

WVU LAW

Attorney

Legal Aid of West Virginia

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

Beckley or Princeton Attorney

Legal Aid of West Virginia (LAWV) is seeking a skilled motivated attorney to join our Lawyer in the School Team serving Southern West Virginia in either our Beckley or Princeton Office. This is a grant funded position which ends on June 30, 2022. LAWV offers a great family friendly work environment and excellent benefit package which includes medical, dental and life insurance and paid leave.

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

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

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

If you are passionate about serving others and want to do rewarding work, please apply with your cover letter and resume by April 26, 2021. Applications will be considered until the position is filled. LAWV is an organization dedicated to equity, justice and inclusion and our organization culture reflects that by seeking and supporting employees from diverse backgrounds and perspectives. EOE qualified women, people with disabilities, minorities, or members of traditionally underrepresented groups are encouraged to apply.

Desired Class Level: Graduate/Alumni**Posting Date:** April 14, 2021**Expiration Date:** April 26, 2021

Contact: Ms. Kerry LeMasters
Human Resources
Clarksburg, West Virginia United States

Resume Receipt: E-mail**Default email for resumes.:** jobs@lawv.net**Additional Documents:** Cover Letter**ID:** 7420

Tax - Senior Associate or Junior Partner

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, is seeking a senior associate or junior partner for its Tax practice in our Charlotte office. Qualified candidates will have at least four years of federal income tax experience with diverse, sophisticated transactional matters, review and negotiation of related transactional documents and structuring business transactions in a tax-efficient manner. Candidates should have prior experience handling corporate tax matters such as formation, acquisition, disposition, and reorganization of business entities and should be very familiar with partnership and LLC structures and agreements. An LLM in Taxation is preferred and international inbound/outbound tax experience is a plus. Competitive compensation package includes full benefits.

Desired Class Level(s): Graduate/Alumni

Posting Date: April 14, 2021

Expiration Date: May 21, 2021

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

Resume Receipt: Other (see below)

Default email address for resumes: charlotterecruiting@mvalaw.com

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

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 7421

Assistant Consumer Advocate I,II, or III

Pennsylvania Office of Consumer Advocate

Job Type: Full-time

Job Location(s): United States

Job Description: **Assistant Consumer Advocate I, II, or III**

The Pennsylvania Office of Consumer Advocate (OCA) seeks full-time attorneys to serve as Assistant Consumer Advocates. The OCA is the statutory representative of Pennsylvania utility consumers before the Pennsylvania Public Utility Commission (PUC), federal regulatory agencies, and state and federal courts. As an Assistant Consumer Advocate, attorneys can expect to perform a variety of legal work in the utility law sector, such as trial practice before the PUC and appellate practice before the Commonwealth Court of Pennsylvania, working with a dedicated team of attorneys to develop legal opinions and strategies that protect Pennsylvania utility consumers, and developing multi-disciplinary skills in accounting, engineering, and consumer protection work.

Salary and Benefits

Full-time employees receive all Commonwealth health (including dental and vision), pension and other benefits for management personnel. The salaries for these positions will generally depend on the qualifications and experience level of the applicant and can fall within the following ranges:

Assistant Consumer Advocate I

\$58,132 — \$89,546 (Graduates awaiting bar results - \$50,817)

Assistant Consumer Advocate II

\$66,484 — \$102,240

Assistant Consumer Advocate III

\$75,991 — \$116,930

Essential Functions

- Analyze and research complex regulatory filings.
- Manage and direct expert witnesses, including coordinating the development of testimony and preparing them for cross-examination.
- Prepare and conduct cross-examination of expert witnesses.
- Prepare trial and appellate motions and briefs.
- Travel to and represent the OCA in public hearings throughout the Commonwealth.
- Represent the OCA in settlement negotiations and alternate dispute resolution processes.
- Assist consumers, both formally and informally, in complaint proceedings before the PUC.
- Participate in rulemaking proceedings before the PUC.

Qualifications

- Licensed to practice law in Pennsylvania (or awaiting PA bar results).
- Ability to work independently in a fast-paced and challenging legal environment.
- Strong oral and written communication skills.
- Career objective or experience in consumer protection, administrative law and policy, or public interest field.

How to Apply

Please send a (1) cover letter, (2) resume, (3) transcript, (4) three references, and (5) a writing sample by electronic mail to attorneyposting@paoca.org.

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

Posting Date: April 13, 2021

Expiration Date: May 13, 2021

Contact: Jo Ann Spiroff
Clerk Typist II
555 Walnut Street Harrisburg, Pennsylvania 17101 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: attorneyposting@paoca.org

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

Additional Documents Notes: Three References

Visual ID: 7385

Assistant Prosecuting Attorney

Boone County Prosecuting Attorney's Office (Madison, WV)

Position Type: Full-time

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

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

Description:

The Boone County Prosecuting Attorney's Office is accepting applications for an Assistant Prosecuting Attorney position.

The primary responsibilities shall include, but not be limited to, criminal matters in Magistrate and Circuit Courts.

The applicant must be a member of the West Virginia State Bar in good standing.

The applicant's salary is commensurate with experience. A full benefits package is available for a full-time position. Individuals seeking a part-time position are also encouraged to apply.

Desired Class Level: 3L, Graduate/Alumni

Posting Date: April 13, 2021

Expiration Date: May 13, 2021

Contact: D.E. Taylor
Prosecuting Attorney
200 State Street Madison, West Virginia 25130 United States

Resume Receipt: E-mail

Default email for resumes.: dtaylor@boonecountywv.net

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 7418

Associate Attorney

Pullin Fowler & Flanagan (Charleston, WV)

Position Type: Full-time

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

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

Description:

Regional law firm with concentration in defense of governmental entities and insurance defense seeks applicants for the position of associate attorney. Applicants must be licensed in WV or anticipate graduating from an ABA accredited law school in May of 2021 and take the West Virginia Bar Exam in July. Additionally, applicants must have strong interpersonal skills, superior writing skills, and the ability to thrive in a fast paced litigation environment. Experience in civil litigation is preferred but not required. Applicants should submit a resume, cover letter, and writing sample. Job openings in Beckley and Charleston office locations.

Desired Class Level: Graduate/Alumni

Posting Date: April 13, 2021

Expiration Date: April 19, 2021

Contact: Steve Fowler

JamesMark Building, 901 Quarrier St. Charleston, West Virginia 25301 United States

Apply: on WVU Law Sympliiicty or directly to Mr. Steve Fowler smf@pffwv.com and place "Associate Position" in subject line

Additional Documents: Cover Letter, Writing Sample

Associate Attorney

Armstrong Law, PLLC (Gassaway, WV)

Position Type: Full-time

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

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

Description:

Responsibilities:

Represent clients in Court or before government agencies
Prepare and draft legal documents on behalf of clients
Advise clients on business and legal transactions
Negotiate settlements for legal disputes
Comply with all legal standards and regulations
Perform administrative and management functions related to the practice of law.

Qualifications:

Familiarity with various legal documents
Strong analytical and problem-solving skills
Ability to build rapport with clients
Excellent written and verbal communication skills

Fulltime, estimated 50-65k salary.

Desired Class Level: Graduate/Alumni

Posting Date: April 13, 2021

Expiration Date: May 13, 2021

Contact: Ms. Dakota Johnson
624 Elk St Gassaway

Resume Receipt: E-mail

Default email for resumes.: dakota@wvlegalhelp.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 7419

Attorney Advisor, Tax and Finance Section #2021-32

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:

Description

POSITION TITLE: Attorney-Advisor

LOCATION:

Office of the Attorney General for the District of Columbia

Commercial Division

Tax and Finance Section

400 Sixth Street, N.W.

Washington, D.C. 20001

WORK STATUS: Due to the COVID-19 pandemic emergency, this position is on maximum situational telework status and employees are not permitted to work on-site at OAG unless authorized, until further notice.

JOB REQUISITION NUMBER: 2021-32

OPENING DATE: April 9, 2021

CLOSING DATE: April 30, 2021

SALARY: \$84,199 – \$95,431

This range is within the Legal Service salary schedule from Grade 12 Step 1 to Grade 12 Step 5. Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.

PAY PLAN, SERIES AND GRADE: LS-905-12

TYPE OF APPOINTMENT: Legal Service – Permanent

COLLECTIVE BARGAINING UNIT: This position is in the collective bargaining unit represented by AFGE Local 1403. If you opt to join the union, and consent, a service fee will be paid through direct payroll deduction.

AREA OF CONSIDERATION: Open to the Public

JOB SUMMARY

DESCRIPTION OF DUTIES: The Office of the Attorney General for the District of Columbia is seeking an Attorney-Advisor to serve in the Commercial Division's Tax and Finance Section.

Under the supervision of the Chief of Tax and Finance Section, and in collaboration with the Section's Senior Assistant Attorneys General, the incumbent handles transactional work such as negotiating, drafting, and reviewing transactional documents involved in the District's issuance of bonds and notes (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 provides advice on other municipal finance transactions.

In addition, the incumbent assists the Section in defensive litigation concerning tax matters (real property, personal property, business franchise, income, recordation, transfer, estate, and inheritance), along with the following additional major duties:

- Reviews bond documents including indentures, loan agreements, bond specimens, bond purchase agreements, and letters of credit.
- Assists in preparing offering documents including preliminary official statements, official statements, and limited offering memoranda.
- Reviews local laws concerning District bond financings, federal tax laws concerning tax exempt financings, and federal securities law.
- Leads and conducts due diligence obligations.
- Tracks annual bond issuances.
- Under the supervision of the Chief of Tax and Finance Section, participates in select litigation matters, including attending mediation sessions, handling trial track cases, and all other activities associated with litigation.
- Performs other related tasks as necessary in the course of the work.

KNOWLEDGE AND EXPERIENCE REQUIRED:

- Sufficient knowledge of District bond issuance laws, protocols, and customs to represent the District of Columbia in various finance transactions.
- Experience and familiarity with local tax law in the District of Columbia.
- Sufficient knowledge of policies, regulations and legal precedent in interpreting and applying subject knowledge to District of Columbia bond issuances and tax appeals.
- Skill in communicating concisely and effectively, orally and in writing.
- Skill in analysis and resolution of complex legal issues in an orderly, systematic, and effective manner.
- Minimum one-year of finance experience desirable, preferably with some experience in tax exempt financings under District of Columbia law.
- Minimum one-year litigation experience desirable, preferably with some experience in the state and local tax area.

SUPERVISORY CONTROLS:

- Works under the general supervision of the Section Chief.
- Confers with supervisor on doubtful matters or questions concerning policy.
- Consults with supervisor in planning strategy and tactics to be used in handling of assigned financing transactions or tax cases.
- Incumbent has latitude to exercise independent judgment and authority to accomplish assigned duties.
- Work products are subject to review by the supervisor for completeness of presentation, consistency with Office policy, and legal sufficiency.

QUALIFICATIONS: The candidate should have at least one (1) year of finance and litigation experience, preferably in the area of local finance and tax law, in particular in the District of Columbia; familiarity with reviewing and drafting various bond documents; familiarity with mass appraisal and property valuation concepts; developable familiarity with big data and financial/litigation analytics (including experience with Microsoft Access and Excel); excellent oral and writing skills; and demonstrated ability to be a team player and to work with and supervise support staff in a transactional and litigation environment.

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.

The selected candidate will be subject to a general background investigation, including reference checks.

HOW TO APPLY: Interested candidates must apply online by 11:59pm of the closing date. All applications must include the completed questionnaire, along with a cover letter, resume, a list of three professional references including supervisors, and a writing sample. Please ensure that all required documents are included prior to submitting the application.

OTHER SIGNIFICANT FACTS

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

Important: Your COMPLETE application is important to OAG hiring process. Please ensure that you have read through the requisition in its entirety. Any REQUIRED document/s i.e. Resume, Cover Letter, DC2000RP, and/or KSAs as applicable, are included BEFORE you SUBMIT the application. You will NOT be able to re-submit. Thank you.

Desired Class Level: Graduate/Alumni
Posting Date: April 13, 2021
Expiration Date: April 30, 2021
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.: oag.recruitmentattorney@dc.gov
Additional Documents: Cover Letter, Writing Sample
Requested Document Notes: HOW TO APPLY: Interested candidates must apply online by 11:59pm of the closing date. All applications must include the completed questionnaire, along with a cover

letter, resume, a list of three professional references including supervisors, and a writing sample. Please ensure that all required documents are included prior to submitting the application.

ID: 7412

Attorney Editor

Thomson Reuters

Job Type: Full-time

Job Location(s):

Eagan, Minnesota United States

Minneapolis, Minnesota United States

Saint Paul, Minnesota United States

Job Description:

In this role you will provide legal interpretation in the form of research, analysis, and writing to support the development and maintenance of Thomson Reuters Legal information in all media. Members of this team are also tasked with ensuring that published legal information contains and delivers premium legal content.

About the Role:

In this opportunity as Attorney Editor you will:

- **Legal Research, Analysis and Writing:** Our Attorney Editors create and classify legal information in the form of headnotes, highlights, and other features and enhancements. You will also identify key legal issues in editorial materials while demonstrating competence in Westlaw navigation and on-line research tools.
- **Editorial Responsibility:** Members of this team adhere to editorial publishing schedules and quality standards. They also verify their own work and that of other staff as required for accuracy and completeness, and ensure that the information is properly presented and organized. In this role you will be required to maintain and develop legal knowledge and skills training as needed to complete your work and in order to stay current on legal trends and developments that are related to your editorial responsibilities.
- **Individual and Leadership Development:** As a part of a larger team, you will attend and participate in meetings and take part in the employee evaluation process (both wider feedback and self-evaluation). To be most effective at your job, you will develop knowledge of Thomson Reuters Legal publications and products related to your responsibilities, and those of competitors.
- **Members of our team** prioritize their own work and understand the roles and responsibilities of each collaborator/team member and how each role impacts production. You will also be required to demonstrate competence on company specific systems necessary to perform your job functions.

We have one team hiring Attorney Editors at our Minneapolis/St Paul campus (Eagan, MN) at this time:

- **Cases Editorial:** As a member of the Cases Editorial team, you will read and analyze court decisions and create and classify short summaries of each point of law in the decision for Westlaw and print. Strong analytical and writing skills, productivity, and quality are necessary to maintain our world class judicial content.

About You:

You are a fit for the role of Attorney Editor if you have/are:

- J.D. degree from an American Bar Association accredited law school
- Self-starter with aptitude for legal research and writing
- Analytical thinker who uses logic and collaborates to solve difficult problems
- Decisive with a focus on making quality decisions quickly
- Ability to interpret, analyze, organize, and communicate complex legal material.
- Comfortable with personal computers and familiar with word processing and online applications
- Can prioritize tasks and projects and pursue them with energy and drive
- Great teammate who will work successfully in a shared environment.
- Strong communicator who can speak and write clearly and effectively with all contacts, both in and outside Thomson Reuters.

We are hiring for these positions in our **Minneapolis/St. Paul (Eagan), MN** office only.

What's in it For You?

At Thomson Reuters, our people are our greatest assets. Here are some of the benefits we offer for your personal and professional growth:

- **Our Culture:** You will have the opportunity to work for a company that has a market dominant position and is passionate about giving back to the community
- **Learning & Development:** You will be joining a team that has the commitment of the company to prioritize growth and has made investments to expand our capabilities. This includes paid CLE time for Attorney Editors

- **Benefits:** Extraordinary benefits package including health benefits, savings/investment plans, paid time off, and bar dues reimbursement
- **Social Impact:** Global volunteer network, organized virtual volunteer events, 2 paid volunteer workdays a year, company matching for personal charitable giving and fundraising
- **Compensation:** Base salary and a variable compensation that is directly related to your success

Do you want to be part of a team helping re-invent the way knowledge professionals work? How about a team that works every day to create a more transparent, just and inclusive future? At Thomson Reuters, weâ€™ve been doing just that for almost 160 years. Our industry-leading products and services include highly specialized information-enabled software and tools for legal, tax, accounting and compliance professionals combined with the worldâ€™s most global news services â€“ Reuters. We help these professionals do their jobs better, creating more time for them to focus on the things that matter most: advising, advocating, negotiating, governing and informing.

We are powered by the talents of 25,000 employees across more than 75 countries, where everyone has a chance to contribute and grow professionally in flexible work environments that celebrate diversity and inclusion. At a time when objectivity, accuracy, fairness and transparency are under attack, we consider it our duty to pursue them. Sound exciting? Join us and help shape the industries that move society forward.

Accessibility

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 applicable law. Thomson Reuters is proud to be an Equal Employment Opportunity/Affirmative Action Employer providing a drug-free workplace.

We also make reasonable accommodations for qualified individuals with disabilities and for sincerely held religious beliefs in accordance with applicable law.

More information about Thomson Reuters can be found on thomsonreuters.com.

Desired Class Level(s):	3L, Graduate/Alumni
Posting Date:	April 13, 2021
Expiration Date:	May 19, 2021
Contact:	Brodie Jamieson 610 Opperman Drive Eagan, Minnesota 55123 United States
Resume Receipt:	Other (see below)
How To Apply:	https://thomsonreuters.wd5.myworkdayjobs.com/External_Career_Site/job/USA-Eagan-610-Opperman-Dr/Attorney-Editor_JREQ140820
Visual ID:	7406

Dallas Trial Lawyer

Zinda Law Group, PLLC (Austin, TX)

Job Type: Full-time

Job Location(s): Dallas, Texas United States

Job Description:

Zinda Law Group is a rapidly growing, elite personal injury law firm. We handle complex cases and maintain a small docket, enabling us to best serve our clients. Our attorneys pride themselves on their skills, compassion, and commitment to helping those in need. At Zinda Law Group, we do things differently. We are innovative, use cutting edge technology, and have a start-up mentality. Our firm is a member of the Inc. 5000 and was named one of the top Firms in the Austin area for 2020 by Austin Monthly Magazine.

Our core principles are:

1. Excellence Always;
2. Only the Best;
3. Failure is Not an Option;
4. We All Take Out the Trash;
5. Run the Firm Like a Business.

We are looking for an ambitious and passionate Trial Lawyer to join our growing team in Texas. We are currently interested in hearing from candidates located in Austin, El Paso, and Dallas, as well as Texas based candidates interested in working remotely. As a Trial Lawyer, you will work alongside a dynamic and experienced team while handling your own cases from intake to resolution. A typical day for an Attorney at Zinda Law Group involves client communication, taking and defending depositions, research and drafting, leading mediations, developing case strategies, and/or arguing in court. Our Trial Lawyers handle cases from intake through settlement or jury verdict and over time develop a more sophisticated docket, with the goal of becoming a Senior Attorney.

Qualifications and Experience:

At least one (1) year of experience practicing personal injury or civil litigation;
Licensed and in good standing with the Texas State Bar;
Spanish bilingual a plus;
Experience drafting and responding to motions;
Substantial knowledge of Texas Rules of Civil Procedure.

Compensation and Benefits:

\$75,000 - \$250,000;
Paid time off and paid holidays;
IRA Plan with company contribution match;
Medical, vision, and dental insurance;
Parental leave;
Excellent work environment;
Opportunities for ongoing training and mentoring;
Opportunities to advance and grow within the firm.

To apply, please submit a resume and cover letter through the link below:

<https://zdfirm.bamboohr.com/jobs/view.php?id=375>

Zinda Law Group is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or other protected status as required by applicable law.

Zinda Law Group is still operational during COVID-19. While this crisis poses unique challenges, thanks to an incredible team of dedicated attorneys, paralegals, and staff we have been able to continue running our office virtually. We have full remote-work capabilities and technology that allows our team to continue assisting our clients. The health and safety of our team is our number one priority, and we are committed to

complying with all local, state, and national orders and guidelines regarding COVID-19.

Desired Class Level(s): Graduate/Alumni
Posting Date: April 13, 2021
Expiration Date: May 20, 2021
Contact: Kate Howard 8834 N Capital of Texas Hwy Austin, Texas 78759 United States
Resume Receipt: Other (see below)
How To Apply: https://zdfirm.bamboohr.com/jobs/view.php?id=375
Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample
Visual ID: 7416

J.R. Clifford – Franklin Cleckley Fellowship

Mountain State Justice (Charleston) (Charleston)

Position Type: Fellowship

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

Description:

J.R. Clifford – Franklin Cleckley Fellowship

Mountain State Justice (MSJ) offers a \$5,000 paid summer fellowship for high school, college, and graduate students who are Black, Indigenous, and other people of color interested in social justice advocacy. Click link for flyer. Through experiential learning, individual mentorship and development, and community interaction, the fellowship aims to provide the tools necessary for the fellow ready to lead the transformation of under-served communities.

In 1996, MSJ opened its doors pursue no-cost impact and significant litigation on behalf of low-income West Virginians. Since that time, we have provided free legal services to thousands of underserved West Virginians to protect their health and safety, their education, their homes, and their livelihoods. We keep our practice flexible to meet the changing needs of low-income West Virginians facing mistreatment by powerful institutions—from banks and car dealers to schools, state hospitals, and prisons.

Fellows will have the opportunity to work serve low-income and under-served communities in West Virginia. Fellows will engage in a variety of areas, including consumer rights, immigration, bankruptcy, health care, education, employment, access to benefits, and/or prisoners' rights. Fellows will also participate in client interviews and legal proceedings, conduct research, engage in policy advocacy, receive regular mentorship, engage in hands-on training, and build connections within the community.

The Clifford-Cleckley Fellowship will be awarded to two students from high school, college and graduate programs who are Black, Indigenous, or other people of color. Applicants should be self-directed, energetic, possess a desire to advance social justice, and have an ability to work in an environment that respects everyone in our community. Applicants' life experiences and academic excellence should support their desire to work towards social change.

Each recipient will receive \$5,000 for a summer fellowship that will be located in Morgantown or Charleston, West Virginia; during the pandemic, remote work may be required. The application deadline is May 1, 2021.

Application Instructions: Applicants will be evaluated on the above criteria, including their life experiences, commitment to social justice, and academic achievement. To apply for the Fellowship, please send a cover letter indicating your interest in the position, including your qualifications and life experiences that make you a good candidate with the subject line "Clifford-Cleckley Fellowship Application" to:

Rachel Kerns, Operation & Finance Manager Email: [rachel\(at\)msjlaw.org](mailto:rachel(at)msjlaw.org)

Mailing: 1217 Quarrier Street, Charleston, WV 25301 Fax: 304-344-3145

Franklin Cleckley was the first Black West Virginia Supreme Court Justice, appointed in 1994, and the first Black member of the WVU School of Law faculty when he was appointed in 1969. Justice Cleckley grew up in McDowell County, West Virginia.

J.R. Clifford became West Virginia's first Black attorney when he was admitted to the bar in 1887. Mr. Clifford was the attorney on the landmark anti-discrimination case Williams v. Board of Education, which he won in 1898. Mr. Clifford was a founding member of the Niagara Movement. Mr. Clifford grew up in Grant County, West Virginia, and spent his career as a civil rights leader in West Virginia.

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

Posting Date: April 13, 2021

Expiration Date: May 1, 2021

Contact: Rachel Kerns
Office Coordinator
1217 Quarrier Street Charleston, West Virginia 25301-1809 United States

Resume Receipt: E-mail

Default email for resumes.: rachel@msjlaw.org

Additional Documents: Cover Letter

Requested Document Notes: Application Instructions: Applicants will be evaluated on the above criteria,

including their life experiences, commitment to social justice, and academic achievement. To apply for the Fellowship, please send a cover letter indicating your interest in the position, including your qualifications and life experiences that make you a good candidate with the subject line "Clifford-Cleckley Fellowship Application" to:

Rachel Kerns, Operation & Finance Manager Email: [rachel\(at\)msjlaw.org](mailto:rachel(at)msjlaw.org)

ID: 7415

Trial Attorney, Civil Litigation Division #2021-17

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:

Description

POSITION TITLE: Trial Attorney

LOCATION:

Office of the Attorney General for the District of Columbia

Civil Litigation Division

Litigation Section II

400 Sixth Street, N.W.

Washington, D.C. 20001

WORK STATUS: Due to the COVID-19 pandemic emergency, this position is on maximum situational telework status and employees are not permitted to work on-site at OAG unless authorized.

JOB REQUISITION NUMBER: 2021-17 AMENDED

This vacancy announcement is being reposted. Candidates who have already applied need not re-apply. All applications will be considered.

OPENING DATE: April 7, 2021

CLOSING DATE: April 21, 2021

SALARY: \$139,189 – \$171,651

This range is within the Legal Service salary schedule from Grade 15 Step 1 to Grade 15 Step 8. The maximum annual salary for this position is budgeted to \$171,651. Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.

PAY PLAN, SERIES AND GRADE: LS-905-15

TYPE OF APPOINTMENT: Legal Service – Permanent

COLLECTIVE BARGAINING UNIT: This position is in the collective bargaining unit represented by AFGE Local 1403. If you opt to join the union, and consent, a service fee will be paid through direct payroll deduction.

AREA OF CONSIDERATION: Open to the Public

JOB SUMMARY

DESCRIPTION OF DUTIES: The Office of the Attorney General for the District of Columbia seeks a trial attorney for Section II of its Civil Litigation Division. The Civil Litigation Division defends the District of Columbia in civil lawsuits filed in the Superior Court of the District of Columbia and the U.S. District Court for the District of Columbia in which plaintiffs seek monetary damages or injunctive relief. The incumbent will handle a variety of matters, including personal injury cases, employment discrimination claims, and federal constitutional civil rights litigation. The incumbent may also have the opportunity to handle special proceedings, including habeas matters.

The successful candidate will have an individual caseload of approximately 25 active civil cases and may work on various litigation teams. The incumbent will file pleadings, conduct and respond to written discovery, conduct and defend

depositions, file and respond to procedural and dispositive motions, negotiate settlements, conduct trials and contested hearings, and litigate disputes regarding attorney's fees. There is substantial contact with client agencies and individual clients. The position requires civil litigation experience.

QUALIFICATIONS: A minimum of 10 years of civil litigation experience is required. Prior civil litigation experience may include trials or evidentiary hearings, motions and discovery practice, taking and defending depositions, and a thorough knowledge of the Federal Rules of Civil Procedure.

Experience in one or more substantive areas where the Division practices is highly desirable. The successful candidate should be a self-starter and have excellent research and writing skills and be able to handle multiple deadlines in a fast-paced environment.

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.

The selected candidate will be subject to a general background investigation, including reference checks.

HOW TO APPLY: Interested candidates must apply online by 11:59pm of the closing date. All applications must include the completed questionnaire, along with a cover letter, resume, a list of three professional references including supervisors, and a writing sample. Please ensure that all required documents are included prior to submitting the application.

OTHER SIGNIFICANT FACTS

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

Important: Your COMPLETE application is important to OAG hiring process. Please ensure that you have read through the requisition in its entirety. Any REQUIRED document/s i.e. Resume, Cover Letter, DC2000RP, and/or KSAs as applicable, are included BEFORE you SUBMIT the application. You will NOT be able to re-submit. Thank you.

Desired Class Level:	Graduate/Alumni
Posting Date:	April 13, 2021
Expiration Date:	April 21, 2021
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.:	oag.recruitmentattorney@dc.gov
Additional Documents:	Cover Letter, Writing Sample
Requested Document Notes:	HOW TO APPLY: Interested candidates must apply online by 11:59pm of the closing date. All applications must include the completed questionnaire, along with a cover letter, resume, a list of three professional references including supervisors, and a writing sample. Please ensure that all required documents are included prior to submitting the application.
ID:	7414

Trial Attorney, Elder Justice Section #2021-29

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:

Description

POSITION TITLE: Trial Attorney

LOCATION:

Office of the Attorney General for the District of Columbia

Public Interest Division

Elder Justice Section

400 Sixth Street, N.W.

Washington, D.C. 20001

WORK STATUS: Due to the COVID-19 pandemic emergency, this position is on maximum situational telework status and employees are not permitted to work on-site at OAG unless authorized, until further notice.

JOB REQUISITION NUMBER: 2021-29

OPENING DATE: April 2, 2021

CLOSING DATE: April 23, 2021

SALARY: \$84,199 – \$116,818

This range is within the Legal Service salary schedule from Grade 12 Step 1 to Grade 13 Step 6. The maximum annual salary for this position is budgeted to \$116,818. Salary in this range will be based on a multitude of factors including applicable rules, regulations and guidelines.

PAY PLAN, SERIES AND GRADE: LS-905-12/13

TYPE OF APPOINTMENT: Legal Service – Permanent

COLLECTIVE BARGAINING UNIT: This position is in the collective bargaining unit represented by AFGE Local 1403. If you opt to join the union, and consent, a service fee will be paid through direct payroll deduction.

AREA OF CONSIDERATION: Open to the Public

JOB SUMMARY

DESCRIPTION OF DUTIES: The Office of the Attorney General for the District of Columbia is seeking a Trial Attorney for the Public Interest Division, to serve in the Elder Justice Section.

The Elder Justice Section (EJS) handles civil enforcement of the Criminal Abuse, Neglect and Financial Exploitation of Vulnerable Adults and the Elderly Act of 2016. EJS can seek restitution, various forms of injunctive relief and civil penalties against those who financially exploit elders and vulnerable adults. EJS investigates referrals

received from Adult Protective Services, the Metropolitan Police Department, Legal Counsel for the Elderly, other District agencies and the community. EJS also conducts extensive outreach to educate the community and train professionals on identifying and reporting abuse and exploitation.

The successful candidate will be responsible for investigating and prosecuting civil financial exploitation matters in D.C. Superior Court. The attorney must work independently to develop and litigate cases and will also work collaboratively across divisions within OAG to address the financial abuse of elders and vulnerable adults. The attorney will file pleadings and motions, conduct written discovery and depositions, negotiate settlements and conduct trials and other hearings. The attorney will also participate in presentations at outreach to community groups and at professional training events.

QUALIFICATIONS: Candidates must possess excellent legal research, oral and written communication and litigation skills. Candidates must also have experience handling a large volume of cases and at least five years of prior litigation experience.

Strong interpersonal skills are a must, and candidates should possess experience working with diverse communities; interviewing witnesses, elders and vulnerable adults; the ability to work under pressure without sacrificing quality of work and the ability to adapt easily to change. Candidates also must have the ability to work with a high degree of independence and the ability to build and maintain working relationships with stakeholders at all levels.

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.

The selected candidate will be subject to a general background investigation, including reference checks.

HOW TO APPLY: Interested candidates must apply online by 11:59pm of the closing date. All applications must include the completed questionnaire, along with a cover letter, resume, a list of three professional references including supervisors, and a writing sample. Please ensure that all required documents are included prior to submitting the application.

OTHER SIGNIFICANT FACTS

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.

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Important: Your COMPLETE application is important to OAG hiring process. Please ensure that you have read through the requisition in its entirety. Any REQUIRED document/s i.e. Resume, Cover Letter, DC2000RP, and/or KSAs as applicable, are included BEFORE you SUBMIT the application. You will NOT be able to re-submit. Thank you.

Desired Class Level: Graduate/Alumni
Posting Date: April 13, 2021
Expiration Date: April 23, 2021
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.: oag.recruitmentattorney@dc.gov
Additional Documents: Cover Letter, Writing Sample
Requested Document Notes: HOW TO APPLY: Interested candidates must apply online by 11:59pm of the closing date. All applications must include the completed questionnaire, along with a cover letter, resume, a list of three professional references including supervisors, and a writing sample. Please ensure that all required documents are included prior to submitting the application
ID: 7413

Associate Attorney

Ketchel Law

Job Type: Full-time

Job Location(s): Pittsburgh, Pennsylvania United States

Job Description: Fast-paced criminal defense firm seeks entry-level attorney for immediate start. The firm handles all variety of criminal matters throughout Western Pennsylvania in both State and Federal court. Applicant should be able to multitask and be prepared to appear at court proceedings daily. Compensation is commiserate with experience. Benefits include health insurance, parking and yearly bonus.

Desired Class Level(s): Graduate/Alumni

Posting Date: April 12, 2021

Expiration Date: May 12, 2021

Contact: Criminal Defense Attorney, Owner, Managing Partner Justin Ketchel
Criminal Defense Attorney, Owner, Managing Partner
429 4th Ave, Ste 1600 Pittsburgh, Pennsylvania 15219 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: justin@justinketchellaw.com

Additional Documents: Cover Letter, Writing Sample

Visual ID: 7365

Circuit Judge Law Clerk for the Honorable Judge David M. Ham

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
TWENTY-THIRD JUDICIAL CIRCUIT JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY
Charles Town, West Virginia
Position open until filled (Posted 4-8-2021)
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 David M. Hammer. This position works under the direct supervision of Judge David M. Hammer in the Twenty-Third Judicial Circuit, Charles Town, WV. This is a salaried position.

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 David M. Hammer. The position is a unique opportunity to learn court operations from the inside out, and gain invaluable "real life" practical experience while working in a challenging, high volume, highly-variable and fast-paced environment.

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

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

Duties and Responsibilities:

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

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

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

Page 2 of 2

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

Criminal Background Check:

All successful candidates must submit to a criminal background check.

Compensation and Benefits include:

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

The Administrative Office of the Courts

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

West Virginia Courts

West Virginia has a Unified Court System, under which all state courts, including Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals is also the state's only appellate court. The Supreme Court of Appeals and its Administrative Office are located in Charleston and housed in the State Capitol

Complex. More information about West Virginia’s Courts can be found on our website at www.courtswv.gov.

Equal Opportunity in Employment

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

Application Process

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

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

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

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

Desired Class Level: 3L, LLM, Graduate/Alumni
Posting Date: April 12, 2021
Expiration Date: June 30, 2021
Contact: Sarah Loftus Law Clerk Program Coordinator Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States
Resume Receipt: E-mail
Default email for resumes.: sarah.loftus@courtswv.gov
Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample
ID: 7407

Litigation Associate – Pittsburgh

Burns White LLC (Pittsburgh)

Position Type: Full-time

Practice Area(s): Litigation, LAW

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

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

Description:

About the Job

Burns White seeks to hire a mid-level Litigation Associate Attorney to join its Railroad Practice Group in Pittsburgh, PA.

Job Requirements

- The ideal candidate will have 3-5 years of litigation experience, including depositions, discovery and case preparation.
- Trial experience as well as experience with transportation matters is a plus.
- Candidate must be licensed to practice in Pennsylvania.
- Excellent oral and written communication skills, strong organizational skills, attention to detail and the ability to multi-task are prerequisites.
- Candidates must be self-starters with the ability to work individually and in teams.

Equipment, Physical/Mental Demands, Working Conditions

Personal computer and other office equipment such as telephone, typewriter, calculator, fax machine, duplicating machine, etc.

Sitting for extended periods, standing, bending, stooping, and reaching. Occasional lifting up to 20 pounds. Manual dexterity sufficient to operate standard office machines. Range of hearing and vision sufficient to operate standard office machines and communicate with clients in person and via telephone.

Able to deal with stress in a fast-paced work environment with multiple priorities. Make decisions and adapt to changing work situations. Grasp and apply new ideas and technologies. Communicate and successfully interact with various personalities at all organizational levels.

Typical office setting, normally Monday through Friday business hours. Occasional overtime as required.

Burns White conducts criminal background screenings for all newly hired employees.

**No search firms
No phone calls, please
EOE**

Interested candidates who meet the job requirements stated above should submit a resume and cover letter to Human Resources by email (jobs@burnswhite.com), fax (412.995.3300), or mail. No search firms. No phone calls, please.

Desired Class Level: Graduate/Alumni

Posting Date: April 12, 2021

Expiration Date: June 12, 2021

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

Resume Receipt: E-mail

Default email for resumes.: jobs@burnswhite.com

Additional Documents: Cover Letter

ID: 7408

Junior Housing Finance Associate – Washington, D.C

Ballard Spahr LLP (Philadelphia, PA)

Job Type: Full-time

Job Location(s):

Washington, District of Columbia United States

District of Columbia United States

Job Description:

Our Washington, DC office seeks to hire an experienced associate for our Finance Department. Qualified candidates should have at one to three years of legal experience in commercial real estate finance and strong academic credentials. Experience with multifamily lenders and FHA is a plus. This is a great opportunity to become part of our long standing national finance practice which has closed transactions in all 50 states with exposure to both emerging market opportunities, structured finance and preferred equity originations and commercial loan servicing (including non-performing loans).

Ballard Spahr LLP is a 650 lawyer firm with fifteen offices across the U.S. and is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Physical Requirements:

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

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

Desired Class Level(s): Graduate/Alumni

Posting Date: April 9, 2021

Expiration Date: May 16, 2021

Contact: Kathryn J. Ball
Manager of Attorney Growth and Integration
1735 Market Street Philadelphia, Pennsylvania 19103 United States

Resume Receipt: Other (see below)

How To Apply: <https://selfapply.ballardspahr.com/viRecruitSelfApply/ReDefault.aspx?FilterREID=1&FilterJobCategoryID=4&FilterJobID=518>

Additional Documents: Unofficial Transcript

Visual ID: 6991

Labor & Employment Senior Attorney (#619)

Dorsey & Whitney

Job Type: Full-time

Job Location(s): Des Moines, Iowa United States

Job Description:

Dorsey is seeking a Labor & Employment Senior Attorney to join our Des Moines office. This attorney will advise on a variety of complex matters across the Firm's national platform, as well as work on employment litigation matters, including wage and hour collective actions, class actions and single plaintiff cases. This is an excellent opportunity for an experienced employment practitioner seeking a balanced advice and litigation practice with a national law firm. Specifically, this attorney will be expected to handle the following types of tasks with little supervision:

- Provide complex employment law advice and counsel across multiple employment-related areas of expertise to national and Iowa-based clients
- Manage single-plaintiff cases and play a substantial role in managing complex litigation
- Collaborate with partners on case strategy and tactics
- Substantial brief writing
- Interview witnesses and prepare fact presentations for litigated matters
- Draft discovery requests and responses to discovery requests
- Take and defend depositions
- Conduct legal research and draft research memoranda
- Substantial trial work, as required

Qualified candidates will have:

- Ten years of employment litigation and counseling experience in a law firm setting
- A team-based approach to the practice of law
- A commitment to diversity and personal practice development
- Excellent analytical and writing skills
- Excellent verbal communication

Admission to the Iowa bar is required. Minnesota and/or Wisconsin bar admissions are preferred.

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

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

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

Dorsey participates in E-Verify.

About Dorsey

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

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

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

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

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

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

How to Apply

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

Desired Class Level(s): Graduate/Alumni

Posting Date: April 9, 2021

Expiration Date: May 16, 2021

Contact: Ava Byrne
50 South 6th Street Minneapolis, Minnesota 55402 United States

Resume Receipt: Other (see below)

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

Visual ID: 7403

Circuit Judge Law Clerk for the Honorable Judge David M. Ham

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
TWENTY-THIRD JUDICIAL CIRCUIT JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY
Charles Town, West Virginia
Position open until filled (Posted 4-8-2021)
The Position

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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.

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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: April 8, 2021
Expiration Date: June 30, 2021
Contact: Sarah Loftus Law Clerk Program Coordinator Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States
Resume Receipt: E-mail
Default email for resumes.: sarah.loftus@courtswv.gov
Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample
ID: 7399

Litigation Associate (#618)

Dorsey & Whitney

Job Type: Full-time

Job Location(s): Seattle, Washington United States

Job Description: Dorsey is seeking a litigation associate with two to three years of experience to join the Trial Department in our Seattle office. This associate will have the opportunity to work in all phases of litigation, from pleading and discovery through trial and appeal, for individual and entity clients in a variety of industries. This position will have exposure to the full breadth of our trial practice, and will principally support the Commercial Litigation Securities & Financial Institutions Litigation, and Intellectual Property Litigation practice groups. This associate will take significant responsibility over pending cases.

The following qualifications are required:

- JD degree from an ABA-accredited law school or the ability to be admitted to the Washington State bar
- Two to three years of commercial litigation experience
- Excellent research and writing skills
- Strong academic performance

Washington state bar admission preferred.

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

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

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

Dorsey participates in E-Verify.

About Dorsey

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

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

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

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

billable hours to pro bono work.

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

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

How to Apply

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

Desired Class Level(s): Graduate/Alumni

Posting Date: April 8, 2021

Expiration Date: May 15, 2021

Contact: Ava Byrne
50 South 6th Street Minneapolis, Minnesota 55402 United States

Resume Receipt: Other (see below)

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

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 7400

Trust and Estate Associate

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

Job Location(s): Charleston, South Carolina United States

Job Description: Moore & Van Allen, a large southeastern law firm with a national practice, is seeking an associate attorney for the Wealth Transfer practice in the Charleston SC office. Qualified candidates must have 1-3 years of experience in trusts, estates and tax planning and be licensed to practice in SC. An LLM in taxation a plus or possess a CPA license and/or background in accounting or finance. Top academic credentials required. Competitive compensation and benefits package.

Desired Class Level(s): Graduate/Alumni

Posting Date: April 8, 2021

Expiration Date: May 15, 2021

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

Resume Receipt: Other (see below)

Default email address for resumes: charlotterecruiting@mvalaw.com

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

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 7397

Deputy Director

Mid-Minnesota Legal Aid (Minneapolis, MN)

Job Type: Full-time

Job Location(s): Minneapolis, Minnesota United States

Job Description: Mid-Minnesota Legal Aid (MMLA) is seeking a full time Deputy Director to oversee the ongoing operations of MMLA's Minneapolis office. This position would start as close to June 1, 2021, as possible.

BACKGROUND: Mid-Minnesota Legal Aid (MMLA) is a five-office, 70+ attorney program providing free legal representation to people with low incomes, the elderly, and people with disabilities. MMLA receives funding from the United Way, the federal government, the State of Minnesota, several local governments, foundations, local law firms and corporations, etc.

MMLA's Minneapolis office provides legal advice, representation, community legal education, and policy advocacy in Minneapolis and throughout Hennepin County in the following areas of law: housing, housing discrimination, government benefits, consumer, family, immigration, youth, seniors, and tax. The Minneapolis Office is staffed by 49 attorneys and 36 advocates, legal assistants, community liaisons, and support staff.

As an equal opportunity employer, MMLA is committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. We welcome information about how your experience can contribute to serving our diverse client communities. Applicants are encouraged to share in their cover letter how they can further our goal of equal justice for all. We are committed to a discrimination- and harassment-free workplace.

RESPONSIBILITIES:

- Legal work supervision and mentoring
- Professional staff development
- Evaluation and implementation of program priorities
- Participation on MMLA's strategic leadership team
- Oversee the Minneapolis office's annual budget of approximately \$8 million
- Work with MMLA supervisory and administrative staff on the applications and reports for the office's grants and government contracts
- Represent MMLA in state and local bar association activities and in external relationships with the private bar, other legal services organizations, and community organizations
- Apply the principles of MMLA's Racial Justice Values Statement in all interactions
- Report to the Executive Director of MMLA

QUALIFICATIONS:

- Demonstrated interest in and commitment to the needs of low-income clients required
- Minimum of seven years of experience practicing law required and should include supervising/teaching/mentoring other lawyers and litigation experience
- Applicants must be licensed to practice law in Minnesota or eligible for admission by reciprocity
- Proficiency using Microsoft Office required
- Excellent oral and written communication skills required
- Applicants with diverse economic, social, or cultural experiences and relevant language skills are preferred.

SALARY: \$66,868 to \$92,617 per year, depending on experience, plus benefits

APPLICATIONS: Applications must include a resume, a cover letter explaining interest in this position, and salary requirements. Applications preferred by May 7, 2021, but will be accepted until the position is filled. Information should be submitted to: www.mylegalaid.org/employment.

No calls please.

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

Desired Class Level(s): Graduate/Alumni

Posting Date: April 6, 2021

Expiration Date: May 13, 2021

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

Resume Receipt: Other (see below)

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

Additional Documents: Cover Letter

Visual ID: 7386

Litigation Assistant

Earthjustice

Job Type: Full-time

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

Job Description:

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

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

Earthjustice is now accepting applications for one full-time Litigation Assistant to join the Clean Energy Program and provide administrative and litigation support services to our team of lawyers and advocates who are working around the country to accelerate the transition to 100% clean energy. The position is available immediately and will be based in our Washington D.C. office. Our ideal candidate would be available to start as soon as possible.

Earthjustice's Clean Energy Program has a longstanding track record of success with our litigation and advocacy to compel a shift from fossil fuels to clean energy and ensure equitable access to clean energy. We litigate in state and federal court, and engage in regulatory proceedings across the country and at the Federal Energy Regulatory Commission to break down barriers and increase access to clean energy resources, including energy efficiency, solar, wind, demand response, and storage. We also have a growing practice challenging proposals to build new gas plants that would crowd out clean energy development. For more information about the Clean Energy Program, please visit: <https://earthjustice.org/about/offices/clean-energy>

Responsibilities:

The Litigation Assistant provides administrative and litigation support services for nine active Clean Energy Program attorneys practicing in state and federal courts, in public service commissions, at the Federal Energy Regulatory Commission, and other administrative forums. Tasks may include but are not limited to the following:

- Preparation and editing of documents for filing, including: proofreading, cite checking, bluebooking, formatting, producing tables of contents and authorities, assembling exhibit lists, etc.
- Filing and service of paper and electronic filings.
- Ensuring all court rules are met.
- Creating, organizing, and maintaining case files and contacts.
- Submitting and tracking new matters and board approvals requests, litigation updates, maintaining data for matters, etc.
- Computing and calendaring court deadlines.
- Assisting in the collection, processing, and review of incoming and outgoing discovery productions.
- Assisting attorneys with deposition and hearing preparation, including: organizing document binders, printing exhibits, creating exhibit lists, communicating with court reporters, etc.
- Supporting attorneys in gaining admission to courts, registration renewals, and creating and managing e-filing accounts.
- Reviewing, organizing, and interpreting factual and technical information; generating research notes, memoranda, summaries, tables, maps, and other visuals as needed
- Drafting basic pleadings and other case-related documents under attorney supervision, including: case initiating documents, proposed orders, cover letters, FOIA requests, pro hac vice applications, etc.
- Communicating with courts, experts, co-counsel, opposing counsel, and government officials as requested by attorneys.
- Tracking relevant dockets and issues related to the work of the Clean Energy Program via the Federal Register, agency web sites, various distribution lists, media outlets, etc.
- Participating in conference calls and meetings when relevant to the position and/or assigned projects.
- Operating all office equipment (copier, Stamps.com equipment, fax machines,

etc.).

- Engaging in general administrative support (e.g., receiving packages, scanning mail, managing office supplies, taking notes, greeting visitors).

Qualifications:

- Bachelor's degree or equivalent experience.
- Paralegal experience or training a plus.
- Interest in and knowledge of environmental or social justice issues a plus.
- A can-do attitude, meticulous attention to detail, and an unrelenting commitment to high performance standards.
- Excellent research, analytical, writing, and computer skills (word processing, databases and spreadsheets, Internet, etc.).
- Knowledge of the entire Microsoft Office Suite.
- The ability to organize, set priorities among multiple assignments, meet deadlines, and function calmly under pressure.
- The ability to work effectively with remote staff and to maintain confidential information.
- The ability to coordinate work flow and assignments with fellow Litigation Assistants in the Clean Energy Program.
- Flexible, punctual, highly reliable, and available for occasional evening and weekend work.
- Ability to work for extended periods on the computer as needed to meet filing deadlines.
- A team player who will enthusiastically take on tasks that range from intellectually challenging to more mundane administrative work.
- Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.
- Commits and contributes to the creation of a diverse, equitable, and inclusive work culture that encourages and celebrates differences.

We offer a competitive salary and excellent benefits that are comprehensive and competitive. We also offer an extremely congenial work environment and a casual dress code.

Salary is dependent on experience and location.

Salary for Washington, DC: \$60,100 - \$66,800

To Apply:

Interested candidates should submit a:

- Resume
- One- or two-page cover letter that addresses at least the following subjects: (1) why you are drawn to Earthjustice's mission and whether there are particular legal, environmental, or justice issues that inspire you; and (2) aspects of your background that demonstrate competence to work with a diverse group of colleagues and clients.
- Writing sample.
- List of 2-3 references.

Click here to apply: <https://app.jobvite.com/j?cj=oj08efwp&s=symplicity>

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

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

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

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

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

Desired Class Level(s): Graduate/Alumni

Posting Date: April 6, 2021

Expiration Date: May 13, 2021

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

Resume Receipt: Other (see below)

How To Apply: <https://app.jobvite.com/j?cj=oj08efwp&s=symplicity>

Visual ID: 7387

Associate and Summer Intern

The Brown Law Firm., P.C.

Job Type: Summer, Internship

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

Job Description: Boutique plaintiffs' securities litigation firm seeks to hire an associate and summer interns to join its new Midtown, Manhattan office, which has been located in Long Island, NY. The firm has a national practice that consists of shareholder derivative litigation in federal and state courts throughout the country. This is a ground floor opportunity to move forward and grow. Ambition and success will be rewarded.

- Must be used to working independently
- Must be self-disciplined (not interested in wasting time on surfing the net, social media, texting, etc.)
- Must have fine communication skills
- Must have excellent writing skills
- Must have excellent research skills
- Must be detail-oriented
- Having knowledge of securities laws and law of corporate fiduciaries is a plus
- Having knowledge of financial markets is a plus
- Having knowledge of accounting and finance theory is a plus
- Having experience working in Big Law, at a plaintiffs' securities firm, or at a firm focused on complex litigation is a plus

For more information about the firm

visit: <http://www.thebrownlawfirm.net>

Desired Class Level(s): 2L, Graduate/Alumni

Posting Date: April 2, 2021

Expiration Date: May 9, 2021

Contact: Timothy Brown
240 Townsend Square Oyster Bay, New York 11771 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: tbrown@thebrownlawfirm.net

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 7364

Insurance Defense Associate

McClelland Legal Search

Position Type: Full-time

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

Description:

Position Type: Full-time, permanent position

Employer Name: Disclosed upon receipt of resume

Job Title: Associate

Job Description: Our client is seeking a n attorney with 3+ years of experience defending clients in insurance defense litigation. Candidates on the claimant side experience who would like to switch to defense would also be considered.

Hiring Criteria: 3+ years of insurance defense experience, and admitted in Pennsylvania.

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: preferred 3+ years of insurance defense experience

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

Desired Class Level: Graduate/Alumni

Posting Date: April 1, 2021

Expiration Date: June 30, 2021

Contact: Dianne McClelland

Resume Receipt: E-mail

Default email for resumes.: dianne@mccllellandlegalsearch.com

ID: 7357

Summer Intern

Slavey & Shumaker PLLC (Morgantown, WV)

Position Type: Internship

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

Description:

The Morgantown firm of Slavey & Shumaker PLLC is seeking a summer intern to work 25-30 hours a week. The intern will assist in drafting letters and pleadings, conducting research, etc. The intern is welcome to attend hearings with the attorneys, as well. Please forward a resume and transcript via email to: J. Tyler Slavey, Esq. tyler@sslawwv.com

Deadline is April 15.

Desired Class Level: Graduate/Alumni

Posting Date: April 1, 2021

Expiration Date: April 15, 2021

Contact: J. Tyler Slavey

Esq

150 Pleasant Street Morgantown, West Virginia 26505 United States

Resume Receipt: E-mail

Default email for resumes.: tyler@sslawwv.com

Additional Documents: Unofficial Transcript

ID: 7359

Assistant City Attorney

City of Huntington, West Virginia (Huntington, WV)

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

Assistant City Attorney, City of Huntington, West Virginia. The Legal Department of the City of Huntington, West Virginia is growing and adding a second Assistant City Attorney position. Huntington is a City of 50,000 with a progressive attitude, a growing university, two major hospitals and a wide variety of recreational opportunities. The City has a budget of more than \$60,000,000 and 350 employees. The salary for the Assistant City Attorney position is from \$72,184 to \$80,304, depending on experience. Experience as a working attorney and West Virginia Bar admission are preferred, but recently graduated attorneys will be considered. Other general requirements, such as U.S. citizenship and graduation from a fully accredited law school, will apply. Bar admission within six months of hire is necessary. The position will become available on July 1, 2021. The Assistant City Attorney will work closely with the City Attorney and staff in all matters and tasks of the office, including, but not limited to: litigation; Municipal Court prosecution; preparation of legal opinions; drafting legislation; advising department and division heads; police and fire civil service matters; labor issues; interpreting and applying collective bargaining agreements; attending various Council and board meetings; collections; and other duties as assigned by the City Attorney. The Assistant City Attorney is not required to be a resident of the City. The position includes a generous health insurance package, paid vacation, 11 paid holidays, paid bar dues, regular hours, paid sick leave, portable PERS retirement, and life insurance. Candidates should submit a cover letter and resume to Human Resources Director Sherry Lewis at lewiss@huntingtonwv.gov between April 1, 2021 and May 30, 2021. EOE/M/F/H

Desired Class Level: 3L, Graduate/Alumni**Posting Date:** March 31, 2021**Expiration Date:** May 15, 2021**Salary Range:** 70,000 - 79,999

Contact: Mr. Scott Damron
 City Attorney
 800 Fifth Avenue Huntington, West Virginia 25701 United States
<http://cityofhuntington.gov>

Resume Receipt: E-mail**Default email for resumes.:** lewiss@huntingtonwv.gov**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**Requested Document Notes:** Transcript only requested for graduating students**ID:** 7351

Corporate Staff Attorney

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, 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.

Desired Class Level(s): Graduate/Alumni

Posting Date: March 31, 2021

Expiration Date: May 7, 2021

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

Resume Receipt: Other (see below)

Default email address for resumes: charlotterecruiting@mvalaw.com

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

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 7354

Associate Litigation Attorney

Kay Casto & Chaney (Martinsburg, WV)

Position Type: Full-time

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

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

Description:

Kay Casto & Chaney PLLC seeks to hire a associate litigation attorney for its Martinsburg, WV office. Experience of 3-5 years is preferred. Requirements include someone who is motivated, has a positive attitude, and is a team player. The ideal candidate will also have strong skills in research and writing and some background in real property.

Desired Class Level: Graduate/Alumni

Posting Date: March 30, 2021

Expiration Date: May 28, 2021

Contact: Tracey A. Rohrbaugh

Member

400 Foxcroft Avenue Suite 100 Martinsburg

Resume Receipt: E-mail

Default email for resumes.: trohrbaugh@kaycasto.com

Additional Documents: Cover Letter

ID: 7352

Patent Agent or Associate – Biotechnology -

Ballard Spahr LLP (Philadelphia, PA)

Job Type: Full-time

Job Location(s):

Washington, District of Columbia United States

Atlanta, Georgia United States

Philadelphia, Pennsylvania United States

New York, New York United States

Job Description:

We are seeking a patent agent or associate with 2+ years of patent prosecution experience to assist in prosecution, IP diligence, IP-transfer commercial transactions, and strategic IP business counseling. A graduate degree in a biological science is required, and a PhD is preferred. Strong academic credentials and excellent references are preferred. Preference for a degree in molecular biology, biochemistry, immunology, or genetics. Admission to the patent bar is required. A strong entrepreneurial spirit is preferred.

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

Physical Requirements:

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

Desired Class Level(s): Graduate/Alumni

Posting Date: March 30, 2021

Expiration Date: May 6, 2021

Contact: Kathryn J. Ball

Manager of Attorney Growth and Integration

1735 Market Street Philadelphia, Pennsylvania 19103 United States

Resume Receipt: Other (see below)

How To Apply: [https://selfapply.ballardspahr.com/viRecruitSelfApply/ReApplicantEmail.aspx?](https://selfapply.ballardspahr.com/viRecruitSelfApply/ReApplicantEmail.aspx?Tag=dfe65e0f-2f4c-4294-8c00-6fe79a0c86cb)

Tag=dfe65e0f-2f4c-4294-8c00-6fe79a0c86cb

Additional Documents: Unofficial Transcript

Visual ID: 6958

Labor & Employment Attorney

Moore & Van Allen (Charlotte, NC)

Job Type: Full-time

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

Job Description: Moore & Van Allen PLLC, a large southeastern law firm with a national practice, is seeking an experienced labor and employment attorney. Practice history should demonstrate thorough command of all aspects of employment law emphasizing management side representation. NLRA experience before the National Labor Relations Board and effective opposition to organizing campaigns required. Candidates should have at least seven years of experience that includes litigation in federal/state courts as well as administrative agencies. Responsibilities will include significant client interaction and periodic travel.

Desired Class Level(s): Graduate/Alumni

Posting Date: March 29, 2021

Expiration Date: May 5, 2021

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

Resume Receipt: Other (see below)

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

Additional Documents: Cover Letter, Unofficial Transcript

Visual ID: 7343

Legal Research for Active Federal Litigation

Global Six Sigma USA LP

Job Type: Full-time

Job Location(s): Austin, Texas United States

Job Description: The research is related to an active Federal Case that is moving to the Expert Discovery Phase. The case is a Lanham Act False Advertising and Defamation case. The primary Attorney you would be working with has over 30 years of litigation experience in numerous Federal Court Districts as well as Texas State courts.

This is an active case requiring immediate legal research. The primary focus is expected to be centered around the Lanham Act False Advertising Claims.

Desired Class Level(s): Graduate/Alumni

Posting Date: March 29, 2021

Expiration Date: May 4, 2021

Contact: President Peter B Peterka
President
6500 River Pl Blvd Building 7 Austin, Texas 78730 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: PETERBUY@6SIGMA.US

Visual ID: 7341

Law Clerks and Paralegals for Various DOJ Offices

Special Counsel (Troy, Michigan)

Position Type: Full-time

Practice Area(s): All Practice Areas

Description:

Special Counsel, the nations largest legal recruiting and staffing firm is currently working in conjunction with a national consulting firm to help recruit and staff for the Department of Justice. We are recruiting for the DOJ offices in Manhattan, Brooklyn, Washington D.C, Newark, Trenton, Syracuse, Knoxville, TN, Williamsport, PA, New Orleans, St. Louis, Miami, Austin, Texas and Chicago.

Please note that the following items are non-negotiable for these opportunities. They are as follows:

1. Must work on site at one of the DOJ offices as the documents can not leave the office.
2. Must work full time during core business hours.
3. Hard start date of June 1.

Law Clerk I Job Description:

An applicant must have completed 1 year of law school or be a law school graduate.

Day to day tasks include, but are not limited to:

1. conducting factual and legal research
2. collecting, analyzing, and evaluation of financial information
3. thinking critically and drafting reports, memoranda, and correspondence
4. preparing interview reports
5. organizing material and preparing synopses
6. summarizing transcripts
7. performing related duties as assigned
8. performs complex legal research for the trial staff
9. Assists in preparing drafting of legal documents such as motions, briefs, memoranda of law, reviewing documents for relevance and privilege and assisting attorneys with all phases of litigation.

Paralegal Job Description:

Support 10-15 active investigations at any one time, activities include:

1. Drafting legal documents for attorney review
2. Organizing and loading documents to various databases
3. Preparing notices of investigations to involved parties
4. Coordinating deposition preparations
5. Organizing and maintaining case files.
6. Performing case research using CaseMap, PACER, Concordance, Westlaw, LexisNexis, and Relativity
7. Knowledge of standard legal citation to cite check legal motions and memorandum and must have sufficient experience with legal research tools such as LEXIS and Westlaw
8. Compiles, prepares, and summarizes relevant materials for use by attorneys in discovery and in preparation of motions, briefs and other legal documents; summarizes

Desired Class Level: Graduate/Alumni

Posting Date: March 26, 2021

Expiration Date: May 31, 2021

Contact: Nicholas Romley

Resume Receipt: E-mail, Accumulate Online

Default email for resumes.: Nicholas.Romley@specialcounsel.com

ID: 7339

Associate Attorney

Bernard Stuczynski Barnett & Lager, PLLC (Erie, PA)

Position Type: Full-time

Practice Area(s): Negligence & Personal Injury, Worker's Compensation

Job Location(s): Smethport, Pennsylvania (United States)
Erie, Pennsylvania (United States)
Erie, Pennsylvania (United States)
Meadville, Pennsylvania (United States)

Description:

Our personal injury law firm, with locations and opportunities in Erie, Meadville, and Smethport, Pennsylvania, is looking to hire a new associate attorney to handle personal injury, workers' compensation, and social security disability cases. We offer a welcoming atmosphere, great benefits, and the opportunity for professional growth with mentorship. We welcome applications from both Pennsylvania-licensed attorneys and law students expecting to become Pennsylvania-licensed in the near future.

Desired Class Level: 3L, Graduate/Alumni

Posting Date: March 25, 2021

Expiration Date: May 31, 2021

Contact: Attorney Adam E. Barnett
Esquire
234 W 6th Street Erie, Pennsylvania 16507-1319 United States
<http://erieinjury.com>

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

Default email for resumes.: adam@erieinjury.com

How to Apply: U.S. Mail

Additional Documents: Cover Letter

ID: 7335

In-House Counsel (Omaha, NE & Jacksonville, FL)

Fidelity National Title Group (Omaha, NE)

Position Type: Full-time

Practice Area(s): Insurance, Real Property

Job Location(s): Omaha, Nebraska (United States)
Jacksonville, Florida (United States)

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 and Jacksonville, Florida.

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.

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

Posting Date: March 25, 2021

Expiration Date: April 25, 2021

Salary Range: 70,000 - 79,999

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

Resume Receipt: E-mail

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

Additional Documents: Cover Letter

Requested Document Notes: Cover Letters should be addressed to:

Mr. Jeffrey Stein
Managing Counsel
Fidelity National Title Group
2533 North 117th Avenue
Omaha, Nebraska 68164

ID: 7337

Legal Education-Manager-Legal Ed Assessment

American Bar Association (Chicago, IL)

Position Type: Full-time

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

Description:

Legal Education-Manager-Legal Ed Assessment
ABA Chicago, 321 North Clark, Chicago, Illinois, United States of America Req #622
Friday, March 19, 2021
During this current situation with COVID-19, the ABA will continue to accept and process applications for job opportunities. We will conduct our recruitment process via alternative means (virtual interviews) for the time being.

The ABA recruits employees seeking opportunities for challenging and substantive work defending liberty and pursuing justice in the U.S. and around the world. The ABA offers competitive employment benefits which include medical, dental, vision, life and disability insurance, flexible spending accounts, a 401(k), commuter benefits, and more.

Job Summary/General Purpose of Job

Provides analytics support in the identification and solicitation of volunteers from the legal profession to support on-site evaluations, site inspections, and the onboarding /training of such volunteers.

Essential Job Functions and Responsibilities (listed in order of importance and/or time spent)

Review and update existing curriculum on the Standards and Rules used in evaluating law schools.

Advises schools on compliance with Standards and Rules of Procedure for accreditation purposes.

Conducts analyses and identifies potential volunteers to participate in the Legal Education accreditation process.

Contacts potential volunteers to ascertain their interest and commitment in being a volunteer for any number of accreditation initiatives, assesses the potential candidates' qualifications, and creates formal recommendations for review by the Associate Deputy Managing Director – Accreditation.

Actively recruits and sources Site Team volunteers, inspectors, and fact finders to participate in the assessment process.

Determines training needs for newly selected volunteers.

Conducts training for site teams and school deans and other administrators on the Standards and Rules used in evaluating law schools.

Creates, updates, and is accountable for the documentation of all site visits and for document management before, during, and after the site visit.

Functions as an informational resource to volunteers and school representatives relative to processes, procedures, and typical practices relating to a site review.

May accompany site visit/inspection teams to on-site assessments and independently interface with school representatives and volunteers to ensure the optimization time spent and data validity/appropriateness against formal requests.

Examine and review site reports and direct Site Chairs and Schools in making corrections.

Supervision of paralegals who assist with site visits.

Review and analyze law school and university financial reports as part of the site report review.

Performs other related duties as required.

Required Education, Qualifications, Experience

Possession of a bachelor's degree from an accredited college or university.

Experience in review and analysis of budgets and financial reports for academic institutions.

At least five years' experience conducting complex analyses related to the

development, selection, and ongoing measurement of mission-critical programs within the legal education environment

Previous experience interacting with law professionals and/or academic institutions on complex curricula or educational accreditation requirements.

Possession of an intermediate level skill in the Microsoft Office suite of products.

Preferred Education, Qualifications, Experience

Previous work experience in an analytical capacity for an educational accreditation institution.

Possession of a law degree and/or other advanced degree.

Previous project management experience and/or possession of a PMP certification. The American Bar Association is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.

Women, minorities, veterans, and individuals with disabilities are encouraged to apply. In compliance with the ADA Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with the American Bar Association please call 312-988-5188.

Desired Class Level: Graduate/Alumni

Posting Date: March 25, 2021

Expiration Date: May 31, 2021

Contact: Kristen Winek
321 N Clark Chicago, Illinois 60654-7598 United States

Resume Receipt: E-mail

Default email for resumes.: kirsten.winek@americanbar.org

Requested Document Notes: The ABA Section of Legal Ed and Admissions to the Bar has an opening for the position of Manager, Legal Education Assessment. The person in this position assists aspects of ABA site teams (including recruitment, education/training, and service on teams) and assists with other projects. The job posting is here: <https://us59.dayforcehcm.com/CandidatePortal/en-US/aba/Posting/View/1422>.

ID: 7334

Patent/IP litigation Associate

Cole Schotz PC

Job Type: Full-time

Job Location(s):

Boca Raton, Florida United States
New York, New York United States
Baltimore, Maryland United States
Wilmington, Delaware United States
Dallas, Texas United States
Hackensack, New Jersey United States

Job Description:

COLE SCHOTZ P.C.

PATENT/INTELLECTUAL PROPERTY LITIGATION ASSOCIATES: NEW JERSEY, NEW YORK, DELAWARE, MARYLAND, TEXAS OR FLORIDA OFFICES:

Prominent mid-Atlantic law firm with multiple regional office locations seeks an entry level associate (Class of 2021) and an associate with 3+ years of experience. Candidates should possess a technical background, preferably in electrical engineering, computer science, or related field, for our patent and other intellectual property litigation practice. Our patent and intellectual property litigation practice provides an excellent opportunity for rewarding, interesting, and challenging work in all aspects of litigation. We seek individuals who are interested in being an integral part of the team, self-motivated, and devoted to meeting the highest standards of excellence. Strong academic credentials and excellent oral and written communication skills are required. We offer a competitive starting salary and a 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: March 25, 2021

Expiration Date: May 1, 2021

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

Resume Receipt: Online

Visual ID: 7338

Personal Injury Attorney

Franklin D. Azar & Associates, P.C. (Aurora, CO)

Job Type: Full-time

Job Location(s):

Aurora, Colorado United States
Colorado Springs, Colorado United States
Denver, Colorado United States
Grand Junction, Colorado United States
Pueblo, Colorado United States

Job Description:

Franklin D. Azar & Associates, P.C. is the largest Personal Injury Plaintiffs firm in Colorado and 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. Helmed by Frank Azar, a Colorado native, and with multiple offices in Colorado, the firm takes great pride in the unique attention it gives to the communities surrounding every one of its offices. Whether the client is in Trinidad or Denver, the firm extends vast, creative, and cutting-edge resources in a manner that honors every client. The firm's objective is to help its clients receive complete and timely compensation for their injuries and losses. The firm maintains a powerful team of, in many cases renowned, personal injury lawyers. Many of those in our leadership core hold positions in the Colorado Trial Lawyers Association, the National Institute for Trial Advocacy, ABOTA, and other major trial oriented legal associations. Every attorney in our firm benefits from a collegial environment with open access to some of the most experienced and reputable attorneys in Colorado.

The firm has been advocating for victims of serious injury for over 30 years and is steadfastly committed to holding insurance companies fully accountable. It was recently recognized **nationally** as being the second most active Plaintiff's firm in insurance bad faith litigation. Given our level of activity in litigation generally, we maintain a wealth of experience that makes us an ideal landing spot for any attorney that is earnestly motivated to always get better and always help their client.

Many of our attorneys have called Franklin D. Azar & Associates their home from the day they became an attorney. However, we are also home to attorneys that chose to close their own law practices or leave partnership roles in other firms to join our team. We truly encourage all applicants but prefer several years of experience. We will consider any lawyer that possesses the mettle to fight for our clients.

Requirements:

Franklin D. Azar & Associates is seeking experienced Personal Injury Law attorneys to join its large and growing practice. A qualified candidate will:

- Be able to demonstrate strong dedication to personal injury law and a passion for helping people
- Have experience with complex litigation
- Possess strong organizational and writing skills
- Be energetic, hard-working, and a team-player
- Be licensed to practice law in Colorado or eligible to get a license on-motion

2 years of experience preferred but all candidates will be considered.

Benefits and compensation:

Franklin D Azar & Associates offers a comprehensive benefits package and competitive compensation based on results.

*EOE

Desired Class Level(s): Graduate/Alumni

Posting Date: March 24, 2021

Expiration Date: April 30, 2021

Contact: Olga Malcolm

Resume Receipt: Email Resume, Online

Default email address for resumes: malcolmo@fdazar.com

How To Apply: Apply Here: https://jobs.nysba.org/job/personal-injury-attorney/45209839/?utm_campaign=jobseeker-job-alerts&utm_medium=email&utm_source=weekly-alert&utm_term=new-job

Additional Documents: Cover Letter

Visual ID: 7325

Corporate Attorney (#614)

Dorsey & Whitney LLP (Minneapolis, MN)

Job Type: Full-time

Job Location(s):

Salt Lake City, Utah United States

Seattle, Washington United States

Denver, Colorado United States

Palo Alto, California United States

Job Description:

Dorsey is seeking an experienced Corporate Attorney to provide support to our Emerging Companies Practice. This position could be based in Palo Alto, Denver, Salt Lake City or Seattle. The attorney will have the opportunity to work on a wide variety of transactions for emerging companies, including mergers and acquisitions, public offerings and venture capital financings. Dorsey offers opportunities for advancement within a collegial and dynamic environment, competitive salary, and excellent benefits.

Qualified candidates will have:

- Two to six years of experience with venture capital financing transactions;
- Additional experience in any of the following areas: mergers and acquisitions, corporate governance, partnerships/LLCs, commercial transactions;
- Strong quantitative and communication skills; and
- Top academic credentials.

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

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

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

For Denver applicants only (as required by the Colorado Equal Pay Act): The starting salary for associate positions in our Denver office is \$150,000. Pay is determined based on a variety of factors including, but not limited to, depth of experience in the practice area. Associates are eligible to participate in Dorsey's associate bonus program, subject to the program's conditions and restrictions.

Dorsey participates in E-Verify.

About Dorsey

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

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

- Banking and Financial Institutions
- Development and Infrastructure
- Energy & Natural Resources

- Food, Beverage & Agribusiness
- Healthcare
- Technology

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

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

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

How to Apply

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

Desired Class Level(s): Graduate/Alumni
Posting Date: March 23, 2021
Expiration Date: April 29, 2021
Contact: HR, Lawyer Recruiting Assistant Josephine DeAngelo HR, Lawyer Recruiting Assistant 50 S 6th St Minneapolis, Minnesota 55402 United States
Resume Receipt: Other (see below)
How To Apply: http://www.dorsey.com/attorneyjobs
Visual ID: 7318

Health Associate Attorney (#601)

Dorsey & Whitney LLP (Minneapolis, MN)

Job Type: Full-time

Job Location(s): Minneapolis, Minnesota United States

Job Description:

Dorsey & Whitney LLP's Health group is seeking a highly motivated health law associate with three to five years of experience for its Minneapolis office. The position will focus on transactions and regulatory compliance work (e.g., assisting on M&A teams, negotiating and drafting contracts, researching state and federal licensure and certification requirements, and advising on compliance with the Stark Law, AKS and HIPAA) for clients in the health industry.

Successful candidates will have three to five of transactional health law and regulatory experience, superior academic credentials, and very strong communication, organization, writing, research and analytical skills. We prefer candidates with a background in the health industry and Minnesota bar admission. The candidate must have a deep knowledge of the business and regulatory aspects of health law and strong drafting skills.

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

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

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

Dorsey participates in E-Verify.

About Dorsey

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

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

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

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

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

- Mansfield Certification Plus (Diversity Lab)

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

How to Apply

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

Desired Class Level(s): Graduate/Alumni

Posting Date: March 23, 2021

Expiration Date: April 29, 2021

Contact: HR, Lawyer Recruiting Assistant Josephine DeAngelo
HR, Lawyer Recruiting Assistant
50 S 6th St Minneapolis, Minnesota 55402 United States

Resume Receipt: Other (see below)

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

Visual ID: 7316

Judicial Clerk

The Supreme Court of Appeals of West Virginia

Position Type: Full-time

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

Description:

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

TWENTY-THIRD Judicial circuit MORGAN County

EMPLOYMENT OPPORTUNITY

Berkeley Springs, West Virginia

Position open until filled Start date: May 2021

The Position

The Administrative Office of the Supreme Court of Appeals of West Virginia ("AO") is now accepting resumes for the position of Circuit Judge Law Clerk for the Honorable Judge Debra McLaughlin. This position works under the direct supervision of Judge Debra McLaughlin in the Twenty-Third Judicial Circuit, Morgan County, WV. This is a salaried position for the term of one year with the opportunity to extend for one additional year if mutually agreed. The position is described as follows:

Circuit Judge Law Clerk

Pay Scale: The annual salary for those who are not members of the West Virginia State Bar is \$50,946.00, plus benefits, and the annual salary for those who are members of the West Virginia State Bar is \$59,538.00, plus benefits. Documentation from the West Virginia State Bar, i.e., Bar Dues Statement, will be required to receive the higher salary.

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

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

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

Duties and Responsibilities:

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

- Perform legal research,
- Prepare confidential legal memoranda,

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

Criminal Background Check:

All successful candidates must submit to a criminal background check.

Compensation and Benefits include:

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

The Administrative Office of the Courts

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

West Virginia Courts

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

Equal Opportunity in Employment

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

Application Process

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

- Cover Letter,
- Resume,
- Law School Transcript,
- Writing Sample,

- References (at least three, including current contact information),
- Signed Court Employment Application (available on Court website), and
- 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, Graduate/Alumni

Posting Date: March 23, 2021

Expiration Date: May 10, 2021

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

Resume Receipt: Other (see below)

How to Apply: 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). http://www.courtswv.gov/Employment_packet.pdf

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

ID: 7322

Post-Grad 1-Year Law Clerk – Prosecutor’s Office

Clark County District Attorney’s Office (Las Vegas, NV)

Position Type: Full-time**Practice Area(s):** Appellate, Crminal - Prosecution, GOVERNMENT/SERVICE, CRIMINAL JUSTICE**Geographic Preference:** West (CA, NV, UT, CO, MT, WY)**Job Location(s):** Las Vegas, Nevada (United States)**Description:**

Most prosecutors in the Clark County District Attorney’s Office begin their careers as Law Clerks. The Clark County District Attorney’s Office employs Law Clerks in the Criminal, Juvenile, and Civil Divisions.

- Law Clerks in the Criminal & Juvenile Divisions are full-time employees assigned to the Criminal Appeals Unit or Child Welfare Unit for a one-year term position.
- Law Clerks in Criminal Appeals responsibilities include:
 - o drafting responses to appellate briefs
 - o drafting oppositions to post-conviction writs of habeas corpus
 - o drafting oppositions to various other post-conviction motions
- A Law Clerk in the Child Welfare Unit performs research for use in child abuse and neglect cases litigated in Family Court, and in advising the Department of Family Services on policy and procedure, adoptions and foster care licensing issues, and compliance with federal laws and regulations.
- Upon passing the Nevada Bar, Law Clerks are deputized, and may begin to handle some courtroom responsibilities.
- Law Clerks begin to receive training in responsibilities of Deputy District Attorneys after several months of handling Law Clerk duties.
- Law Clerks apply for Deputy District Attorney positions during the year term.
- Bar membership is not required. JD at time of employment is required. Students in the last year of law school are encouraged to apply.

Current 3Ls who will graduate by May 2021 are eligible for this position. Bar membership is not required.

Desired Class Level: 3L, Graduate/Alumni**Posting Date:** March 23, 2021**Expiration Date:** April 13, 2021**Salary Range:** 50,000 - 59,999

Contact: Ms. Nell Christensen
 Chief of Recruiting
 200 E Lewis Ave Las Vegas, Nevada 89101 United States
<http://clarkcountynv.gov>

Resume Receipt: Other (see below)

How to Apply: All applications must be submitted online through Clark County's website. Please follow the directions for applying detailed on the website.
<https://www.governmentjobs.com/careers/clarkcounty/jobs/3010920-0/law-clerk>

Additional Documents: Unofficial Transcript, Writing Sample, Other Documents

Requested Document Notes: Resume is required at time of online application. Transcripts and writing samples are required prior to interview.

ID: 7317

Assistant Prosecutor

Hampshire County, West Virginia (Hampshire County, WV)

Position Type: Full-time

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

Description:

The Hampshire County Prosecuting Attorney's Office is accepting applications for an Assistant Prosecutor position. The position's primary responsibilities will be Magistrate Court matters, but will also include Circuit Court and a variety of County Civil matters. Membership and good standing with the WV State Bar is required. Salary is commensurate with experience. The position also includes a full benefits package.

Deadline for submission: April 21, 2021

Desired Class Level: Graduate/Alumni

Posting Date: March 22, 2021

Expiration Date: April 21, 2021

Contact: Rebecca L. Miller

50 S. High Street Suite 153 Romney, West Virginia 26757 United States

Resume Receipt: E-mail

Default email for resumes.: hcpa1@outlook.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 7309

Litigation Associate

Zimmer Kunz

Position Type: Full-time

Practice Area(s): Litigation

Description:

Zimmer Kunz PLLC is searching for a litigation associates with 3 - 5 years' experience for our Weirton, WV office. We are a civil litigation firm specializing in both commercial and personal matters. Zimmer Kunz's attorneys are sought after litigators in such practice areas as insurance defense, toxic and environmental torts and energy and natural resources, among others. An ideal candidate will have experience with court appearances, motions, strong research and writing skills and depositions. PA license required, WV license helpful. We offer benefit package including medical, dental, disability, life insurance and an exceptional profit sharing plan. Interested candidates should submit a resume and writing sample to Tracy Pape.

Desired Class Level: Graduate/Alumni

Posting Date: March 22, 2021

Expiration Date: April 17, 2021

Salary Range: 70,000 - 79,999

Contact: Tracy Pape
Office Administrator
243 Three Springs Drive, Ste 14A Weirton, West Virginia 26062 United States
<http://www.zklaw.com>

Resume Receipt: E-mail

Default email for resumes.: pape@zklaw.com

ID: 7310

Associate Attorney

Wendy H. Schwartz and Associates, PLLC (Washington DC)

Position Type: Full-time

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

Description:

Wendy H. Schwartz and Associates, PLLC—a boutique family law firm in Washington, D.C.—is seeking an Associate Attorney with a minimum of 1 to 2 years of litigation experience. Duties will comprise all phases of litigation, including conducting research, preparing for trial and evidentiary hearings, conducting and defending depositions, propounding and responding to discovery and motion drafting. The candidate must have a Juris Doctor degree from an accredited law school and be a member of the Virginia State Bar. The candidate should also have sound drafting skills, be an analytical thinker, have great organizational skills, and be able to work independently or as part of a team. Because the position entails a great deal of client contact, excellent interpersonal, along with written and verbal communication skills, are a plus. If interested, please submit your resume, along with a cover letter and a writing sample to Jacqueline Robinson-Ross, jrobinson-ross@schwartzlawpllc.com.

Desired Class Level: Graduate/Alumni

Posting Date: March 19, 2021

Expiration Date: April 30, 2021

Contact: Jacqueline Robinson-Ross
Paralegal
818 Connecticut Avenue, NW, Suite 315 Washington, District of Columbia 20006
United States

Resume Receipt: E-mail

Default email for resumes.: jrobinson-ross@schwartzlawpllc.com

Additional Documents: Cover Letter, Writing Sample

ID: 7301

Associate Attorney, Florida Regional Office

Earthjustice

Job Type: Full-time

Job Location(s):

Miami, Florida United States

Puerto Rico

Tallahassee, Florida United States

Job Description:

Earthjustice is looking to hire an Associate Attorney whose docket will include work done in partnership with Puerto Rico community-based organizations, environmental justice groups, and others advancing the rights of disproportionately burdened communities in Puerto Rico. The attorney selected for this position will focus on local enforcement, litigation and other legal advocacy driven by the concerns of communities and partners in Puerto Rico. The Associate will work on cases furthering our clean energy goals in Puerto Rico, as well as work related to clean air, clean water, toxic chemicals, pesticides and waste facilities, and zoning, among other issues of importance in Puerto Rico.

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

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

This position will be based in Miami, Tallahassee, or remote from Puerto Rico. To learn more about the Florida Regional Office, [click here](#). Our goal is to produce the highest quality legal work in a diverse, inclusive, supportive, and collegial environment. The Florida Regional Office houses a staff of 14, including 8 attorneys, a research and policy analyst, a communications strategist, 2 litigation assistants, a legal practice manager, and a principal gifts officer. We do work on Puerto Rico matters in close collaboration with the Coal Program. To learn more about the Coal Program, [click here](#).

The Associate Attorney position is a three-year position, with potential for extension. The Associate Attorney program is designed to help attorneys who are in the early stages of their careers to develop into thoughtful, professional, and effective advocates skilled in the various phases of public interest litigation. As Associate Attorneys gain experience, they gradually take on more independent responsibility for their cases, but work throughout their tenure under the supervision of a Staff Attorney, Deputy Managing Attorney or Managing Attorney. Many Associates have gone on to other positions within Earthjustice and with other public interest organizations.

Responsibilities

- Work closely with Staff Attorneys, clients, partners, and experts to investigate, develop, and prosecute cases in a strategic fashion.
- Participate in the full range of tasks involved in complex litigation, including factual investigation, legal research and analysis, discovery, briefing, and oral advocacy.
- Help expand our outreach to and partnerships with community-based groups, environmental justice groups and others advancing the rights of disproportionately burdened communities in Puerto Rico.
- Collaborate in team problem solving, litigation strategy, project management and trial work.

Qualifications

- Law school graduate by summer of 2021 admitted to, or willing to apply for admission to, the Puerto Rico State Bar and Florida State Bar.
- 0-5 years of experience in clean energy, environmental justice, community organizing, or public interest law is preferred.
- Spanish and English fluency is required.
- Excellent research, analytic, writing, and communication skills.
- Strong work ethic and initiative, and sound yet creative judgment.
- Ability to work well in a team-oriented atmosphere.
- Commitment to serving the public interest and a passion for the role of Earthjustice and its mission, including a desire to fight for the right of all to a healthy environment.
- Ability to travel as needed for case work, court appearances and presentations.

- 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.

Salary depends on experience and location.

Salary range in Miami or Tallahassee, FL and Puerto Rico: \$70,465 - 89,080

We offer a mission- and employee-focused work environment and a competitive compensation package, including excellent benefits. Earthjustice is an equal opportunity employer and highly values diversity.

For litigators and legal advocates committed to saving the planet and the people who depend on it, Associate Attorney at Earthjustice is the best job on the planet. Learn more about our Associate Attorney careers and work online here.

To Apply

Interested candidates must submit the following via Jobvite:

- Resume
- One or two page cover letter that addresses each of the following: (1) aspects of your background that are relevant to the qualifications listed above; (2) why you are drawn to Earthjustice’s mission; and (3) how your time at Earthjustice would contribute to your career aspirations; and/or, (4) any experiences you have working with people and communities who have been disproportionately affected by environmental harms or other injustice.
- Writing sample, preferably a legal brief or memorandum that primarily reflects your work.
- Law school transcript.
- List of three references.

Click here to apply: <https://app.jobvite.com/j?cj=oyfKefwv&s=symplicity>

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

For this position, we are looking to hire a candidate that is available to start in June 2021. Please apply by April 7, 2021. After that, applications will be reviewed on a rolling basis until the position is filled.

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

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

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

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

Desired Class Level(s): 3L, LLM, Graduate/Alumni
Posting Date: March 19, 2021
Expiration Date: April 24, 2021
Contact: Earthjustice California Regional Office Los Angeles, California United States
Resume Receipt: Other (see below)
How To Apply: https://app.jobvite.com/j?cj=oyfKefwv&s=symplicity
Visual ID: 7289

Associate Attorney-Consumer Financial Svcs. Personal Property

Hudson Cook, LLP

Job Type: Full-time

Job Location(s):

Hanover, Maryland United States

Job Description:

Hudson Cook, LLP, a national consumer financial services law firm, seeks a junior-level associate with 1-3 years of law firm, in-house, or government experience for its regulatory compliance practice; will also consider a third-year law student with strong academic performance.

Successful candidates should be able to demonstrate: (1) critical thinking; (2) strong analytical skills, (3) outstanding legal writing ability; (4) attention to detail; (5) willingness to work in a team environment; and (6) a desire to learn from experienced practitioners to develop depth in consumer financial services law.

Application Procedure:

If you are interested in this position and have the required qualifications, please forward your resume, law school transcript and a writing sample to the Human Resources Department at careers@hudco.com. Application materials should be submitted in the order outlined, and as a single PDF document.

ABOUT THE FIRM

Established in 1997, Hudson Cook, LLP focuses on state and federal consumer and commercial financial services, banking and privacy compliance, regulation, enforcement and supervision, with 48 lawyers practicing in 13 offices throughout the United States. Our team includes former officials with federal regulatory agencies, including the CFPB, FTC and the Office of the Comptroller of the Currency (OCC); former in-house lawyers from banks, sales finance companies and other financial services institutions; and attorneys with lengthy experience representing many financial services firms as outside counsel.

The opportunity will primarily focus in the Firm's Automotive and Personal Property and Leasing practice area that advises banks, finance companies and other creditors on federal and state consumer finance regulatory issues related to personal property financing, including vehicle leasing, from advertising through and including servicing and collection. We help clients develop and implement compliance programs and Compliance Management Systems, draft finance and lease contract forms and related commercial documents, develop compliant servicing, collection and default communications, prepare for, manage and respond to regulatory examinations, conduct on-site compliance assessments, and prepare comments on proposed laws and regulations. The Firm has numerous related consumer finance practice areas to round out the successful candidate's work experience.

ASSOCIATE LIFE & BENEFITS

Since its inception, Hudson Cook has fostered a collegial and inclusive workplace environment that values diversity, excellence in client service, work-life balance, and entrepreneurship. Two attributes of associate life at the firm contribute significantly to our culture and distinguish Hudson Cook from other comparable firms. First, the firm expects its lawyers to work hard but does not impose a minimum billable hour requirement. The absence of a billable hour requirement reflects our commitment to ensuring that associates have sufficient flexibility to meet their professional obligations, as well as their responsibilities and interests outside of work. Second, associates who wish to develop a practice and become equity partners have a real opportunity of achieving that goal at Hudson Cook. The firm does not have pre-established limits or ratios on the number of equity partners versus associates. This structure is consistent with our clients' expectations that seasoned practitioners bear primary responsibility for their legal matters, which are often sensitive and complex. To fulfill that expectation, we aim to hire interested and dedicated associates and to develop talent internally through meaningful training, mentorship and other educational programs. The firm is proud of its long track record of promoting associates to equity partner. More than one-third of the equity partners were associates at the firm.

Salaries are competitive, and associates are eligible for discretionary year-end bonuses, dependent upon both tangible contributions to client work and

intangible contributions, such as assisting partners with client and business development activities, being a valued team member, and the performance of the firm overall. The firm does not require Associates to work exclusively from the office and allows remote work and flexibility in work hours to the extent needed to achieve a work-life balance, provided that client needs are being met.

Other benefits include:

- Comprehensive Health Insurance
- Firm-Paid Group Insurance (Life and AD&D; Short and Long-Term Disability; Long-Term Care)
- 401(k) with firm-paid 3% match
- Paid Holidays
- Vacation and Sick Leave
- Parental Leave
- Employee Assistance Program

EQUAL OPPORTUNITY EMPLOYER

Hudson Cook, LLP is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status, or any other protected characteristic under Maryland law.

Desired Class Level(s): Graduate/Alumni

Posting Date: March 19, 2021

Expiration Date: April 25, 2021

Contact: Human Resources Director Amy Ryan
Human Resources Director
7037 Ridge Road, Suite 300 Hanover, Maryland 21076 United States

Resume Receipt: Email Resume, Online

Default email address for resumes: careers@hudco.com

Additional Documents: Unofficial Transcript, Writing Sample

Visual ID: 7302

Housing Attorney

Mid-Minnesota Legal Aid (Minneapolis, MN)

Job Type: Full-time

Job Location(s): Minneapolis, Minnesota United States

Job Description: Mid-Minnesota Legal Aid (Legal Aid) is seeking a full-time staff attorney as part of the Minneapolis Housing Unit. As an equal opportunity employer, Legal Aid is committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. We welcome information about how your experience can contribute to serving our diverse client communities. Applicants are encouraged to share in their cover letter how they can further our goal of equal justice for all. We are committed to a discrimination- and harassment-free workplace.

RESPONSIBILITIES:

- Focus on civil litigation in housing law
- Defend eviction lawsuits to protect housing rights, file affirmative lawsuits, and represent families in administrative proceedings
- Apply the principles of MMLA's Racial Justice Values Statement in all interactions
- Professionally maintain an active litigation caseload, including numerous hearings and trials
- Additional responsibilities may include complex litigation, policy advocacy, and community education

QUALIFICATIONS:

- Must be licensed to practice in the State of Minnesota, registered to take the Minnesota Bar Examination, or eligible for admission by reciprocity
- Demonstrate an interest in and commitment to the needs of low income and vulnerable clients
- Show a commitment to working as a team member to serve client needs and a desire to appear in court to litigate client rights
- Excellent analytical and written and verbal communication skills
- Diverse economic, social, and cultural experiences preferred
- Proficiency in a second language preferred, especially Arabic, Hmong, Oromo, Somali, or Spanish
- Legal training, knowledge of community resources, and experience with case management software
- Proficiency using Microsoft Office required

SALARY: \$51,000 to \$66,478 per year, depending on experience, plus benefits.

APPLICATIONS: Submit cover letter, resume, three job-related references, and a writing sample online at: www.mylegalaid.org/employment by April 2nd, 2021, or until the position is filled.

No calls please.

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

Desired Class Level(s): Graduate/Alumni

Posting Date: March 19, 2021

Expiration Date: April 24, 2021

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

Resume Receipt: Other (see below)

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

Additional Documents: Cover Letter, Writing Sample, Other Documents

Additional Documents Notes: Other: Include three job-related references

Visual ID: 7288

Litigation Assistant, Tribal Partnerships Program

Earthjustice

Job Type: Full-time

Job Location(s): Denver, Colorado United States

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

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

This position provides support for the litigation and advocacy activities of the Tribal Partnerships Program and for the administrative and operations needs of the team, which is spread out over different offices. Experience with Native American communities or tribes a plus. Depending on qualifications and experience, we plan to hire a Litigation Assistant or Senior Litigation Assistant*.

Responsibilities:

Litigation Support (60%):

- Prepare documents under attorney supervision for filing in court and before agencies, including:
- Drafting procedural motions, certificates, and disclosure statements;
- Ensuring document compliance with court rules;
- Proofreading, bluebooking, and cite-checking;
- Preparing tables of contents, tables of authorities, exhibits, and exhibit lists; and
- Filing and serving electronically and manually.
- Perform factual and paralegal research.
- Maintain litigation calendar, including:
- Monitoring, computing, and scheduling court and agency deadlines based on court orders and Federal Register notices; and
- Organizing meetings and events.
- Maintain digital and physical files, including:
- Case pleadings, general litigation documents, and general correspondence; and
- Case management database (ProLaw).
- Prepare client communications, including retainer agreements, litigation hold letters, and joint defense agreements.
- Become familiar with relevant court and administrative agency rules.
- Monitor Federal Register, Court, and/or other web sites as requested by attorneys.
- Assist fellow litigation support professionals as necessary.
- Submit Freedom of Information Act inquiries and review and summarize responsive documents as needed.

Administrative Support (30%):

- Schedule meetings for attorneys.
- Handle administrative aspects of onboarding new staff.
- Assist with logistics and planning of meetings, events, speaking engagements and travel.
- Coordinate and plan activities for summer law clerks and interns, such as trainings and networking events.
- Assist with client and partner outreach and coordination, including developing and maintaining a listserv.
- Coordinate with other offices and departments as necessary.
- Internal support of program and other work, including interdepartmental working groups, work in support of Diversity, Equity and Inclusion principles and teambuilding.

General (10%):

- Other tasks as assigned.

Qualifications:

- Bachelor's degree preferred or equivalent experience.

A can-do attitude, meticulous attention to detail, and an unrelenting commitment to high performance standards.

- Excellent research, analytical, writing, and computer skills (word processing, databases and spreadsheets, Internet, etc.).
- Excellent command of spelling, punctuation, and grammar.
- The ability to organize, set priorities among multiple assignments, meet deadlines, and function calmly under pressure.
- Strong time management and organizational skills.
- Demonstrate an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations, particularly Indigenous communities.
- The ability to work effectively as part of a team, including with remote staff, and to maintain confidential information.
- Flexible, punctual, highly reliable, and available for occasional evening and weekend work, as well as overtime on an as-needed basis. Ability to work for extended periods on the computer as needed to meet filing deadlines.
- A team player who will enthusiastically take on tasks that range from intellectually challenging to routine.
- Ability to work independently to identify, analyze, and complete tasks as needed.
- Commitment to professionalism and to exercising good judgement, compassion and respect in the workplace.
- Contribute to the creation of a diverse, equitable, and inclusive work culture that encourages and celebrates differences.
- Ability to travel for trainings, hearings, and staff and client meetings.
- Excellent skills with Adobe Acrobat and Microsoft Office Suite a plus.
- Paralegal experience or training a plus.
- Interest in and knowledge of environmental, social justice, or public interest issues a plus.

*To be considered for the Senior Litigation Assistant position the successful candidate must meet all Litigation Assistant qualifications plus:

- At least two years of Litigation Assistant or equivalent experience.
- Demonstrated performance in previous position.
- Solid understanding of legal practice relevant to our work, including the rules and procedures in venues where office or program practices.
- Proactive problem solver.
- Ability to multi task and prioritize work.

We offer a competitive salary and excellent benefits that are comprehensive and competitive. We also offer an extremely congenial work environment and a casual dress code.

Salary is based on location and experience.

Litigation Assistant salary range in Denver, CO: \$57,000 - \$63,300

Senior Litigation Assistant salary range in Denver, CO: \$66,100 - \$73,400

To Apply

Interested candidates should submit the following via Jobvite:

- Resume
- Cover letter

Click here to apply: <https://app.jobvite.com/j?cj=oIXVefwy&s=symplicity>

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

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

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

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

Desired Class Level(s): Graduate/Alumni

Posting Date: March 17, 2021

Expiration Date: April 23, 2021

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

Resume Receipt: Other (see below)

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

Visual ID: 7270

Managing Attorney - Hobbs, NM

New Mexico Law Offices of the Public Defender

Job Type: Full-time

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

Job Description:

To direct and supervise a unit or an office of the Law Offices of the Public Defender in providing professional level services representing juvenile and adult indigent clients, handle highly complex appeals or serve as lead counsel for serious violent felony or appeals and other highly complex litigation cases.

Essential Functions

Managing Attorney:

- Manage attorneys in a unit or manage a legal program
- Manages, trains, develops, mentors and conducts performance evaluations of assigned attorney resources.
- Manages financial resources of the unit.
- Provides key input into the development of policies and procedures for the assigned organization unit and/or program.
- Oversees workflow and work assignments.
- Maintain adequate staffing levels by closely reviewing all requests for leave, and requesting posting of vacant positions through executive management.
- Provides key input into the development of policies and procedures for the assigned organization unit and/or program.
- Provide input to the performance review and development of Attorneys at lower levels
- Provide corrective action and or directives when necessary to include but not limited to progressive disciplinary action.
- Conducts legal research/analysis of laws, precedents, legal issues, procedural rules, in preparation of cases.
- Reviews and investigates client cases to determine legal position and propose legal strategy.
- Prepares for litigation and appeal through initiation of legal documents, review of case information, obtaining evidence, conducting interviews, preparation of witnesses to testify.
- Researches changes in laws, legislation, rules court decisions, case precedents, to determine/ anticipate legal problems and propose resolutions.
- Counsels and advises clients on cases such as pleadings, arraignments, trials, appeals.
- Explains, interprets and keeps client informed on changes in law, court decisions, legal issues and problems.
- Attends seminars, training classes and reviews current professional literature to maintain and develop professional skill and knowledge.
- Conducts plea bargaining with District Attorneys and other parties to establish agreements to resolve cases.
- Depending on location: may assist with (CLIP) program or coordinate volunteer/intern/extern programs.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Note: An employee with this classification may be required to perform at a PDS level or duties of a lower classification without additional compensation. Employee will be required to show competence in all levels PD2 through PD5.

Minimum Qualifications Current license as an attorney issued by the New Mexico Supreme Court or eligible for limited license issued by New Mexico Supreme Court and six (6) years of criminal law experience and/or management experience in a legal environment Employment Requirements Must possess and maintain a valid New Mexico Driver's license. Collective Bargaining: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to. Default FLSA: Exempt Geographic Pay Differential: This position may qualify for Geographic Pay Differential. Please refer to the LOPD website, Geographic Differential, for more information. The Law Offices of the Public Defender is an Equal Opportunity Employer and does not discriminate on the basis of race, color, ancestry, national origin, sex, age, spousal affiliation, sexual orientation, gender identity, veteran status, political affiliation or religion, mental or physical disability, or serious medical condition. This job advertisement may be used to fill multiple vacancies. Preference may be given to multilingual applicants fluent in English and other languages.

Desired Class Level(s): Graduate/Alumni

Posting Date: March 17, 2021

Expiration Date: April 23, 2021

Contact: Elizabeth Holmes
505 Marquette Ave. NW Albuquerque, New Mexico 87102 United States

Resume Receipt: Other (see below)

How To Apply: Applicants must apply online at:
<https://www.governmentjobs.com/careers/lopdnm>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

Visual ID: 7269

Public Defender 2 - Ruidoso, NM
New Mexico Law Offices of the Public Defender

Job Type: Full-time

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

Job Description: To provide professional legal services for the Law Offices of the Public Defender in representing juvenile and adult indigent clients in areas of litigation, appeal, counsel, research and analysis.

Essential Functions

Public Defender (PA2)

- Attorneys at this level may handle a variety of cases, including misdemeanor, juvenile, youthful offender or appellate cases.
- May assist higher level Attorneys with complex cases.
- Advise and counsel clients regarding case strategy and possible outcomes.
- Work is performed under the direction, guidance and supervision from more experienced colleagues and supervisor/manager.
- Will conduct plea bargaining, when appropriate, with District Attorneys and other parties to establish agreements to resolve cases.
- Will attend seminars, training classes and review current professional literature to maintain and develop professional skills and knowledge.
- Drafts/reviews, proposes and prepares reports and legal documents.
- Performs related and other duties as assigned.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Desired Class Level(s): Graduate/Alumni

Posting Date: March 17, 2021

Expiration Date: April 23, 2021

Contact: Elizabeth Holmes
505 Marquette Ave. NW Albuquerque, New Mexico 87102 United States

Resume Receipt: Other (see below)

How To Apply: <http://www.lpdnm.us/Jobs/>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

Visual ID: 7075

Austin Trial Lawyer

Zinda Law Group, PLLC (Austin, TX)

Job Type: Full-time**Job Location(s):** Austin, Texas United States**Job Description:**

Zinda Law Group is a rapidly growing, elite personal injury law firm. We handle complex cases and maintain a small docket, enabling us to best serve our clients. Our attorneys pride themselves on their skills, compassion, and commitment to helping those in need. At Zinda Law Group, we do things differently. We are innovative, use cutting edge technology, and have a start-up mentality. Our firm is a member of the Inc. 5000 and was named one of the top Firms in the Austin area for 2020 by Austin Monthly Magazine.

Our core principles are:

1. Excellence Always;
2. Only the Best;
3. Failure is Not an Option;
4. We All Take Out the Trash;
5. Run the Firm Like a Business.

We are looking for ambitious and passionate Trial Lawyers to join our team in Austin, Texas. As a Trial Lawyer, you will work alongside a dynamic and experienced team while handling your own cases from intake to resolution. A typical day for an Attorney at Zinda Law Group involves client communication, taking and defending depositions, research and drafting, leading mediations, developing case strategies, and/or arguing in court. Our Trial Lawyers handle cases from intake through settlement or jury verdict and over time develop a more sophisticated docket, with the goal of becoming a Senior Attorney.

Qualifications and Experience:

- At least one (1) year of experience practicing personal injury or civil litigation;
- Licensed and in good standing with the Texas State Bar;
- Experience drafting and responding to motions;
- Substantial knowledge of Texas Rules of Civil Procedure.

Compensation and Benefits:

- \$75,000 - \$250,000;
- Paid time off and paid holidays;
- IRA Plan with company contribution match;
- Medical, vision, and dental insurance;
- Parental leave;
- Flexibility to work remotely;
- Excellent work environment;
- Opportunities for ongoing training and mentoring;
- Opportunities to advance and grow within the firm.

To apply, please submit a resume and cover letter through the link below:

<https://zdfirm.bamboohr.com/jobs/view.php?id=385>

Zinda Law Group is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or other protected status as required by applicable law.

Zinda Law Group is still operational during COVID-19. While this crisis poses unique challenges, thanks to an incredible team of dedicated attorneys, paralegals, and staff we have been able to continue running our office virtually. We have full remote-work capabilities and technology that allows our team to continue assisting our clients. The health and safety of our team is our number one priority, and we are committed to complying with all local, state, and national orders and guidelines regarding COVID-19.

Desired Class Level(s): Graduate/Alumni**Posting Date:** March 16, 2021**Expiration Date:** April 22, 2021**Contact:** Kate Howard
8834 N Capital of Texas Hwy Austin, Texas 78759 United States**Resume Receipt:** Other (see below)**How To Apply:** <https://zdfirm.bamboohr.com/jobs/view.php?id=385>**Additional Documents:** Cover Letter, Unofficial Transcript, Writing Sample**Visual ID:** 7265

Denver Trial Lawyer

Zinda Law Group, PLLC (Austin, TX)

Job Type: Full-time

Job Location(s): Denver, Colorado United States

Job Description:

Zinda Law Group is a rapidly growing, elite personal injury law firm. We handle complex cases and maintain a small docket, enabling us to best serve our clients. Our attorneys pride themselves on their skills, compassion, and commitment to helping those in need. At Zinda Law Group, we do things differently. We are innovative, use cutting edge technology, and have a start-up mentality. Our firm is a member of the Inc. 5000 and was named one of the top Firms in the Austin area for 2020 by Austin Monthly Magazine.

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We are looking for ambitious and passionate Trial Lawyers to join our team in Denver, Colorado. As a Trial Lawyer, you will work alongside a dynamic and experienced team while handling your own cases from intake to resolution. A typical day for an Attorney at Zinda Law Group involves client communication, taking and defending depositions, research and drafting, leading mediations, developing case strategies, and/or arguing in court. Our Trial Lawyers handle cases from intake through settlement or jury verdict and over time develop a more sophisticated docket, with the goal of becoming a Senior Attorney.

Qualifications and Experience:

At least one (1) year of experience practicing personal injury or civil litigation;

Licensed and in good standing with the Colorado State Bar;

Spanish bilingual a plus;

Experience drafting and responding to motions;

Substantial knowledge of Colorado Rules of Civil Procedure.

Compensation and Benefits:

\$75,000 - \$250,000;

Quarterly performance based bonus opportunities;

Contingency fee referral bonus opportunities;

Paid time off and paid holidays;

IRA plan with company contribution match;

Medical, vision, and dental insurance;

Paid parental leave;

Flexibility to work remotely;

Excellent work environment;

Opportunities for ongoing training and mentoring;

Opportunities to advance and grow within the firm.

To apply for this Litigation Attorney role, please submit a resume and cover letter through the link below:

<https://zdfirm.bamboohr.com/jobs/view.php?id=384>

Zinda Law Group is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or other protected status as required by applicable law.

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Desired Class Level(s): Graduate/Alumni

Posting Date: March 16, 2021

Expiration Date: April 22, 2021

Contact: Kate Howard
8834 N Capital of Texas Hwy Austin, Texas 78759 United States

Resume Receipt: Other (see below)

How To Apply: <https://zdfirm.bamboohr.com/jobs/view.php?id=384>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

Visual ID: 7266

IP Mechanical Patent Prosecution Associate

Ballard Spahr LLP (Philadelphia, PA)

Job Type: Full-time

Job Location(s): Philadelphia, Pennsylvania United States

Job Description: Our national IP practice seeks a mechanical patent prosecution attorney or mechanical patent agent in its Philadelphia office. We are looking for lawyers and agents with a Mechanical Engineering or Biomedical Engineering background and two to five years of experience in patent prosecution and intellectual property counseling, including preparation of patent applications, responses to Office Actions, and patentability and clearance opinions. Experience with drafting and prosecuting design patents is helpful, and specific experience with formation and counseling emerging growth companies within the intellectual property and corporate areas of law is highly desirable. Additional consideration will be given to candidates who have experience with technology licensing. Law firm experience, or significant in-house experience with patent preparation and prosecution is preferred. The candidate must be a member of or eligible for the Patent Bar.

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

Physical Requirements:

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

Desired Class Level(s): Graduate/Alumni

Posting Date: March 16, 2021

Expiration Date: April 22, 2021

Contact: Kathryn J. Ball
Manager of Attorney Growth and Integration
1735 Market Street Philadelphia, Pennsylvania 19103 United States

Resume Receipt: Other (see below)

How To Apply: <https://selfapply.ballardspahr.com/viRecruitSelfApply/ReApplicantEmail.aspx?Tag=cf7be051-5756-4d13-94e0-e2814cf024d8>

Additional Documents: Unofficial Transcript

Visual ID: 6571

Managing Attorney

Community Legal Aid

Position Type: Full-time

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

Description:

Managing Attorney - Neighborhood Law & Immigrants and Refugees Position
Announcement #1919

Organization:

Community Legal Aid is a private non-profit law firm which works to bridge the gap between poverty and justice for those in need. Legal Aid is the primary provider of free civil legal representation to low income and elderly residents of central northeast Ohio, concentrating its efforts on legal work that makes a difference in the lives of those it serves.

Job Description:

The Managing Attorney will lead the Neighborhood Law Project and Immigrants and Refugees Project.

The Neighborhood Law Project promotes community development by proactively engaging with stakeholders and developing innovative solutions to economic and racial inequities. The Immigrants and Refugees Project provides holistic legal services to immigrants and refugees as they enrich our culture and economy.

The Managing Attorney will: develop project goals and plans in collaboration with Practice Groups and organizational leaders; adapt and achieve project goals through leadership and supervision of staff assigned to the projects; coordinate client services with other management team members; actively participate in Practice Groups; actively participate in organizational efforts to improve the effectiveness and efficiency of client services and operations; lead efforts to develop and maintain effective relationships with the private bar, community organizations, other legal aid organizations, public officials, media, and funders; and perform other duties as required.

The Managing Attorney may be asked to lead different projects in the future as the needs of the organization and community change.

Job Qualifications:

The successful candidate will have a proven commitment to legal services to the poor, a commitment to professionalism, excellent persuasive abilities, excellent legal writing skills, and good interpersonal skills.

The Managing Attorney must have the ability to work effectively with a wide variety of personalities and be strong, self-motivated, and creative. Prior supervisory experience will be valuable. A broad range of general civil litigation experience is extremely desirable. The ability to work effectively with community groups is essential.

A minimum of five years of legal experience is preferred. Must be licensed to practice in Ohio. Ability to speak Spanish or other languages is highly desirable but not necessary.

Reports to: Deputy Director

Location: Youngstown Office

Salary: \$77,000+ DOE. Excellent working environment and benefit package.

Deadline: Open until filled.

To Apply: Visit <https://www.communitylegalaid.org/careers> and upload cover letter, resume, references and writing sample.

Community Legal Aid is an Equal Opportunity Employer and does not discriminate because of age, race, gender, religion, national origin, marital status, sexual orientation, gender

identity, or
disability.
Minorities and women are encouraged to apply.
<https://www.communitylegalaid.org>

Desired Class Level: Graduate/Alumni

Posting Date: March 16, 2021

Expiration Date: May 31, 2021

Contact: Ohio
First National Plaza, 11 Federal Street, 7th Floor Youngstown, Ohio 44503 United
States

Resume Receipt: E-mail

Default email for resumes.: jobs@communitylegalaid.org

Requested Document Notes: <https://www.communitylegalaid.org>

ID: 7263

Managing Attorney - Gallup, NM

New Mexico Law Offices of the Public Defender

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

Gallup, New Mexico United States

Job Description:

To direct and supervise a unit or an office of the Law Offices of the Public Defender in providing professional level services representing juvenile and adult indigent clients, handle highly complex appeals or serve as lead counsel for serious violent felony or appeals and other highly complex litigation cases.

Essential Functions**Managing Attorney:**

- Manage attorneys in a unit or manage a legal program
- Manages, trains, develops, mentors and conducts performance evaluations of assigned attorney resources.
- Manages financial resources of the unit.
- Provides key input into the development of policies and procedures for the assigned organization unit and/or program.
- Oversees workflow and work assignments.
- Maintain adequate staffing levels by closely reviewing all requests for leave, and requesting posting of vacant positions through executive management.
- Provides key input into the development of policies and procedures for the assigned organization unit and/or program.
- Provide input to the performance review and development of Attorneys at lower levels
- Provide corrective action and or directives when necessary to include but not limited to progressive disciplinary action.
- Conducts legal research/analysis of laws, precedents, legal issues, procedural rules, in preparation of cases.
- Reviews and investigates client cases to determine legal position and propose legal strategy.
- Prepares for litigation and appeal through initiation of legal documents, review of case information, obtaining evidence, conducting interviews, preparation of witnesses to testify.
- Researches changes in laws, legislation, rules court decisions, case precedents, to determine/ anticipate legal problems and propose resolutions.
- Counsels and advises clients on cases such as pleadings, arraignments, trials, appeals.
- Explains, interprets and keeps client informed on changes in law, court decisions, legal issues and problems.
- Attends seminars, training classes and reviews current professional literature to maintain and develop professional skill and knowledge.
- Conducts plea bargaining with District Attorneys and other parties to establish agreements to resolve cases.
- Depending on location: may assist with (CLIP) program or coordinate volunteer/intern/extern programs.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Note: An employee with this classification may be required to perform at a PDS level or duties of a lower classification without additional compensation. Employee will be required to show competence in all levels PD2 through PD5.

Minimum Qualifications Current license as an attorney issued by the New Mexico Supreme Court or eligible for limited license issued by New Mexico Supreme Court and six (6) years of criminal law experience and/or management experience in a legal environment Employment Requirements Must possess and maintain a valid New Mexico Driver's license. Collective Bargaining: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to. Default FLSA: Exempt Geographic Pay Differential: This position may qualify for Geographic Pay Differential. Please refer to the LOPD website, Geographic Differential, for more information. The Law Offices of the Public Defender is an Equal Opportunity Employer and does not discriminate on the basis of race, color, ancestry, national origin, sex, age, spousal affiliation, sexual orientation, gender identity, veteran status, political affiliation or religion, mental or physical disability, or serious medical condition. This job advertisement may be used to fill multiple vacancies. Preference may be given to multilingual applicants fluent in English and other languages.

Desired Class Level(s): Graduate/Alumni**Posting Date:** March 16, 2021

Expiration Date: April 22, 2021

Contact: Elizabeth Holmes
505 Marquette Ave. NW Albuquerque, New Mexico 87102 United States

Resume Receipt: Other (see below)

How To Apply: Applicants must apply online at:
<https://www.governmentjobs.com/careers/lopdnm>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

Visual ID: 7267

Public Defender 2 - Ruidoso, NM
New Mexico Law Offices of the Public Defender

Job Type: Full-time

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

Job Description: To provide professional legal services for the Law Offices of the Public Defender in representing juvenile and adult indigent clients in areas of litigation, appeal, counsel, research and analysis.

Essential Functions

Public Defender (PA2)

- Attorneys at this level may handle a variety of cases, including misdemeanor, juvenile, youthful offender or appellate cases.
- May assist higher level Attorneys with complex cases.
- Advise and counsel clients regarding case strategy and possible outcomes.
- Work is performed under the direction, guidance and supervision from more experienced colleagues and supervisor/manager.
- Will conduct plea bargaining, when appropriate, with District Attorneys and other parties to establish agreements to resolve cases.
- Will attend seminars, training classes and review current professional literature to maintain and develop professional skills and knowledge.
- Drafts/reviews, proposes and prepares reports and legal documents.
- Performs related and other duties as assigned.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Desired Class Level(s): Graduate/Alumni

Posting Date: March 16, 2021

Expiration Date: April 22, 2021

Contact: Elizabeth Holmes
505 Marquette Ave. NW Albuquerque, New Mexico 87102 United States

Resume Receipt: Other (see below)

How To Apply: <http://www.lpdnm.us/Jobs/>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

Visual ID: 7264

Attorney

Willow Corporate and Legal Advisors (Bridgeport, WV)

Position Type: Full-time

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

Description:

Willow Legal Advisors, Bridgeport, WV., specializes in corporate legal work. They are currently seeking an attorney who would initially be working on mainly contract drafting and wills. Experience level – 0 - 5 years. Please send resume, cover letter, writing sample, and transcript to: Ms. Emily Saab at esaab@nealislaw.com

Desired Class Level: Graduate/Alumni

Posting Date: March 15, 2021

Expiration Date: May 31, 2021

Contact: Emily Wymer Saab
Client Relations/HR Consultant
440 East Main Street, Suite 104 Bridgeport, West Virginia 26330 United States

Resume Receipt: E-mail

Default email for resumes.: esaab@nealislaw.com

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 7256

Deputy Clerk II

Judiciary of the U.S. Virgin Islands

Job Type: Full-time

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

Job Description: This is advanced court clerical work with responsibility for a specific area of court case processing or for performing a variety of advanced clerical functions which require the application of independent judgment and the interpretation of routine policies and procedures. Advice and assistance will normally be provided as needed by the Clerk of the Court or designee, but most functions will normally be performed with minimum supervision. Positions in this class are distinguished from the Deputy Clerk I by the degree of independence and responsibility exercised and the variety of work tasks assigned. Work is reviewed by a supervisor through observation of operations and on the basis of results achieved.

- Knowledge of court procedures, policies, and Rules.
- Knowledge of the organization, operation, functions and scope of authority of the Supreme Court.
- Ability to deal with emotionally charged situations or individuals.
- Knowledge of the Supreme Court's Case Management System and any other automated system.
- Knowledge of legal terminology.
- Knowledge of the Supreme Court's Fees.
- Knowledge of basic mathematical concepts and ability to perform accurate mathematical calculations.
- Ability to read and interpret legal documents of varying type and complexity.
- Ability to understand and follow oral and written instructions.
- Ability to make decisions in accordance with laws, regulations, and departmental policies and procedures.
- Ability to maintain a variety of complex records and prepare reports from such records.
- Skill in the operation of a personal computer, Microsoft Office Suite 2010 and other standard equipment.

Desired Class Level(s): Graduate/Alumni

Posting Date: March 15, 2021

Expiration Date: April 21, 2021

Contact: Koya Ottley
8174 Subbase St. Thomas, 802 U.S. Virgin Islands

Resume Receipt: Email Resume, Online

Default email address for resumes: human.resources@vicourts.org

Additional Documents: Cover Letter, Other Documents

Additional Documents Notes: To apply, candidates must submit a cover letter, Employment Application, resume and other relevant documents at <https://www.governmentjobs.com/careers/dopusvi/jobs/3000211/deputy-clerk-ii?keywords=deputy%20clerk%20ii&pagetype=jobOpportunitiesJobs>

Visual ID: 7257

Associate Attorney

American Consolidated Natural Resources, Inc. (St. Clairsville, Ohio)

Position Type: Full-time

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

Description:

46226 National Road St. Clairsville, OH 43950

About us

ASSOCIATE ATTORNEY

Employment Opportunity

American Consolidated Natural Resources, Inc. ("ACNR") is the largest underground coal mining

company in America. Headquartered in St. Clairsville, Ohio, ACNR and its Subsidiary Companies employ and manage nearly 5,000 employees and currently manages 9 active coal mines, in 5 regions of the United States.

Responsibilities

An Associate Attorney may be bestowed responsibility to review, analyze, and negotiate any of a variety of agreements, contracts, and formal documents. Below are examples of areas of such responsibility.

- Vendor Agreements
- Customer Agreements
- Lease Agreements
- Property Transactions
- Regulatory Compliance
- Employment Law

Requirements

- Ability and motivation to exercise experience, judgment, organization, communication and project management skills efficiently and effectively.
- Must be an attorney in good standing in a relevant state such as Ohio, Illinois, West Virginia, or a neighboring state, or have the ability to obtain an Ohio or West Virginia license to practice law.
- Currently reside in, or be willing to relocate to, the St. Clairsville, OH area.
- Three to five years of relevant legal experience is preferred, but not required.

Benefits

Each American Consolidated Natural Resources, Inc. subsidiary company is an equal opportunity employer with complete employee compensation and benefits.

Learn more about us at <http://acnrinc.com>

Application Link: <https://apply.workable.com/j/9ED56D6653>

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

Posting Date: March 10, 2021

Expiration Date: May 31, 2021

Contact: Paul A. Graham
46226 National Road St. Clairsville
<http://www.acnrinc.com>

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

Default email for resumes.: paulgraham@acnrinc.com

How to Apply: Application Link: <https://apply.workable.com/j/9ED56D6653>

ID: 7223

PRIVACY AND CIVIL LIBERTIES ATTORNEY

Federal Bureau of Investigations (Clarksburg, WV)

Position Type: Full-time

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

Description:

FEDERAL BUREAU OF INVESTIGATION (FBI)
OFFICE OF THE GENERAL COUNSEL
ATTORNEY
935 PENNSYLVANIA AVENUE NW
CLARKSBURG, WV 26306
UNITED STATES
OGC_MH_PCLU-WV_2021

About the Office:

The FBI's Office of the General Counsel (OGC) is seeking a highly qualified attorney to join its exciting and challenging legal practice with assignment in Clarksburg, West Virginia. OGC provides legal advice to the entire FBI, including the Director, FBI Headquarters officials and agents in the 56 domestic field offices, on a wide range of substantive issues. OGC works closely with other elements of the Department of Justice, other members of the Intelligence Community, including the Office of the Director of National Intelligence (ODNI), the Central Intelligence Agency, the National Security Agency and the White House. OGC also assists the FBI in forming partnerships with other federal, state, local and international agencies, as well as private sector entities, in support of FBI operations.

Mission:

The mission of the FBI is to protect the American People and uphold the Constitution of the United States.

Privacy and Civil Liberties Unit (PCLU): Attorneys working in PCLU apply their expertise, skills, and education to protect the nation by providing legal advice and counsel across all FBI investigative and intelligence collection programs. These attorneys ensure that FBI activities comply with the U.S. Constitution, federal privacy laws (such as the Privacy Act and Section 208 of the E-Government Act), executive actions regulations, and policies. PCLU attorneys provide expertise in the following areas: privacy and civil liberties affecting the FBI both operationally and as an employer; the authorized sharing of information about individuals by FBI personnel; Privacy Impact Assessments and Systems of Records Notice for FBI information technology systems; Memorandums of Understanding and information sharing agreements; data breaches involving FBI information; and legal analysis of legislation, regulations, and policies.

Our office places a high value on diversity of experiences and perspectives and encourages applications from all qualified individuals from all ethnic and racial backgrounds, veterans, LGBT individuals, and persons with disabilities.

Job Description:

Consults and provides comprehensive legal guidance to FBI clients on issues related to privacy and civil liberties;

Reviews and edits privacy documentation and information sharing agreements submitted by clients on a wide array of information technology systems;

Drafts memos, policies, and other documents for FBI executive management, ensuring compliance with law and policy;

Briefs FBI executive management on issues related to privacy and civil liberties;

Conducts training for FBI personnel on privacy and civil liberties matters;

Supports the component's Privacy and Civil Liberties Officer, who is responsible for ensuring component-wide compliance with information privacy and civil liberties mandates; and

Develops and evaluates legislative, regulatory, and other policy proposals that implicate privacy issues.

Qualifications:

Key Requirements:

Must be a U. S. citizen

Must be able to obtain a Top-Secret/SCI clearance

Selectee will be required to complete form FD-887, Request for Access to Sensitive Compartmented Information (SCI)

Selectee will be required to complete a Confidential Financial Disclosure Report, OGE-450 annually.

The Department of Justice will approve candidates that are selected for this position.

Please ensure work experience/requirement(s) are identifiable in the resume. The resume and supporting documentations will determine whether the candidate meets the job qualifications listed in this announcement. Applicants must meet the qualification requirements at the time of application.

Applicants deemed most competitive will be sent to the hiring official for employment consideration.

All applicants are rated on the following competencies:

Analytic Thinking
Communication
Governance and Legal Jurisprudence
Leadership
Oral/Written Communication
Research

BASIC REQUIREMENT:

Possess a law degree from an accredited American Bar Association law school; and Proof of active membership and good standing with any U. S. jurisdiction bar association

Positive Education Requirement: This position has a specific education requirement; all applicants must verify completion of this basic requirement by submitting proof of J.D. degree and proof of good standing with a U. S. jurisdiction bar association. Please see the "Required Documents: section of this announcement for additional information.

Education: Applicant must possess a J.D. degree from a law school accredited by the American Bar Association (or have a LLM degree or other graduate law school degree in addition to J.D.) and be an active member of a U.S. jurisdiction bar association.

GS-14: Applicants applying for the Gs-14 must have 2.5 or more years post J.D. attorney experience.

GS-15: Applicants applying for the GS-15 must have 4 or more years of post J.D. attorney experience.

Salary:

GS-14: \$108,885 - \$141,548; GS-15: \$128,078 - \$166,502

Travel:

Some travel is required.

Application Process:

NOTE: All FBI employees must undergo an FBI Background Investigation and receive an FBI Top Secret security clearance. For employment eligibility with the FBI, applicants must not violate any of the automatic employment disqualifiers, and adhere to the FBI's pre-employment drug policy. Please ensure you meet these standards before submitting an application. All of these disqualifiers are extensively researched during the FBI Background Investigation Process. The preliminary employment requirements include a polygraph examination; a test for illegal drug use; credit and records checks; and extensive interviews with former and current colleagues, neighbors, friends, professors, etc. Before applying for this position, please make sure that the FBI Employment Disqualifiers do not apply to you. <https://www.fbijobs.gov/working-at-FBI/eligibility>

How to Apply:

To apply for this position, provide a complete application package which includes the following REQUIRED documents:

Your cover letter and resume
A writing sample, not to exceed 10 pages
Proof of current and active bar association membership
Copy of Law School Transcripts
Current SF-50 (if external government employee)
DD 214 (proof of Veteran's Preference)

Please Note: FBI employees currently assigned to a General Attorney position do not need to provide Law School Transcripts or Proof of Bar Association Membership.

Step 1: Create a new email and attach all required electronic documents. Include contact information (phone number) and a brief introduction (2-3) sentences in the body of the email.

Step 2: Title the subject of the email using the following format, indicating whether you are an internal or external candidate. (Example: OGC_MH_PCLU_2020_External/Internal)

Step 3: Submit the completed application email to OGC-JOBS@fbi.gov

What to Expect Next

Once your complete application is received, the FBI will conduct an evaluation of your qualifications. The Most Competitive candidates will be referred to the hiring manager for further consideration and possible interview. Interviews will be conducted on a rolling basis. You will be notified of your status throughout the

application process.

Internal Applicants Additional Information

Management may select any grade for which this position is announced. Identification of promotion potential in this announcement does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher-level duties.

Probationary employees are precluded from being considered for all job opportunities until 12-months of their 24-month probationary period has concluded. Probationary employees may be considered for competitive vacancies that are advertised within their respective division or field office after serving 90 days within the FBI.

Candidates will not be considered if currently on a Performance Improvement Plan (PIP); a Letter of Requirement (LOR); or failed a PIP or LOR and are currently awaiting the final action by HRD.

A Performance Improvement Plan (PIP) is a 90-day written developmental plan for an employee whose performance on one or more critical elements is rated "Unacceptable."

A Letter of Requirement (LOR) is issued when a supervisor identified leave abuse and/or when frequent absences negatively impact operations of the office.

Limited Movement: Policy has been implemented wherein support employees entering a position through competitive OR non-competitive action may be precluded from moving to another position within the Bureau by means of reassignment or change to lower grade for a minimum of 12 months.

Relocation expenses will be borne by the selectee, except FBI employees returning from LEGAT assignment. Employees returning from LEGAT assignments must advise the Staffing Unit, Administrative Unit, and the International Operations Unit of their application to apply.

On December 22, 2017, the Presidential Administrative signed into law the Tax cuts and Jobs Act. This law may impact your transfer. This legislation may previously non-taxed moving expenses reimbursement taxable as of January 1, 2018. Please see HR Link for the list of FBI's current understanding of the applicable tax changes. However, this may change upon receipt of official guidance from GSA and DOJ.

Current law provides the FBI with the authority to compensate employees for much of the tax burden caused by a transfer through the Relocation Income Tax Allowance (RITA) possess, in an effort to identify way to minimize the additional tax burden on transferring employees.

Candidates receiving a transfer of physical location, whether at the expense of the FBI or not, will be required to complete a one-year commitment to the assignment, prior to moving to a new position at the FBI. The 12-month waiting period begins the day an employee reports for duty at the new location.

Employees selected for positions at the GS-14 level or higher, as well as employees selected for positions where a transfer of location is required, will be processed through the name check program prior to being notified of their selection.

Memorandum of Understanding: Work performed outside assigned duties (that would not normally be documented on a SF-50, ie back-up duties), has to be documented in detail by an immediate supervisor in order to receive full credit for amount of time worked in that position. If no documentation is furnished, no credit will be given for the time worked in that position. The following notations must be specified in the documentation (Memorandum of Understanding): Percent of time worked in the particular position (cannot conflict with main duties)

The month/year work began

Frequency worked (ie daily, monthly, etc.)

Specific duties performed

Attach the Memorandum of Understanding to your application in the "Cover Letters and Attachments" section of My Career Tools on the Careers Home page. Please upload the attachment as type "Other."

External Applicants Additional Information

The FBI is in the Executive Branch of the federal government. It is one of the components of the Department of Justice (DOJ). The FBI is the principle investigative arm of the DOJ. All FBI positions are in the excepted service. Applicants must be a U. S. citizen and consent to a complete background investigation, urinalysis, and polygraph. You must be suitable for Federal employment; as determined by a background investigation.

Failure to provide necessary and relevant information required by this vacancy announcement may disqualify you from consideration. Additional information will not be requested if your application is incomplete. Your application will be evaluated solely on the basis of information you have submitted.

Management may select any grade for which this position is announced.

Identification of promotion potential in this announcement does not constitute a commitment or an obligation on the part of management to promote the employee

selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher-level duties.

If you are hired, you will be required to serve a two-year probationary period.

Probationary employees are precluded from being considered for all job opportunities until 12-months of their 24-month probationary period has concluded. Probationary Employees may be considered for competitive vacancies that are advertised within their respective division or field office after serving 90 days within the FBI. The probationary periods will be served concurrently.

Memorandum of Understanding: Work performed outside assigned duties (that would not normally be documented on a SF-50, ie back-up duties), has to be documented in detail by an immediate supervisor in order to receive full credit for amount of time worked in that position. If no documentation is furnished, no credit will be given for the time worked in that position. The following notations must be specified in the documentation (Memorandum of Understanding): Percent of time worked in the particular position (cannot conflict with main duties)

The month/year work began

Frequency worked (ie daily, monthly, etc.)

Specific duties performed

Veterans Preference

If you are entitled to Veterans' Preference, you should indicate the type of veterans' preference you are claiming on your resume and application. Your veterans' preference entitlement will be verified by the employing agency.

Nepotism

Nepotism is the act of favoring relatives in the hiring process and is prohibited by law. Public officials are prohibited from hiring or promoting relatives or relatives of officials in their chain of command, as well as actively or indirectly endorse a relative's appointment or promotion.

Reasonable Accommodation Request

The FBI provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of your application and/or hiring process, please notify the Office of Equal Employment Opportunity Affairs (OEEOA). Reasonable Accommodation (RA) Program by either email at REASONABLE_ACCOMMODATION@fbi.gov, telephone at (202) 324-4128 or FAX at (202) 324-3976. Your request will receive an individualized assessment.

Benefits

The FBI offers a comprehensive benefits package that includes, in part, paid vacation; sick leave; holidays; telework; life insurance; health benefits; and participation in the Federal Employees Retirement System. This link provides an overview of the benefits currently offered to Federal employees: http://www.opm.gov/insure/new_employ/index.asp

Applicants should familiarize themselves and comply with the relevant rules of professional conduct regarding any possible conflicts of interest in connection with their applications. In particular, please notify this Office if you currently represent clients or adjudicate matters in which this Office is involved and/or you have a family member who is representing clients or adjudicating matters in which this Office is involved so that we can evaluate any potential conflict of interest or disqualification issue that may need to be addressed under those circumstances.

Relocation Expenses:

N/A

Number of Positions:

1

Updated February 19, 2021

* * *

Department Policies

Equal Employment Opportunity: The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, protected genetic information, pregnancy, status as a parent, or any other nonmerit-based factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. For more information, please review our full EEO Statement.

Reasonable Accommodations: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made

on a case-by-case basis.

Outreach and Recruitment for Qualified Applicants with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with disabilities are encouraged to contact one of the Department's Disability Points of Contact (DPOC) to express an interest in being considered for a position. See list of DPOCs.

Suitability and Citizenship: It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Congress generally prohibits agencies from employing non-citizens within the United States, except for a few narrow exceptions as set forth in the annual Appropriations Act (see, <https://www.usajobs.gov/Help/working-in-government/non-citizens/>). Pursuant to DOJ component policies, only U.S. citizens are eligible for employment with the Executive Office for Immigration Review, U.S. Trustee's Offices, and the Federal Bureau of Investigation. Unless otherwise indicated in a particular job advertisement, qualifying non-U.S. citizens meeting immigration and appropriations law criteria may apply for employment with other DOJ organizations. However, please be advised that the appointment of non-U.S. citizens is extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis. All DOJ employees are subject to a residency requirement. Candidates must have lived in the United States for at least three of the past five years. The three-year period is cumulative, not necessarily consecutive. Federal or military employees, or dependents of federal or military employees serving overseas, are excepted from this requirement. This is a Department security requirement which is waived only for extreme circumstances and handled on a case-by-case basis.

Veterans: There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, www.opm.gov/forms/pdf_fill/SF15.pdf for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that his or her retirement was due to a permanent service-connected disability or that he/she was transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

* * *

This and other vacancy announcements can be found under Attorney Vacancies and Volunteer Legal Internships. The Department of Justice cannot control further dissemination and/or posting of information contained in this vacancy announcement. Such posting and/or dissemination is not an endorsement by the Department of the organization or group disseminating and/or posting the information.

Desired Class Level: Graduate/Alumni

Posting Date: March 4, 2021

Expiration Date: May 31, 2021

Contact: Mr. Leonard D. Jackson
FBI Office of Public Affairs
United States

Resume Receipt: Other (see below)

How to Apply: <https://www.fbijobs.gov/working-at-FBI/eligibility>

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

Requested Document Notes: Your cover letter and resume
A writing sample, not to exceed 10 pages
Proof of current and active bar association membership
Copy of Law School Transcripts
Current SF-50 (if external government employee)
DD 214 (proof of Veteran's Preference)

ID: 7195

Circuit Judge Law Clerk for the Honorable Judge Lora Dyer

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:

Page 1 of 2

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

FIFTH JUDICIAL CIRCUIT JACKSON COUNTY EMPLOYMENT OPPORTUNITY
Ripley, West Virginia
Position open until filled (Posted 3-2-2021)

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 Lora Dyer. This position works under the direct supervision of Judge Lora Dyer in the Fifth Judicial Circuit, Ripley, WV. This is a salaried position. The position is described as follows:

CIRCUIT JUDGE LAW CLERK

Pay Scale: The annual salary for those who are not members of the West Virginia State Bar is \$50,946.00, plus benefits, and the annual salary for those who are members of the West Virginia State Bar is \$59,538.00, plus benefits. Documentation from the West Virginia State Bar, i.e., Bar Dues Statement, will be required to receive the higher salary.

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

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

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

Duties and Responsibilities:

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

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

Page 2 of 2

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

Criminal Background Check:

All successful candidates must submit to a criminal background check.

Compensation and Benefits include:

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

The Administrative Office of the Courts

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

West Virginia Courts

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

Equal Opportunity in Employment

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

Application Process

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

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

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

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

Desired Class Level: Graduate/Alumni

Posting Date: March 2, 2021

Expiration Date: May 31, 2021

Contact: Sarah Loftus

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

Resume Receipt: E-mail

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

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

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

ID: 7182

Attorney - Corporate Transactional, M&A and/or Finance

McClelland Legal Search

Position Type: Full-time

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

Description:

Position Type: Multiple, full-time, permanent positions

Employer Name: Disclosed upon receipt of resume

Job Title: Associate, Counsel, Of Counsel and/or Junior Partner

Job Description: We have multiple openings for attorneys with 1+ years of corporate transactional/M&A experience and also other positions seeking finance experience. Preferred experience to include M&A, private equity, drafting and reviewing transaction documents, corporate governance, business formation and commercial finance.

Hiring Criteria: Relevant experience and admitted to the Pennsylvania Bar

Location: Pittsburgh and surrounding areas

Materials requested: Resume

Deadline to apply: No deadline but searches are active and interviews ongoing

Compensation Details: Compensation determined by experience

Desired years of Experience: associate positions require 1+ years of relevant experience, up to 10 + years for more senior associates, counsel/of counsel and junior partners

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 23, 2021

Expiration Date: May 31, 2021

Contact: Dianne McClelland

Resume Receipt: E-mail

Default email for resumes.: dianne@mcclellandlegalsearch.com

ID: 7146

Business and Grants Coordinator

West Virginia Higher Education Policy Commission and Community and Technical College
System of West Virginia (Charleston WV)

Position Type: Full-time

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

Description:**POSITION ANNOUNCEMENT**

This position serves the West Virginia Higher Education Policy Commission (Commission) and the West Virginia Council for Community and Technical College Education (Council) whose offices are located at 1018 Kanawha Boulevard, East, Charleston, West Virginia.

Position Title: Business and Grants Coordinator

Classification: Full Time, Non-Classified, Exempt, Benefits-Eligible

Date: February 18, 2021

Overview: Reporting to the Senior Director of Health Sciences, provides business and grant coordination for all programs housed under the Health Sciences Division.

Duties and Responsibilities: Coordinates process for managing grants awarded by the Division of Health Sciences. Drafts, processes, and maintains contracts with grant recipients; reviews incoming reimbursement invoices for grant compliance; completes change orders; prepares and issues invoices; assists with grant announcements and communications; provides budgetary oversight and support for the Division's fiscal operations; processes payments, purchase orders; travel and contracts. Collects and prepares information for reports.

Required Knowledge Skills and Abilities: Ability to manage grant compliance, learn automated accounting systems and use Microsoft or other office software (i.e. - word processing, spreadsheets, presentation, database, email, etc.) Excellent written and oral communication skills. Highly organized; ability to work collaboratively and effectively with all organizational levels. Excellent customer service skills. Experience with Salesforce software preferred.

Salary Range: Competitive salary range \$45k to \$55k annually.

Minimum Education and Experience Requirements: A Bachelor's degree in business, public administration, health services administration, social services or related field and two years relevant work experience are required. Alternatively, a relevant Associate degree with five years' experience will be considered.

Government or non-profit work experience and/or experience in working with West Virginia's fiscal reporting system and wvOASIS are a plus.

Closing date: Review of applications begins March 5, 2021 and will be accepted until position is filled.

Application process: Qualified candidates must submit a letter of interest; a current resume; and titles, phone numbers and e-mail addresses for three professional references. Final candidates are subject to employment and credential verification, as well as reference and background checks. Submit all information electronically via e-mail with "Business and Grants Coordinator" in the subject line to: Ms. Vickie Hairston, HR Representative, Senior at hepc.hr@wvhepc.edu.

Equal Opportunity/Affirmative Action Employer/Veterans/Disabled The West Virginia Higher Education Policy Commission and the Community and Technical College System of West Virginia are equal opportunity employers. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status and will not be discriminated against on the basis of disability. The Commission and Council provide a collegial, respectful and inclusive environment that values the diversity, creativity and contributions of its staff.

Desired Class Level: Graduate/Alumni

Posting Date: February 22, 2021

Expiration Date: April 30, 2021

Contact:

Vickie Hairston
Human Resources Representative Senior
1018 Kanawha Boulevard, East, Suite 700 Charleston, West Virginia 25301 United States

Resume Receipt: Other (see below)

How to Apply: Application process: Qualified candidates must submit a letter of interest; a current resume; and titles, phone numbers and e-mail addresses for three professional references. Final candidates are subject to employment and credential verification, as well as reference and background checks. Submit all information electronically via e-mail with "Business and Grants Coordinator" in the subject line to: Ms. Vickie Hairston, HR Representative, Senior at hepc.hr@wvhepc.edu.

Additional Documents: Cover Letter

Requested Document Notes: Application process: Qualified candidates must submit a letter of interest; a current resume; and titles, phone numbers and e-mail addresses for three professional references. Final candidates are subject to employment and credential verification, as well as reference and background checks. Submit all information electronically via e-mail with "Business and Grants Coordinator" in the subject line to: Ms. Vickie Hairston, HR Representative, Senior at hepc.hr@wvhepc.edu.

ID: 7141

Manager of Student Life

University of Washington School of Law (Seattle, Washington)

Position Type: Full-time

Geographic Preference: Pacific Northwest (WA, OR, ID)

Description:

MANAGER OF STUDENT LIFE

Req #:

187433

Department:

SCHOOL OF LAW

Job Location:

Seattle Campus

Posting Date:

02/19/2021

Closing Info:

Open Until Filled

Salary:

Salary and benefits are competitive. Salary is commensurate with qualifications and experience.

Shift:

First Shift

Notes:

As a UW employee, you will enjoy generous benefits and work/life programs. For detailed information on Benefits for this position, [click here](#).

The University of Washington is following physical distancing directives from state and local governments as part of the collective effort to combat the spread of COVID-19. [Click HERE](#) for updates.

Work is ordinarily performed in an office environment but may be performed remotely depending on health and safety requirements under the COVID-19 pandemic.

As a UW employee, you have a unique opportunity to change lives on our campuses, in our state and around the world. UW employees offer their boundless energy, creative problem solving skills and dedication to build stronger minds and a healthier world.

UW faculty and staff also enjoy outstanding benefits, professional growth opportunities and unique resources in an environment noted for diversity, intellectual excitement, artistic pursuits and natural beauty. All of which has allowed the UW to be nationally recognized as a "Great College to Work For" for six consecutive years.

The Law School has an outstanding opportunity for a Manager of Student Life.

Reporting to the Associate Dean for Students, the Manager of Student Life provides leadership and direction for student life programs at UW Law. The Manager of Student Life is the primary Law School advisor to registered student organizations regarding policy compliance, budgeting and event planning. The Manager of Student Life guides an active Student Bar Association in a culture of shared governance; develops student leadership programs; directs an innovative peer advising program; develops and manages programs that promote a sense of community and well-being and enhance the leadership and professional skills of our student body; serves as a supplemental advisor to students regarding student life issues; and plans Orientation and Commencement.

The Manager of Student Life reports directly to the Associate Dean for Students. This position ensures a positive student experience through daily contact with and support for students. This position acts as a liaison between students and administration regarding student life issues and requires excellent judgement, discretion and professionalism; flexibility and effective conflict resolution skills.

POSITION RESPONSIBILITIES:

Administrative Duties

- Administer a broad range of student life initiatives, consisting of academic, social and wellness activities for all students.
- Plan and coordinate Orientation and Commencement.
- Advise students on a range of issues, including, but not limited to, personal matters, professionalism, academic program policies, accessibility, community standards, etc.
- Develop a communications and programming plan that will provide first year students with the support, community, information, and resources they need to successfully transition into the UW Law community.
- Develop, implement, and administer Student Life Policies.

Student Group Advising

- Direct the Peer Support Program, including training and supervising upper-class peer advisors.
- Provide guidance and counsel to student organizations, supervising their budgets and overall programming.
- Contribute to organizational process improvement and implementation; develop resource guides such as Student Handbook and Student Organization Handbook.
- Assist student organizations in navigating complex issues that may arise with student programs or conflict within student organizations.

- Provide oversight and guidance for Student Affairs and Student Organization websites.

Problem Solving/Student Advocacy

- Provide guidance and counsel to student organizations, supervising their budgets and overall programming; including processing reimbursement requests in conjunction with the Business Office.
- Assist the Dean for Students in resolving multi-dimensional matters in response to students in crisis and mediate conflicts between students.
- Act as a liaison between students and the administration regarding student life issues.
- Other duties as assigned.

MINIMUM REQUIREMENTS:

- Bachelors' Degree and three years' experience in law-related field, higher education administration or other student programs.
- Ability to bring a student-centered approach to the work and be sensitive to issues faced by a diverse, demanding professional student population.
- Ability to keep sensitive information confidential, deal with ambiguity and change, and work independently with limited supervision.
- Strong interpersonal and communication skills to clearly and effectively communicate information to internal and external audiences, client groups, and management.
- Ability to analyze the needs of individual students and groups of students, and to be or become knowledgeable about the range of University resources available to students.
- Ability to prioritize tasks and complete numerous projects efficiently, effectively and on deadline.

Equivalent education and/or experience may substitute for minimum requirements.

DESIRED:

- Familiarity and knowledge of a law school environment preferred.

Application Process:

The application process for UW positions may include completion of a variety of online assessments to obtain additional information that will be used in the evaluation process. These assessments may include Work Authorization, Cover Letter and/or others. Any assessments that you need to complete will appear on your screen as soon as you select "Apply to this position". Once you begin an assessment, it must be completed at that time; if you do not complete the assessment you will be prompted to do so the next time you access your "My Jobs" page. If you select to take it later, it will appear on your "My Jobs" page to take when you are ready. Please note that your application will not be reviewed, and you will not be considered for this position until all required assessments have been completed.

Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under Washington state law.

Committed to attracting and retaining a diverse staff, the University of Washington will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming. The University of Washington is a leader in environmental stewardship & sustainability, and committed to becoming climate neutral.

The University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran or disabled status, or genetic information.

To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 or dso@uw.edu.

Desired Class Level:	3L, LL.M, Graduate/Alumni
Posting Date:	February 22, 2021
Expiration Date:	April 30, 2021
Contact:	Anna Endter Associate Dean for Students William H. Gates Hall Box 353020 4293 Memorial Way Northeast Seattle, Washington 98195 United States
Resume Receipt:	Other (see below)
How to Apply:	https://uw hires.admin.washington.edu/eng/candidates/default.cfm?szCategory=jobprofile&szOrderID=187433&szCandidateID=0&szSearchWords=&szReturnToSearch=1
Additional Documents:	Cover Letter

Requested Document Notes: Application Process:
The application process for UW positions may include completion of a variety of online assessments to obtain additional information that will be used in the evaluation process. These assessments may include Work Authorization, Cover Letter and/or others. Any assessments that you need to complete will appear on your screen as soon as you select "Apply to this position". Once you begin an assessment, it must be completed at that time; if you do not complete the assessment you will be prompted to do so the next time you access your "My Jobs" page. If you select to take it later, it will appear on your "My Jobs" page to take when you are ready. Please note that your application will not

be reviewed, and you will not be considered for this position until all required assessments have been completed.

ID: 7140

Attorney

Lyne Ranson Law Office, PLLC (Charleston)

Position Type: Full-time

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

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

Description:

Seeking full time attorney in Charleston, WV with interest in research, writing and general litigation. The firm focuses on family law, has a supportive staff, and extensive training with be provided to an eager candidate.

Desired Class Level: Graduate/Alumni

Posting Date: February 21, 2021

Expiration Date: June 21, 2021

Contact: Ms. Lyne Ranson
owner and senior attorney
1528 Kanawha Blvd., East Charleston, West Virginia 25311 United States
<http://lyneranson.net>

Resume Receipt: E-mail

Default email for resumes.: lyne@lyneranson.com

ID: 7134

Employment Law Attorney

McClelland Legal Search

Position Type: Full-time

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

Description:

Employment Law Attorney- Immediate Need - Full-time permanent position

Position Type: Employment Law Attorney

Employer Name: Disclosed upon receipt of resume.

Job Title: Employment Law Attorney

Job Description: Our client is seeking an attorney with employment discrimination experience to include, research and writing, briefs, motions and discovery, whistleblowing, wage and hour, post-employment restrictions and other employment matters.

Hiring Criteria: minimum 3 years of employment litigation experience.

Location: Pittsburgh area

Materials requested: Resume

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

Compensation Details: Compensation determined by experience and disclosed upon receipt of resume

Desired years of Experience: 3+ years of employment litigation experience

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

Desired Class Level: Graduate/Alumni

Posting Date: February 15, 2021

Expiration Date: April 30, 2021

Contact: Dianne McClelland

Resume Receipt: E-mail

Default email for resumes.: dianne@mccllellandlegalsearch.com

Requested Document Notes: How we would like to receive the materials: Interested candidates should send their information to : dianne@mccllellandlegalsearch.com

ID: 7111

DIRECTOR OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT

Pierpont Community & Technical College (Fairmont, West Virginia)

Position Type: Full-time

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

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

Description:

About the job

General Job Summary:

In collaboration with, and under the Presidents' supervision, the Director of Human Resources and Organizational Development will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) and Organizational Development departments, ensuring legal compliance and implementation of the organizations mission and talent strategy. The Director plans, develops, implements and administers development and training programs for employees. In teamwork with senior administration will facilitate strategic plan initiatives across the organization.

Duties and Responsibilities:

- Collaborates with senior leadership to understand the organizations goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organizations human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes hiring and talent management.
- Identifies data collection tools, data sources, benchmarks, and performance targets.
- Creates effective strategic planning methods.
- Implements programs and initiatives that connect employees to institutional goals and performance measures.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organizations human resource information system (HRIS) or talent management system.
- Monitors and ensures the organizations compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Serves as the compliance officer to oversee the institution's adherence to Civil Rights, Affirmative Action, EEO, and Title IX policies.
- As the Title IX/EEO compliance officer develops and implements training modules relevant to federal and state anti-harassment and non-discrimination laws, regulations, policies, and procedures with a focus on sexual harassment prevention training for employees.
- Coordinates and conducts proper, prompt, thorough, and objective investigations into allegations of sexual harassment or discrimination ensuring an open, diverse, and inclusive working and learning environment for employees.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.

- Develops and implements departmental budget.
- Facilitates onboarding of employees, professional development, training, and certification activities for faculty, staff and administration.
- Facilitate discipline and termination of employees in accordance with state and institution policy.
- Ensures compliance with federal, state, local laws, and industry regulations as well as advises appropriate managers on legal implications of HR issues related to discipline and employee grievances.
- Provides consultation to appropriate management regarding implementation of policies and procedures, safety of the institution workforce, recruiting and hiring high-performing employees, and labor, legislative and other human resources issues.
- Ensure all employees meet required and timely performance evaluations.
- Performs other duties as assigned.

Required Knowledge, Skills, And Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organizations HRIS and talent management systems.

Education and Experience:

Bachelor's degree

Human Resources, Business Administration, or a related field
required; Master's degree preferred

3 year +

Progressively responsible work in providing a full range of HR
generalist services

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

Pierpont Community & Technical College is an equal opportunity provider, committed to employing a diverse faculty and staff, and actively seeks applications from women, minorities, and other persons from traditionally under-represented groups.

All applicants MUST apply at www.schooljobs.com/careers/pierpont

Desired Class Level: Graduate/Alumni
Posting Date: February 11, 2021
Expiration Date: April 30, 2021
Contact: Ms. Jessica Hayhurst HR Representative 1201 Locust Avenue Fairmont, West Virginia 26554 United States
Resume Receipt: Other (see below)
How to Apply: www.schooljobs.com/careers/pierpont
ID: 7093

Patent Attorney

Brooks, Cameron & Huebsch, PLLC (Minneapolis, MN)

Position Type: Full-time

Practice Area(s): Intellectual Property

Job Location(s): Minneapolis, Minnesota (United States)

Description:

Brooks, Cameron & Huebsch, PLLC is seeking associates to join its patent prosecution team. Candidates must have a bachelor's degree or higher in a scientific or engineering field. Candidates must be eligible to sit for the United States Patent and Trademark Office (USPTO) Patent Bar exam and must have (or expect) a JD from an accredited institution. Candidates already admitted to practice before the USPTO are preferred. Ideal candidates will be self-driven with a high learning agility and a willingness to learn new technologies, excellent writing skills, strong oral and written communication skills, and effective time management skills.

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

Posting Date: January 12, 2021

Expiration Date: January 11, 2022

Contact: Mr. Zachary James Schenfisch
Partner, Patent Attorney
1201 Marquette Avenue South Suite 400 Minneapolis, Minnesota 55403 United States
<http://www.bipl.net>

Resume Receipt: E-mail, Accumulate Online

Default email for resumes.: schenfisch@bipl.net

Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample

ID: 6949

Staff Attorney

King's Daughters Medical Center (Ashland KY)

Position Type: Full-time

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

Description:

King's Daughters Medical Center

Staff Attorney

Last Published:6/18/2018 Last Modified:4/4/2018

First Name xxxxx

Middle Initial/Name xxxxx Last Name xxxxx

Job Code 1L115 Position Name Staff Attorney Cost Center 85200

Department Name Legal Services

Facility Name King's Daughters Medical Ctr Leader Name xxxxx

Employee Number xxxxx

Template Used: Director Template

King's Daughters Performance Review

Evaluation of job performance of below job description is based on direct observation of work

performed, customer feedback and team member discussion.

PERFORMANCE RATING DEFINITIONS

Excellent: Consistently performs beyond expectation. Demonstrates outstanding behavior and skill

that is exceptional. Good: Having the behavior and skill that is required for a particular role.

Fair: Passable and acceptable.

Poor: Worse than usual, expected or desirable. STANDARDS OF CARE AND PERFORMANCE (SPIRIT)

Adheres to all below SPIRIT standards in daily work.

Sensitivity: Makes eye contact, welcomes, smiles, and speaks to people throughout the system.

Answers phone calls within three rings, identifies self and department. Asks callers, "How may I

help you"? Before placing callers on hold, asks, "Are you able to hold"? Privacy:

Knocks and asks

permission to enter. Interviews customers in private, determines who will be included in care.

Closes curtains or doors if available. Protects privacy of all sensitive data and written information.

Information: Informs customers about what to expect at every step in the process.

Uses easily

understood and appropriate language to explain who, what, when and where concerning their care and

treatment. Checks customer's understanding of information and answers their questions.

Responsiveness: Anticipates and responds to customer needs. Always responds to call lights

promptly. Ask, "what questions or concerns do you have"? Thanks customers for choosing King's

Daughters. Thanks customers for their communication & cooperation. Introductions:

Introduces self

and role to others. Addresses customers by name & connects with the patient and family. Provides

warm handoffs when changing shifts & transferring patients.

Teamwork: Speaks positively about other services or departments. Is positive and optimistic.

Helps others without being asked & is proactive. Compliment the efforts of others.

JOB SUMMARY

Under the direction of the Vice President of General Counsel, provides in-house legal counsel to

the organization on matters relating to patient care delivery, risk management, human resources

issues, medical staff, physician network services and business matters.

DUTIES AND ESSENTIAL FUNCTIONS

Supports the preparation and coordination of contracts initiated by the organization, including

those requested by Medical Practice Management. Assures that internal and external contracts

entered into by the hospital are legally sound in accordance with federal and state laws.

Reviews, as necessary, contracts prepared internally and externally. Represents the organization in

negotiations with state or federal counsel or in court action.

Keeps abreast and informs the Vice President of General Counsel of pertinent issues, changes or

cases in health law. Participates in or coordinates special projects as assigned by the Vice

President of General Counsel or Administration.

Works closely and in a positive manner with the Vice President of Strategic Planning and Marketing

Development in advising on legal issues related to partnership structures, antitrust, and other

planning issues or projects.

Assists Risk Management on potential areas of litigation. Assists in the handling of personnel

claims arising from alleged violation of EEO, affirmative action or other legal claims.

Assists Human Resources on legal issues related to Benefits Administration. Keeps abreast of

current managed care, hospital and physician legal requirements. Assists the Vice President of

General Counsel on medical staff credentialing, bylaws, and management of quality/disciplinary issues.

EDUCATION/LICENSE/CERTIFICATION/OTHER REQUIREMENTS

Minimum requirement:

Juris Doctor degree

Active member of the Kentucky State Bar Association Preferred qualifications:

Healthcare experience or related field WORKING ENVIRONMENT

This job operates in a professional office environment routinely using standard office equipment

such as computers. Occasionally requires travel to and from off-site locations

The noise level in this position is usually low.

PHYSICAL DEMANDS

Frequently required to maintain a stationary position behind a computer or while presenting to

individuals or groups. Frequently required to move about throughout the Medical Center or while

rounding.

Constantly required to communicate with people electronically, telephonically and in-person

requiring talking and hearing. Constantly required to operate a computer and telephone.

Constantly required to lift and/or move up to 15 pounds. Frequently required to lift and/or move up

to 25 pounds. Occasionally required to lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision,

peripheral vision, and depth perception.

PEOPLE AND CULTURE

attitude: Willingness to express a positive and professional approach to job responsibility and

King's Daughters through behavior. Enthusiasm: Feels passionate and energetic at work and performs

tasks that bring a feeling of accomplishment.

Cooperation: The willingness to work together to get the desired outcome.

Relationships: Positive connections with team and patients that make change and progress possible.

JUDGMENT

Respectful: Showing and consideration for others. Confidential: Entrusted with sensitive

information.

Feedback: Accepts constructive mentoring and takes responsibility for their own action and

decision. Reports timely to work: Consistency in coming to work daily and conforming to scheduled work hours.

Professionalism: Neat appearance, polite and well spoken, reliable, good phone etiquette, ethical. organized and accountable.

EXECUTION

Job Knowledge: Knowledge of the techniques, skills, procedures and policies necessary to fulfill

job requirements. Work Quality: Work is accurate, consistent, reliable and consistent with policies and procedures.

Dependability: Consistently is reliable with attendance, quality, judgment and attitude.

Communication: Listens attentively and can verbally communicate to share ideas, information,

knowledge and messages. Stewards resources: Makes financially sound decisions for the betterment

of patient care and our Health system Optimism: Maintains optimistic outlook and conveys hope when

dealing with challenging situations.

PLANNING AND ORGANIZING

Ability to get things done: Works hard to perform job responsibilities while creating a motivating

climate to achieve team work. Autonomy and Accountability: Ability to perform job functions in a

quality manner without oversight and performs this way consistently. Mentors:

Becomes an experienced and trusted advisor to team members.

PATIENT CARE MANAGEMENT

Documentation: Performs appropriate documentation as specific by departmental policies/guidelines.

Prioritizes care: Adjusts work/tasks as needed based on a changing environment.

Patient Advocate: Works on behalf of the patient directing care based on their needs and wishes.

Evidence Based Practice: Incorporates evidenced based practice in patient care as well as follows

our guidelines for patient care. Clinical judgement: Understands scope of practice and the ability

to involve others in care when needed.

COMPETENCIES/TRAINING/COMPLIANCE

Maintains credentials for job as outlined in job description. Completed required compliance

Cross Training – Trains and/or works in more than one role or skill. Maintains TB Skin testing

Corporate Compliance

1. Understands and adheres to Medical Center compliance standards as they appear in the Medical

Center Code of Conduct, Corporate Compliance Policies, and all other Medical Center Policies & Procedures.

2. Demonstrates knowledge of procedures for protecting and maintaining security, confidentiality and integrity of employee, patient, family and organization information.

3. Understands and supports the commitment of Medical Center in adhering to federal, state and

local laws, rules and regulations governing ethical business practices for health care providers.

4. Understands that Medical Center is committed to its role in preventing health care fraud and

abuse and complying with applicable state and federal law related to health care fraud and abuse.

5. Understands that the Medical Center provides an anonymous hotline (877-327-4145) which serves as

one of several tools in reporting suspected fraud, waste, and abuse as well as other compliance

related issues.

6. Agrees to report through any of the reporting tools (e.g., anonymous hotline, supervisor, Vice President, Compliance Officer, Chief Audit & Compliance Officer) any suspected health care fraud, waste and abuse as well as other compliance-related issues.

PERFORMANCE YEAR

Department Goals Individual Goals Department Achievement Individual Achievement

COMMENTS

Comment

CONFIDENTIALITY ACKNOWLEDGMENT

I understand and agree that as a team member of KDMC, I must hold patient and proprietary or confidential business information in confidence. Any unauthorized attempt to obtain and/or disseminate confidential information will establish cause for termination of employment. Further, I

understand that intentional or unintentional violation of confidentiality may result in disciplinary action, up to and including discharge. I certify that I have received, read and understand the provisions of KDMC's Privacy Program, Human Resources Guidelines and Policies and Procedures as they relate to my responsibility to maintain patient and company confidentiality and I agree to abide by them during the entire term of my employment. Furthermore, I acknowledge that from time to time provisions are updated, deleted, supplemented or adjusted to comply with changes in laws and regulations or company changes. I understand that it is my responsibility to review KDMC's confidentiality policies at least annually and to comply with policies throughout the year.

COMPLIANCE ACKNOWLEDGMENT

By signing this document, I (a) certify I am not nor have ever been, excluded or suspended from

participation in any state or federal health care program, including Medicare and Medicaid; (b) understand and will comply with the Code of Conduct and the policies and procedures applicable to my job duties; (c) am aware I have an obligation to report any compliance concerns or issues pertaining to fraud, waste and abuse to my supervisor, my Vice President, the Compliance & integrity Department, or anonymously through the Compliance Hotline or the Compliance Concern form; and (d) understand that the Medical Center is committed to its role in preventing health care fraud and abuse and complying with applicable state and federal law related to health care fraud and abuse.

Disclaimer: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Team Member for this job. Duties, responsibilities and activities may change at any time with or without notice.

Desired Class Level: Graduate/Alumni
Posting Date: January 7, 2021
Expiration Date: April 30, 2021
Contact: Amanda Fry Human Resources 2201 Lexington Ave Ashland, Kentucky 41101 United States
Resume Receipt: E-mail, Other (see below)
Default email for resumes.: Amanda.Fry@kdmc.kdhs.us

How to Apply:

<https://pm.healthcaresource.com/CS/kdmc/#/job/4698>

ID: 6924

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
TWENTY-SIXTH JUDICIAL CIRCUIT UPSHUR COUNTY
EMPLOYMENT OPPORTUNITY

Buckhannon, West Virginia
Position open until filled (Posted 1-6-2021)

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 Jacob E. Reger. This position works under the direct supervision of Judge Jacob E. Reger in the Twenty-Sixth Judicial Circuit, Upshur County, WV. This is a salaried position. The position is described as follows:

CIRCUIT JUDGE LAW CLERK

Pay Scale: The annual salary for those who are not members of the West Virginia State Bar is \$50,946.00, plus benefits, and the annual salary for those who are members of the West Virginia State Bar is \$59,538.00, plus benefits.

Documentation from the West Virginia State Bar, i.e., Bar Dues Statement, will be required to receive the higher salary.

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

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

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

Duties and Responsibilities:

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

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

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

Page 2 of 2

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

Criminal Background Check:

All successful candidates must submit to a criminal background check.

Compensation and Benefits include:

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

The Administrative Office of the Courts

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

West Virginia Courts

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

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

Equal Opportunity in Employment

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

Application Process

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

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

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

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

Desired Class Level: Graduate/Alumni
Posting Date: January 6, 2021
Expiration Date: April 30, 2021
Contact: Sarah Loftus Law Clerk Program Coordinator Building 1, Room E-100 1900 Kanawha Boulevard, East Charleston, West Virginia 25305 United States
Resume Receipt: E-mail
Default email for resumes.: sarah.loftus@courtswv.gov
Additional Documents: Cover Letter, Unofficial Transcript, Writing Sample
Requested Document Notes: Application Process To apply for this position, please direct the following application materials to the Law Clerk Program Coordinator at sarah.loftus@courtswv.gov . 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.
ID: 6914

Free Office Space for New Attorney & Mentor program

Law Office of Kenneth Vercammen Metuchen Public Defender

Position Type: Part-time

Practice Area(s): All Practice Areas

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

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

Description:

Free Office Space for Transitional or New Attorney and go to Court & Mentor program- Edison, NJ

Kenneth Vercammen's Law Office has a space sharing opportunity for new lawyer or recent Transitional attorney to get experience and go to court and learn NJ Law office procedures and handle some Municipal court cases. This is a mentoring experience where you can learn NJ Law Office Procedure.

Attorney will be provided with use of desk, plus if needed additional private office space in furnished basement to start their practice, rent-free. They can see clients in first floor office rooms. In return they will handle municipal court appearances, Telephone communications with courts, prosecutors, clients, etc, Will signings and other legal work and criminal law website updates in lieu of rent for maximum 5 hours per week.

-Call Courts to follow up on Letter of Representation and scheduling of hearings

- Prepare timesheets on Fatal Accident cases

-Call Police Departments to follow up on discovery

-Call clients and remind them of hearing dates and what to do

- Update Criminal and Civil blogs with recent cases

Go to court and get court experience. Excellent opportunity to jump-start your career. You will get to represent people in Municipal Courts in Middlesex, Union and Monmouth County and meet the top Prosecutors and Judges. Must be admitted in NJ and have a car.

Learn to interview potential Municipal Court/Criminal clients. Also learn to draft Wills and work on Litigation files. Attorney may also help provide legal assistance to members of prepaid legal plans and public defender clients. Follow up contact calls with clients, courts, prosecutors and bar associations.

Excellent mentoring position for the right attorney. Are you hardworking and aggressive? Visit our website: www.njlaws.com to learn about our office. More details at www.njlaws.com/lease.htm

If interested, fax, email or mail a resume and cover letter.

KENNETH VERCAMMEN & ASSOCIATES, PC ATTORNEY AT LAW
2053 Woodbridge Ave. Edison, NJ 08817(Phone) 732-572-0500
(Fax) 732-572-0030 vercammenlaw@njlaws.com

The following is included with office use:

Desk space

Reception room for clients and use as Bona Fide Office

You can copy and use our Complaints, Motions, Form Letters and Pleadings.

Use our marketing books, marketing CDs, Criminal, Municipal Court and Elder law audiotapes and video library now located in basement

Use of our computer forms Motions, Complaints, and Form letters

Ability to use a file cabinet in basement to store your old files

Lighting/ Utilities

Bathroom Supplies

Landscaping / Snow Removal

Valuable advice

Hot water, municipal water/sewer charge paid

Other Duties/ Services to Clients

- Help add our 900+ criminal articles and statutes to our new criminal articles blog [We will teach you how to add articles to Blogs]

-Prepare Police Chief letters

- Whatever else needed to assist clients [ex Motions,]

About Mentor Program Director: Kenneth Vercammen is an Edison, Middlesex County, NJ trial attorney. Mr. Vercammen has published 125 articles in national and New Jersey publications on criminal, traffic, DWI, probate, estate planning, and litigation topics. He has been selected to write the book on Criminal Law for the American Bar Association. He often lectures to trial lawyers of the American Bar Association, New Jersey State Bar Association and Middlesex County Bar Association.

Kenneth Vercammen was the NJ State Bar Municipal Court Attorney of the Year and past president of the Middlesex County Municipal Prosecutor's Association. He is the past chair of the NJ State Bar Association Municipal Court Section and is the Co-Chair of the ABA Criminal Law committee, GP Division.

He is a highly regarded lecturer on litigation issues for the American Bar Association, ICLE, New Jersey State Bar Association and Middlesex County Bar

Association. His articles have been published by New Jersey Law Journal, ABA Law Practice Management Magazine, and New Jersey Lawyer. As the Editor in Chief of the New Jersey Municipal Court Law Review. Mr. Vercammen is also a recipient of the NJSBA- YLD Service to the Bar Award.

In his private practice, he has devoted a substantial portion of his professional time to the preparation for trial of litigated matters. He has appeared in Courts throughout New Jersey several times each week on Criminal personal injury matters, Municipal Court trials, and contested Probate hearings. He serves as the Editor of the popular legal websites www.njlaws.com and www.BeNotGuilty.com. He has served as a Special Acting Prosecutor in nine different cities and towns in New Jersey and also successfully handled over One thousand Municipal Court and Superior Court matters in the past 25 years. Kenneth Vercammen was included in the 2013 "Super Lawyers" list published by Thomson Reuters. He was a member of the Law Review and top 10% law school grad.

Desired Class Level:	Graduate/Alumni
Posting Date:	December 24, 2020
Expiration Date:	December 31, 2022
Salary Range:	Not Applicable
Contact:	Kenneth Vercammen Esq. 2053 Woodbridge Ave. Edison, New Jersey 08817 United States http://www.njlaws.com/public-defender-volunteer.html
Resume Receipt:	Other (see below)
How to Apply:	If interested, fax, email or mail a resume and cover letter. KENNETH VERCAMMEN & ASSOCIATES, PC ATTORNEY AT LAW 2053 Woodbridge Ave. Edison, NJ 08817(Phone) 732-572-0500 (Fax) 732-572-0030
Additional Documents:	Cover Letter
Requested Document Notes:	If interested, fax, email or mail a resume and cover letter. KENNETH VERCAMMEN & ASSOCIATES, PC ATTORNEY AT LAW 2053 Woodbridge Ave. Edison, NJ 08817(Phone) 732-572-0500 (Fax) 732-572-0030
ID:	6831

Associate Attorney

Stern and Eisenberg (Warrington, PA)

Position Type: Full-time

Practice Area(s): Appellate, Banking & Finance, Bankruptcy, Estate Planning & Probate, Real Property, Taxation, Zoning & Land Use, FINANCE

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

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

Description:

We are currently seeking an experienced Attorney to join our growing practice in West Virginia. Licensed Default Attorneys are responsible for overseeing all aspects of mortgage and lending client case portfolios from assignment to conclusion.

This is a work from home position but ideal candidate will be located in West Virginia as appearance in State and Federal Courts in Northern West Virginia will be required.

Duties & Responsibilities:

- Draft legal pleadings, notices of hearings, motions, and orders.
- Researches and analyzes statutes, judicial decisions, legal articles, codes, and the like.
- Updates case management system in a timely manner to ensure data integrity.
- Travels to court and clients, as necessary.
- Appearance in State and Federal Courts in Northern West Virginia as needed.
- Communicates and collaborates with clients, internal staff, and others to ensure effective case management.
- Identifies legal issues / items which require additional review.
- Establishes a strong follow-up system to ensure deadlines are met for various pleadings that must be served and filed.
- Prioritizes and manages a high volume of files with great accuracy and attention to detail.
- Attends routine hearings, settlement conferences and other appearances as necessary.
- Writes articles for reputable industry publications with supervision by Managing Attorney.
- Attends contested litigation hearings and other routine court appearances.
- Manages own caseload with accuracy and attention to detail.
- Responsible for a specific process within the default spectrum.
- Other duties as assigned.

Minimum Qualifications

- J.D from an ABA accredited law school.
- Bar Admission, active and in good standing in the state of West Virginia. VA Bar a plus.
- Litigation experience preferred.
- Must have 5 years of experience as an attorney in the state of West Virginia.
- Default experience with lenders and mortgage services in the state of practice, preferred.
- Experience in client systems used in default services, such as Black Knight, TEMPO, Vendorscape preferred.
- Previous experience with electronic case management systems, especially CaseAware preferred.
- Knowledge of laws related to practice areas, legal codes and court procedures.
- Outstanding written and oral communication skills to communicate with other attorneys, staff and clients.
- Must have outstanding interpersonal skills, and able to positively interact and collaborate with clients and employees at all levels.
- Must be flexible, self-directed, and motivated.
- Outstanding organizational skills.
- Ability to handle a large volume of cases
- Proficient in Microsoft Office products, such as Outlook and Word
- Valid Driver's License

Please submit cover letter with resume and salary requirements to be

considered for the position.

As a full-service law firm, Stern & Eisenberg provides legal representation in a variety of matters throughout the firm's footprint. S&E focuses on real estate and business law; general and mortgage default litigation; estate planning and administration; as well as real estate closings, both REO and retail, throughout the firm's larger footprint. Visit our website at www.sterneisenberg.com to learn more about us! Be one of the PEOPLE that clients want on their side!

Desired Class Level:	Graduate/Alumni
Posting Date:	December 18, 2020
Expiration Date:	April 20, 2021
Salary Range:	Not Applicable
Contact:	Ms Jorida Jaho Senior HR Generalist 1581 Main Street, Suite 200 Warrington, Pennsylvania 19152 United States https://sterneisenberg.com/our-value/
Resume Receipt:	E-mail
Default email for resumes.:	jorida.jaho@sterneisenberg.com
Additional Documents:	Cover Letter
Requested Document Notes:	Please submit your salary requirements in the cover letter.
ID:	6761
