time

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

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**Description:** Plaintiffs class action firm seeking attorneys with 5-10 years Mass Tort experience for new mass tort practice group.

This is a ground floor opportunity for ambitious attorneys seeking greater responsibility and higher compensation.

Offices are located in Jenkintown, PA, in Philadelphia suburbs on train line 25 minutes to Center City and in Midtown Manhattan, NYC.

Experience with case selection, and litigation of mass tort claims from client intake to settlement.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** October 23, 2017

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**Expiration Date:** November 29, 2017

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**Contact:** Mr. Laurence Rosen  
275 Madison Avenue 34th Floor, New York New York 10016

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**Resume Receipt:** Accumulate Online

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**ID:** 3080

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**Bilingual (Spanish/English) Staff Attorney Position Wenatchee, WA**

Northwest Immigrant Rights Project

**Position Type:** Full-time**Geographic Preference:** Pacific Northwest (WA, OR, ID)**Description:** Bilingual (Spanish/English) Staff Attorney Position  
Wenatchee, WA  
<https://nwirp.org/jobs>**SUMMARY**

The Northwest Immigrant Rights Project (NWIRP) seeks a Bilingual Staff Attorney to work in our office in Wenatchee, Washington. Fluency in Spanish is required.

The attorney will provide legal assistance to community members through: (1) direct representation; (2) individual consultations; (3) self-help assistance in the form of community workshops and legal clinics; and (4) community education. The attorney will focus on providing legal representation in various matters, but focusing on 1) defending individuals in removal proceedings; 2) representing victims of violent crimes in applying for immigration benefits (including self-petitions, U visas, T visas and other forms of relief; and 3). representing community members seeking immigration status through family visa petitions. The staff attorney may also be assigned work relating to other immigration matters as needed.

The attorney will work closely with other staff members and community partners in the Eastern and Central Washington regions in conducting outreach and community education, and providing individual consultations to persons who may be eligible for immigration benefits.

**REPORTS TO**

Directing Attorney – Wenatchee Office

**RESPONSIBILITIES**

Provide direct representation to persons in removal proceedings; Provide direct representation to persons submitting affirmative applications with USCIS; Conduct presentations, workshops, legal clinics and individual consultations in Spanish and English; Provide support to other NWIRP staff on cases; Perform administrative tasks related to grant reporting and other requirements; Participate in NWIRP's outreach, community education and development efforts; and Perform other tasks as required and directed by supervisory staff.

**PROFESSIONAL QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES**

Law degree; Admission to the bar of any state in the U.S. (will consider a law graduate planning on taking the next bar examination); Demonstrated commitment to immigrant rights and willingness to support NWIRP's mission, vision and values; Excellent written and oral communication skills; Commitment to working in a diverse working environment; Fluency in Spanish is required; Strong organizational skills and ability to work independently; and Proficiency in use of web-based software, MS Word and MS Excel.

Beginning salary is \$49,289 or more depending on experience, plus health, dental, retirement and other benefits.

**TO APPLY**

Send cover letter, resume and references to: [wenatcheeattorney@nwirp.org](mailto:wenatcheeattorney@nwirp.org) with the subject line "Staff Attorney Application - Wenatchee". Full consideration will be given to those who apply by November 10, 2017, but applications will be considered on a rolling basis until position is filled.

Northwest Immigrant Rights Project (NWIRP) is an equal opportunity employer committed to diversity. It is the policy of Northwest Immigrant Rights Project to comply with all applicable federal, state, and local laws prohibiting employment discrimination. NWIRP is committed to providing a work environment free from discrimination and harassment. NWIRP does not discriminate on the basis of race, color, sex, marital status, sexual orientation, gender identity, veteran status, political ideology, age, creed, religion, ancestry, national origin, or the presence of any sensory, mental or physical disability.

We encourage applications from people of color, immigrants, women, people with disabilities, members of the LGBT community and other minority groups.

**Desired Class Level:** 3L, Graduate/Alumni**Posting Date:** October 21, 2017**Expiration Date:** November 27, 2017**Contact:** Human Resources  
615 2nd Avenue Seattle, Washington 98104 United States**Resume Receipt:** Other (see below)**How to Apply:** For more information on how to apply, visit:  
<https://nwirp.org/jobs>**Additional Documents:** Cover Letter, Writing Sample, Other Documents**Requested Document Notes:** Cover Letter, Writing Sample, References**ID:** 3078

**Associate Attorney**

Jones Gregg Creehan & Gerace, LLP (Pittsburgh, PA)

**Position Type:** Full-time

**Practice Area(s):** Corporate, Estate Planning & Probate

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

**Description:** Jones, Gregg, Creehan & Gerace, LLP, with offices in Pittsburgh and Sharon, PA seeks an associate with 0 - 3 years experience. Must be licensed in PA. Position will concentrate on Estate Administration and Planning, Guardianships and detailed, in-depth research supporting all practice areas of the firm. Successful candidate will have strong writing, research and oral presentation skills and be willing to work in a wide variety of law disciplines. Excellent opportunities for growth. NO TELEPHONE CALLS

Submit your resume and writing sample to:

VIA Email to: ADMINPITTS @ gmail.com

VIA US Mail to: Daryl Scott

Office Administrator

Jones Gregg Creehan & Gerace, LLP

411 Seventh Avenue, Suite 1200

Pittsburgh, PA 15219

**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 20, 2017

**Expiration Date:** December 1, 2017

**Salary Range:** Not Applicable

**Contact:** Daryl D. Scott  
Office Administrator  
411 Seventh Avenue Suite 1200 Pittsburgh, Pennsylvania 15219 United States  
<http://www.jgcg.com>

**Resume Receipt:** E-mail

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

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

**ID:** 3071

**Contracts Administrator - General Counsel**

SRE - Strategic Resolutions Experts, Inc. (Martinsburg, WV)

**Position Type:** Full-time

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

**Description:** Contracts Administrator - General Counsel

at Strategic Resolution Experts (SRE) (View all jobs)Martinsburg, West Virginia

The Contracts Administrator-General Counsel performs all procedures necessary for coordinating the preparation, consolidation, and analyses of corporate legal documents to include NDA, TA, Subcontracts and contracts management. Duties may include, but are not limited to:

Interfacing with senior managers on interpretation of requirements

Assessing and tendering recommendations on risk assumption

Developing pricing strategies, preparing cost proposals, and conducting negotiations

Monitoring contract progress and cost performance relative to plan

Coordinating with Accounting function and overseeing account administration

Preparing and administering contracts and subcontracts and related documentation

Provide assistance and guidance in the preparation and processing of contract proposals to contract analysts

Responsible for all aspects of research related to contracts and subcontracts, documentation and administration

Plan, coordinate and administer activities of assigned programs to include developing, implementing, and supervising related procedures, processes, services and systems

Establish and maintain tracking system for monitoring various contracts to include: modifications, period of performance, deliverables, and closeout

Establishing and maintaining and ISO 9001:2015 and DCAA compliant Supplier Management System

Works closely with Executive Management team to advise on all legal matters for the business

Must be US Citizen and Clearable

Education:

JD Required

Skills:

Intelligent and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills

Strong professional, interpersonal, and organizational skills

Experienced in analyzing and responding to federal government solicitations, proposal pricing and contract administration

Possess knowledge of Cost Accounting Standards (CAS), Federal Acquisition Regulations (including DFAR and SCA), contract administration practices and procedures, contract types, contract terms and conditions

Experience:

Requires a minimum of 3 years' experience in contracts administration

JD required, though licensure not required.

**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 20, 2017

**Expiration Date:** December 1, 2017

**Contact:** Michael Ratliff  
Director of Human Capital  
Martinsburg, West Virginia

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

**How to Apply:** Apply on SRE web site:  
[http://www.sreinc.us/careers.php?gh\\_jid=887816](http://www.sreinc.us/careers.php?gh_jid=887816)

**ID:** 3077

**Judicial Clerkship 2018-2019 Court Term**

NJ Courts (Trenton, NJ)

**Position Type:** Full-time**Practice Area(s):** All Practice Areas**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Description:** Court Term: August 27, 2018 through August 31, 2019

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

To apply for a clerkship, please visit: <http://www.judiciary.state.nj.us/public/lawclerks.html>

To view the New Jersey Judiciary Law Clerk Application and Hiring Process Fact Sheet, please visit: <http://www.judiciary.state.nj.us/public/assets/lawclerkrecruitmentfactsheet.pdf>.

## Salary Information

Salaries listed are based on a 53 week court term. These are salary levels for the 2017-2018 Court Term. The salaries for the 2018-2019 Court Term are to be determined based on funding availability.

Supreme Court \$64,294

Superior Court Appellate Division \$58,701

Superior Court Assignment Judge \$53,810

Superior Court Chancery Division, General Equity \$53,810

Superior Court Chancery Division, Family \$49,571

Superior Court Law Division (Civil Criminal) \$49,571

Tax Court \$49,571

## Qualifications

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

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

## Supplemental Information

Note: Law clerks may hold outside employment with prior approval as provided in the Code of Conduct for Judiciary Employees. The Code is available online at <https://www.njcourts.gov/attorneys/assets/rules/appemploy.pdf> (Download PDF reader).

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

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

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

Residency Law: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey. Law clerks are not subject to the residency law during their 53 week term. Additionally, law clerks who serve a second clerkship in a higher court are exempt from the residency requirement. Clerks who anticipate moving into another state position immediately following their clerkship(s) must be mindful that, upon conclusion of their clerkship term, they will need to be New Jersey residents. Approximately 480 clerkships are available. Of those, a limited number of clerkships exist for the Supreme Court, Superior Court Appellate Division, Superior Court Assignment Judges, Superior Court Chancery Division in general equity court, and in the Tax Court. Applicants interested in those positions should apply early during the hiring process. Most openings exist in the Superior Court Law Division in civil and criminal court, and Superior Court Chancery Division in family court. For additional information see the Judiciary's website at <http://www.njcourts.gov/public/lawclerks.html>. Minorities, women, individuals with disabilities and other protected class members are encouraged to apply.

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

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

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

**Desired Class Level:** 3L, Graduate/Alumni**Posting Date:** October 20, 2017**Expiration Date:** March 30, 2018**Contact:** Lauren Morales  
25 Market Street Trenton, New Jersey 08611**Resume Receipt:** Other (see below)

**How to Apply:** <https://www.governmentjobs.com/careers/njjudiciary/jobs/1740814/law-clerk?keywords=law%20clerks&pagetype=jobOpportunitiesJobs>

**ID:** 3076

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## Personal Injury Associate

Franklin D. Azar & Associates

**Position Type:** Full-time

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

**Description:** Franklin D. Azar & Associates is seeking Personal Injury Law attorneys to join its busy practice in Colorado. Qualified candidate will have strong dedication to personal injury law and a passion for helping people: will possess strong organizational and writing skills; has interest in complex litigation; is energetic, hard-working, and a team-player. Franklin D. Azar & Associates, P.C. is a well-established law firm with offices in Denver/Aurora, Colorado Springs, Pueblo, and Trinidad. The firm has represented thousands of people entitled to recover damages from injuries in all types of accidents, from dangerous and defective products, and from employers not paying adequate wages. The firm's objective is to help its clients receive complete and timely compensation for their injuries and losses.

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

**Posting Date:** October 20, 2017

**Expiration Date:** November 26, 2017

**Contact:** Olga Malcolm

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

**Default email for resumes.:** malcolmo@fdazar.com

**ID:** 3074

**Staff Attorney**

United States Court of Appeals for the Fourth Circuit (Richmond, Virginia)

**Position Type:** Full-time**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)

**Description:** OFFICE OF STAFF COUNSEL  
UNITED STATES COURT OF APPEALS  
FOR THE FOURTH CIRCUIT  
Richmond, Virginia  
FEDERAL CLERKSHIP OPPORTUNITY  
October 16, 2017  
Announcement Number: 17-01  
Position Title: Staff Attorney

Nature of Appointment: 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 appointments for a second year.

Number of Vacancies: Up to seven positions. The number of staff attorneys to be hired will be determined by office needs, funding availability, and the strength of the applicant pool.

Starting Salary: \$61,848 for recent law school graduates; successful candidates with relevant legal experience may qualify for a higher starting salary.

Position Location: Richmond, Virginia

Position Starting Date: Successful candidates will be expected to commence their service as soon as December 2017, and no later than September 2018.

Recruitment Schedule: While this posting will remain open until all available staff attorney positions are filled, all hiring will likely be completed during November 2017 and December 2017. To ensure full consideration, application materials must be received by Wednesday, November 8, 2017. Application packages received or completed after November 8 may not be accorded a complete review.

Application Procedures: Applications must be submitted online through the OSCAR (Online System for Clerkship Application and Review) website maintained by the Administrative Office of the U.S. Courts. Applications received through other means will not be considered.

**POSITION SUMMARY:**

The Office of Staff Counsel, United States Court of Appeals for the Fourth Circuit, is soliciting applications for staff attorney positions from third-year law students, law clerks, and attorneys. Staff attorneys will be appointed to one-year term positions. Depending on office funding levels and employee performance, staff attorneys selected pursuant to this Vacancy Announcement may be offered an extension of their appointments for a second year. Applicants interested in part-time work may be considered, depending upon office needs. Some positions may be filled by candidates who are immediately available; the remaining positions will be filled by candidates who will commence employment in Summer or early Fall 2018. Exact starting dates will be determined by office needs and applicant availability.

**RESPONSIBILITIES:**

Staff attorneys assist the judges of the United States Court of Appeals for the Fourth Circuit in the consideration and resolution of cases on appeal. Attorneys review appeal records in cases that are diverted from the oral argument calendar and prepare memorandum and proposed opinions and orders for consideration by panels of three judges. The office reviews over 4000 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.

**QUALIFICATIONS:**

Recruitment standards for staff attorney positions are selective, and the hiring process is highly competitive. Applicants must be students at, or graduates of, AALS-accredited law schools, and must be either United States citizens or noncitizens eligible to work for the United States government. In addition, the most competitive applicants will:

! rank in the top 10% of their law school graduating class;

! have law review or similar legal publication experience, writing experience as a member of an interscholastic moot court competition team, or equivalent exceptional writing experience;

! possess particular proficiency in legal analysis and writing ability; and

! demonstrate exemplary oral communication skills.

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.

**SALARY AND BENEFITS:**

Applicants hired directly out of law school and those with minimal experience will be appointed at Court Personnel System (CPS) Classification Level 27, step 25, at a current annual salary of \$61,848. Starting salary offers above \$61,848 will reflect individual qualifications, experience, and salary history. Absent unique and pertinent post-law school experience, however, budgetary constraints will limit the maximum starting grade level to CPS Classification Level 28, step 13, at a current annual salary of \$66,714. Upon satisfactory performance, staff attorneys are ordinarily considered for promotion at the conclusion of their first year of employment. Staff attorneys receive annual and sick leave and are eligible to participate in federal health and life insurance programs.

Funding is allotted to the Office of Staff Counsel on a fiscal year basis. The level of funding for Fiscal Year 2018 (October 1, 2017 – September 30, 2018) will not be finalized until Congress passes necessary appropriations bills. Inadequate funding may result in pay freezes, elimination or deferral of promotions, and in the case of extreme budgetary shortfall, the imposition of furloughs (mandatory unpaid leave).

**APPLICATION REQUIREMENTS AND PROCEDURES:**

Application packages will be accepted immediately. To ensure full consideration, completed application packages must be received by Wednesday, November 8, 2017.

Application packages will be considered complete upon receipt of the following items:

! a cover letter;

! a current resume;

! a writing sample edited only by the applicant;

! a copy of the applicant's law school transcript;

! a statement of the applicant's current or final law school class ranking (if not reflected on the applicant's law school transcript) or a

statement that explains why such information is unavailable; and

! the names, addresses, and telephone numbers of three references having first-hand bases for evaluating the applicant's aptitude for the

work performed by staff attorneys. (Letters of reference are not required.)

Application materials must be submitted through the OSCAR website maintained by the

Administrative Office of the U.S. Courts, at .

The applicants considered most qualified will be invited for personal interviews.

Interviews will be conducted at the Office of Staff Counsel in Richmond. Applicants invited for interviews must assume the cost of their own travel expenses. Relocation costs will not be reimbursed.

Inquiries regarding this recruitment may be addressed to:

Melissa L. Wood

Senior Staff Attorney

Office of Staff Counsel

1100 E. Main Street, Suite 325

Richmond, Virginia 23219

Melissa\_Wood@ca4.uscourts.gov

OFFICE ENVIRONMENT:

In addition to the senior staff attorney, the Office of Staff Counsel currently employs five supervisory staff attorneys, twenty-nine attorneys, and seven administrative support personnel. It is conveniently located in downtown Richmond, in the historic Lewis F.

Powell, Jr., United States Courthouse and Annex. 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.

Applicants who accept offers of employment will be required to submit to a name and fingerprint background investigation. Employment is conditioned upon the satisfactory outcome of the required background inquiry.

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.

Salaries are paid through mandatory Electronic Funds Transfers.

The Court reserves the right to modify the conditions of this job, 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 notice.

THE OFFICE OF STAFF COUNSEL IS AN EQUAL OPPORTUNITY EMPLOYER  
THAT VALUES DIVERSITY AND INCLUSIVENESS.

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**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 20, 2017

**Expiration Date:** November 8, 2017

**Contact:** Mr. Robert W. Jaspen

Senior Staff Counsel

600 East Main Street Suite 2200, Richmond Virginia 23219-2441

**Resume Receipt:** E-mail

**Default email for resumes.:** melissa\_wood@ca4.uscourts.gov

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

**Requested Document Notes:** APPLICATION REQUIREMENTS AND PROCEDURES:

Application packages will be accepted immediately. To ensure full consideration, completed application packages must be received by Wednesday, November 8, 2017.

Application packages will be considered complete upon receipt of the following items:

! a cover letter;

! a current resume;

! a writing sample edited only by the applicant;

! a copy of the applicant's law school transcript;

! a statement of the applicant's current or final law school class ranking

(if not reflected on the applicant's law school transcript) or a

statement that explains why such information is unavailable; and

! the names, addresses, and telephone numbers of three references

having first-hand bases for evaluating the applicant's aptitude for the

work performed by staff attorneys. (Letters of reference are not

required.)

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**ID:** 3075

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**Attorney**

Hedges & Lyons (Morgantown, WV)

**Position Type:** Full-time

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

**Description:** Hedges & Lyons, PLLC is seeking additional attorneys to join this small, but thriving practice. The firm represents individuals and small businesses and is conveniently located at the corner of Walnut and Chestnut Street in Morgantown. The office currently boasts two excellent support staff members. The office also has a computer network and a website. Off-street parking for both firm and staff members as well as clients is also included. Financial arrangements would be based on work that firm members produce or generate.

If this opportunity interests you please forward a cover letter and resume.

More information on the firm can be located at <https://www.hedgeslyons.com/>

**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 19, 2017

**Expiration Date:** December 1, 2017

**Contact:** Teresa Lyons  
Partner/Owner  
141 Walnut Street Morgantown, West Virginia 26505

**Resume Receipt:** E-mail

**Default email for resumes.:** [tyons@hedgeslyons.com](mailto:tyons@hedgeslyons.com)

**Additional Documents:** Cover Letter

**Requested Document Notes:** Hedges & Lyons, PLLC is seeking additional attorneys to join this small, but thriving practice. The firm represents individuals and small businesses and is conveniently located at the corner of Walnut and Chestnut Street in Morgantown. The office currently boasts two excellent support staff members. The office also has a computer network and a website. Off-street parking for both firm and staff members as well as clients is also included. Financial arrangements would be based on work that firm members produce or generate.

If this opportunity interests you please forward a cover letter and resume to:

Ms. Teresa Lyons, Member  
Hedges & Lyons, PLLC  
141 Walnut St.  
Morgantown, West Virginia 26505-5421

For more information about the firm see: <https://www.hedgeslyons.com/>

**ID:** 3070

**Director of Recruiting & Professional Development**

Steptoe &amp; Johnson (Morgantown, WV.)

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

Prestigious NLJ 150 regional law firm, based in West Virginia, with more than 300 lawyers, and 14 offices in 6 states, is seeking a Director of Recruiting & Professional Development. The Director is responsible for handling firm-wide attorney recruiting over the entire recruiting life cycle. He or she also works closely with Department Heads, Practice Group Leaders and Team Leaders to develop and implement the firm's professional development programs for attorneys.

Recruiting includes the recruitment of lateral partners and associates to meet the firm's strategic objectives and practice group talent needs. This responsibility includes designing workflows, managing the entire hiring process and successfully onboarding lateral attorneys. It involves service on the Recruiting Committee including the development of policies, procedures and initiatives. The Director is also responsible for overseeing the administration of on-campus and in-office interviews and coordination of orientation and summer associate programs.

Professional development involves working closely with Department Heads, Practice Group Leaders and Team Leaders to develop and implement legal skills training programs that enhance general and practice-specific performance of attorneys, as well as a business skills curriculum and leadership training program. The Director manages the lateral attorney integration program and oversees the development and implementation of various associate engagement programs and initiatives, including the mentoring program.

In addition, the Director will coordinate the non-partner attorney evaluation process, track and evaluate retention and attrition trends, track industry trends and initiatives in lawyer development and recommend strategies for improvement. The Director reports to the firm's Chief Operating Officer and works collaboratively with the Chair of the Recruiting Committee. The position also has frequent interaction with the CEO and other firm leaders. The Director supervises and works closely with the Manager of Professional Development.

A bachelor's degree and significant professional recruiting experience are required. Law firm experience is highly preferred. A law degree or an advanced degree in the area of adult education, training and development is a plus. The compensation package is commensurate with the position and responsibilities.

Please email your resume in confidence, along with salary requirements, to David Gorman, Director of Human Resources, at david.gorman@steptoe-johnson.com.

**Desired Class Level:** LLM, Graduate/Alumni**Posting Date:** October 19, 2017**Expiration Date:** December 1, 2017**Contact:** Mr. David Gorman  
Human Resources Director**Resume Receipt:** E-mail**Default email for resumes.:** dave.gorman@steptoe-johnson.com**Additional Documents:** Cover Letter**Requested Document Notes:** Include salary requirements.**ID:** 3072

**Attorney**

Jan Dils (Parkersburg, WV)

**Position Type:** Full-time

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

**Description:** JOIN THE JAN DILS TEAM  
EXPLORE OUR CAREER OPPORTUNITIES

IMMEDIATE OPENING AVAILABLE

Jan Dils Attorneys at Law is seeking an attorney to provide legal representation to their clients regarding Social Security and Veteran Affairs disability claims. We are looking to hire within the next 60 days at our offices throughout WV.

We are seeking an individual who possesses the following competencies:

- Compassion
- Critical Thinking
- Solution Focused
- Proactive
- Positive Outlook
- Adaptable

Job Requirements:

- Juris Doctorate Degree
- Proficiency in MS Office and Outlook; knowledge of any case management software is a plus
- Excellent organizational and follow-up skills
- Excellent client service skills
- Excellent verbal skills
- Excellent written skills
- Excellent judgment and decision making skills
- Experience Required

Jan Dils Attorneys at Law offers a competitive compensation package with benefits. For consideration, please send your resume and cover letter to [jan@jandils.com](mailto:jan@jandils.com) or mail to:

Jan Dils Attorneys at Law ATTN:Jan Dils  
963 Market Street  
Parkersburg, W.V. 26101

Jan Dils Attorneys at Law is an Equal Employment Opportunity Employer (EEO).

**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 18, 2017

**Expiration Date:** December 18, 2017

**Contact:** Mr. Erich Hillyard  
Human Resource Manager  
963 Market Street Parkersburg, West Virginia 26101 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [jan@jandils.com](mailto:jan@jandils.com)

**Additional Documents:** Cover Letter

**ID:** 3068

**TRIAL ATTORNEY – 2 vacancies (Criminal Section)**

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

**Position Type:** Full-time**Geographic Preference:** Mid-Atlantic (DE, MD, DC, VA)**Description:**

GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF THE ATTORNEY GENERAL

POSITION VACANCY ANNOUNCEMENT ANNOUNCEMENT NO: 18-004 &amp; 18-005 POSITION TITLE:

TRIAL ATTORNEY – 2 vacancies  
(Criminal Section)

POSITION GRADE &amp; SERIES:

#18-004: LS-11/1 to 12/2

#18-005: LS-12/1 to 13/1

SALARY RANGE:

#18-004: \$66,588 – \$82,472

#18-005: \$79,810 – \$94,915

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

OPENING DATE: October 18, 2017 CLOSING DATE: November 8, 2017

DURATION OF APPOINTMENT: Permanent AREA OF CONSIDERATION: Open to the Public

WORKSITE LOCATION:

Office of the Attorney General for the District of Columbia  
Public Safety Division 441 4th Street NW Washington, DC 20001

NO. OF VACANCIES: Two (2)

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

**DESCRIPTION OF DUTIES:** The Public Safety Division of the Office of the Attorney General for the District of Columbia believes that the challenges that face the criminal justice system today require innovative and unique solutions. OAG seeks a trial attorney for the Criminal Section who is a team player and highly motivated to be a prosecutor and trial attorney. You will have tremendous responsibility from day one with the ability to thrive in a fast-paced environment that involves a significant caseload and court experience. A sense of determination, strong work ethic, and the ability to handle the pressures of litigation are important. This is a great opportunity for any attorney with passion for learning as much as they can about the criminal justice system and how we can help shape solutions to not only make our communities safer but stronger. The Criminal Section prosecutes adults who commit certain types of offenses within the District of Columbia, including all adult misdemeanor traffic and quality of life offenses. Specifically, the Section prosecutes all alcohol and drug impaired driving cases, certain firearm offenses, quality of life offenses such as indecent exposure to adults and children, as well as tax and welfare fraud matters. Duties include interviewing and preparing police and civilian witnesses; making charging decisions; researching, writing, and litigating motions; and managing all aspects of a trial calendar from intake through sentencing, including bench and jury trials. The Public Safety Division's management is dedicated to extensive training and attentive support for its Assistant Attorney Generals, providing an atmosphere where their prosecutors learn to exercise discretion and sound judgment and can grow into strong, ethical, and confident trial attorneys.

**QUALIFICATIONS:** The candidate must have one to five years of trial experience, the ability to work across disciplines, and the ability to work with a high degree of independence. The ideal candidate should also have a demonstrated commitment to work in the area of prosecution, with a sincere passion for seeking justice.

**ELIGIBILITY:** The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

**OTHER INFORMATION:** The selected candidate will be subject to a background investigation including reference checks.

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

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

**EMPLOYMENT BENEFITS:** Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

**VETERANS' PREFERENCE:** Applicants claiming veterans' preference must submit official proof at the time of application.

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

**NOTICE OF NON-DISCRIMINATION:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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

**Desired Class Level:** Graduate/Alumni**Posting Date:** October 18, 2017**Expiration Date:** November 8, 2017**Contact:** Ms. Arlyntha Love  
Program Support Assistant  
441 4th Street N.W. Suite 1100S Washington, District of Columbia 20001 United States**Resume Receipt:** E-mail**Default email for resumes.:** Arlyntha.Love@dc.gov**Additional Documents:** Cover Letter, Writing Sample

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



**Attorney (Honors)**

United States Postal Service

**Position Type:** Full-time

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**Description:** Qualified applicants must earn a Juris Doctor from an accredited law school no more than 30 months prior to the date of employment. Successful candidates possess outstanding analytical, advocacy, and writing skills.

Additionally, applicants must satisfy at least one of the following requirements:

- Membership on the editorial board of an academic law journal accredited by the law school from which the applicant graduated.
- Standing in the top 20% of his or her law school class upon graduation as measured by class standing statistics maintained by the applicant's law school.
- A cumulative law school grade point average of at least 3.5 upon graduation.
- Graduation from a law school ranked within the top 25 schools in the nation by an entity that conducts national law school rankings, with a cumulative law school grade point average of at least 3.0 upon graduation.
- Completion of at least one year of a judicial clerkship in a federal court or in a state's highest court at the time of hire.

Qualified applicants must be a U.S. citizen or have permanent resident alien status, and must successfully complete a pre-employment drug and background security screening process.

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

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**Posting Date:** October 16, 2017

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**Expiration Date:** November 22, 2017

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**Contact:** Terri Richardson  
475 L'Enfant Plaza Southwest Washington, District of Columbia 20260 United States

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**Resume Receipt:** Accumulate Online

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

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**ID:** 3056

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**Client Manager, Inside - Carrollton, TX**

Thomson Reuters (Eagan, MN)

**Position Type:** Full-time

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

**Geographic Preference:** South (LA, TX, OK, AR)

**Description:** The Inside Client Manager (CMI) is responsible for customer retention and increasing revenue, usage, and market-share in his/her assigned account territory. The Inside Client Manager leverages expertise in customer relations, practice experience or legal knowledge, and product mastery to increase customer retention and loyalty, remove obstacles, and communicate overall value to their customers, all while partnering with internal partners to renew existing contracts and create upsell opportunities.

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

- Hit or exceed 100% penetration of renewal campaigns
- Hit or exceed your annual targets around business reviews, sales referrals, training referrals and pre-sale demos and leverage the information gained to drive contract renewals and new sales revenue
- Drive retention of accounts through adoption, value reinforcement/ROI discussions and usage within your territory.
- Actively engage in the coaching process, partnering well with managers and individuals on your teams to share ideas and learn from each other.
- Accurately, and in a timely manner, log all activities and customer contacts in Salesforce.
- Pursue individualized development to improve performance not only in your current role, but for future career opportunities within Thomson Reuters.

In order to be successful in attaining these goals, a strong candidate will:

- Be Receptive to Change. Demonstrating an openness and willingness to change behavior in response to new learnings and situations, and be an Agile Learner. Demonstrating the ability to rapidly learn new knowledge and acquire new skills
- Be Tenacious and Results Oriented by displaying resiliency in the face of adversity, creating an individual plan to achieve goals and measuring progress, and always acting with the end goal and business objective in mind.
- Work with a focus on Partnership by building and maintaining positive and productive working relationships with internal and external customers.
- Be Proactive. Always anticipating and preventing future problems, taking charge to bring about needed change, and taking initiative within your scope of responsibility.
- Prioritize. Self-direct your own activities and work through goal setting, time management and planning. Know what needs to be done first and act accordingly.
- Effectively negotiate. Explore all alternatives and positions to reach outcomes that gain the support and acceptance of all customers, both internal and external.

To be considered, all candidates must have these qualifications:

J.D. or equivalent legal experience  
 Strong communication and presentation skills, especially via telephone  
 High degree of professionalism  
 Customer centric focus required  
 Well-developed negotiation skills  
 Excellent verbal and written communication skills  
 Strong attention to detail and excellent organizational skills  
 Ability to work independently and as part of a team in a fast-paced, changing environment

We are the leading source of intelligent information for the world's businesses and professionals, providing customers with competitive advantage. Intelligent information is a unique synthesis of human intelligence, industry expertise and innovative technology that provides decision-makers with the knowledge to act, enabling them to make better decisions faster. We deliver this must-have insight to the financial and risk, legal, tax and accounting, intellectual property and science and media markets, powered by the world's most trusted news organization.

As a global business, we rely on diversity of culture and thought to deliver on our goals. To ensure we can do that, we seek talented, qualified employees in all our operations around the world regardless of race, color, sex/gender, including pregnancy, gender identity and expression, national origin, religion, sexual orientation, disability, age, marital status, citizen status, veteran status, or any other protected classification under country or local law. Thomson Reuters is proud to be an Equal Employment Opportunity/Affirmative Action Employer providing a drug-free workplace.

Intrigued by a challenge as large and fascinating as the world itself? Come join us. To learn more about what we offer, please visit careers.thomsonreuters.com. More information about Thomson Reuters can be found on thomsonreuters.com.

<b>Desired Class Level:</b> 3L, Graduate/Alumni
<b>Posting Date:</b> October 16, 2017
<b>Expiration Date:</b> November 13, 2017
<b>Contact:</b> Mr. Robert A. Duncan Duncan 610 Opperman Drive Eagan, Minnesota 55123 United States <a href="http://www.thomsonreuters.com">http://www.thomsonreuters.com</a>
<b>Resume Receipt:</b> Other (see below)
<b>How to Apply:</b> <a href="http://bit.ly/2geJzIK">http://bit.ly/2geJzIK</a>
<b>ID:</b> 3065

**Client Manager, Inside - Eagan, MN**

Thomson Reuters (Eagan, MN)

**Position Type:** Full-time

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

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

**Description:** The Inside Client Manager (CMI) is responsible for customer retention and increasing revenue, usage, and market-share in his/her assigned account territory. The Inside Client Manager leverages expertise in customer relations, practice experience or legal knowledge, and product mastery to increase customer retention and loyalty, remove obstacles, and communicate overall value to their customers, all while partnering with internal partners to renew existing contracts and create upsell opportunities.

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

- Hit or exceed 100% penetration of renewal campaigns
- Hit or exceed your annual targets around business reviews, sales referrals, training referrals and pre-sale demos and leverage the information gained to drive contract renewals and new sales revenue
- Drive retention of accounts through adoption, value reinforcement/ROI discussions and usage within your territory.
- Actively engage in the coaching process, partnering well with managers and individuals on your teams to share ideas and learn from each other.
- Accurately, and in a timely manner, log all activities and customer contacts in Salesforce.
- Pursue individualized development to improve performance not only in your current role, but for future career opportunities within Thomson Reuters.

In order to be successful in attaining these goals, a strong candidate will:

- Be Receptive to Change. Demonstrating an openness and willingness to change behavior in response to new learnings and situations, and be an Agile Learner. Demonstrating the ability to rapidly learn new knowledge and acquire new skills
- Be Tenacious and Results Oriented by displaying resiliency in the face of adversity, creating an individual plan to achieve goals and measuring progress, and always acting with the end goal and business objective in mind.
- Work with a focus on Partnership by building and maintaining positive and productive working relationships with internal and external customers.
- Be Proactive. Always anticipating and preventing future problems, taking charge to bring about needed change, and taking initiative within your scope of responsibility.
- Prioritize. Self-direct your own activities and work through goal setting, time management and planning. Know what needs to be done first and act accordingly.
- Effectively negotiate. Explore all alternatives and positions to reach outcomes that gain the support and acceptance of all customers, both internal and external.

To be considered, all candidates must have these qualifications:

J.D. or equivalent legal experience  
 Strong communication and presentation skills, especially via telephone  
 High degree of professionalism  
 Customer centric focus required  
 Well-developed negotiation skills  
 Excellent verbal and written communication skills  
 Strong attention to detail and excellent organizational skills  
 Ability to work independently and as part of a team in a fast-paced, changing environment

We are the leading source of intelligent information for the world's businesses and professionals, providing customers with competitive advantage. Intelligent information is a unique synthesis of human intelligence, industry expertise and innovative technology that provides decision-makers with the knowledge to act, enabling them to make better decisions faster. We deliver this must-have insight to the financial and risk, legal, tax and accounting, intellectual property and science and media markets, powered by the world's most trusted news organization.

As a global business, we rely on diversity of culture and thought to deliver on our goals. To ensure we can do that, we seek talented, qualified employees in all our operations around the world regardless of race, color, sex/gender, including pregnancy, gender identity and expression, national origin, religion, sexual orientation, disability, age, marital status, citizen status, veteran status, or any other protected classification under country or local law. Thomson Reuters is proud to be an Equal Employment Opportunity/Affirmative Action Employer providing a drug-free workplace.

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<b>Desired Class Level:</b> 3L, Graduate/Alumni
<b>Posting Date:</b> October 16, 2017
<b>Expiration Date:</b> November 13, 2017
<b>Contact:</b> Mr. Robert A. Duncan Duncan 610 Opperman Drive Eagan, Minnesota 55123 United States <a href="http://www.thomsonreuters.com">http://www.thomsonreuters.com</a>
<b>Resume Receipt:</b> Other (see below)
<b>How to Apply:</b> <a href="http://bit.ly/2geJzIK">http://bit.ly/2geJzIK</a>
<b>ID:</b> 3064

**Client Representative, Inside - Carrollton, TX**

Thomson Reuters (Eagan, MN)

**Position Type:** Full-time**Practice Area(s):** All Practice Areas**Geographic Preference:** South (LA, TX, OK, AR)**Description:** Inside Client Representative Position

The Client Representative is responsible for leveraging their expertise to retain and increase Thomson Reuters' solution and product revenue, usage and market-share in small law firm accounts in an assigned territory / small law firm segment. The Client Representative works with the customer over the phone and via the web utilizing skills related to legal research, teaching, sales and marketing.

Responsibilities include:

Meets and exceeds goals of increasing Westlaw customer revenue and usage in the assigned territory through telephone and web trainings and other related activities. Contacts via phone required number of customers to provide customers with training on Westlaw and Thomson Reuters solutions to ensure customer's satisfaction. Maintains a superior level of knowledge and understanding/expertise on Westlaw, other business of law products and practice areas relevant to law firm customers. Maintains high level of knowledge and understanding of the business, systems, promotions and Thomson Reuter's objectives and all other applications as appropriate. Promotes new products. Closely partners with appropriate field team and others on a formal and informal basis to achieve customer training and usage/revenue goals as well as overall customer satisfaction. Accurately log and report daily activities via various business systems and departmental processes. Perform other related duties/special projects as directed by management in a timely and accurate manner.

Qualifications:

- J.D. required; license preferred
- 1-2 years legal experience preferred
- Experience in law firm setting or with law firm customers preferred
- Strong communication and presentation skills (both verbal and written), especially via telephone required.
- Self-starter
- Interested in working independently and in determining how best to get through to users
- Desire to work closely with other departments
- Customer retention and revenue focus required
- Experience/background in online legal research tools
- High degree of professionalism and flexibility
- Strong customer-centric focus
- Computer proficiency, including Microsoft Office suite and internet required
- Ability to multi-task using phone and computer eight hours per day

In addition to competitive pay and benefits, Thomson Reuters offers specific sales and product training to ensure our employees have the abilities to meet and/or exceed expectations.

Thomson Reuters employees take pride in providing our customers around the world with information that is timely, accurate, unbiased and trusted. We have a profound respect for the professions and customers we serve and define our success in terms of their success. Our work environment is dynamic, innovative and entrepreneurial. We have a result-oriented culture that demands excellence, agility, and the desire to move quickly and precisely to seize opportunities. Our environment is both challenging and supportive - we give employees the opportunity to develop their skills and do their best work.

Thomson Reuters values diversity of culture and thought and seeks talented, qualified employees in all its operations around the world regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification under country or local law.

Thomson Reuters is proud to be an Equal Employment Opportunity/Affirmative Action Employer.

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

**Posting Date:** October 16, 2017

**Expiration Date:** November 13, 2017

**Contact:** Mr. Robert A. Duncan  
Duncan  
610 Opperman Drive Eagan, Minnesota 55123 United States  
<http://www.thomsonreuters.com>

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

**How to Apply:** <http://bit.ly/2iaENGA>

**ID:** 3067

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**Client Representative, Inside - Eagan, MN**

Thomson Reuters (Eagan, MN)

**Position Type:** Full-time**Practice Area(s):** All Practice Areas**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Description:** Inside Client Representative Position

The Client Representative is responsible for leveraging their expertise to retain and increase Thomson Reuters' solution and product revenue, usage and market-share in small law firm accounts in an assigned territory / small law firm segment. The Client Representative works with the customer over the phone and via the web utilizing skills related to legal research, teaching, sales and marketing.

Responsibilities include:

Meets and exceeds goals of increasing Westlaw customer revenue and usage in the assigned territory through telephone and web trainings and other related activities. Contacts via phone required number of customers to provide customers with training on Westlaw and Thomson Reuters solutions to ensure customer's satisfaction. Maintains a superior level of knowledge and understanding/expertise on Westlaw, other business of law products and practice areas relevant to law firm customers. Maintains high level of knowledge and understanding of the business, systems, promotions and Thomson Reuter's objectives and all other applications as appropriate. Promotes new products. Closely partners with appropriate field team and others on a formal and informal basis to achieve customer training and usage/revenue goals as well as overall customer satisfaction. Accurately log and report daily activities via various business systems and departmental processes. Perform other related duties/special projects as directed by management in a timely and accurate manner.

Qualifications:

- J.D. required; license preferred
- 1-2 years legal experience preferred
- Experience in law firm setting or with law firm customers preferred
- Strong communication and presentation skills (both verbal and written), especially via telephone required.
- Self-starter
- Interested in working independently and in determining how best to get through to users
- Desire to work closely with other departments
- Customer retention and revenue focus required
- Experience/background in online legal research tools
- High degree of professionalism and flexibility
- Strong customer-centric focus
- Computer proficiency, including Microsoft Office suite and internet required
- Ability to multi-task using phone and computer eight hours per day

In addition to competitive pay and benefits, Thomson Reuters offers specific sales and product training to ensure our employees have the abilities to meet and/or exceed expectations.

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Thomson Reuters is proud to be an Equal Employment Opportunity/Affirmative Action Employer.

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

**Posting Date:** October 16, 2017

**Expiration Date:** November 13, 2017

**Contact:** Mr. Robert A. Duncan  
Duncan  
610 Opperman Drive Eagan, Minnesota 55123 United States  
<http://www.thomsonreuters.com>

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

**How to Apply:** <http://bit.ly/2iaENGA>

**ID:** 3066

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**Judicial Clerk**

Judge Louis H. Bloom - Thirteenth Judicial Circuit (Kanawha County, WV)( (Charleston, WV)

**Position Type:** Full-time**Geographic Preference:** Midwest (KY, WV, OH, IN, MI, IL, MO, IA, MN, WI)**Description:** JUDICIAL CLERKSHIP BEGINNING IN AUGUST 2018**Judge Louis H. "Duke" Bloom**  
**Thirteenth Judicial Circuit (Kanawha County)****Judge Bloom's Bio:**

Judge Bloom was born and raised in Charleston. He received an undergraduate degree in accounting from West Virginia University in 1978 and a law degree from West Virginia University College of Law in 1981.

Judge Bloom was elected to the Thirteenth Judicial Circuit (Kanawha County) in 2000 and re-elected in 2008.

He has served as Chief Circuit Judge several times and in 2012 took over all truancy cases in Kanawha County involving the parents of elementary school children. He has been active in the Robes to Schools program, the West Virginia Law Adventure program, and other civic education programs. He is a member of the Court Improvement Program Board and is Chairman of the CIP Behavioral Health Care Committee.

Judge Bloom began his legal career with the Charleston firm of Preiser and Wilson before establishing his own firm, Bloom Law Offices, in 1985. He was elected Kanawha County Commissioner in 1986 and served until 2000, when he became a circuit judge. He also served as a member of the Kanawha County Regional Development Authority, The West Virginia Prosecutors Institute from 1995 to 2000, the West Virginia County Officials Board of Directors from 1994 to 1999, the Yeager Airport Board of Directors from 1989 to 1994 and 1996 to 2000, the board of the Business and Industrial Development Council (BIDCO) from 1987 to 2000, and the West Virginia Regional Jail and Correctional Facility Authority from 1989 to 1995. He was on the State Bar Committee on Law School and Law Admissions from 1982 to 1983 and State Bar Committee on Continuing Legal Education from 1986 to 1990.

He and his wife, Carole, a Charleston attorney and former municipal judge, have two children.

**Desired Class Level:** 3L, LLM, Graduate/Alumni**Posting Date:** October 13, 2017**Expiration Date:** November 13, 2017**Contact:** Louis H. Bloom

The Honorable

Circuit Court of Kanawha County Kanawha County Judicial Building P.O. Box 2351 111 Court Street Charleston, West Virginia 25301

**Resume Receipt:** E-mail, Other (see below)**Default email for resumes.:** Zachary.Rosencrance@courtswv.gov**How to Apply:** Apply to the email address of Mr. Zachary Rosencrance, the Judge's Clerk, by Monday, November 13, 2017 :

Include (1) cover letter, (2) resume, (3) transcript, and (4) writing sample

**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**ID:** 3053

**POSTED 10/12/2017 - HARRITY – PATENT ASSOCIATE TRAINEE PROGRAM (Fairfax - VA)**

Harrity & Harrity, LLP (Fairfax, VA)

**Position Type:** Full-time

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

**Description:** Harrity & Harrity is hiring for its successful training program for new patent attorneys who are looking for an opportunity to get their foot in the door at a patent law firm and prove that they have what it takes to be a superstar patent associate. Our patent associate trainee program provides in-depth training in patent application drafting with the potential to become a full-time associate with our firm. The patent associate trainee program is a temporary position with our firm for about six (6) months, during which time, you will be trained in the skills that are needed to prepare high quality patent applications for leading technology companies.

To qualify for this position, you MUST be able to write well. Also, you MUST have a J.D., have passed a bar or are awaiting bar results, and have either a B.S. or M.S. in electrical engineering, computer science, mechanical engineering, or physics. We will consider other similar technical degree backgrounds. Being registered to practice before the USPTO is a plus. During the training program you will be paid a salary, and your lodging will be paid for as well.

Should you successfully complete the training program, there is a strong possibility that you would be offered a full-time associate position with our firm. First year full-time associates at Harrity & Harrity earn higher salaries than their peers at other patent firms—the salary potential, for your first full year of employment as a full-time professional, is \$200K+.

To apply for this position, submit a resume and a cover letter explaining why you would be a good candidate for the program to [pat@harrityllp.com](mailto:pat@harrityllp.com).

To qualify for this position, you MUST be able to write well. Also, you MUST have a J.D., have passed a bar or are awaiting bar results, and have either a B.S. or M.S. in electrical engineering, computer science, mechanical engineering, or physics. We will consider other similar technical degree backgrounds. Being registered to practice before the USPTO is a plus.

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

**Posting Date:** October 13, 2017

**Expiration Date:** November 19, 2017

**Contact:** Jazmine Hitt  
11350 Random Hills Road Suite 600, Fairfax Virginia 22030

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

**Default email for resumes.:** [pat@harrityllp.com](mailto:pat@harrityllp.com)

**How to Apply:** [pat@harrityllp.com](mailto:pat@harrityllp.com)

**Additional Documents:** Cover Letter

**ID:** 3052

**Support Person**

Samuel White PC Attorneys at Law (Morgantown WV)

**Position Type:** Part-time

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

**Description:** Busy law firm seeking a Part Time energetic, organized, dependable person who is able to work under limited daily supervision to handle multiple tasks. This position will include but not be limited to responsibilities of filing, faxing, copying, and mail. Must be able to work four hours a day between the hours of 9 to 5 with a total of twenty hours a week.

Fax resumes to 304-413-0014 or email at [scrichigno@siwpc.com](mailto:scrichigno@siwpc.com)

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

**Posting Date:** October 13, 2017

**Expiration Date:** November 13, 2017

**Contact:** Sarah A. Crichigno Esq  
5000 Coombs Farm Drive Suite 104 Morgantown, West Virginia 26508 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [scrichigno@siwpc.com](mailto:scrichigno@siwpc.com)

**ID:** 3055

### Koch Associate Program (KAP)

Charles Koch Institute

**Position Type:** Full-time

**Description:** KAP is a year-long program that offers professionals the opportunity to gain paid, full-time work experience. Roles are available in a variety of fields within think tanks, policy institutes, and other non-profit organizations. We encourage applicants from all disciplines, as well as those with advanced degrees. Areas of focus include:

- Policy and research analysis.
- Communications and public relations.
- Marketing and digital media.
- Operations and technology.
- Development and fundraising.
- Graphic design and video production.
- External Relations and coalition building.
- Human resources.

Work in Washington, DC, or in the States - Through KAP, participants are selected by a partner organization – in the Washington, DC area or by a partner organization in their state – and attend weekly professional development sessions online or in-person at the Charles Koch Institute in Arlington, Virginia. Additionally, participants will also attend three networking summits in Washington, DC, throughout the year, enabling participants to build a cross-country network of talented individuals.

The Charles Koch Institute admits applicants of any race, color, national or ethnic origin, we are an equal opportunity employer M/F/D/V. Degree not required. Candidates are expected to have a strong desire to develop professionally and a commitment to limited government and individual liberties.

By [submitting your resume], you understand that the information you provide may be used by the Charles Koch Institute in accordance with its terms of use and privacy statement. We look forward to providing you with future updates about the Charles Koch Institute's educational programs.

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

**Posting Date:** October 5, 2017

**Expiration Date:** November 11, 2017

**Contact:** Alexandra Stevens  
Talent Outreach Specialist  
1320 North Courthouse Road Arlington, Virginia 22201 United States

---

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

**How to Apply:** [https://www.charleskochinstitute.org/professional-education/application/?utm\\_source=onestop&utm\\_campaign=edu\\_Ad&utm\\_medium=digital&utm\\_content=20171003\\_KAP&tfa\\_347=701C0000000se2Q](https://www.charleskochinstitute.org/professional-education/application/?utm_source=onestop&utm_campaign=edu_Ad&utm_medium=digital&utm_content=20171003_KAP&tfa_347=701C0000000se2Q)

**ID:** 3043

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**Associate**

Ford Marrin Esposito Witmeyer & Gleser, L.L.P. (New York, NY)

**Position Type:** Full-time

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

**Description:** Entry level associate position at established New York City general practice firm with heavy emphasis on litigation. Top 25% of graduating class and review experience required.

Clerkship preferred not required

**Desired Class Level:** Graduate/Alumni

**Posting Date:** October 4, 2017

**Expiration Date:** November 10, 2017

**Contact:** Michael L. Anania  
Partner  
Wall Street Plaza 23rd Floor New York, New York 10005 United States

**Resume Receipt:** Accumulate Online

**Additional Documents:** Unofficial Transcript

**ID:** 3039

## Experienced Immigration Attorney

Hudson Legal (Ann Arbor)

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**Position Type:** Full-time

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**Practice Area(s):** Immigration/Refuge

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

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**Description:** Hudson is a rapidly growing professional service corporation with offices nationwide.

We are looking for an experienced immigration attorney to work in the employment-based immigration area, including the I-140 stage, Immigrant Petition for Alien Worker. We encourage long term commitment and ideal applicants should be able to work full-time (40 hours every week) in our Ann Arbor (preferred) and Chicago office. Website: <http://www.hudsonpc.com/>

**Job Responsibilities:**

- Prepare case and legal strategies.
- Manage various projects and deadlines.
- Negotiate, prepare, and revise documents.
- Explain legal languages to clients.
- Research unique legal issues by identifying applicable statutes and judicial decisions.
- Keep abreast of legislative changes that may affect immigration.
- Develop solutions to complex legal questions.
- Provide training to companies and individuals on substantive legal topics and updates about new immigration laws and regulations.
- Assist with the marketing of existing services.
- Provide input on new services and market strategies.

**Requirements:**

- JD degree and an active bar license
- 3-5 years of experience in immigration
- Excellent writing skills

**Desired:**

- Proficient in a second language, such as Mandarin, Korean, Vietnamese, Malay, or Tamil

**Compensation and Benefits:**

We also provide competitive compensation and excellent benefits. Our comprehensive benefit plan includes: short term and long term disability insurance, 6-8 weeks of paid maternity leave through disability insurance plan, health, dental and vision insurance, optional 401 (K), gym membership, paid time off and paid holidays.

**To Apply:**

Please submit your resume along with a cover letter to this post or our website.

Hudson is proud to be an Equal Opportunity/Affirmative Action firm, making decisions without regard to race, color, religion, creed, sex, sexual orientation, gender identity, marital status, national origin, age, veteran status, disability, or any other protected class.

Thank you!

---

**Desired Class Level:** Graduate/Alumni

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**Posting Date:** October 4, 2017

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**Expiration Date:** December 30, 2017

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**Contact:** Ms. Joy Lee

Lee  
100 Phoenix Dr. Suite 305, Ann Arbor Michigan 48108  
<http://www.hudsonpc.com>

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**Resume Receipt:** E-mail

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

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**ID:** 3041

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## Immigration & Refugee Attorney

Diocese of Wheeling - Charleston, Catholic Charities West Virginia

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**Position Type:** Full-time

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

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**Description:** Diocese of Wheeling-Charleston

Catholic Charities West Virginia is looking for a full-time Immigration Attorney to be located in Martinsburg. The duties include conducting consultations with prospective clients about their immigration need and preparing immigration cases in immigration matters; ensuring clients' paperwork is processed accurately; maintaining client records; keeping current on immigration law; working with local social service agencies to educate about the needs of the local immigrant population; and assisting clients in translating written documents as well as interpretation services.

Qualified individuals will have be licensed to practice law in any State; one year experience practicing immigration law preferred; Spanish language proficiency required; and ability to travel.

Please submit a resume, cover letter, and three references to Kim Keene at kkeene@ccwva.org.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** October 4, 2017

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**Expiration Date:** December 30, 2017

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**Contact:** Kim Keene

1322 Eoff St 4th Floor PO Box 230, Wheeling West Virginia 26003

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**Resume Receipt:** E-mail

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**Default email for resumes.:** kkeene@ccwva.org

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

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**ID:** 3042

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**Contract Title Attorney**

McClelland Legal Search

**Position Type:** Part-time

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

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**Description:**

Contract Title Attorney:

Position Type: Full-time contract position

Employer Name: McClelland Legal Search

Job Title: Title Attorney

Job Description: Title practice position

Hiring Criteria: Must have West VA title experience. . PA or Ohio title experience. a plus. Admission to West Virginia bar a plus but not a necessity. Experience with abstracting ( or West Virginia abstracting) also a plus.

Location: Pittsburgh

Materials requested: Resume

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

Compensation Details: Compensation determined by experience

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

How we would like to receive the materials: Interested candidates should send their information to : [dianne@mccllellandlegalsearch@gmail.com](mailto:dianne@mccllellandlegalsearch@gmail.com)

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** September 26, 2017

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**Expiration Date:** December 30, 2017

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**Contact:** Dianne McClelland

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [dianne@mccllellandlegalsearch.com](mailto:dianne@mccllellandlegalsearch.com)

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**ID:** 3030

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**Title Attorney (Oil & Gas)**

McClelland Legal Search

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**Position Type:** Full-time

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

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**Description:** Position Type: Full-time permanent

Employer Name: McClelland Legal Search

Job Title: Title Attorney

Job Description: Preferred 3+ years of solid title experience in PA, WV or OH (or any combination of the three states)

Hiring Criteria: Experience as noted above. PA bar preferred, but West Virginia and/or Ohio admitted candidates also eligible

Location: Pittsburgh

Materials requested: Resume

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

Compensation Details: Compensation determined by experience

Desired years of Experience: 3+ years of experience

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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** September 26, 2017

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**Expiration Date:** December 30, 2017

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**Contact:** Dianne McClelland

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [dianne@mcclellandlegalsearch.com](mailto:dianne@mcclellandlegalsearch.com)

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**ID:** 3029

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### Connecticut Public Service Fellowship

Connecticut Bar Foundation (CBF) (Hartford Connecticut)

**Position Type:** Fellowship

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

**Description:** About the Singer Connecticut Public Service Fellowship Program

In recent years, we have seen a significant increase in the number of people in Connecticut who qualify for free civil legal assistance. For many of these people, their ability to secure the most basic human needs depends entirely on the legal aid lawyers who are willing to advocate on their behalf. Without the zealous and passionate representation of these lawyers, those who face the loss of basic human needs – including housing, safety from domestic violence, health care benefits, employment, and educational opportunities – are often ill-equipped to protect their legal rights.

At the same time that the poverty population in Connecticut has grown, funding for civil legal has steady decreased. Our state's legal service providers have done their best to deal with the challenges of reduced funding. They need help to build additional resources to provide critically needed legal services to the state's most underserved communities.

It is for these reasons that the Singer Connecticut Public Service Fellowship was created.

The mission of the Singer Connecticut Public Service Fellowship program is to have a long term impact on access to justice in Connecticut by funding and supporting the placement of talented new lawyers with legal services organizations within the state. By working together, the Singer Foundation and the Connecticut Bar Foundation seek to achieve the shared goals of encouraging new attorneys to enter the field of public service law in Connecticut and creating a fairer system of justice for all our residents, particularly for those who cannot afford a lawyer.

Beginning in 2018, the Singer Connecticut Public Service Fellowship Program will support three to five Fellows to work for a Connecticut legal aid organization. Please see our brochure for additional information about our program.

[About the Fellowship Program Brochure Application Contact Us](#)

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

**Posting Date:** September 25, 2017

**Expiration Date:** December 29, 2017

**Contact:** Don Philips  
Executive Director  
31 Pratt Street Suite 420, Hartford Connecticut 06103

**Resume Receipt:** E-mail

**Default email for resumes.:** [ctbf@cbf-1.org](mailto:ctbf@cbf-1.org)

**ID:** 3025

**Director of Membership & Continuing Legal Education**

Allegheny County Bar Association

**Position Type:** Full-time**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Description:** DIRECTOR OF MEMBERSHIP AND CONTINUING LEGAL EDUCATION

CLASSIFICATION: EXEMPT  
 STATUS: FULL-TIME  
 DEPARTMENT: MEMBERSHIP & CLE

Current as of: July 2015

**POSITION SUMMARY**

The Director of Membership and Continuing Legal Education is responsible for developing and delivering programs and services that provide value to our current and prospective members and for the daily administration of the Department. The major functions of this position include developing and administering new state-accredited continuing legal education programs, creating and delivering an innovative slate of non-CLE programming, developing and implementing membership recruitment and retention efforts, overseeing the dues billing and the membership database, and planning and executing the annual Bench Bar Conference and other events. The Director also works with the ACBA Membership Committee on various tasks related to member recruitment and retention and members benefit programs. The position is responsible for the supervision of three (3) full time employees. A bachelor's degree in Business Administration or a related field with five (5) years progressive management experience is required for this position. The Director must possess strong oral and written communication skills as well as excellent organizational, customer service, and interpersonal skills.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Develop and implement membership recruitment and retention campaigns, working to meet member retention goals and coordinating annual member billing efforts
2. Track and provide periodic reports of membership numbers and trends
3. Develop, expand, maintain, and administer a portfolio of member benefits, including non-CLE programming
4. Serve as liaison to the ACBA Membership Committee, working with members on efforts to recruit, retain, and support members, evaluate and develop new programs that add value to membership, and monitor membership types and the dues structure
5. Direct all aspects of CLE seminar programming, working with ACBA Committees, Sections, and Divisions to develop, coordinate, receive PACLE Board accreditation for, and schedule a full and diverse slate of CLE programming
6. Work with Director of Marketing and Media Relations to market membership and CLE programming to members and non-members.
7. Schedule necessary registration coverage for PBI programs, as per agreement
8. Oversee selection, development, and release of online CLE programs and materials
9. Prepare annual operating and capital budgets for Membership and CLE
10. Coordinate Bench-Bar Conference, semi-annual Admissions Ceremony, and other special events
11. Coordinate yearly Committee/Section Chair Handbook and orientation program
12. Oversee data entry and maintenance of the member information and event registration in the ClearVantage system
13. Coordinate the annual election, including compiling candidate information and administering the confidential online election.
14. Oversee new member application process
15. Provide customer service to the ACBA membership by being accessible at events and answering inquiries of members or potential members professionally and courteously
16. Supervise and assign work to three full-time employees (Membership Coordinator, CLE Coordinator, and Manager of Member Services and Events), establishing the workflow of the department
17. Prepare performance evaluations for Membership/CLE Department staff
18. Serve as staff liaison to Divisions, Committees, and Sections, as assigned
19. Any other duties, as assigned

**QUALIFICATIONS**

The qualifications and skills needed for this position are as follows:

1. Bachelor's degree in Business Administration or related field
2. Five years of prior management and leadership experience in a membership association, business, non-profit or public sector setting
3. Ability to work both independently, prioritizing tasks and completing projects, and collaboratively, as an integral member of a team
4. Excellent organizational skills
5. Strong written communication skills, as well as oral communications skills, including the abilities to provide excellent customer service and to make public presentations
6. Excellent interpersonal and customer service skills
7. Ability to operate personal computer, including Microsoft Office programs and membership database software
8. Ability to commute to CLE programs and other offsite events and the travel to the annual PACLE Providers Conference and other state and regional events

**WORK ENVIRONMENT**

The Director's office is air-conditioned and well lit. The office is equipped with a telephone, computer terminal and furniture.

The Director also is required to attend events, seminars, and meetings outside of the ACBA space during business and after-work hours.

**WORK DIRECTION**

This position reports directly to the Assistant Executive Director. As a result of the various duties of the Member Services and CLE Director, the employee generally works independent of direct supervision. However, the Executive Director and the Assistant Executive Director will assign projects or responsibilities on an as-needed basis.

The Director is responsible for consulting the Assistant Executive Director and Executive Director on policy issues as they relate to the Membership and CLE Department and the ACBA Membership.

At times it will be necessary to coordinate educational programs with Committee and Section Heads. The Director is responsible for following up on all requests from these individuals for CLE programs.

**CONTACT WITH OTHERS**

The Director of Membership and CLE has extensive contact with a variety of individuals on a daily basis. These contacts include ACBA staff, Committee and Section members and ACBA members. The Director will also have contact with individuals outside the ACBA, including vendors, affiliated organizations prospective members, and, court personnel. The Director must be courteous and tactful when dealing with these individuals.

**Desired Class Level:** Graduate/Alumni**Posting Date:** September 25, 2017**Expiration Date:** November 30, 2017**Contact:** Lori E. McMaster

Executive Director, Office of Professional and Career Development  
 Barco Law Building 3900 Forbes Ave Pittsburgh, Pennsylvania 15260 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** mcmaster@pitt.edu

**ID:** 3026

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**LABOR AND EMPLOYMENT ASSOCIATE (Bridgeport, WV)**

Steptoe & Johnson, PLLC (Morgantown, Charleston, Huntington, Bridgeport, WV )

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**Position Type:** Full-time

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**Practice Area(s):** Labor

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

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**Description:** Steptoe & Johnson PLLC is actively searching for an experienced associate (2-5 years of experience) for its Labor and Employment Law practice in Bridgeport, WV. This particular position concentrates on labor and employment law, litigation, and higher education law. The associate position includes significant involvement in complex wage and hour disputes, defending private and public employers, and appearing before various administrative agencies. Qualified candidates should have labor and employment experience commensurate with time in practice, strong writing and analytical skills, and excellent academic credentials. We offer a competitive starting salary and a comprehensive benefits package, along with opportunity for advancement.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** September 22, 2017

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**Expiration Date:** December 1, 2017

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**Contact:** Claire Ellis  
Coordinator, Recruiting & Professional Development  
P.O. Box 1616 United Center 1085 Van Voorhis Rd., Suite 400 Morgantown West Virginia

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**Resume Receipt:** E-mail

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**Default email for resumes.:** Claire.Ellis@Steptoe-Johnson.com

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

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**ID:** 3021

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## Various Temporary Disaster Relief Jobs

U.S. Small Business Administration

**Position Type:** Part-time

**Geographic Preference:** Unknown

**Description:**

The U.S. Small Business Administration (SBA) is hiring temporary employees to assist with disaster relief efforts this hurricane season from September 1 – December 31, 2017

Good Morning!

As you may know, SBA is the Federal Government's primary source of funds for homeowners, renters, businesses of all sizes, and private, non-profit organizations throughout the United States, American Samoa, Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, Puerto Rico, Republic of the Marshall Islands, and the U. S. Virgin Islands who have suffered property damage in a disaster. SBA makes these low-interest, long-term disaster loans to help pay for repairs to damaged real estate, personal property, and businesses.

Because disasters are unpredictable, the number of SBA employees needed to respond varies greatly. To accomplish our mission of helping disaster victims in floods, earthquakes, hurricanes, wildfires, and other disasters, SBA hires most disaster relief staff on a temporary appointment.

SBA is currently seeking:

- Loan Specialists
- Lawyers, Paralegals and Legal Assistants
- Customer Service Representatives
- Construction Analysts (Loss Verifiers)
- Damage Verifiers
- Program Support Assistant and Call Center Specialist
- Customer Service Representatives and Public Information Officers
- Information Technology Specialists (Customer support)
- Administrative Support Assistants

Position locations include: Sacramento, CA, Dallas, TX, or Buffalo, NY.

Substantial paid overtime, up to seven days a week and twelve to fourteen hours a day, may be required without flexibility in scheduling such overtime. Also, substantial travel to disaster areas is required. Travel assignments are expected to involve both extended duration and extensive frequency with very short notice at any time of the year. Employees must report for duty whenever assigned within 48 hours.

If you know any West Virginia residents interested in this temporary employment opportunity please feel free to share this email with them.

Thanks!

SBA's West Virginia District Office

Hurricane response jobs at the SBA

The Small Business Administration is hiring temporary employees to assist with disaster relief efforts this hurricane season from September 1st to December 31st, 2017. Bilingual language skills a plus.

**Content**

Damage Verifiers  
Lawyers, Paralegals and Legal Assistants  
Loan Specialists  
Program Support Assistant and Call Center Specialist  
Customer Service Representatives and Public Information Officers  
Customer Service Representatives  
Customer Service Representatives, Bilingual  
Information Technology Specialists (Customer support)  
Construction Analysts (Loss Verifiers)  
Administrative Support Assistants

Damage Verifiers

Locations  
Nationwide

**Description**

This position requires individuals to be able to perform one or multiple of the following functions: cost and damage estimation, damage verification, and flood zone mapping. As a damage verifier you will be asked to conduct on-site damage assessments to personal, real, and business property in disaster affected areas. Specific type of work will be based upon the individual qualifications of each person but basic functions include:

Evaluating project documentation such as contractor estimates and proposals

Writing and reviewing engineering reports

Reviewing construction plans/blueprints

Reviewing insurance adjuster's reports and recoveries

Reviewing other supporting rebuilding project documentation

Cost estimation to include the use of computerized cost estimation tools

Assessment of general building practices and regulations

Customer service

**Qualifications**

Due to the broad array of required loan tasks we are looking for individuals with a range of qualifications. The position calls for various skills such as construction analysts, home inspectors, insurance assessors, or equivalent career or educational experience. In addition to the above qualifications any applicant with fluency in a foreign language is encouraged to highlight their language and level of proficiency on their application.

**Expectations**

All damage verifiers will become temporary SBA employees and as such will be required to meet the following requirements:

Be a U.S. Citizen

Pass a credit and background check

Able to work between 40 to 84 hours a week based upon case load

**Compensation**

The SBA will cover all travel and per diem based on the government rate for every individual. Compensation will be based on each individual's qualifications, skillsets, responsibility, hours, and location. Compensation will range from \$20.77 to \$33.03 per hour. Overtime pay is authorized and will range from \$31.16 to \$41.97).

If you are interested in this position, please send your resume; questions should be directed to Scott Truman at 703-487-8100, ext. 6031. SBA is an Equal Opportunity Employer.

Lawyers, Paralegals and Legal Assistants

**Locations**

Sacramento, CA, Dallas, TX, or Buffalo, NY

**Description**

These positions require individuals to be able to perform one or more of the following functions, including but not limited to: speak with borrowers and prepare associated legal documents, review closing documents, and validate deeds and collateral. While a background in these areas is useful, training on all required tasks will be provided by SBA Staff. Personnel will be located in one of our 3 processing centers in Sacramento, CA, Dallas, TX, or Buffalo, NY.

**Qualifications**

Due to the broad array of required legal tasks we are looking for individuals with a range of qualifications. The positions call for skill sets with a background in law, so attorneys and paralegals and legal assistants are encouraged to apply. In addition to the above qualifications any applicant with fluency in a foreign language is encouraged to highlight their language and level of proficiency on their application.

**Expectations**

All legal specialists will become temporary SBA employees and as such will be required to meet the following requirements:

Be a U.S. Citizen

Pass a credit and background check

Able to work between 40 to 84 hours a week based upon case load

**Compensation**

The SBA will cover all travel and per diem based on the government rate for every individual. Compensation will be based on each individual's qualifications, skillsets, responsibility, hours, and location. Compensation for attorneys and paralegals will range from \$25.41 to \$39.96 per hour. Overtime (\$38.12 to \$41.97) will be paid for hours over 40 weekly. Compensation for legal assistants will range from \$16.77 to \$27.01 per hour. Overtime (\$25.16 to \$40.52) will be paid for hours over 40 weekly.

If you are interested in an individual position as a lawyer, paralegal or legal assistant, please click here to send your resume or call 817-868-2300 and ask for Human Resources. SBA is an Equal Opportunity Employer.

Loan Specialists

**Locations**

Sacramento, CA, Dallas, TX, or Buffalo, NY

**Description**

This position requires individuals to be able to perform one or multiple of the following functions: credit analysis, loan processing, and mortgage underwriting. Loan specialist will be located in one of our 3 processing centers in Sacramento, CA, Dallas, TX, or Buffalo, NY. Specific type of work will be based upon the individual qualifications of each person but basic functions include:

Evaluating Financial Information

Determining Credit worthiness and repayment ability of individuals and businesses using income related tax documents such as tax returns, W-2, paystubs, consumer credit reports, etc.

Making loan recommendations and decisions

Evaluation of overall financial condition

**Qualifications**

Due to the broad array of required loan tasks we are looking for individuals with a range of qualifications. The position calls for 4 types of skill sets which are credit analysts, loan officers, mortgage underwriters, and recent college graduates with a minimum of a Bachelor's degree in finance, statistics, business administration or a related business field. In addition to the above qualifications any applicant with fluency in a foreign language is encouraged to highlight their language and level of proficiency on their application.

**Expectations**

All loan specialists will become temporary SBA employees and as such will be required to meet the following requirements:

Be a U.S. Citizen

Pass a credit and background check

Able to work between 40 to 84 hours a week based upon case load

**Compensation**

The SBA will cover all travel and per diem based on the government rate for every individual. Compensation will be based on each individual's qualifications, skillsets, responsibility, hours, and location. Compensation will range from \$16.77 to \$39.96 per hour. Overtime pay is authorized and will range from \$25.16 to \$41.97).

If you are interested in this position, please send your resume; questions should be directed to Human Resources at 817-868-2300. SBA is an Equal Opportunity Employer.

Program Support Assistant and Call Center Specialist

**Locations**

Sacramento, CA, Atlanta, GA, or Buffalo, NY

**Description**

This position requires individuals to be able to perform one or multiple of the following functions: loan processing assistance, clerical data entry, and document scanning. Specific type of work will be based upon the individual qualifications of each person but basic functions include:

Data Input

Reviewing of correspondence or reports for correct grammar and format

Mail Services

Scanning and Uploading documents

Maintaining Databases

Responding to requests for information

Establishing and maintain records

Corresponding with Customers through email, phone, or in person

Qualifications

Due to the broad array of required tasks we are looking for individuals with a range of qualifications. The position calls for various skills but all individuals must be comfortable using Microsoft Office Suite programs to produce a variety of documents such as reports, spreadsheets, and correspondence. In addition to the above qualifications any applicant with fluency in a foreign language is encouraged to highlight their language and level of proficiency on their application.

Expectations

All Program Support Assistants and Call Center Specialists will become temporary SBA employees and as such will be required to meet the following requirements:

Be a U.S. Citizen

Pass a credit and background check

Able to work between 40 to 84 hours a week based upon case load

Compensation

The SBA will cover all travel and per diem based on the government rate for every individual. Compensation will be based on each individual's qualifications, skillsets, responsibility, hours, and location. Compensation will range from \$16.77 to \$27.01 per hour. Overtime pay is authorized and will range from \$25.16 to \$40.52).

If you are interested in this position, please send your resume or fax it to 716-843-4290; questions should be directed to Human Resources at 703-487-8100, ext. 6031. SBA is an Equal Opportunity Employer.

Customer Service Representatives and Public Information Officers

Locations  
Nationwide

Description

SBA has immediate opening for temporary positions for Customer Service Representatives and Public Information Officers to help people impacted by Hurricane Harvey recover. Customer Service Representatives will assist businesses and residents in completing loan applications.

Expectations

Weekend work required and mandatory overtime could be substantial. Overtime is paid for hours in excess of 40-hours per week.

Qualifications

Experience in finance/loan processing and customer service is needed. Public Information Officers should have public speaking/communication skills. Finance background a plus. Bilingual speakers are needed for all positions.

If you are interested in this position, please send your resume. SBA is an Equal Opportunity Employer.

Customer Service Representatives

Locations  
Atlanta, GA, Buffalo, NY, Sacramento, CA

Description

The U.S. Small Business Administration's Disaster Assistance office is seeking customer service representatives to assist with the Agency's response to Hurricane Harvey. Successful candidates will help individuals and businesses affected by Hurricane Harvey apply for SBA disaster loans.

Qualifications

Applicants must have prior customer service experience and be skilled in using Windows-based software. Call center experience is a plus. Bilingual fluency in English and Spanish is a plus.

Expectations

There will be substantial overtime and weekends.

Compensation

These positions are temporary and have a starting pay of \$16.23 per hour.

If you are interested in this position, please send your resume or fax it to 716-843-4290. SBA is an Equal Opportunity Employer.

Customer Service Representatives, Bilingual

Locations  
Orlando, FL

Description

The U.S. Small Business Administration's Disaster Assistance office is seeking bilingual customer service representatives to assist with the Agency's response to Hurricanes Harvey, Irma, and Maria. Successful candidates will help individuals and businesses affected by the hurricanes apply for SBA disaster loans.

Qualifications

Applicants must have prior customer service experience, be skilled in using Windows-based software, and be fluent in English and Spanish. Call center experience is a plus.

Expectations

There will be substantial overtime and weekends.

Compensation

These positions are temporary and have a starting pay of \$16.23 per hour.

If you are interested in this position, please send your resume or fax it to 716-843-4290. SBA is an Equal Opportunity Employer.

Information Technology Specialists (Customer support)

Locations  
Nationwide

Description

As an Information Technology Specialist, you will provide desktop, laptop, and iPad support to internal customers conducting on-site damage verification assessments to personal, real, and business property in disaster areas. You will be responsible for providing active directory account support, problem resolution for remote users, and iOS deployments and account maintenance in an Enterprise environment. This position will require extensive travel and per diem will be paid in accordance with government travel regulations.

**Expectations**

This employment will last approximately 90-180 days, but could last longer.

**Compensation**

The salary is \$26.34 - \$31.87 per hour depending on your qualifications.

If interested in this position, please send your resume. Questions should be directed to Brian Mullins at 703-487-8100, ext. 6657. SBA is an Equal Opportunity Employer.

**Construction Analysts (Loss Verifiers)**

**Locations**

Nationwide

**Description**

The U.S. Small Business Administration (SBA) is establishing an inventory/list of applicants interested in temporary employment as a Construction Analyst (Loss Verifier) to assist with disaster activity this hurricane season (1 June - 30 November 2017). If qualified, you will be contacted and extended a job offer when needed. Travel and per diem will be paid in accordance with government travel regulations. A valid driver's license is required. As a Construction Analyst, you will conduct on-site damage assessments to personal, real, and business property. You will determine the extent of the damage, estimate the cost of repairs or replacement of damaged property, and work primarily in disaster affected areas.

**Expectations**

This employment will last approximately 30-90 days, but could last longer.

**Compensation**

Base pay is \$20.72 - \$32.59 per hour depending on your qualifications; locality pay will be added and will be determined based on the location of your home residence.

If interested in this position, please send your resume; questions should be directed to Scott Truman at 703-487-8100, ext. 6031. SBA is an Equal Employment Opportunity provider.

**Administrative Support Assistants**

**Locations**

Herndon, VA

**Description**

As an Administrative Support Assistant, you will provide administrative support to personnel who are conducting disaster relief activities. The support you will provide includes, but is not limited to: travel arranging, travel voucher processing, credit card administration, payroll, and logistics services (mail, accountable property, etc.)

**Expectations**

This employment will last approximately 30-90 days, but could last longer.

**Compensation**

Pay is \$17.38 - \$21.53 per hour depending on your qualifications.

If interested in this position, please send your resume. Questions should be directed to John Sweet at 703-487-8100, ext. 6718.

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<b>Desired Class Level:</b>	Graduate/Alumni
<b>Posting Date:</b>	September 21, 2017
<b>Expiration Date:</b>	December 30, 2017
<b>Contact:</b>	Karen Friel WV District Director 320 West Pike Street Ste. 330, Clarksburg West Virginia 26301
<b>Resume Receipt:</b>	E-mail
<b>Default email for resumes.:</b>	karen.friel@sba.gov
<b>Requested Document Notes:</b>	For more information, or to apply by email, go to the SBA website: <a href="https://www.sba.gov/disaster-assistance/hurricane-response-jobs-sba">https://www.sba.gov/disaster-assistance/hurricane-response-jobs-sba</a>
<b>ID:</b>	3018

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**Litigation Associate**

Lamp Bartram Levy Trautwein & Perry, PLLC (Huntington, West Virginia)

**Position Type:** Full-time

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

**Description:** Small to medium sized Huntington multi-practice firm is seeking qualified candidates for a position as a litigation associate in its civil litigation department. This department focuses primarily on defense of personal injury cases and insurance related matters. Qualified candidates can expect to be involved in all facets of a litigation practice and will work with various attorneys in the firm. Candidates should have strong research, writing and analytical skills. In person interviews will be scheduled for candidates on a date to be determined.

Required Documents: resume/cover letter/writing sample/transcript

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

**Posting Date:** September 14, 2017

**Expiration Date:** January 15, 2018

**Contact:** Donna Myers  
720 Fourth Avenue Huntington, West Virginia 25701 United States

**Resume Receipt:** E-mail

**Default email for resumes.:** dmyers@lbtplaw.com

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

**ID:** 3012

**E-Discovery Attorney/Unlicensed JD**

LexInsight (CUPERTINO, CA)

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**Position Type:** Part-time

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

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

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**Description:** E-Discovery Attorneys/unlicensed JDs are needed for upcoming projects in Pittsburgh area. LexInsight's client is a prestigious global law firm that offers competitive compensation and good work-life balance. Qualified candidates will have either a JD or an active bar license in any jurisdiction. You must be able to commit to at least 40 hours per week for projects. These projects are a great way to build your resume and earn a steady paycheck while waiting for the bar.

If you are interested in working on these projects please register on LexInsight at <http://lexinsight.com/joinus?loc=PittsburghC> and complete your profile. Registration on LexInsight marketplace is absolutely free.

For any queries, please contact us at [info@lexinsight.com](mailto:info@lexinsight.com).

Learn more about us - [blog.lexinsight.com](http://blog.lexinsight.com)

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** August 9, 2017

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**Expiration Date:** December 31, 2017

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**Contact:** MR Ayush Pal  
19925 Stevens Creek Blvd Suite 100 Cupertino, California 95014 United States  
<http://www.lexinsight.com>

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

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**How to Apply:** <http://lexinsight.com/joinus?loc=PittsburghC>

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**ID:** 2952

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**Corporate Counsel**

McClelland Legal Search

**Position Type:** Full-time

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

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**Description:** In-house Corporate Counsel:  
Position Type: Full-time permanent

Employer Name: McClelland Legal Search

Job Title: Corporate Counsel

Job Description: In-house opportunity. Three plus years of health care, regulatory and contracts experience. Experience with insurance product and rate filings through SERFF (electronic filing system operated by the NAIC.) highly desirable. Experience with customization of insurance contracts, certifications and applications to comply with other states a plus.

Hiring Criteria: JD and admitted in PA, plus requisite experience

Location: Pittsburgh

Materials requested: Resume

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

Compensation Details: Compensation determined by experience

Desired years of Experience: Candidates should have 3+ years of experience

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

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** August 8, 2017

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**Expiration Date:** December 1, 2017

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**Contact:** Dianne McClelland

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**Resume Receipt:** E-mail

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**Default email for resumes.:** [dianne@mcclellandlegalsearch.com](mailto:dianne@mcclellandlegalsearch.com)

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**ID:** 2950

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**Law Clerk**

City of Chicago Department of Law (Chicago, IL)

**Position Type:** Full-time

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

**Description:** The City of Chicago Department of Law is hiring PAID law clerks. Please share the following job opportunity with your students and alumni. The actual posting can be found at <https://chicago.taleo.net/careersection/108/jobsearch.ftl?lang=en>. Applications must be submitted in accordance with the posting below.

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

JOB ANNOUNCEMENT

LAW CLERK - Posting #1631-DOL-2017

Department of Law

Building & License Enforcement (BLE) Division

Legal Information & Prosecutions (LIP) Division

Collections, Ownership, and Administrative Litigation (COAL) Division

Number of Vacancies: TBD (to be determined based upon Budget approval and vacancies per Division)

Law Clerk -Part Time & Full Time: Minimum 21 hours per week

The City of Chicago's Department of Law is seeking persons who are interested in working as a Law Clerk. This is the ideal position for an attorney licensed to practice law in Illinois or a law student who is looking for experience preparing cases for litigation, prosecuting violations and administrative review of the Chicago Municipal Code in Circuit Court or at the Department of Administrative Hearings; collecting debts owed to the City; and prosecuting violations of the Illinois Vehicle Code in Circuit Court.

Duties may include: trying cases; conducting hearings; researching and writing motions, memoranda and briefs; litigating administrative appeals; arguing motions; engaging in settlement negotiations; working closely with client departments; reviewing and analyzing files in a variety of cases; and recommending appropriate courses of action. This is a great opportunity to improve your litigation, negotiation, and writing skills.

Law Clerks will be randomly assigned to work in one of the following Divisions:

Building & License Enforcement (BLE) - This Division handles fire, building, health and zoning code violations as well as licensing issues.

Legal Information & Prosecutions (LIP) - The Prosecutions unit within this Division handles cases that may include fatal and multiple-vehicle traffic accidents, routine traffic citations and other Chicago Municipal Code violations punishable by a jail time penalty and/or fine. This division requires the applicant to be eligible to practice pursuant to Supreme Court Rule 711 or a licensed attorney at the time of application.

Collections, Ownership, and Administrative Litigation (COAL) Division - This Division is responsible for collecting debts due and owing the City; determining real property ownership and responsible parties in preparing for litigation; recovering demolition costs through lien foreclosure; and bankruptcy matters.

Location: Department of Law

Address: 30 North LaSalle, 740 North Sedgwick, or 121 North LaSalle

Shift: Monday -Friday (Flexible Hours between 8am - 6pm)

Hours: Year-round full-time and part-time (part-time is a minimum of 20 hours per week/4 hour shift)

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE.

Qualifications

Completion of at least one semester in an American Bar Association (ABA) accredited law school.

Disclaimer - "Accredited" means any American law school that has passed and maintains the requirements of accreditation by the American Bar Association ([www.americanbar.org](http://www.americanbar.org)).

Education & Employment Verification - Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

SELECTION REQUIREMENTS

This position does not require a test or interview. Applicants who successfully apply for the position, meet the minimum qualifications, and possess the qualifications best suited to fulfill the responsibilities of the position will be hired in a lottery/random order.

AND

Preference will be given to applicants who meet the following criteria:

- Possess a cumulative Grade Point Average (GPA) of 2.5 or above on a 4.0 scale or 3.5 or above on a 5.0 scale from an ABA accredited Law School.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. You must include job titles, dates of employment, and specific job duties. (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position.

There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM

ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity Employer and Military Friendly Employer.

City of Chicago Department of Law Department of Human Resources

Rahm Emanuel Edward N. Siskel Soo Choi

Mayor Corporation Counsel Commissioner

Posting Date: Aug 3, 2017 - Closing Date (Period for Applying) - External: Dec 16, 2017

BU: 09 - Salary: \$14.51 Pay Basis: Yearly

**Desired Class Level:** Graduate/Alumni

**Posting Date:** August 3, 2017

**Expiration Date:** December 16, 2017

**Contact:** Bonnie Tunick  
Chicago, Illinois United States

**Resume Receipt:** E-mail

**Default email for resumes.:** [Bonnie.Tunick@cityofchicago.org](mailto:Bonnie.Tunick@cityofchicago.org)

**ID:** 2948

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

Harrity & Harrity, LLP (Fairfax, VA)

**Position Type:** Full-time

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

**Description:** Harrity & Harrity is hiring for its successful training program for new patent attorneys who are looking for an opportunity to get their foot in the door at a patent law firm and prove that they have what it takes to be a superstar patent associate. Our patent associate trainee program provides in-depth training in patent application drafting with the potential to become a full-time associate with our firm. The patent associate trainee program is a temporary position with our firm for about six (6) months, during which time, you will be trained in the skills that are needed to prepare high quality patent applications for leading technology companies.

To qualify for this position, you **MUST** be able to write well. Also, you **MUST** have a J.D., have passed a bar or are awaiting bar results, and have either a B.S. or M.S. in electrical engineering, computer science, mechanical engineering, or physics. We will consider other similar technical degree backgrounds. Being registered to practice before the USPTO is a plus. During the training program you will be paid a salary, and your lodging will be paid for as well. Should you successfully complete the training program, there is a strong possibility that you would be offered a full-time associate position with our firm. First year full-time associates at Harrity & Harrity earn higher salaries than their peers at other patent firms—the salary potential, for your first full year of employment as a full-time professional, is \$200K+.

To apply for this position, submit a resume and a cover letter explaining why you would be a good candidate for the program to [pat@harrityllp.com](mailto:pat@harrityllp.com).

To qualify for this position, you **MUST** be able to write well. Also, you **MUST** have a J.D., have passed a bar or are awaiting bar results, and have either a B.S. or M.S. in electrical engineering, computer science, mechanical engineering, or physics. We will consider other similar technical degree backgrounds. Being registered to practice before the USPTO is a plus.

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

**Posting Date:** July 24, 2017

**Expiration Date:** December 31, 2017

**Contact:** Jazmine Hitt  
11350 Random Hills Road Suite 600, Fairfax Virginia 22030

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

**Additional Documents:** Cover Letter

**ID:** 2916

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

New Jersey Courts Central Office (Trenton, NJ)

**Position Type:** Full-time**Geographic Preference:** Northeast (ME, NH, VT, MA, CT, RI, NY, NJ, PA)**Description:** The New Jersey Judiciary seeks upcoming and recent law school graduates to fill approximately 480 one year judicial clerkships that will commence August 27, 2018 and end August 31, 2019.

## DESCRIPTION

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

## REQUIREMENTS

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

## HOW TO APPLY

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

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

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

It is highly recommended that applicants apply early in the process (but no earlier than June 19th) to increase the likelihood of securing interviews. When preparing your application materials, your cover letter and resume should emphasize skills (legal research, writing, analytical and communication skills, etc.) as well as past work and prior legal experience that relates directly to the law clerk position, and should be tailored to the particular courts to which you are applying. Although GPA is important, judges consider other factors to recognize particular strengths and qualities.

## QUESTIONS?

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

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

**Desired Class Level:** Graduate/Alumni**Posting Date:** June 19, 2017**Expiration Date:** August 27, 2018

**Contact:** Ms.1 Kimberly B. Douglas, Esq.  
EEO/AA Unit  
P.O. Box 037 Trenton, New Jersey 08625 United States

**Resume Receipt:** E-mail**Default email for resumes.:** [kimberly.douglas@njcourts.gov](mailto:kimberly.douglas@njcourts.gov)**Additional Documents:** Cover Letter, Writing Sample, Other Documents**Requested Document Notes:** [www.njcourts.gov/public/lawclerks.html](http://www.njcourts.gov/public/lawclerks.html)**ID:** 2879

**Document Review**

DiCenzo Personnel Specialists

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**Position Type:** Full-time

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

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

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**Description:** We are seeking Attorneys or JDs for a Major Firm located in Wheeling WV. Starting wage \$24 per hour with overtime @ \$36. Growth opportunity. Please call John at 412-766-0500 and send resume, references, and transcripts to John@dicenzo.com

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DiCenzo Personnel Specialists  
(412) 766-0500

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** May 16, 2017

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**Expiration Date:** December 30, 2017

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

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**Contact:** John Walko  
8110 Ohio River Blvd. Pittsburgh, Pennsylvania 15202 United States  
<http://www.dicenzo.com>

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

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**Default email for resumes.:** ResumeReview@inbox.com

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**How to Apply:** Please call John at 412-766-0500 and send resume, references, and transcripts to John@dicenzo.com

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**Additional Documents:** Unofficial Transcript

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**ID:** 2780

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**Law Clerk**

Judge Frederick K. Stamp (Wheeling, WV)

**Position Type:** Full-time

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

**Description:** Clerkship

Status: Clerkship Type: Clerkship Term: Open Date: Close Date: Term Start: Term End:  
Number of Positions: Interview Dates:  
Interview Methods Accepted:

Description:

Renewable: City:  
State:

Cover Letter Required?: Resume Required?:

Writing sample Required?:

Available

Term Law Clerk-Chambers 1 Year  
April 6, 2017

November 30, 2017

August 20, 2018

October 25, 2019

1

Tentatively scheduled from September 6, 2017 to September 8, 2017 In Person  
Judge Stamp is currently accepting applications for a law clerkship with a one-year term beginning  
in August 2018 and ending in October 2019. Judge Stamp has tentatively scheduled interviews on  
September 6-September 8, 2017. Qualifications include upper 20%; law review or other journal  
preferred; completion of at least one year of law school; competency in Westlaw and WordPerfect  
required; at least two letters of recommendation from law school professors preferred. Applications  
may be submitted through OSCAR or by United States mail.

No Wheeling  
West Virginia Yes  
Yes

Yes  
a, Number of Writing Samples Required:  
1

Law Grade Sheet Required?:

Minimum Number of Years of Law School Grades Required?:

Undergraduate Grade Sheet Required?:

Other Grade Sheet Required?:

Number of Recommendations Required:

Law Review Preferred?: Other Journal Preferred?:

Moot Court Participation Preferred?: Class Standing Preferred:

Yes

1

Yes No 2

Yes Yes No 20%

<https://oscar.uscourts.gov/utills/printJob.php?id=9d38f2ab564df1695f195dd8e9a8e4a7&jobt...>  
4/6/2017

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<b>Desired Class Level:</b>	Graduate/Alumni
<b>Posting Date:</b>	April 6, 2017
<b>Expiration Date:</b>	November 30, 2017
<b>Contact:</b>	Ms. Dolly Jaworski Wheeling, West Virginia United States
<b>Resume Receipt:</b>	E-mail
<b>Default email for resumes.:</b>	dolly_jaworski@wvnd.uscourts.gov
<b>Additional Documents:</b>	Cover Letter, Unofficial Transcript, Writing Sample
<b>Requested Document Notes:</b>	I will be accepting applications by United States mail and online
<b>ID:</b>	2692

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**Product Tort and Insurance Litigation Associate**

Frost Brown Todd, LLC (Louisville, KY )

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**Position Type:** Full-time

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**Practice Area(s):** Insurance, Litigation

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

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**Description:** Frost Brown Todd LLC, one of the largest regional law firms in the Midwest and one of the 150 largest law firms in the United States, seeks a litigation associate for the Charleston, West Virginia office. The candidate should have 3-5 years of experience to support our Product, Tort and Insurance Litigation Practice Group with depositions, hearings and drafting pleadings. More experienced candidates will also be considered. Applicants must have a strong academic record and excellent research and writing skills. Please visit our web page and use the "self-apply" feature at <http://www.frostbrowntodd.com/careers-openings-attorneys.html> to submit your application. Frost Brown Todd LLC is an equal opportunity employer.

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**Desired Class Level:** Graduate/Alumni

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**Posting Date:** December 21, 2016

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**Expiration Date:** December 30, 2017

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**Contact:** Ms. Sonya Yadon  
Attorney Recruiting and Development Manager  
400 West Market Street 32nd Floor, Louisville Kentucky 40202-3363

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

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**How to Apply:** <http://www.frostbrowntodd.com/careers-openings-attorneys.html>

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

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**ID:** 2484

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**HARRITY PATENT ASSOCIATE TRAINEE PROGRAM**

Harrity & Harrity, LLP (Fairfax, VA)

**Position Type:** Full-time

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

**Description:** Harrity & Harrity is hiring for its successful training program for new patent attorneys who are looking for an opportunity to get their foot in the door at a patent law firm and prove that they have what it takes to be a superstar patent associate. Our patent associate trainee program provides in-depth training in patent application drafting with the potential to become a full-time associate with our firm. The patent associate trainee program is a temporary position with our firm for about six (6) months, during which time, you will be trained in the skills that are needed to prepare high quality patent applications for leading technology companies.

To qualify for this position, you MUST be able to write well. Also, you MUST have a J.D., have passed a bar or are awaiting bar results, and have either a B.S. or M.S. in electrical engineering, computer science, mechanical engineering, or physics. We will consider other similar technical degree backgrounds. Being registered to practice before the USPTO is a plus. During the training program you will be paid a salary, and your lodging will be paid for as well.

Should you successfully complete the training program, there is a strong possibility that you would be offered a full-time associate position with our firm. First year full-time associates at Harrity & Harrity earn higher salaries than their peers at other patent firms the salary potential, for your first full year of employment as a full-time professional, is \$200K+.

To apply for this position, submit a resume and a cover letter explaining why you would be a good candidate for the program to pat@harrityllp.com.

To qualify for this position, you MUST be able to write well. Also, you MUST have a J.D., have passed a bar or are awaiting bar results, and have either a B.S. or M.S. in electrical engineering, computer science, mechanical engineering, or physics. We will consider other similar technical degree backgrounds. Being registered to practice before the USPTO is a plus. During the training program you will be paid a salary, and your lodging will be paid for as well.

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

**Posting Date:** November 3, 2016

**Expiration Date:** December 31, 2017

**Contact:** Jazmine Hitt  
11350 Random Hills Road Suite 600, Fairfax Virginia 22030

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

**Additional Documents:** Cover Letter

**ID:** 2360