

WVU College of Law

Alumni Jobs Newsletter May 2020

Attorney Adviser

National Labor Relations Board, Washington, D.C.

Position Type: Full-time

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

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

Description: Duties

Summary

This position is located in the National Labor Relations Board (NLRB), Office of Board Member Marvin Kaplan.

The primary purpose of this position is to: (1) analyze and provide expert recommendations on traditional National Labor Relations Act matters (2) draft persuasive legal memoranda and draft decisions; and (3) provide clear and effective oral presentations to Board Members..

Desired Class Level: Graduate/Alumni

Posting Date: May 8, 2020

Expiration Date: May 15, 2020

Resume Receipt: Other (see below)

How to Apply: Apply and find complete details via USA JOBS
<https://www.usajobs.gov/GetJob/viewdetails/567794100>

Bankruptcy Attorney
Cole Schotz PC

Job Type: Full-time

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

New York, New York United States

Wilmington, Delaware United States

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

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

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

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

Gayle P. Englert

Chief Human Resources Officer

Cole Schotz P.C.

Court Plaza North

25 Main Street, P.O. Box 800

Hackensack, NJ 07602-0800

genglert@coleschotz.com

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

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

Cole Schotz is an Equal Opportunity Employer

Desired Class Level(s): Graduate/Alumni

Posting Date: May 8, 2020

Expiration Date: June 13, 2020

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

Resume Receipt: Online

Immigration Attorney

Catholic Charities (Charleston, WV)

Position Type: Full-time

Practice Area(s): Immigration/Refugee

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

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

Description: Catholic Charities West Virginia

Immigration
Attorney
OFFICE:
Migration and Refugee Office

Catholic Charities
LOCATION: CHARLESTON, West Virginia
SUPERVISOR'S TITLE:
Immigration Attorney
CLASSIFICATION:
Level VII
STATUS:
Exempt
I.

SUMMARY

The Immigration Attorney, as a member of Catholic Charities West Virginia, is committed to advancing the mission of Jesus Christ, consistent with the core purpose and Gospel values enunciated in the Catholic Charities Code of Ethics.

The Immigration Attorney is responsible for assisting in the development and provision of services to immigrants and refugees in West Virginia.

The candidate provides legal advice and representation in accord with the best practice of the profession. Assist with all internal and external reporting and with the supervision of assigned interns/volunteers. Interviews individuals seeking legal assistance and advise the client as to possible options through proper interpretation of current laws.

Provide ongoing legal representation to the client commencing with the initial intake interview, drafting of documents, correspondence and client applications/petitions.

The immigration attorney maintains caseload of detained and non--detained clients in removal proceedings eligible for immigration remedies such as SIJS, asylum, CAT or withholding of removal, cancellation of removal, U VAWA, or family based petitions.

Assist in conducting legal assessment and review of complex cases to determine eligibility for immigration benefits. Complete needed applications, declarations, briefs and compile supporting documentation for client files.

Assist in the representation of clients before Executive Office of Immigration Review (EOIR) in bond hearings, master calendar, and merits hearings. Besides providing services to immigrants and refugees, the immigration attorney will conduct out reach activities in the community related to legal issues. Assist with the supervision of assigned interns/volunteers.

Ensure the timely submission of all external and internal program reports. Serve as liaison between the program and community partners

Should have Law Degree (J.D.).
Admission to the practice of law in any state and/or Washington, DC.

This position will require completion of Continuing Legal Education, in addition to any and all licensing requirements for the Jurisdiction where the attorney is licensed to practice.

Should have year experience in immigration law.
Bilingual (English
and Spanish or French)
preferred

Public speaking skills in English and Spanish or French
preferred.

II.

ESSENTIAL DUTIES

- Interview prospective clients about their immigration need and prepare immigration cases in family based immigration matters, adjustment of status, Citizenship and Naturalization, VAWA petitions, U/T visa petitions and other immigration matters.

- Assist Migration and Refugee Services to provide resettlement services to refugee families resettled throughout the diocese.

- Makes certain that refugee clients paperwork is processed accurately and in a timely manner, in accordance with policies and procedures by the diocesan Migration and Refugee Services office.

- Maintains client records and files of their immigration petitions/applications or refugee case files, and the results obtained. Follows up as needed.

- Attend CLINIC workshops and webinars regularly, in order to stay current with immigration policy changes and apply such changes appropriately to clients/refugees.

- Work with local social service agencies to educate about the needs of the local immigrant population and help connect immigrants to those other services as needed.

III.

ADDITIONAL DUTIES

- Provides resettlement services to refugee families resettled throughout the diocese. This is done in collaboration with Migration and Refugee Services office in Martinsburg

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- Assist clients in translating written documents as needed for client cases.

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- Assist client interpretation services as feasible. Obtain services of volunteers for this when possible.

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- Recruits, trains, and supervises the work of volunteers who are involved in providing immigration and refugee services.

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- May require monthly visits to Moorefield and Morgantown for immigration and/or refugee services.

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- Provides referral service to Catholic Charities West Virginia Family Resource Center and other social service organizations as needed.

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- Promote the mission and activities of Catholic Charities West Virginia in a positive manner with all staff, clients and the general public at all times.

- Assess and assist in development of ESL classes in Moorefield (other necessary regional areas) as time allows.

- Advocate for immigrant and refugee rights.

- Other duties as assigned.

IV.
SUPERVISORY RESPONSIBILITIES

- Supervises volunteers and may provide guidance to those working with Migration and Refugee Services Martinsburg Regional Office.

- May provide guidance to Outreach Refugee staff in Moorefield.

V.
QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- License to practice law in any state.

- A year of experience practicing immigration law preferred.

- Spanish language proficiency preferred

- Ability to work independently and manage multiple tasks at once.

- Committed to the social mission of the Church.

- Strong organizing skills and pays attention to details especially with regard to immigration laws, guidelines, and policies.

- Ability to work effectively with diverse populations.

- Prior experience working across cultures, preferably with experience working with trauma survivors.

- Tolerance and sensitivity necessary in dealing with people with hardships.

- Ability to travel.

- Excellent interpersonal, team, and communication skills.

VI.
PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand, walk, use hands to finger, handle or feel objects and reach with hands and arms.

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The employee must occasionally lift and/or move up to 10 pounds.

- Specific vision abilities required by this job include close vision (peripheral vision, depth perception).

- The employee must have a valid Driver's License and be able to drive and is required to travel to court hearings.

VII.

WORK ENVIRONMENT

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

- The noise level in the work environment is usually moderate.

- May be exposed to varying weather conditions due to required travels that is job related

Desired Class Level: Graduate/Alumni

Posting Date: May 6, 2020

Expiration Date: June 1, 2020

Contact: Christine L. Glover
Immigration Attorney
224 South Queen Street Martinsburg, West Virginia 25401 United States

Default email for resumes.: cglover@ccwva.org

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

Corporate Staff Attorney

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

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

Job Description: Moore & Van Allen, a large southeastern law firm with a national practice, has an opportunity for a staff attorney with corporate/business experience to assist with document preparation for asset and equity transactions. Seeking at least two to four years of experience drafting transaction documents, including acquisition documents, stock and asset purchase agreements, due diligence materials and related ancillary agreements. Candidates should also have excellent practice experience and excellent written and verbal communication ability. Equal Opportunity Employer.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 4, 2020

Expiration Date: June 10, 2020

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

Resume Receipt: Other (see below)

Default email address for resumes: charlotterecruiting@mvalaw.com

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

Additional Documents: Cover Letter, Unofficial Transcript

Corporate/ Securities Associate or Counsel

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

Job Description: Moore & Van Allen, a large southeastern firm with a national practice, is seeking a corporate and/or securities associate for its Corporate and Capital Markets team with between 3 and 7 years of experience. This attorney will handle mergers & acquisitions, private equity transactions, corporate governance, capital markets transactions, securities regulation issues, and general business matters. Preferred experience will include some combination of drafting acquisition documents, joint venture agreements and general commercial contracts, handling corporate governance matters, and preparing SEC filings including offering materials and periodic reports. Accounting and/or finance background and understanding of financial statements helpful. Excellent academic record and strong communication skills are required.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 4, 2020

Expiration Date: June 10, 2020

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

Resume Receipt: Other (see below)

Default email address for resumes: charlotterecruiting@mvalaw.com

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

Additional Documents: Cover Letter, Unofficial Transcript

Intellectual Property Patent Prosecution Associate

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

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

Job Description: Moore & Van Allen, PLLC has an immediate need in its Charlotte office for an Intellectual Property associate with one or two years of IP focused patent prosecution experience. Qualified individuals will have an undergraduate degree preferably in either Electrical Engineering, Mechanical Engineering, Computer Engineering or Chemical Engineering. Excellent academic performance and strong interpersonal skills required. Patent Bar membership is preferred but proper academic degree to sit for patent bar is required. Equal Opportunity Employer.

Desired Class Level(s): Graduate/Alumni

Posting Date: May 4, 2020

Expiration Date: June 10, 2020

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

Resume Receipt: Other (see below)

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

Additional Documents: Cover Letter, Unofficial Transcript

Trial Attorney (CR) at the GS-0905-13 level

The U.S. Equal Employment Opportunity Commission (EEOC)

Position Type: Full-time

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

Description: Description of Job

The U.S. Equal Employment Opportunity Commission (EEOC) is looking for an attorney to join the EEOC's Pittsburgh Area Office. As a Trial Attorney (CR) at the GS-0905-13 level, the selectee will be part of the Legal Unit in the EEOC's Pittsburgh Area Office. The selectee will have the full range of responsibilities for preparing and litigating employment discrimination cases under all of the federal statutes enforced by the EEOC, including:

Reviewing charge files and recommending the initiation of litigation;
Filing petitions for compliance with administrative subpoenas;
Seeking temporary injunctive relief;
Filing motions to obtain compliance with court orders, decrees, and pre-suit settlement agreements;
Prosecuting cases consistent with EEOC litigation policies and judicial precedents;
Conducting discovery for litigation in federal court;
Preparing and presenting motions, responses and oral arguments to the courts;
Preparing pretrial and post-trial briefs and materials;
Conducting all facets of trials in federal courts; and
Providing formal and informal legal advice and memoranda to agency personnel.

Application Process: Required Documents, Qualifications and Other Information

Please see Job Announcement Number DE-10795860-20-TD on www.USAJOBS.gov for information about applying, required documentation, conditions of employment and qualifications for the position, salary and other details. The link is <https://www.usajobs.gov/GetJob/ViewDetails/565738800>. Please note that all applications must be submitted solely through the "How To Apply" process identified in the Job Announcement. Applications will not be accepted via direct submission to EEOC's Pittsburgh Area Office.

Deadline For Applying

May 12, 2020.

Desired Class Level: Graduate/Alumni

Posting Date: April 30, 2020

Expiration Date: May 12, 2020

Contact: RONALD PHILLIPS
Supervisory Trial Attorney
Baltimore Field Office George H. Fallon Federal Building 31 Hopkins Plaza, Suite
1432 Baltimore, Maryland 21201 United States

Resume Receipt: Other (see below)

How to Apply: <https://www.usajobs.gov/GetJob/ViewDetails/565738800>

Corporate/Mergers & Acquisition Associate

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

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

Desired Class Level(s): Graduate/Alumni

Posting Date: April 20, 2020

Expiration Date: May 27, 2020

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

Resume Receipt: Other (see below)

Default email address for resumes: charlotterecruiting@mvalaw.com

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

Additional Documents: Cover Letter, Unofficial Transcript

Staff Attorney (Hedge Reviews)

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

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

Desired Class Level(s): Graduate/Alumni

Posting Date: April 20, 2020

Expiration Date: May 27, 2020

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

Resume Receipt: Other (see below)

Default email address for resumes: charlotterecruiting@mvalaw.com

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

Additional Documents: Cover Letter, Unofficial Transcript

Program Director

West Virginia CASA (Charleston, WV)

Position Type: Full-time

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

Description: The West Virginia CASA Association Seeks Program Director

Location: Charleston, WV

This position, along with the West Virginia CASA Association Board of Directors, is responsible for managing a highly effective nonprofit CASA state organization in West Virginia. The Program Director receives direction and oversight from the West Virginia CASA Board of Directors and works collaboratively with local CASA program directors to identify and plan for the needs of the organization and West Virginia CASA programs. This position will report to the West Virginia CASA Board of Directors.

Core Duties and Responsibilities:

Working in partnership with the West Virginia CASA Board of Directors, the Program Director will be responsible for:

Organizational Development

- Developing and implementing policies and processes needed to run a highly effective state organization
- Ensuring the state office operates in a manner consistent with the mission as well as the mission and standards set by the National CASA Association
- Establishing an office in Charleston

Network Development

- Establishing and maintaining a collaborative relationship with and between local CASA programs
- Providing technical assistance, resources and support for the West Virginia CASA network

Board Development

- Continuing to work with Board recruitment plan to build and maintain a governing Board with representation from across the state with the skills and expertise needed to develop a sustainable, highly effective state organization
- Preparing a Board orientation and on-Boarding for new Board members
- Developing, implementing and evaluating progress of a strategic plan for the state organization
- Developing a long-range plan for growth and sustainability

Financial Management and Fund Development

- Working with Board Treasurer and/or appropriate Board committee to develop operating budget
- Working with appropriate Board committee to develop, implement and evaluate short- and long-term fundraising plan to ensure adequate, diversified funds are secured to support the organization's current operations and planned growth
- Researching and identifying appropriate foundations and other funders to support fundraising goals
- Overseeing management of financial records and bookkeeping and banking responsibilities to ensure accurate financial reporting and compliance with internal financial controls
- Overseeing preparation of financial and other reports for tax preparation, grantors, Board of directors and others

State and National Representation and Leadership

- Serving as liaison between the National CASA Association and local West Virginia CASA programs
- Cultivating and maintaining relationships with appropriate state agencies and private organizations to advance CASA's mission
- Representing CASA on appropriate statewide committees and coalitions dealing with children's issues
- Cultivating strong relationships with the judiciary and legislature to further the CASA mission

Personnel Management

- Hiring, leading and overseeing all staff of the organization
- Ensuring all personnel policies and procedures are followed

Marketing and Branding

- Maintaining a branded website for the state organization
- Developing marketing tools and resources to be used statewide

Experience, Qualifications and Abilities

- Bachelor's degree in nonprofit management, business or related field or equivalent combination of education and work experience. Graduate degree preferred
 - 3- 5 years of experience in a program leadership role or a similar involvement working with a Board of Directors
 - Previous experience working in a non-profit or philanthropic organization preferred
 - Demonstrated experience in financial management
 - Demonstrated ability to build community and statewide relationships
 - Demonstrated ability to raise funds and resources to sustain and grow an organization
 - Demonstrated ability to make data informed strategic decisions
 - Knowledge, experience and understanding of the West Virginia political, judicial and legal landscape is highly desirable
 - Experience in applying analytical skills to develop strategic approaches to solve challenges
 - Demonstrated strong interpersonal skills, sound judgment, and the ability to work independently as well as collaboratively both internally and externally
 - Ability to work well under pressure with deadlines and be skilled in prioritizing responsibilities
 - Demonstrated a history of continuous improvement through professional development
 - Demonstrated high levels of professionalism
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- Willingness to travel as necessary

Salary and Benefits

This is a full-time exempt position. Salary range \$55,000-\$60,000

To apply: Send resume and cover letter

Desired Class Level: Graduate/Alumni

Posting Date: April 16, 2020

Expiration Date: May 15, 2020

Contact: Ms. Kayla Taylor Benson
Executive Director of Mon & Preston Counties
293 Willy Street Morgantown, West Virginia 26505 United States

Resume Receipt: E-mail

Default email for resumes.: kayla@casaforkidsmpc.org

Additional Documents: Cover Letter

Healthcare Regulatory and Transactional Associate

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

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

Desired Class Level(s): Graduate/Alumni

Posting Date: April 15, 2020

Expiration Date: May 21, 2020

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

Resume Receipt: Other (see below)

Default email address for resumes: charlotterecruiting@mvalaw.com

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

Additional Documents: Cover Letter, Unofficial Transcript

Associate

Shuman McCuskey and Slicer, PLLC (Charleston, Morgantown, WV & Winchester, VA)

Position Type: Full-time

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

Description: Shuman McCuskey & Slicer, PLLC, a defense litigation firm, is hiring associate attorneys for its Charleston office. 2+ years of litigation experience is preferred. Licensure in West Virginia is required. The ideal candidate has good people skills, courtroom experience, experience taking and defending depositions, and good legal research and writing skills. Competitive salary, bonuses, and comprehensive benefits including health insurance and a 401(k) plan.

Job Type: Full-time

Work Location:

Charleston, WV

Benefits:

Health insurance

Dental insurance

Vision insurance

Retirement plan

Paid time off

Professional development assistance

This position is ideal for someone who is:

Dependable -- more reliable than spontaneous

People-oriented -- enjoys interacting with people and working on group projects

Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction

Detail-oriented -- would rather focus on the details of work than the bigger picture

Achievement-oriented -- enjoys taking on challenges, even if they might fail

High stress tolerance -- thrives in a high-pressure environment

Company's website:

www.shumanlaw.com

Desired Class Level: Graduate/Alumni

Posting Date: April 13, 2020

Expiration Date: June 1, 2020

Contact: Karen McElhinny

Owner & Member

1411 Virginia Street, East Suite 200 Charleston, West Virginia 25301 United States

Resume Receipt: E-mail

Default email for resumes.: kmcelhinny@shumanlaw.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

Intellectual Property Transactional Associate

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

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

Desired Class Level(s): Graduate/Alumni

Posting Date: April 3, 2020

Expiration Date: May 9, 2020

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

Resume Receipt: Other (see below)

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

Additional Documents: Cover Letter, Unofficial Transcript

Assistant Public Defender

The Fayette County Court of Common Pleas (Uniontown, PA)

Position Type: Full-time

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

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

Description: JOB VACANCY
Full-Time
1st Assistant Public Defender
(Public Defenders)

We are hereby listing the job of 151 Assistant Public Defender.

The qualifications for said job are attached hereto and made a part hereof.

The hourly rate for said job is \$20.78/hr / \$40,521.00 annually

Any employee who wishes to apply for the said shall submit their application within five (5) working days from the date of this notice, which will be March 4, 2020 to the Human Resource Department, Fayette County Courthouse, Uniontown , Pennsylvania.

"THE COUNTY OF FAYETTE IS AN EQUAL OPPORTUNITY EMPLOYER DEDICATED TO A POLICY OF NON-DISCRIMINATION IN EMPLOYMENT ON ANY BASIS INCLUDING RACE, CREED, COLOR, AGE, SEX, RELIGION, NATIONAL ORIGIN, OR HANDICAPPED STATUS."

FAYETTE COUNTY COMMISSIONERS

By ()
Lorraine Conard
Assistant Director of Human Resources

February 27, 2020 Date

FAYETTE COUNTY

FIRST ASSISTANT PUBLIC DEFENDER
Position Description
Exempt

OVERALL OBJECTIVE OF JOB

To provide competent legal representation to a wide variety of criminal (and some civil case) defendants.

ESSENTIAL FUNCTIONS OF JOB

1. Investigates assigned cases, interviews and subpoena witnesses and conduct research in preparation for pre-trial hearings and trials.
 2. Counsels clients; prepares witnesses for trial.
 3. Prepares and files motions, briefs and other legal documents.
 4. Visits mental hospitals, jails and state correctional facilities if client is detained.
 5. Represents client at pre-trial hearings/conferences, other proceedings, arraignments, jury and non-jury trials, sentencing and post-conviction hearings.
 6. Prepares post-trial motions, briefs and arguments for appeals to
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Commonwealth, Superior and Supreme Courts.

7. Conduct s legal research in preparation of cases and trials.
8. Negotiates plea-bargains with District Attorney for clients.
9. Composes or dictates letters and other legal correspondence and reports as needed for trial.
10. Interacts with other internal departments, police and external agencies and general public.
11. T ravel s as necessary for trial preparations and to counsel with clients, District Justices, etc., as necessary.
12. Being responsible for supervising assistant public defenders and office staff when the Chief Public Defender is not available.
13. Responsible for aid with pre-trial conferences and call of list.
14. Able to be qualified for Capital Counsel.
15. Be able to prepare matters with the Pennsylvania Board of Pardon and Parole.

OTHER DUTIES OF JOB

1. Attend training sessions.
- 2 Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives little instruction/supervision from Chief Public Defender in regard to daily work duties.

Created 2/26/2020

FIRST ASSISTANT PUBLIC DEFENDER

Position Description

Page WORKING CONDITIONS

1. Works in limited work space and lighting and with fluctuations in ventilation, and temperatures.
2. Normal exposure to noise, disruptions and stress.
3. Normal indoor exposure to dust/dirt.
4. Works in conditions of potential outbursts or aggressive behavior of clients.
5. Travels occasionally to obtain legal information for cases.

PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit, stand for long periods, with intermittent walking, driving and occasional climbing stairs, twisting, stooping, grasping or reaching to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hand; feet/legs; torso necessary to carry out job duties.
4. Sedentary work, with occasional lifting/carrying of objects with maximum weight of ten pounds.
5. Must demonstrate emotional stability.
6. Must be able to cope with the physical and mental stress of the position.
7. Must be able to pay close attention to details and concentrate on work.
8. Must be able to work with clients who carry or may carry active hepatitis, HIV or other infectious diseases.

QUALIFICATIONS

A. EDUCATION/TRAINING

Juris Doctorate degree, licensed and admitted to Pennsylvania Bar or have taken Pennsylvania bar examination.

B. WORK EXPERIENCE

None required, but public defender internship or similar experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess effective communication and interpersonal skills.
3. Must possess initiative, creativity and problem solving skills.
4. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, c, o workers and others.
5. Must possess ability to maintain confidentiality in regard to client information and records.
6. Must possess some knowledge of operating personal computer s.

Created 2/26/2020

FIRST ASSISTANT PUBLIC DEFENDER

Position Description

Page 3

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Cont 'd)

7. Must possess a valid Pennsylvania Driver's License and a willingness to travel as needed to complete job duties.
8. Must possess knowledge and ability to effectively and adequately represent a variety of clients in various criminal and civil cases.
9. Must possess ability to understand and interpret constitutional provisions, statutes, administrative regulations and precedents and procedures.
10. Must possess ability to set forth finding of facts and conclusions in written, legal form.
11. Must possess ability to analyze facts, evidence and precedents and arrive at logical interpretation.
12. Must possess ability to effectively coordinate individual cases and also interact with other staff members.

Desired Class Level: Graduate/Alumni

Posting Date: March 6, 2020

Expiration Date: May 31, 2020

Contact: Ms. Karen M. Kuhn
District Court Administrator
61 East Main Street Uniontown, Pennsylvania 15401 United States

Resume Receipt: Accumulate Online

Attorney

Yablonski, Costello & Leckie P.C. (Washington, PA)

Position Type: Full-time

Practice Area(s): Negligence & Personal Injury

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

Description: Attorney position available with a small personal injury firm located in Washington Pennsylvania. New graduates and attorneys with less than five years of experience will be considered. Salary will be commensurate with experience. Excellent future growth potential for candidate.

Desired Class Level: Graduate/Alumni

Posting Date: February 25, 2020

Expiration Date: May 30, 2020

Contact: Mr. Eric Betzner
Managing Attorney
116 North Main Street Washington, Pennsylvania 15301 United States

Resume Receipt: Accumulate Online

Additional Documents: Unofficial Transcript, Writing Sample

Staff Attorney/ Contracts Attorney

McClelland Legal Search

Position Type: Full-time

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

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

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

Location: Pittsburgh area

Materials requested: Resume

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

Compensation Details: Compensation determined by experience + bonus potential

Desired years of Experience: 4 - 5 years of experience

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

Desired Class Level: Graduate/Alumni

Posting Date: February 25, 2020

Expiration Date: June 30, 2020

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

Resume Receipt: E-mail

Default email for resumes.: cindy@mcclellandlegalsearch.com

Law Clerk

Clarion County Court Administrator's Office (Clarion, PA)

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

THE COURT OF COMMON PLEAS

18th JUDICIAL DISTRICT

The Honorable Sara J. Seidle-Patton, President Judge, is presently seeking resumes for the position of Law Clerk for the Court of Common Pleas of Clarion County, Pennsylvania. The position is for one year beginning August 2020 and ending July 2021. Applicants must be law school graduates or planning graduation in Spring 2020. Interested applicants are to submit their resume, which shall include no less than three references, a writing sample, and a law school transcript to the Honorable Sara J. Seidle-Patton, c/o rkundick@co.clarion.pa.us no later than May 15, 2020. Any documents mailed via U.S. Mail shall be addressed to: Clarion County Court of Common Pleas, 421 Main Street, Suite 34, Clarion, PA 16214. Any documents submitted through email must be in pdf or docx format.

Questions concerning this position may be directed to Rachel Kundick at (814) 226 – 4000 ext. 2103 or via email rkundick@co.clarion.pa.us.

Desired Class Level: 3L, Graduate/Alumni**Posting Date:** February 13, 2020**Expiration Date:** May 15, 2020**Contact:** Rachel Kundick
Confidential Secretary
Court of Common Pleas 421 Main Street Suite 34 Clarion, Pennsylvania 16214
United States**Resume Receipt:** E-mail**Default email for resumes.:** rkundick@co.clarion.pa.us**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample, Other Documents

Owner

Silverman, Tokarsky & Forman (Johnstown, PA)

Position Type: Full-time

Practice Area(s): Insurance Defense, Litigation

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

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

Description: Busy law firm seeking a full time associate attorney for immediate opening. Firm focuses on family law litigation. Live in a small town and enjoy work/life balance.

Desired Class Level: Graduate/Alumni

Posting Date: February 9, 2020

Expiration Date: December 31, 2020

Salary Range: 50,000 - 59,999

Contact: Randi Silverman
Owner
227 Franklin Street, Suite 410 Johnstown, Pennsylvania 15901 United States
<http://Stflawoffice.com>

Resume Receipt: E-mail

Default email for resumes.: Rsilverman@stflawoffice.com

Additional Documents: Cover Letter, Writing Sample, Other Documents

Requested Document Notes: Cover letter, resume and writing sample

CIRCUIT JUDGE LAW CLERK

The Supreme Court of Appeals of West Virginia

Position Type: Full-time

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

Description: The Administrative Office of
The Supreme Court of Appeals of West Virginia
Position Announcement
FIFTEENTH JUDICIAL CIRCUIT HARRISON COUNTY
EMPLOYMENT OPPORTUNITY
Clarksburg, West Virginia
Position open until filled (Posted 1-30-2020)
The Position
The Administrative Office of the Supreme Court of Appeals of West Virginia
("AO") is now accepting resumes for the position of Circuit Judge Law Clerk for
the Honorable Judge James A. Matish. This position works under the direct
supervision of Judge James A. Matish in the Fifteenth Judicial Circuit, Harrison
County, Clarksburg, WV. This is a salaried position. This is a one year position,
beginning August 2020 and ending August 2021.
CIRCUIT JUDGE LAW CLERK
Pay Scale: The annual salary for those who are not members of the West
Virginia State Bar is \$50,946.00, plus benefits, and the annual salary for those
who are members of the West Virginia State Bar is \$59,538.00, plus benefits.
Documentation from the West Virginia State Bar, i.e., Bar Dues Statement, will
be required to receive the higher salary.
Position Purpose: The Circuit Court Law Clerk will be responsible for providing
legal support to Judge James A. Matish. The position is a unique opportunity to
learn court operations from the inside out, and gain invaluable "real life"
practical experience while working in a challenging, high volume, highly-variable
and fast-paced environment.
Minimum Qualifications: A successful candidate must possess excellent legal
research and writing skills. The candidate must also possess the ability to
communicate clearly and concisely. Ability to exercise good judgment and
maintain tact, composure, and confidentiality. The candidate must possess
strong organizational skills and attention to detail.
All circuit judge law clerks must sit for the West Virginia Bar Examination each
time it is offered. The failure to pass the West Virginia Bar Examination within
two (2) attempts will result in a loss of employment. West Virginia Bar
Examination failures predating judicial employment count toward the two (2)
attempts. Any person who has failed the West Virginia Bar Examination, or any
bar examination, two (2) or more times is ineligible for these positions. Once a
person passes the West Virginia Bar Examination, the issue of bar examination
failures is moot. Additionally, the minimum law school g.p.a. for these positions
is 2.2.
Duties and Responsibilities:
Each law clerk might have a broad spectrum of duties to perform, as every judge
has specific legal and administrative support that they require of their law clerk.
Duties and responsibilities may include, but are not limited to:

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

Page 2 of 2

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

Criminal Background Check:
All successful candidates must submit to a criminal background check.
Compensation and Benefits include:

- Competitive salary based on experience and qualifications,
- Medical Insurance,
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess
medical),
- Life insurance,

- Defined benefit pension plan,
- Section 457 deferred compensation plan, 12 paid holidays, and
- Annual and sick leave.

The Administrative Office of the Courts

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

West Virginia Courts

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

Equal Opportunity in Employment

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

Application Process

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

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

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

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

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

Posting Date: January 30, 2020

Expiration Date: July 30, 2020

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

Resume Receipt: E-mail

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

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

Requested Document Notes: Application Process

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

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

Charleston firm (criminal law, personal injury, consumer law, are primary areas) seeking recent JDs (license not necessary) for research project-type positions. Remote initially. Also seeking licensed attorneys with 3-5 years of experience. Go getters, entrepreneurial spirit. To apply please add resume to Symplicity Resume Collection entitled "Charleston Firm" Log on to Symplicity > Documents > Opt-in Books, or email to Rosalind.lister@mail.wvu.edu with subject heading "Charleston Firm" Deadline June 8, 2020 *Blind Listing*

LAW OFFICE(S) FOR LEASE

**HISTORIC PRE-CIVIL WAR BUILDING
115 WEST KING ST. | MARTINSBURG, WV**

available as early as September 1, 2020

Modern, updated spaces

First floor: two offices, reception area, staff work area, two conference rooms presently occupied by attorney owner & three staff members; staff available to stay with new occupant; fully equipped with office equipment that may be purchased; also includes full basement currently used for storage

Second floor: has accommodated three attorneys comfortably in the past; includes three offices next to a reception area, conference room, library area/second conference area, file room/work area, small kitchen area, two restrooms

For more information contact
CATHY ORSINI-JANES, Realtor® | Touchstone Realty
304-671-9762 (Cell) | CallCathyJanes@gmail.com