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The University of Akron School of Law

Career Planning & Placement Office

General Office Hours:

Monday: 8:00 a.m. – 5:00 p.m.

Tuesday: 8:00 a.m. – 6:30 p.m.

Wednesday: 8:00 a.m. – 5:00 p.m.

Thursday: 8:00 a.m. – 6:30 p.m.

Friday: 8:00 a.m. – 5:00 p.m.

If you would like to schedule an appointment, please call
330-972-5321 or e-mail lawcareerplanning@uakron.edu

Office Staff:

[Alisa N. Benedict O’Brien, Esq.](http://www.uakron.edu/law/career/staff/profile.dot?identity=1304476)
Director

Career Planning & Placement

Debbie Casey

Student Services Counselor

Angela S. Smith

Coordinator, Office Administration

On The Web:

[www.uakron.edu/law/career](http://www.uakron.edu/law/career/)

[www.twitter.com/AkronLawCareers](file:///C%3A%5CDocuments%20and%20Settings%5Cjah47%5CDesktop%5CDocuments%5CCareer%20Office%5CCareer%20Connections%5Cwww.twitter.com%5CAkronLawCareers)

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| Major Announcements |
| **The Career Planning Office is now located in the Law Library on the second floor in room 264. Come see us!**C:\Users\ab139\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\Y7B68ZRS\we-moved[1].jpg |

Career Planning Events Calendar:

Tuesday, April 19 – Legal Marketing Association Legal Networking Skills – 5:30 – 6:30 – UA Taylor Institute

Monday, April 25 – OSBA Juvenile Law Lunch Program – 12:15 – 1:00 – Room TBD

You may access all previous career planning workshops at <http://www.uakron.edu/law/career/students/videos.dot>

# Akron Bar Association Events Calendar:

Note: most events require an RSVP to the Bar Association. A full calendar of Akron Bar events is located at: [**http://www.akronbar.org/calendar.aspx**](http://www.akronbar.org/calendar.aspx)**.**

**Upcoming Section and Committee Meetings:**

The CPPO encourages Akron Law students to attend Akron Bar events and CLE. These events are attended by local practitioners, judges, and other legal professionals. Events are **generally free** for Akron Law students and are wonderful opportunities for relationship building. Note: most events require an RSVP to the Bar Association. A full calendar of

Akron Bar events is located at: [**http://www.akronbar.org/calendar.aspx**](http://www.akronbar.org/calendar.aspx)

# News Flash:

On Twitter!

To better serve you, the Career Office is on Twitter @AkronLawCareers. Follow @AkronLawCareers for job postings, event and seminar updates, as well as job search and career advice from the Career Office and national organizations like NALP and PSLawNet.

Symplicity is AkronLawJobs!

The CPPO's online job database, Symplicity, is now *AkronLawJobs*! AkronLawJobs is available through CPPO’s website at [www.uakron.edu/law/career](http://www.uakron.edu/law/career).

LexisNexis® has a robust ID program for December graduates.

* **Graduate ID Program:** Graduates can apply and receive a new Lexis Advance ID for use to study for the bar, improve your research efficiency and prepare for employment through July 31, 2014, OR
* **ASPIRE:** Graduates working in public interest (501(C)(3) organization) can apply and receive a Lexis Advance ID for use through December 31, 2014.

Please refer to [this 2-sided PDF flyer](https://www.lexisnexis.com/salesprodocs/secure/c.aspx?ID=mJe%2fob3Sh8fal4VuUZZy0A%3d%3d&ReUrl=tl2l99EFMLM06wGJi74W%2b%2fSHdzACQYBlA%2fWu0Q3TeEDSxUWC5VOwyuee4q5xPZAULd9FTGhau1y6tjI9XP2QrejYNyHKeDYV)  for additional details and application.

**Black Letter Discovery** is currently recruiting for upcoming document review projects in our Cleveland office. Qualified candidates must have an active and in good standing license in any jurisdiction. Prior document review experience is a plus, though not required.

**Cleveland, OH – Document Review**

Black Letter Discovery has several upcoming projects, candidates must have an active license in good standing (any jurisdiction). These projects are anticipated to last about 4-6 weeks and will require a 40 hr/wk time commitment. For immediate consideration please send resume to:

***Trisha Textor-Gerrity***

Director of Recruiting

**BLACK LETTER** \ discovery

(c) 614-286-2290

ttextor-gerrity@blackletterdiscovery.com

**Legal Comedy Blog Seeks Contributors** We are currently seeking law students and lawyers to contribute to a satirical law blog. We are looking for material that is funny with an edge of acrimony towards the legal profession. We are open to any type of media: text, video, cartoon, etc. Contributors are paid per acceptable submission. There are also a few staff writer positions which are paid a flat monthly rate. For more information please email us at: editor@bitterlawyer.com.

# **The NCIIA is Hiring!** The National Collegiate Inventors and Innovators Alliance (NCIIA) is seeking to fill several exciting new positions in our Amherst, MA office.

# Open positions:

# • Vice President, Programs

# • Sr. Program Officer, Faculty Programming

# • Sr. Program Officer, Network Development

# • Program Officer, I-Corps

# • Research and Evaluation Analyst

# • Venture Development Associate

# To apply:

# Please visit nciia.org/jobs for full descriptions and to apply.

**Akron Law Library**: If you are a new attorney, you are eligible for a free membership to the Akron Law Library for Premium Services (free first year of Bar Association membership). Subscription includes phone, fax and electronic references, free use of computers and legal databases, material checkout, reservation of conference room etc. To register for your free membership, please contact Denise Cook at 330-643-8320 or dcook@akronlawlib.org

**LexisNexis** - As part of our ongoing services for Akron Law alums, the Career Planning & Placement Office has requested that our law school alumni continue to have access to LexisNexis for job search activities. LexisNexis has provided us with a Custom ID and Password for our law school alumni. If you would like this ID and password information, please contact our office at lawcareerplanning@uakron.edu or 330-972-5321 and we will give it to you.  Please note that this new log-in information is only to be used for job search activities and application to the LexisNexis ASPIRE program (Lexis access for certain nonprofit employees).

**Sign up now for your FREE ABA Membership!**

The American Bar Association is offering all The University of Akron School of Law graduating students a free membership!

Join now at [www.ambar.org/freegrad](http://www.ambar.org/freegrad) and discover the benefits of ABA membership:

•New! ABA CareerAdvice LIVE! – a FREE monthly webinar series that offers practical tips from legal experts.

•Access free resources from the ABA Career Center. Search for legal positions on our online job board featuring positions from across the country.

•Enjoy complimentary membership in your choice of 21 specialty groups.

•Save money on a variety of products and services from HP, Lenovo, Sprint and more.

•Keep up with the latest legal news through the ABA Journal and eJournal.

•Connect with lawyers through the ABA’s searchable online member directory.

Sign up at [www.ambar.org/freegrad](http://www.ambar.org/freegrad) and let the ABA help you launch a successful career!

**Interested in a Mentor from the ABA Antitrust Section?** The Section's Young Lawyers Division is interested in starting a Cleveland chapter of its mentoring program for young lawyers practicing or thinking about practicing antitrust, who might like to be paired with a more senior antitrust attorney. The program is low-time commitment, but aims to help young people build their practices. If interested, please contact:

Christopher L. Sagers

James A. Thomas Distinguished Professor of Law Cleveland State University

2121 Euclid Ave., LB 138

Cleveland, OH 44115

(216) 687-2319

**Philadelphia, PA – highly regarded AmLaw general practice firm seeks to add a corporate transactions group**

A highly regarded AmLaw general practice firm with an established Philadelphia office seeks to add a corporate transactions group in Philadelphia. The firm is hugely profitable and enjoys wonderful management, genuinely flexible bill rates and autonomy, and an enormous client base.

The group must average $1+ million revenue per attorney.

Please contact sbowman@continuumlegal.com for details.

**Equal Justice Works Has Funding for 45 Lawyers and 10 Paralegal Positions**

Last Friday AmeriCorps notified Equal Justice Works that they awarded us funding for 45 lawyer positions and 10 paralegal positions to represent unaccompanied immigrant children facing deportation as part of their justice AmeriCorps initiative!  Other organizations were funded as well.  You can [click here](http://link.coremotivesmarketing.com/c/306/0ea048038603f7c76b3c3c2e99b1981a4864a9293a808e75948f26b52b05529f) to view the announcement from the Department of Justice, and read more about the effort in this *National Law Journal* [article](http://link.coremotivesmarketing.com/c/306/0ea048038603f7c76b3c3c2e99b1981a3dbd677e98187fa0b9d217129903137d).

**2016 National Black Prosecutors Association Annual JOB FAIR**

Attached are the materials regarding the National Black Prosecutors Association Annual Job Fair taking place on **Tuesday, July 12th** at the Hilton Ballpark, St. Louis Missouri.  **The early registration fee** for the Job Fair is $25.00 For law students and 2016 law school graduates, and $50.00 for experienced attorneys. **Starting May 1St** the regular Job Fair registration fee is $50.00 for law students and 2016 law school graduates, and $75.00 for experienced attorneys. On June 25th the job fair registration fee increases to $100 for law students and the class of 2016, and $150.00 for experienced attorneys. Registration closes on July 1st. All Job fair participants can mail in their payment, registration form and resume or go to our website at <http://blackprosecutors.org/annual-conference> and register online.

If lodging is needed, the Hilton Ballpark has extended a special Job Fair room rate of $99.00 per night for a single or double occupancy rooms.  To make reservations, interviewees should call the Hilton Ballpark at (314) 421-1776.  Please note that the Hilton Ballpark will not accept reservations under the NBPA conference block of rooms at the discounted rate until you are a *registered job fair participant*, therefore; **job fair participants must register for the Job Fair prior to making hotel reservations.**

Please Distribute the attached information to your membership. If you have any questions or would like more information, please contact us at (212) 335-4300 or NBPAJobFair2016@dany.nyc.gov.  Additional information about the NBPA and the conference is also available on our website at [www.blackprosecutors.org](http://www.blackprosecutors.org).

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| **NBPA 2016 Conference Registration – Applicants** |
| **Time Period** | **Law Students & 2016 Graduates** | **Experienced Attorneys** |
| Early RegistrationMarch 1st  – April 30th  | $25 | $50 |
| Regular RegistrationMay 1st – June 24th | $50 | $75 |
| Late RegistrationJune 25th – July 1st | $100 | $150 |

Job Announcements: Attorney Positions

Below is a list of current attorney and legal internship vacancies at the U.S. Department of Justice.  To learn more about Justice and our legal careers, please visit our website: <http://www.justice.gov/legal-careers>.

At Justice, diversity extends beyond race and gender.  It includes differences in culture, ethnicity, economics, [status as a veteran](http://www.justice.gov/careers/veterans/), generations, geography, sexual orientation, and includes [individuals with disabilities](http://www.justice.gov/legal-careers/disability-hiring-0).  We welcome applications from candidates who are interested in positively contributing to Justice, and hope that you will consider joining the dedicated public servants at the Department of Justice.

**Do You Know any Law Students Interested in a Volunteer Legal Internship at DOJ?**Every year, over 1,800 volunteer legal interns serve in Justice components and U.S. Attorneys’ Offices throughout the country.  Any law student enrolled at least half-time, and who has completed at least one semester of law school, is eligible to apply for a volunteer legal internship.

DOJ offices recruit for legal interns through vacancy announcements posted on the DOJ Legal Careers web page at [http://www.justice.gov/legal-careers/volunteer-internship-opportunities](http://www.justice.gov/legal-careers/volunteer-internship-opportunities?position=2).  Each announcement lists the applicable deadlines and requirements and students interested in volunteer internships at DOJ for spring and summer 2016 should apply now.  Students apply directly to each office in which they have an interest.  For more information, please watch our brief video with three tips for securing a legal internship at <http://www.justice.gov/legal-careers/video/top-3-tips-secure-legal-internship-us-department-justice> and visit our web page at <http://www.justice.gov/legal-careers/volunteer-legal-internships>.

**Mobile App!** Get the latest information about legal careers at Justice with our mobile app, DOJ Law Jobs. Users can quickly and easily create personalized job searches based on practice area, geographic preference, and hiring organization.  DOJ Law Jobs is available for free on iTunes for Apple iPhone and iPad, and the Play Store for Android devices.

**Manage Your Email:** The U.S. Department of Justice, Office of Attorney Recruitment and Management, continuously updates its outreach list for the distribution of attorney and legal intern vacancy announcements.  If you no longer wish to receive these email notifications, please reply to this email with UNSUBSCRIBE in the subject line.  If you would like to update your contact information please submit the following information:

SCHOOL OR ORGANIZATION:

NAME:

TITLE:

PHONE:

EMAIL:

WEBSITE:

| [**Hiring Organization**](http://www.justice.gov/legal-careers/vacancies?position=1&tid=All&practice_area=All&field_va_location_administrative_area=All&order=name&sort=asc) | [**Job Title**](http://www.justice.gov/legal-careers/vacancies?position=1&tid=All&practice_area=All&field_va_location_administrative_area=All&order=title&sort=asc) | [**State**](http://www.justice.gov/legal-careers/vacancies?position=1&tid=All&practice_area=All&field_va_location_administrative_area=All&order=field_va_location_administrative_area&sort=asc) | [**Date Posted**](http://www.justice.gov/legal-careers/vacancies?position=1&tid=All&practice_area=All&field_va_location_administrative_area=All&order=created&sort=asc) |
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| Office of Professional Responsibility (OPR)  | [Deputy Counsel on Professional Responsibility](http://www.justice.gov/legal-careers/job/deputy-counsel-professional-responsibility-0)  | DC  | 02/17/2016  |
| USAO Eastern District of California  | [Assistant United States Attorney](http://www.justice.gov/legal-careers/job/assistant-united-states-attorney-353)  | CA  | 02/12/2016  |
| USAO Eastern District of California  | [Assistant United States Attorney](http://www.justice.gov/legal-careers/job/assistant-united-states-attorney-352)  | CA  | 02/12/2016  |
| Office of Legislative Affairs (OLA)  | [Attorney Advisor](http://www.justice.gov/legal-careers/job/attorney-advisor-88)  | DC  | 02/12/2016  |
| National Security Division (NSD)  | [Attorney Advisor](http://www.justice.gov/legal-careers/job/attorney-advisor-87)  | DC  | 02/12/2016  |
| Criminal Division (CRM)  | [Lead Trial Attorney (Assistant Deputy Chief)](http://www.justice.gov/legal-careers/job/lead-trial-attorney-assistant-deputy-chief-3)  | DC  | 02/12/2016  |
| USAO District of the Virgin Islands  | [Assistant United States Attorney (AUSA)](http://www.justice.gov/legal-careers/job/assistant-united-states-attorney-ausa-24)  | VI  | 02/11/2016  |
| National Security Division (NSD)  | [Trial Attorney GS-905-14/15](http://www.justice.gov/legal-careers/job/trial-attorney-gs-905-1415-3)  | DC  | 02/09/2016  |
| National Security Division (NSD)  | [Appellate Attorney Advisor](http://www.justice.gov/legal-careers/job/appellate-attorney-advisor)  | DC  | 02/09/2016  |
| National Security Division (NSD)  | [Attorney Advisor](http://www.justice.gov/legal-careers/job/attorney-advisor-86)  | DC  | 02/09/2016  |
| Federal Bureau of Investigation (FBI)  | [General Attorney](http://www.justice.gov/legal-careers/job/general-attorney-23)  | DC  | 02/08/2016  |
| Federal Bureau of Investigation (FBI)  | [General Attorney](http://www.justice.gov/legal-careers/job/general-attorney-22)  | AL  | 02/08/2016  |
| USAO Northern District of Illinois  | [Assistant United States Attorney](http://www.justice.gov/legal-careers/job/assistant-united-states-attorney-347)  | IL  | 02/05/2016  |

WEBSITE:

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| Criminal Division (CRM)  | [Attorney Advisor (International) / Resident Legal Advisor, El Salvador](http://www.justice.gov/legal-careers/job/attorney-advisor-international-resident-legal-advisor-el-salvador)  |  | 02/23/2016  |
| USAO Eastern District of California  | [Uncompensated Special Assistant United States Attorney](http://www.justice.gov/legal-careers/job/uncompensated-special-assistant-united-states-attorney-20)  | CA  | 02/22/2016  |

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| USAO Central District of California  | [Assistant United States Attorney](https://www.justice.gov/legal-careers/job/assistant-united-states-attorney-362)  | CA 2/29/16 |
| Criminal Division (CRM)  | [Resident Legal Advisor](https://www.justice.gov/legal-careers/job/resident-legal-advisor-11)  | 2/29/16 |

**Akron, OH – Assistant United States Attorney (Criminal) – Department of Justice**

*AkronLawJobs No. 7188 Overview:* The United States Attorney’s Office prosecutes federal crimes and defends the U.S. government’s interest in civil cases. The U.S. Attorney’s Office, Northern District of Ohio includes offices located in Cleveland, Akron, Toledo, and Youngstown, Ohio. The mission of the agency is to enforce the law and defend the interests of the USA, provide Federal leadership in preventing and controlling crime, seek punishment for those guilty of unlawful behavior, and to administer and enforce the Nation’s laws to ensure fair and impartial administration of justice for all Americans.

*Qualifications:* MUST be a U.S. Citizen or National. Must pass a background investigation, credit and tax checks and drug test. You must be registered for Selective Service, if applicable. JD and active member of the bar (any U.S. jurisdiction) is required. Must have a least one year of post bar admission experience.

*Salary:* $54,599 to $144,509 annually.

*Please note:* Your resume will be retained for a period of nine months from the closing date of this announcement. In the event of future vacancies, you may be reconsidered, assuming you meet the qualifications.

*How to apply*: Apply [HERE](https://doj.usajobs.gov/GetJob/ViewDetails/431893500/). Follow the directions to upload your resume and cover letter. Be sure to answer the employment questionnaire.

**Deadline: March 28, 2016**

**Akron, OH – Legal Counsel / Government Affairs Officer – Summit County Children’s Services**

*AkronLawJobs No. 7168 Overview:* Seeking an attorney to support the mission of the agency through quality and timely legal services to staff and administrators.

*Duties:* Will support all aspects of the agency’s legal needs with primary emphasis on legislative advocacy and regulatory compliance, as well as legal review and management of policies and procedures. The Government Affairs Office also assists with Child Welfare litigation including but not limited to legal representation, legal research and analysis of laws, regulations and cases, legal consultation and training in the context of compliance / risk management. To see a complete listing of duties, go to ALJ 7168 in Symplicity.

*Qualifications:* JD from an accredited school of law required with a minimum of 2 years in child welfare and/or juvenile law practice. Prefer government affairs experience in public sector. Undergraduate degree in a social service related field preferred. Must possess a State of Ohio Driver’s License and auto insurance as defined by Ohio Administrative Code (OAC) at all times. A criminal background check and pre-employment drug and alcohol testing must be passed.

*How to apply:* Send your cover letter and resume to: [APPLY HERE](https://jobs.summitoh.net/postings/7328). Be sure to answer all of the questions on the supplemental form.

**Deadline: April 1, 2016**

**Akron/Cleveland, OH – Immigration Attorney, Asian Services in Action (ASIA)**

*AkronLawJobs No. 7158* Seeking an Immigration Attorney who will be responsible for providing free or low-cost immigration legal services to immigrant and refugee clients through ASIAs Immigration Legal Services Program. Will collaborate with a network of organizations on naturalization assistance and community education programs. Visit www.asiaohio.org.

*Duties:* Conducts preliminary intake interviews, gathers all relevant facts for presentation at intake meetings. Develops and implements preliminary case strategy in terms of immigration law and procedure. Comfortable working without supervision but also able to work as part of a team. Prepares the case for hearing, drafting legal papers, engaging in negotiation, presenting evidence, etc. in accordance with the code of Professional Responsibility for the legal profession. Manage a high volume caseload in addition to supervising support staff and volunteers. Must have in-depth knowledge of immigration-related legal and other resources. Remains current on immigration law, policies and procedures. Remains current on implications of criminal and civil law as it applies to the representation of immigrants and refugees. Develops and maintains professional relationships with the U.S. Citizenship & Immigration Services (USCIS), government and social service organizations and community organizations. To see the complete listing, go to ALJ 7158 in Symplicity.

*Qualifications:* JD required. Member in good standing of any state bar (Ohio preferred), and at least one year of experience in immigration and naturalization laws. Ability to effectively present to groups of managers, clients, customers and the general public. Ability to read, speak and write in at least one non-English language, preferable a major Asian language. Flexible and able to plan and prioritize workflow and meet tight deadlines. Requires some evenings and weekends. Must pass criminal background check and have a valid Ohio State driver’s license. Must be authorized to work in the U.S.

*How to apply:* Send cover letter and resume to Mao Vue, Deputy Director at mvu@asiaohio.org. No phone calls, please.

**Deadline: March 31, 2016**

**Avon, OH – Associate Attorney – Estate Planning, Estate / Trust Administration and Elder Law – Wickens, Herzer, Panza, Cook & Batista Co.**

*AkronLawJobs No. 7191 Overview:* Seeking a successful attorney to join WHP’s Probate and Estate Planning Practice Group in the Avon office.

*Duties:* Will handle all aspects of probate, trust and estate administration. Looking for an attorney to join us and become a key component in our continued growth. Ideally you will be able to help with the further development of WHP’s work in the areas of elder law and special needs planning.

*Qualifications:* JD and license to practice in the state of Ohio; Minimum of 2 years of professional experience in the areas of estate planning, estate / trust administration and or elder law; Preparation of wills, revocable and irrevocable trusts, and powers of attorney; Preparation and filing of estate and gift tax returns; Handling all areas of probate, including estate administration, guardianships and contested estate / trust matters; Strongly prefer special needs planning and elder law experience or interest.

*How to apply:* Get the application [HERE](http://www.wickenslaw.com/wp-content/uploads/2015/03/WHP-Employment-Application.pdf). Send your application, resume, cover letter including salary requirements, and indication of the practice area and send it to: ADeLuca@WickensLaw.com.

**Deadline: April 9, 2016**

**Bowling Green, OH – Assistant General Counsel – Bowling Green State University**

*AkronLawJobs No. 7223 Overview:* Provide legal advice and counsel across a broad range of University functions with focus on particular areas.

*Duties:* Provide legal advice to University officials on legal matters, including: Patent and other intellectual property; Construction contracts; Real estate transactions; Licensing, software particularly; Employment; Policies drafting, interpretation and training; Public records; Student affairs; Ethics; Research, scientific misconduct and institutional review board compliance; Regulatory compliance; Prepare, review, and interpret legal documents, such as contracts, construction, property acquisition, leases, insurance contracts, subpoenas for information, new policy, employment contracts, etc. Please see Symplicity ALJ 7223 for a complete listing of all of the duties.

*Qualifications:* JD with five to seven years of increasing responsibility as an attorney dealing with a broad array of legal issues is required. Must be admitted to the Ohio Bar or eligible for immediate admission. A strong preference will be given to candidates who have previous higher education law experience.

*How to apply:* Apply [HERE](https://bgsu.hiretouch.com/applicant-login?jobID=4355). Upload your Cover Letter and Resume which must be converted to .PDF format.

**Deadline: April 6, 2016**

**Canton, OH – Associate Attorney – Baasten, McKinley & Co., LPA**

*AkronLawJobs No. 7200 Overview:* Public sector labor law firm in Northeast Ohio seeks an associate with one to five years’ experience.

*Qualifications:* One to five years of experience. Strong academic record and excellent advocacy skills are required.

*How to apply:* Send your cover letter and resume to ab139@uakron.edu

**Deadline: April 11, 2016**

**Cincinnati, OH – Associate General Counsel – University of Cincinnati**

*AkronLawJobs No. 7217 Overview:* Seeking an Associate General Counsel who will report to the Deputy General Counsel and will support the University’s mission and commitment to excellence and diversity in our students, faculty, staff and all other activities.

*Compensation:* An attractive compensation package, including base salary and excellent benefits (e.g., retirement, medical/dental, tuition remission).

*Duties:* Provide legal advice and services to the University, primarily to the academic health center including compliance with federal ,state and local laws, regulations and university rules governing academic health center activities including basic and medical research, clinical care and education in the health sciences as well as general business and transactional matters. Responsibilities include compliance and regulatory issues relevant to the academic health center’s research and training programs, federal health care program billing compliance, HIPAA compliance, legal issues related to graduate and post graduate medical education programs. Negotiate, draft, and administer a broad variety of commercial contracts, licensing agreements, leases, and other legal instruments memorializing the diverse activities of a large dynamic organization. Utilize commercial litigation experience to find non-litigation solutions to achieve contract compliance. To see the complete listing go to Symplicity ALJ 7217.

*Minimum Qualifications:* JD degree from an ABA accredited law school; licensed in Ohio; at least six years’ experience practicing in the range of legal areas listed; high ethical standards; commitment to diversity; the ability to work with divergent personalities; excellent communication, analytical, and interpersonal skills; and qualification for appointment as an Associate Attorney general for the state of Ohio.

*Preferred Qualifications:* Substantial experience in advising on medical research and healthcare law; experience working on behalf of an institution of higher education.

*How to apply:* Apply [HERE](https://jobs.uc.edu/job/Cincinnati-Associate-General-Counsel-OH-45201/331105700/). Upload your cover letter, resume, and writing sample.

**Deadline: April 15, 2016**

**Cleveland, OH – Assistant Prosecuting Attorney – Grand Jury – Cuyahoga County Prosecutor**

*AkronLawJobs No. 7203 Overview:* Represents the State of Ohio in criminal matters regarding Grand Jury, Arraignments, and first appearances. Assistant Prosecutors practice before the Cuyahoga Common Pleas Court and, for purposes of first appearances, the Cleveland Municipal Court.

*Duties:* Consult with police officers and municipal prosecutors to review cases and make or assist in rulings on charges; Complete risk assessments for offenders for offenders for purposes of bond recommendations and dispositional decisions, based on facts of case and criminal history, among other factors; prepare for and appear before judges of the Cuyahoga County Common Pleas Court for defendants’ arraignments and initial appearances to advocate that appropriate bonds are set; Prepare for and participate in temporary protection order hearings; Prepare and cause the filing of temporary protection orders in appropriate cases; Communicate with inter and intra office personnel concerning needed action on new felony cases, including providing case information to intake personnel; Coordinate with Public Information officer concerning cases of public import; Participate in voir dire of grand jury panels, etc. Symplicity ALJ listing 7203 has a complete listing of the expected duties.

*Qualifications:* JD, licensed and in good standing to practice law in the State of Ohio; Must be available to meet and work outside the normal working hours, including designated Saturday mornings; Must be available to attend community events as necessary; Must possess excellent research and writing skills; requisite understanding of relevant constitutional law and criminal procedure; Must possess the ability to use word processing and computer technology; Performs all other duties assigned, delegated or required of the Assistant Prosecuting attorney as well as those prescribed by law; Must possess qualities of fairness, a strong work ethic, have the highest integrity; and must maintain the confidentiality of law enforcement and investigatory records and other confidential information; Conducts business in accordance with federal statutes and guidelines, the Ohio Revised Code, and the Ohio Administrative Code.

*How to apply:* Upload your letter of interest including your e-mail address, resume, writing sample and three professional references via the online application process to <http://prosecutor.applicantstack.com/x/openings>

**Deadline: April 11, 2016**

**Cleveland, OH – Assistant Prosecuting Attorney (APA) – Major Trial Unit – Cuyahoga County Prosecutor’s Office**

*AkronLawJobs No. 7202 Overview:* Seeking experienced trial attorney to represent the state of Ohio in homicide and sexual assault criminal matters.

*Duties may include:* Prepare and litigate the State’s case before a judge or jury; Make contact with victims, witnesses and law enforcement agencies for trial preparation; Participate in pretrial conferences with defense counsel and at times the Court; Research and prepare or respond to pre-trial motions and advocate the State’s position at oral hearings; Participate in suppression hearings, forfeitures and other types of hearings dealing with both evidentiary and legal issues; Attend and participate in sentencing hearings; Research and prepare briefs in the Eighth District Court of Appeals, and if necessary, the Ohio Supreme Court; other duties as assigned.

*Qualifications:* JD; must be licensed and in good standing in Ohio; Must be available to meet and work outside the normal working hours for trial preparation and to advise law enforcement; Must be available to meet with homicide detectives at crime scenes outside normal working hours; Demonstrated success as a prosecutor in all aspects of felony litigation; Preferred experience as a “first chair” prosecutor in criminal felony jury trials; Preferred experience as a “second chair” prosecutor in homicide and rape jury trials; Must possess excellent research and writing skills; requisite understanding of relevant constitutional law and criminal procedure; Demonstrated success in dealing with detectives, representatives of the medical examiner’s office, and other outside agencies; Must be able to perform all other duties as assigned, delegated, or required of the Major Trial Assistant Prosecuting Attorney as well as those prescribed by law; Must possess qualities of fairness, a strong work ethic, have the highest integrity; and must also maintain the confidentiality of law enforcement and investigatory records and other confidential information; Must be able to conduct business in accordance with federal statutes and guidelines, the Ohio Revised Code, and the Ohio Administrative Code.

***PLEASE NOTE:*** All job offers are made with the understanding that prospective employees pass a drug test and a criminal background investigation prior to being hired.

*How to apply*: Upload a letter of interest including your e-mail address, resume, writing sample and three professional references via the online application process. <http://prosecutor.applicantstack.com/x/openings> DO NOT E-MAIL YOUR INFORMATION

**Deadline: April 11, 2016**

**Cleveland, OH – Attorney – Legal Aid Society of Cleveland**

*AkronLawJobs No. 7198 Overview:* Legal Aid Society (LAS) is a non-profit law firm whose mission is to secure justice and resolve fundamental problems for those who are low income and vulnerable by providing high quality legal services and working for systemic solutions.

*Duties*: Seeking an Attorney for its Health, Education, Work, Income and Immigration Practice Group (HEWII). Seeking an attorney who will focus on issues affecting low wage workers, including unemployment compensation, barriers to employment, wage theft, and tax controversies.

*Qualifications:* Be committed to legal Aid’s mission; Hold a JD and be licensed to practice law in Ohio or eligible to waive in; Prefer experience in legal services or a non-profit environment, BUT new law school graduates are encouraged to apply; Working knowledge of state and federal law related to LAS’s clients; Exhibit outstanding interpersonal and communication skills (oral and written); Have excellent research, writing and advocacy skills; Have strong attention to detail and accuracy; Be proficient with MS Office; Have excellent team- and partnership-building skills; Be organized, able to plan and problem-solve, meet deadlines, and work well under pressure; Spanish language skills are preferred.

Visit [www.lasclev.org/careers/overview](http://www.lasclev.org/careers/overview) for more information

*How to apply:* Send a cover letter, resume and writing sample to careers@lasclev.org with “Attorney” in the e-mail subject line.

**Deadline: April 15, 2016**

**Cleveland, OH – Managing Attorney – Legal Aid Society of Cleveland**

*AkronLawJobs No. 7197 Overview:* The Legal Aid Society (LAS) of Cleveland seeks a Managing Attorney for its Health, Education, Work, Income and Immigration Practice Group (HEWII Practice Group). The HEWII Practice Group represents low income clients in a variety of substantive areas that impact clients’ economic security.

*Qualifications:* Be committed to Legal Aid’s mission; Hold a JD and be licensed to practice in Ohio or eligible to waive in; Have experience in legal services or a nonprofit environment (strongly preferred); Working knowledge of state and federal law related to Legal Aid’s clients, but need not have expertise in the various areas covered by HEWII; Have excellent management skills; Exhibit outstanding interpersonal and communication skills (oral and written); Have excellent research, writing and advocacy skills; Have strong attention to detail and accuracy; Be proficient with MS Office; Have excellent team- and partnership-building skills; Be organized, able to plan and problem-solve, meet deadlines, and work well under pressure; Spanish language skills preferred.

*Compensation and Benefits:* Salary will be commensurate with experience. LAS offers an exceptional benefits package including healthcare, life and disability insurance, retirement savings plan with up to 13% employer contribution, and much more. Visit [www.lasclev.org/careers/overview](http://www.lasclev.org/careers/overview) for more information.

*To apply:* Send a cover letter, resume and writing sample to: Careers@lasclev.org with “Managing Attorney” in the e-mail subject line.

**Deadline: April 15, 2016**

**Cleveland, OH -- Tax Attorney – McCarthy, Lebit, Crystal & Liffman Co., LPA**

*AkronLawJobs No. 7193 Overview:* Seeking an experienced tax attorney.

*Qualifications:* Minimum of five years of practice in federal tax law. Must be experienced in individual, partnership, and corporate (S corporation) tax matters and proficient in federal tax research.

Experience in the federal transfer tax area and /or a CPA or LL.M in Taxation would be a plus.

*How to apply:* Please send your resume to ljd@mccarthylebit.com. All responses will be held in confidence.

**Deadline: April 9, 2016**

**Cleveland, OH – Judicial Staff Attorney – Cuyahoga County Court of Common Pleas**

*AkronLawJobs No. 7182 Overview:* This position will be used to create a pool of candidates in the event of future vacancies. Applicants will receive notification if selected for an interview when a vacancy occurs.

*Qualifications:* JD and admission to the Ohio Bar. Excellent interpersonal skills and ability to communicate effectively, both orally and in writing, with Judges, staff, Court employees, attorneys, litigants, outside agencies and the public. Proven analytical and legal research skills. Strong negotiation skills in order to conduct case management conferences and pre-trials with attorneys and civil parties to negotiate settlements and resolve legal issues.

*How to apply:* Send your cover letter and resume by e-mail to: Infosys@cuyahogacounty.us OR mail it to: Cuyahoga County Common Pleas Court, Gregory Popovich, Court Administrator, 1200 Ontario Street, Justice Center – 11th Floor, Cleveland, OH 44113.

**Deadline: April 7, 2016**

**Cleveland, OH – Commercial Litigation Associate – McGlinchey Stafford**

*AkronLawJobs No. 7173 Overview:* Seeking an associate with prior complex commercial litigation experience to join our Cleveland office.

*Qualifications:* Two to four years of experience handling a mortgage and banking litigation practice including real estate and/or consumer finance litigation. Significant experience making court appearances, attending hearings, and arguing motions is required. Superior academic credentials, excellent writing and analytical skills, and admission to the Ohio bar are required for consideration.

*Salary:* Commensurate with experience. Full benefits are included.

*How to apply:* Send your resume and cover letter to mfeore@mcglinchey.com

**Deadline: April 3, 2016**

**Cleveland, OH – Assistant Prosecuting Attorney – Grand Jury – Cuyahoga County Prosecutor’s Office**

*AkronLawJobs No. 7135 Overview:* Represent the State of Ohio in criminal matters regarding Grand Jury, Arraignments, and first appearances. Will practice before the Cuyahoga Common Pleas Court and the Cleveland Municipal Court.

*Duties:* Consult with police officers and municipal prosecutors to review cases and make or assist in rulings on charges. Complete risk assessments for offenders for purposes of bond recommendations and dispositional decisions, based on facts of case and criminal history. Prepare for and appear before judges of the Cuyahoga County Common Pleas Court for defendants’ arraignments and initial appearances to advocate that appropriate bonds are set. Please see *Symplicity ALJ 7135* for a complete listing of the duties.

*Qualifications:* JD. Available to meet and work outside the normal working hours, including designated Saturday mornings. Must be available to attend community events, as necessary. Must possess excellent research and writing skills; requisite understanding of relevant constitutional law and criminal procedure. Must be licensed and in good standing to practice law in the State of Ohio.

*Salary:* $53,144 to $60,959

*Questions:* Contact Beverly Dean, Human Resources Manager at bdean@prosecutor.cuyahogacounty.us

*How to apply:* Upload a letter of interest including your e-mail address, resume, writing sample and three professional references with contact information via [HERE](http://prosecutor.applicantstack.com/x/openings).

**Deadline: March 25, 2016**

**Columbus, OH – Counsel OR Senior Counsel – Real Estate – American Electric Power**

*AkronLawJobs No. 7216 Overview:* Please note – This Counsel / Senior Counsel (Real Estate) opportunity may be filled at one or two levels, based upon education, related work experience, and skills.

*Duties:* Will provide legal support, research, guidance and opinions in matters involving AEP’s real estate, right of way, and joint use operations, including generation, hydro, transmission, distribution, and mineral rights. Consult with and advise staffs of AEP Real Estate Management group, AEP Transmission Right of Way group, distribution ROW functions in the operating companies in the AEP system, and other departments in AEP. Perform legal research, review and negotiate terms for purchase and sale agreements, and provide legal advice to management and other purchase and sale agreements, and provide legal advice to management and other company personnel regarding all aspects of public utility operations; exercise independent legal judgment; and work with outside legal counsel, consultants and experts.

*Key Roles and Responsibilities:* Review, analyze, and interpret laws, regulations, legislation, and administrative decisions and other legal materials to respond to inquiries; Prepare, review and negotiate purchase and sale agreements, contracts, leases, deeds, easements, licenses, rights of entry, and other documents affecting or conveying interests in real estate and personal property. Maintain digital and physical records and comply with department standards.

*Minimum qualifications for counsel:* JD or LLB. Minimum of five years of related experience with a law firm, corporate legal department or state or local government. Possess strong communication and interpersonal skills, a good working knowledge of fundamental real estate principles based on common law, statutory law, and regulatory law, and sound legal judgment, as well as a proven ability for initiative, creativity, good judgment, teamwork, collaboration, communication and working independently of direct supervision.

*Minimum qualifications for Senior Counsel:* JD or LLB. Minimum of seven years related experience with a law firm, corporate legal department or state or local agency. Must possess strong communication and interpersonal skills, a good working knowledge of fundamental real estate principles based on common law, statutory law, and regulatory law, and sound legal judgment as well as a proven ability for initiative, creativity, good judgment, teamwork, collaboration, communication and working independently of direct supervision.

*How to apply:* Apply [HERE](https://www.aep.com/careers/kenexa/jobDetails.aspx?siteID=5247&areq=11877BR). Send your resume, cover letter and writing sample.

**Deadline: April 15, 2016**

**Columbus, OH – Litigation Associate – Roetzel & Andress LPA**

*AkronLawJobs No. 7204 Overview:* Seeking and attorney with litigation experience.

*Qualifications:* JD and in good standing with the Ohio Bar. 4-6 years of experience with litigation experience. Exceptional research and writing skills. Trial experience is a plus. Experience in construction litigation is preferred.

*How to apply:* Send your resume, cover letter, and writing samples to: [HERE](http://l.oh.akr.associationcareernetwork.com/JobSeeker/JobDetail.aspx?abbr=L.OH.AKR&jobid=2ae31d9a-7db7-4acf-a783-1cfbe32b6d46&stats=y)

**Deadline: April 11, 2016**

**Columbus, OH - Legal Counsel – TS Tech Americas, Inc.**

*AkronLawJobs No. 7189 Overview:* This position is for a highly qualified legal counsel, to work on site for our North American headquarters overseeing the legal aspects of our business as the corporate headquarters of the Americas. This individual will safeguard the company’s reputation by guaranteeing that the company strictly follows law guidelines and give legal advice to management about all relevant issues. We manufacture seats and interior components for the transportation industry.

*Duties:* Give accurate and timely counsel to executives in a variety of legal topics; Work effectively with outside counsel as needed for specialized expertise; Collaborate with management to devise efficient defense strategies; Specify internal governance policies and regularly monitor compliance; Research and evaluate different risk factors regarding business decisions and operations; Apply effective risk management techniques and offer proactive advice on possible legal issues; Communicate and negotiate with external parties (regulators, external counsel, public authority, etc), creating relations of trust; and Draft and solidify agreements, contracts and other legal documents to ensure the company’s full legal rights and protections.

*Qualifications:* JD from an accredited law school; Active bar licensure; Proven experience as a legal counsel in a business environment; MA or BSc in Business Administration will be considered an advantage.

*How to apply:* Apply [HERE](http://jobview.monster.com/Apply/Apply.aspx). Be sure to upload your resume and cover letter.

**Deadline: April 8, 2016**

**Columbus, OH – Trial Attorney III / IV – Nationwide Insurance**

*AkronLawJobs No. 7137 Overview*: Seeking an experienced trial attorney to work in our Columbus office.

*Duties*: Leads, works directly on or provides subject matter expertise on significant, high-risk or complex legal matters, representing clients in trials or hearings before courts or agencies, including appeals and arbitrations. Reviews and evaluates cases and lawsuits in accordance with established NTD Best Practices Guidelines. Works with client and claims to establish, communicate and implement litigation plan. Prepares and tries cases regardless of complexity and unlimited exposure in all courts and agencies. Recognizes, participates and promotes settlement opportunities; negotiates as authorized. Takes depositions of parties and experts; obtains meaningful discovery and participates in motions practice as warranted. Assists in the mentoring of other trial attorneys.

*Qualifications:* JD from an accredited law school. A seasoned attorney with ten years civil litigation, trial experience and/or agency hearing representation experience, as well as substantial jury trial experience as lead counsel. Currently licensed as an attorney in an appropriate U.S. jurisdiction. Must have a driver’s license with a satisfactory driving record in accordance with the standards stated in the Company’s Fleet Manual. A satisfactory driving record is required due to out of state travel.

*Travel:* Frequent travel. Occasional overnight travel. Extended hours are often necessary to meet the demands of the profession.

*Credit Check:* Due to the fiduciary accountabilities of this job, a valid credit check and/or background check which will be required as part of the selection process.

*How to apply:* Send your cover letter and resume to <https://careers.nationwide.com/hcm/Nationwide-jobs-apply.html?_ga=1.27083060.800529930.1456420703> Job ID 27037446

**Deadline: March 25, 2016**

**Dayton, OH – In-House Corporate Counsel – The Connor Group**

*AkronLawJobs No. 7220 Overview:* Seeking an in-house counsel who is a real go-getter with a high level of integrity and a real team player? This may be the position for you.

*Description:* Ability to handle multiple projects and prioritize between key deliverables. Have a high level of integrity and do things the right way every time. Are you a team player? These are all qualities we are looking for.

*Qualities:* Significant real estate, transactional, and corporate governance experience. Responsible for all legal aspects relating to the company’s real estate acquisitions and dispositions, including purchase and sales agreements, management agreements, access agreements, mortgage, finance and commercial leases. First-hand experience reviewing surveys, title reports and commitments, zoning, and environmental reports to identify material issues. Experience in drafting up, review and negotiating complex contracts. Desire to work in a fast paced and challenging environment that does over 1 billion dollars in annual transactions.

*Opportunity:* Opportunity for equity partnership after 36 months. Leadership role with company that will do $2 billion in transactions by 2021. Great health benefits and best in the industry 401(k).

*How to apply:* E-mail your resume to Doug McGraw, Executive Recruiter with The Connor Group at dmcgraw@connorgroup.com or call direct for more details – (937) 350-3417.

**Deadline: April 16, 2016**

**Dayton, Ohio – Attorney -- Hochman & Plunkett**

*AkronLawJobs No. 7170 Overview:* Seeking an associate attorney to join our workers’ compensation department.

*Qualifications:* Prefer at least 2 years’ experience in the workers’ compensation area.

*How to apply:* Send your resume, cover letter, unofficial transcript, and writing sample to josiedonese@hochmanplunkett.com

**Deadline: April 3, 2016**

**Dayton, OH – Human Resources Analyst – City of Dayton**

*AkronLawJobs No. 7143 Overview:* Seeking an experienced Human Relations professional.

*Duties:* This is a multi-incumbent position that may specialize in areas including but not limited to: employee relations, benefits administration, classification/compensation, organizational development, worker’s compensation administration, EEO investigation and compliance, or employee safety. Must have a thorough knowledge and understanding of government regulations such as: ACA, DMLA, SLSA, OSHA, EEO legislation and drug and alcohol testing. Will be responsible for implementing new information in the field or HR and stay current on the appropriate knowledge required. Will be assigned to one of the specialty areas, based on experience but are expected to develop a working knowledge in each of the other specialty areas. Will assist the Senior Human Resources Analyst with providing training to the organization.

*Qualifications:* Bachelor’s degree in Business Administration, Human Resources Administration, Organizational Management or closely related field, AND 2 years of experience in one of the following areas: compensation, classification, employee relations, worker’s compensation, organizational development or benefits administration; OR Associates degree AND 5 years of experience with the City of Dayton as a Human Resources Associate, Human Resources Associate I or a Human Resources Associate II. Applications must specifically address each of the minimum qualifications, directly showing how each is met.

MUST HAVE A VALID DRIVER’S LICENSE AT TIME OF APPOINTMENT AND MAINTAIN AS A CONDITION OF CONTINUED EMPLOYMENT. Final permanent appointment is contingent upon the applicant passing a job-related medical examination, including drug screen, and providing documentary evidence of Employment Authorization and Identity. Must also pass a police background investigation.

*How to apply:* [APPLY HERE](https://jobs.daytonohio.gov/) and follow ALL FIVE STEPS. For a complete listing on Symplicity, go to ALJ 7143.

**Deadline: March 17, 2016**

**Independence, OH – Counsel, Claim – Travelers Insurance**

*AkronLawJobs No. 7131 Overview:* Responsible for providing high quality and cost-effective legal representation. Demonstrates superior knowledge and expertise in the litigation process and provides excellent client service as part of a legal team. Responsible for independent, aggressive case handling with a resolution management focus.

*Duties:* Litigates cases to verdict, demonstrating superior use of trial skills and techniques. Ability to independently handle a full to moderate caseload with moderate level of severity and complexity from case inception through trial / resolution. Works under the guidance of Senior Counsel in litigating complex and high exposure files. Conducts legal research as necessitated and supervises research projects delegated to Associate Counsel and paralegals. Independently drafts pleadings, motions, briefs, discovery and other file documents. Attends court events and other appointments independently. Learns and understands customer’s expectations and key department business goals and assists them in meeting those goals. Handles and actively seeks opportunities to become involved in special projects and on committees. Provides recommendations and case analysis to business partners on appropriate file handling strategy. Integrates legal support staff into case handling process. Builds and maintains superior internal and external client relationships. Completes all required administrative tasks including time reporting, closed cases, reports and other materials appropriate to performance of job duties. Effectively makes use of technology and automation in the practice of law. Adheres to all standards of excellence in file management. Travels as required to meet business needs. Ability to mentor and train less experienced counsel and legal support staff. Provide advice and training to claim partners and clients.

*Qualifications:* JD from an accredited law school with a strong academic record. Two to seven years or equivalent legal experience. Insurance litigation work exposure desirable. Demonstrated track record of trial skills and techniques.

*How to apply:* [APPLY HERE](https://sjobs.brassring.com/1033/asp/tg/GQLogin.asp?SID=%5eVbHWXWnTLoeQTgGhUYFvLIQgoKTtb7fH0QQFSBkhYshRbdDJnJtWws6xxTTQXcuy&fjd=true&referer=search&gqid=336&jobinfo=__303128|1|336__&applycount=1&type=search_jobdetail). Upload your cover letter and resume. JOB NUMBER 6038BR

**Deadline: March 23, 2016**

**Miami, OH – Associate General Counsel – Miami University**

*AkronLawJobs No. 7213 Overview:* Seeking an attorney who can work independently on a wide range of complex and novel topics.

*Duties:* Expected to work collaboratively within the University community in a respectful, efficient and proactive manner. Must be able to communicate with internal and external audiences to represent the University’s position in a clear and positive manner.

*Qualifications:* A JD from an ABA accredited law school. Five or more years of progressive responsibility and experience practicing law in a firm, in-house, or University/College setting. Demonstrated strong client-service perspective. Strong research abilities. PREFER experience with college/university issues and the ability to act independently, take initiative and exercise sound judgment; Experience with regulatory and compliance matters; Ability to resolve issues through negotiation; Significant experience in any of the following: intellectual property law; general business law; general litigation; public construction law. The position requires unimpeachable integrity, ability to work in a fast-paced legal environment and abundant good humor.

*How to apply:* Apply [HERE](http://miamioh.hiretouch.com/job-search). Send your resume, cover letter and writing sample.

**Deadline: April 15, 2016**

**Middletown, OH – Staff Attorney Position – 12th District Court of Appeals**

*AkronLawJobs No. 7159 Overview:* Seeking to hire a full-time staff attorney.

*Qualifications:* Will consider applicants who have passed or will take the Ohio Bar during 2016, are top 33% of their class, and who will make a two-year commitment to the position.

*Salary:* $56,000 annually

*How to apply:* E-mail your cover letter, resume, law school transcript and writing sample to position@twelfth.courts.state.oh.us OR Mail hard copies of your credentials to: Bennet A. Manning, Court Administrator, Twelfth Appellate District, 1001 Reinartz Blvd,. Middletown, OH 45042

**Deadline: March 30, 2016**

**Norwalk, OH – Part-time Staff Attorney – Huron County Public Defender**

*AkronLawJobs No. 6794 Overview:* Seeking a staff attorney to work in our busy, small-town public defender’s office. Huron County is in Northwestern Ohio.

Duties will include a caseload working mostly with juveniles. They may, however, be some work in other courts. This is a part-time position but does receive benefits. Limited outside practice is allowed, unless the position subsequently is changed to a full-time position.

*Qualifications:* Must have a Juris Doctorate. Must have a valid Ohio license with no pending disciplinary action. Some courtroom experience is preferred. Commitment to representation of the indigent is essential.

*How to apply:* Send your resume and cover letter one of three ways:

E-MAIL TO: hcpdef@neo.rr.com

FAX TO: 419-668-3703

MAIL TO: Huron County Public Defender

 16 E Main St, 2nd Floor

 Norwalk, OH 44857

**Deadline: ASAP**

**Sandusky, OH – City Law Director – City of Sandusky**

*AkronLawJobs No. 7136 Overview:* Seeking an experienced attorney to lead the City of Sandusky’s Law Department.

*Duties:* Responsible for the preparation of all contracts, bonds and agreements with the City; Drafting of Ordinances and Resolutions; Preparing and directing all litigation involving the municipality; Providing written legal opinions when appropriate; Providing legal advice, counsel and support to the City Manager, department heads, and staff in the conduct of the daily operations of the City and must be dynamic and energetic.

*Qualifications:* JD from an accredited law school. Must possess active registered status with the Supreme Court of Ohio. Have a high level of practical legal knowledge and experience in order to directly manage and monitor complex and significant litigation and contractual negotiations including labor relations. Must communicate well and represent the City before the various courts, governing boards, committees, and all other legally constituted bodies. A minimum of 7 years of professional experience in practicing law with at least 5 years of municipal law experience.

*Salary:* $73,368 to $110,052

*Job ID:* 26657836

*How to apply:* Send your cover letter and resume to cnicholson@ci.sandusky.oh.us

**DEADLINE: March 25, 2016**

**Toledo, OH – Legal Counsel – Libbey Glass**

*AkronLawJobs No. 7214 Overview:* Libbey is the leading producer of glass tableware products in the Western Hemisphere and one of the largest glass tableware manufacturers in the world.

*Duties:* Negotiation and drafting of a variety of commercial contracts, including customer agreements, non-disclosure agreements, indemnity agreements, marketing agreements, distribution and supply agreements, licensing agreements and technology agreements; Advising regarding marketing materials and packaging and labeling laws; Advising regarding products liability matters; Responding to requests from customers regarding product composition and compliance with various state, federal, and international laws; and Litigation oversight.

*Qualifications:* JD from an accredited law school; Admission to practice law in at least one state. If not admitted in Ohio, the successful candidate must be eligible to register for corporate status with the Ohio bar within 30 days of accepting employment; Three to four years of broad experience as an attorney practicing corporate and/or commercial law, including experience drafting and negotiating commercial contracts; Experience with technology agreements is a plus; Large firm and/or previous in-house counsel experience strongly preferred; Highly motivated self-starter; Works with a sense of urgency and is able to work without significant supervision; Able to handle multiple priorities concurrently; Superior oral and written communication skills; ability to write and speak in plain English rather than legalese.

*How to apply:* Apply [HERE](https://jobs.libbey.com/job/Toledo-Legal-Counsel-OH-43604/327821300/?feedId=166800&utm_source=Indeed&utm_campaign=Libbey_Indeed). Upload your resume, cover letter and writing sample.

**Deadline: April 15, 2016**

**Toledo, OH – Associate Attorney – Alotta | Farley Co., LPA**

*AkronLawJobs No. 7152 Overview:* Searching for an Associate Attorney.

*Duties:* Will represent clients in matters including contract negotiation, grievance representation, arbitration, workers compensation, and general civil litigation matters. We represent public and private sector unions and multi-employer ERISA pension and welfare benefit plans.

*Qualifications:* 0-1 year of experience. Some experience in labor and employment law and possess excellent writing and research skills. JD from an ABA accredited law school.

*How to apply:* Send your cover letter, resume and writing sample to legalopportunity@hotmail.com

**Deadline: March 25, 2016**

**Toledo, OH – Executive Director – Toledo Bar Association**

*AkronLawJobs No. 7138 Overview:* The Toledo Bar Association (TBA) represents approximately 1,450 members of the bench and bar of Toledo and neighboring communities. The organization is governed by an elected Board of Trustees, and provides services, assistance and networking opportunities to attorneys, judges, paralegals, teachers and law school students in Toledo.

*Duties:* Will maintain and promote important interactions and working relationships with TBA members; officials in federal, state and local government agencies and institutions; executives at other metropolitan, national, state and county bar associations; and the public at large.

*Qualifications:* Bachelor’s degree is required; an advanced degree in business, law, public administration, marketing, or a related field is highly preferred. The ideal candidate has demonstrated a successful career track record in association management and is currently serving as the top executive of a comparable professional services-focused association or bar association with a proven track record of success.

*How to apply:* Interested candidates should send a resume/CV to Waverly Partners, the executive search firm retained by the TBA Board on this search. Send your resume/CV and cover letter to: JEpstein@Waverly-Partners.com

**Deadline: March 25, 2016**

**Nationwide, USA –Intellectual Property Associate – Patterson & Sheridan LLP**

*AkronLawJobs No. 7108 Overview:* Seeking a Intellectual Property attorney to work in one of our exciting offices.

*Duties:* Will take invention disclosures from inventors, draft specifications with minimal supervision and generate claims requiring only moderate review.

*Qualifications:* Need an IP attorney with an electrical engineering or computer science background and 2-6 years of patent law experience including patent preparation and prosecution, drafting claims, invalidity, and non-infringement opinions.

*How to apply*: Send your resume, cover letter, undergraduate AND law school transcripts and a 5-10 page writing sample to recruiting@pattersonsheridan.com. For more information, please send an e-mail to Jayme Partridge at recruiting@pattersonsheridan.com

**Deadline: March 17, 2016**

**Nationwide, USA – Senior Intellectual Property Associate – Patterson & Sheridan LLP**

*AkronLawJobs No. 7107 Overview:* Seeking a Senior IP attorney to work in one of our exciting offices.

*Duties:* Will take invention disclosures from inventors, draft specifications with minimal supervision and generate claims requiring only moderate review.

*Qualifications:* Need a senior IP attorney with an electrical engineering or computer science background and five-plus years of patent law experience including patent preparation and prosecution, and drafting claims, invalidity, and non-infringement opinions.

*How to apply*: Send your resume, cover letter, undergraduate AND law school transcripts and a 5-10 page writing sample to recruiting@pattersonsheridan.com. For more information, please send an e-mail to Jayme Partridge at recruiting@pattersonsheridan.com

**Deadline: March 17, 2016**

**Los Angeles, CA – Entertainment Associate Attorney – Parker Lynch**

*AkronLawJobs No. 7147 Overview:* Top firm’s Entertainment Practice seeks a mid-to-senior level associate attorney.

*Duties:* The successful candidate will advise studio, media and other clients on content, development, production, acquisition, distribution, licensing, financing, cross-border investment, and marketing of television and film media, video games, merchandising and branded entertainment. The firm’s global Media and Entertainment practice is one of the leading and most innovative in the industry. Candidates must have an active license to practice law and California bar is preferred. Firm will offer top compensation with full benefits. Firm will offer top compensation with full benefits.

*Qualifications:* Have a JD from an ABA accredited law school. Be an active member of the California bar.

*How to apply:* Apply [HERE](http://www.parkerlynch.com/JobSeekers/JobSearch/Pages/JobDetails.aspx). Upload your cover letter and resume.

**Deadline: March 24, 2016**

**Glendale, CA – Legal Counsel – Nestle USA**

*AkronLawJobs No. 7129 Overview:* Seeking Legal Counsel to be a part of our North American Contracts Centre (NACC), which provides legal support for commercial transactions for the North American businesses of Nestle, the world’s largest food company.

*Location:* Position is located at Nestle USA’s headquarters in Glendale, California.

*Travel:* Some business travel is required.

*Responsibilities:* Review, draft and negotiate agreements for all aspects of all consumer products company, including technology services and licensing agreements, general service agreements, supply agreements with vendors and customers, manufacturing agreements, warehouse and other supply-chain agreements, engineering agreements, equipment leases, terms and conditions of sale, development agreements, license agreements, nondisclosure agreements and other commercial agreements. Provide legal advice on commercial matters to business teams, including transaction structuring, contract interpretation and enforcement, risk assessment, legal and regulatory compliance and corporate policies. Please see Symplicity ALJ 7129 for a complete listing of the responsibilities.

*Qualifications:* JD from an accredited law school. Current membership in the California State Bar or the ability to become Registered in House Counsel in California. Minimum of 5 years of relevant experience, including significant experience reviewing, drafting and negotiating commercial contracts, and knowledge of contract, commercial, technology, and general business laws and regulations.

*Preferred Experience:* Prior in-house experience. At least 2-4 years of experience in a medium or large law firm. Experience with the food industry or other consumer products industry. Experience with Saas, IaaS, PaaS agreements and other cloud matters as well as a general understanding of data privacy and security.

*How to apply:* [APPLY](https://www.nestlejobs.com/job/glendale/legal-counsel/806/1426333) here and submit your cover letter and resume.

**Deadline: March 23, 2016**

**Chicago, IL – Assistant Corporation Counsel – City of Chicago Department of Law**

*AkronLawJobs No. 7218 Overview:* Seeking an attorney for the Employment Litigation Division to defend the City of Chicago. JOB NUMBER 275353.

*Duties:* Practice in federal court as well as in state court. The Division handles sophisticated and complex litigation matters (including class actions) that involve extensive motion practice, intensive discovery, settlement negotiations and trials. Also provide counseling and training to client departments on employment matters including reasonable accommodation, anti-harassment and anti-retaliation policy compliance, FMLA leave and FLSA obligations.

*Qualifications*: Graduation from an ABA accredited law school with a JD in or before June 2003 with a cumulative grade point average of 3.0 or above on a 4.0 scale and admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705). Also, a minimum of five years of experience in federal and/or state court litigation, preferable in employment litigation, which experience should include trials, motion practice, presenting oral arguments, and taking and defending depositions; negotiation and settlement experience; Exceptional research skills; Superior writing and communication skills; The ability to work well with others and more. See Symplicity ALJ 7218 for a complete listing.

*How to apply:* Two Steps – STEP ONE: You MUST submit an online application along with your resume to this website: [APPLY HERE](https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang=en) STEP TWO: You must ALSO submit HARD COPIES OF YOUR CREDENTIALS TO: City of Chicago, Department of Law’s Legal Recruiter, 30 N. LaSalle St., Suite 1640, Chicago, IL 60602. You must send the following: Cover letter that (1) includes the position title and job number as noted on the posting; and (2) specifically identifies how you meet the minimum qualifications and have the knowledge, skills, and abilities listed; Resume; Law school transcript (official or unofficial); two writing samples; and copy of your ARDC card (or your admitted state bar’s equivalent).

Failure to submit all materials will result in your application not being considered for the position. NOTE: The foregoing materials must be submitted in person (interoffice delivery of application materials will not be accepted) or received via U.S. Mail or another similar mailing method (e.g. FedEx, UPS, DHL) at the address note above on or before March 28, 2016. LATE SUBMISSION WILL NOT BE REVIEWED.

**Deadline: March 28, 2016**

**Greensburg, IN – Attorney #HN0000G5 (Labor & Employment) Honda of America**

*AkronLawJobs No. 7179 Overview:* Seeking applicants for an In-House Labor & Employment Attorney to join the HNA Law Division.

Duties: Will provide legal counsel to Honda Manufacturing of Indiana as well as other Honda North American companies, on a broad range of legal issues with an emphasis on labor, employment, safety and workers’ compensation.

Qualifications: Excellent writing, training, presentation, research and communication skills are a must. Candidates must apply legal knowledge to a business setting with a strong customer oriented approach. Must have a demonstrated ability to recognize and resolve problems according to established policy, to cope effectively with multiple tasks in a fast-paced manufacturing environment, and to perform as a contributing member of a team. Must have a minimum of four years legal experience with a law firm, corporate legal department of government agency. JD is required. Must have active Indiana license. Knowledge of labor and employment law is a must. Excellent writing, teaching, presentation, research and communication skills. Travel, as needed (approximately10%).

How to apply: [APPLY HERE](http://corporate.honda.com/careers/find-a-job.aspx). Be sure to upload all credentials requested

**Deadline: April 4, 2016**

**Washington, DC – Legislative Attorney (Environmental, Energy & Constitutional Law – Library of Congress**

*AkronLawJobs No. 7119 Overview:* The Congressional Research Service (CRS), American Law Division (ALD), seeks a Legislative Attorney to analyze legal questions that emerge from the work of Congress related to environmental, energy, and constitutional law in particular and American public law generally. This is a non-litigating position emphasizing qualifications and interest in legal research and writing in a public service legislative context.

*Duties:* Prepares probing and innovative written legal analyses, arguments, briefs, or other analytical documents that related complex variables within the attorney’s specialized field of law to the development, interpretation, or implementation of important public policies. Provide congressional staff with consultations and oral briefings that clarify legal questions, identify and discuss legal options, and inform congressional staff of CRS informational and analytical capabilities within the scope of the attorney’s subject areas. Prepare reports, memoranda, etc. for congressional committees. Advises and assists other legislative attorneys and analysts and specialists through provision of legal analysis and specialists through provision of legal analysis and specialists through provision of legal analysis and information in support of their service to Congress.

*Qualifications:* Must have a JD from an ABA accredited law school. Must be a member in good standing of the Bar. Must have had progressively responsible experience and training sufficient in scope and quality to furnish them with an acceptable level of knowledge and skills. Please go to Symplicity ALJ 7119 to see the complete listing of qualifications and all of the steps to apply.

*How to apply:* This is a multi-step process. Please go to this link to apply: [USAJOBS application](https://www.usajobs.gov/GetJob/ViewDetails/429438600) The requested documents are your resume and transcripts of ALL of your higher education – both undergraduate, graduate and law school. Copies are acceptable for the application. Official copies will be required if selected. Copy of bar membership.

**Deadline: March 16, 2016**

**Lexington, KY – Insurance Regulatory Staff Attorney – Frost Todd Brown**

*AkronLawJobs No. 7163 Overview:* Frost Todd Brown is one of the largest regional law firms in the Midwest and one of the 150 largest law firms in the United States.

*Description:* Seeking a staff attorney to assist in handling a large volume of administrative hearings.

*Qualifications*: Candidate should have experience in litigation and/or administrative hearings. Should also have a background or knowledge in the allied health, mental health or behavior health fields; or prior workers’ compensation, medical malpractice defense or other areas of administrative hearing experience.

*How to apply:* Send your resume, cover letter, transcript and writing sample to this site: [HERE](http://www.frostbrowntodd.com/careers-application-attorneys.html)

**Deadline: April 2, 2016**

**Pittsburgh, PA – Counsel Senior – PNC Bank**

*AkronLawJobs No. 7187 Overview:* Seeking an experienced lawyer to join the Treasury Management Legal team within the Corporate & Institutional business. Will be responsible for providing general legal support to the Treasury Management business, and may include a primary focus on assigned geographies as well as particular PNC products.

*Duties:* Needs strong contract drafting, negotiating and issue-spotting skills. Knowledge of government contracting issues is a plus. Should have meaningful experience with payment systems and cash management services outside the U.S. Familiarity and experience with legal issues arising out of payment systems and cash management services such as wire transfer, ACH, lockbox operations, and receivables processing, use of check images, etc. are required.

*Qualifications:* JD. 8+ years of typical industry work. Active state license.

*How to apply:* Apply [HERE](https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5ehojoc61FXmkn56QLezO5YVZG9HjoiV0fWZH6ml6W4270X8Us9IOpv7tBkYEW8imc&jobId=1164467&type=search&JobReqLang=1&recordstart=1&JobSiteId=5130&JobSiteInfo=1164467_5130&GQId=704). Be sure to upload all of the requested credentials – resume and cover letter.

**Deadline: April 8, 2016**

**Baltimore, MD – Regulatory Analyst / Junior Attorney – Axiom**

*AkronLawJobs No. 7186 Overview:* Seeking an outstanding law school graduate to work on-site in Baltimore at one of our major clients, a global financial services firm, on a regulatory assessment project.

*Qualifications*: JD is required. Experience with regulatory analysis and application. Experience in the financial services industry. Experience following protocols under a project management plan and the direction of team leadership. Must have excellent academic credentials. Excellent verbal and written communication skills and strong attention to detail. Must be proficient in Microsoft Office, including Excel. Must be passionate for providing unparalleled client service. Must work well in a fast-paced environment in a team setting.

*How to apply:* Apply [HERE](http://www.axiomlaw.com/careers/detail/Regulatory-Analyst-Junior-Attorney/washington-d.c).

**Deadline: April 8, 2016**

**Benton Harbor, MI – Legal Counsel, Patents A1DGX – Whirlpool**

*AkronLawJobs No. 7175 Overview:* Whirlpool Corporation (NYSE: WHR) is the number one major appliance manufacturer in the world, with approximately $20 billion in annual sales. 100,000 employees and 70 manufacturing and technology research centers throughout the world in 2014.

*Duties:* You will lead Whirlpool on intellectual property issues involving patents, copyrights, trade secrets, and propriety information. A Senior Counsel in the Patent Team is expected to bring both leadership and expertise to the area of patents and product leadership both to internal clients as well as to the law department as a whole. Specifically, you will be able to ensure Whirlpool’s unique and compelling innovations are a core driver of Whirlpool’s success in product leadership. You will develop and execute patent strategies related to assigned Whirlpool technology areas. Review inventions and advising on patentability issues and arranging for the filing and prosecution of U.S. and foreign patent applications. Preparing and prosecuting patent applications. Establishing product clearance plans and reviewing and advising on patent infringement risks. Supporting various innovation generation activities such as invention workshops to target development of strategic intellectual property.

*Qualifications:* JD from an accredited law school with strong credentials and Bar admission, and admission to practice before the U.S. Patent and Trademark Office. Technical Bachelor degree, preferably electrical or mechanical engineering or related field. Approximately 10+ years of legal experience as an attorney, including working knowledge in multiple substantive legal practice areas. Some experience supervising others. Experience in patent preparation, prosecution, IP transactions (e.g., development and licensing agreements), product clearance, and patent litigation is highly desirable. Ability to prioritize and manage a large volume of concurrent projects.

*How to apply:* [APPLY HERE](https://whirlpool.taleo.net/careersection/10000/jobdetail.ftl?job=279516) Be sure to upload your cover letter and resume.

**Deadline: April 3, 2016**

**Benton Harbor, MI – Legal Counsel – A1DNA – Whirlpool Corporation**

*AkronLawJobs No. 7174 Overview:* Whirlpool Corporation (NYSE: WHR) is the number one major appliance manufacturer in the world, with approximately $20 billion in annual sales,100,000 employees and 70 manufacturing and technology research centers throughout the world.

*Location:* This position is located at our global headquarters in Saint Joseph and Benton Harbor, Michigan.

*Description:* Seeking qualified candidates for a legal counsel position on the corporate center legal team. The successful candidate will have prior Mergers & Acquisitions transactions experience and the flexibility to broaden his or her expertise in other substantive areas.

*Duties:* Partner with and provide legal support to the Corporate Strategy and Business Development function in connection with assessment of M&A opportunities and competitive intelligence initiatives. Assist in the development of business and deal strategy and advise management regarding risks, requirements and status/progress in connection with transactions. Develop and administer training to the Corporate Strategy and Business Development function, as well as extended deal/diligence/integration teams in the areas of confidentiality, antitrust, corporate governance, contracts, and other relevant areas. Provide legal support for other corporate functions such as Whirlpool’s Finance, Treasury, Risk Management, Investor Relations, Corporate Communications, and Benefits groups in connection with corporate transactions and other matters.

*Qualifications:* JD from an accredited law school. Admission to the Michigan Bar or eligibility for admission. At least 3 years of M&A transactions experience, with specific experience in public and private transactions preferred. Ability to prioritize and manage a large volume of concurrent projects. Leadership skills; sound character; excellent judgment. Willingness to “roll up your sleeves” and be a team player who can build rapport with a diverse range of business and legal partners. Superior intellect, with the ability to think critically and make clear and well-reasoned decisions; ability to see and handle more than the legal issues of a project; strong, pragmatic business acumen with the ability to recognize the business consequences of legal advice; a strategic and innovative thinker who can bring value to his or her clients and find creative solutions to complex legal problems.

*How to apply:* Send your resume and cover letter to: [APPLICATION](https://whirlpool.taleo.net/careersection/10000/jobdetail.ftl?job=284556)

**Deadline: April 3, 2016**

**Buffalo, NY – Prosecutor – U.S. Attorney’s Office Western District of New York**

*AkronLawJobs No. 7039 Overview:* The Office of the United States Attorney for the Western District of New York prosecutes all violations of the Federal Criminal Law occurring within the 17 counties of the District. The principal office is located in Buffalo, with a staffed Branch Office in Rochester. This position is located in the Criminal Division of the Buffalo office.

*Duties:* Will be responsible for the investigation and prosecution of cases including drugs, human trafficking, organized crime, terrorism, white collar, immigration, child exploitation, mortgage fraud and general crime. Will be responsible for all phases of criminal prosecution to enforce federal laws, including providing guidance to law enforcement officers, initiating criminal charges, conducting grand jury proceedings and felony trials, and handling appeals.

*Qualifications:* J.D. degree; Active member of the bar (any U.S. jurisdiction); Have at least two (2) years post-J.D. legal or other relevant experience; Outstanding legal ability; High moral character; Mature judgment; and Demonstrated excellence in criminal trials.

*Preferred Qualifications*: Legal practice experience related to criminal prosecution; Quick analytical ability and the facility to accurately and precisely articulate the critical issues involved with a case; Superior oral and writing skills; Strong research and interpersonal skills; Ability to work in a supportive and professional manner with the court, other attorneys, support staff and client agencies; Capacity to function with minimal guidance in a highly demanding environment; and Excellent computer literacy skills to include experience with automated research, electronic court filing, electronic e-mail and word processing systems.

*Salary:* $45,447 to $120,365, plus locality pay of 16.98%

*Travel:* Occasional travel to Rochester Branch Office; New York, NY (appeals); and Columbia, SC (training).

*How to apply:* Send your cover letter, resume, writing sample (not to exceed 25 pages), and list of three professional references with contact information. Place the announcement number (16-WDNY-001) in the subject line of your e-mail or on your resume if mailing application package. Send to: Troy E. Koerner, Human Resources Officer, United States Attorney’s Office, WDNY, 138 Delaware Avenue, Buffalo, NY 14202 OR e-mail to usanyw.applications@usdoj.gov.

**Deadline: March 31, 2016**

# Job Announcements: Jobs Received From Various Legal Recruiting Firms

### The Career Planning Office receives many job openings/postings/opportunities from a wide variety of legal recruiting companies. While we do not verify that these jobs are still available or that they are “real” opportunities, we do want to make all our job seeking alumni aware of these potential opportunities and so we are listing them separately under this category.

**Black Letter Discovery – Attorney fluent in Portuguese**

Black Letter Discovery is currently recruiting for attorneys fluent in Portuguese.

*Qualifications:* Qualified candidates must have an active license in good standing (any jurisdiction). Experience is a plus, although not necessary. Must be available to work onsite, M-F, 40 hrs/wk, during normal business hours.

*How to apply:* For immediate consideration please register on our website at <http://blackletterdiscovery.com/candidates/join_team.php>

**Cleveland, OH – Associate Attorney – Labor & Employment Litigation – Parker + Lynch**

*AkronLawJobs No. 7149 Overview:* A boutique firm is seeking an Associate Attorney.

*Duties:* All aspects of litigation concerning labor and employment.

*Qualifications:* Five-plus years of Labor and Employment Litigation experience; Taking/defending depositions; Drafting motions and memoranda; Representing clients in labor negotiations and arbitrations is preferred; Licensed in Ohio; and an Excellent academic record.

*How to apply:* Send your resume and cover letter to ClevelandLegal@ParkerLynch.com

**Deadline: March 24, 2016**

**Irvine, CA – Patent Litigation / Prosecution Associate Job – Parker + Lynch**

*AkronLawJobs No. 7151 Overview:* Seeking a Patent Litigation Attorney with either an Electrical Engineering or Computer Science degree preferred.

*Qualifications:* California State Bar Licensed Attorney. Two-plus years of patent prosecution and/or patent litigation experience. Top 50 Law School preferred.

*How to apply:* [APPLY HERE](http://www.parkerlynch.com/jobs/legal/us_en_8_32969_43806481/patent-litigation-prosecution-associate-job). Send your resume, cover letter and writing sample.

**Deadline: March 29, 2016**

**New York, NY – Contract Attorney**

*Overview:* We have a need for a contract attorney to work with the Litigation Support Division of one of our largest clients. Any supervisory and/or project management experience is required. The work will consist of the following: Supervising contract paralegals, Data mapping, Managing the affidavit process,-Identifying data sources, Conducting legal and case research. The project is slated to last at least 3 months, possibly longer.

*Qualifications:* Requirements are as follows: 3+ years experience as a litigation attorney, specifically in the areas of pre-trial discovery and trial preparation NY Bar admission. Any supervisory and/or project management experience is required.

*How to apply:*  If you are interested and available, please submit a recently updated resume in WORD format to OCCRECRUITER@ONCALLCOUNSEL.COM Please refer to "LITSUPPORT" in the subject line.

**Deadline: ASAP**

**New York, NY – Attorneys**

*Overview:* Government Agency seeks several attorneys for an immediate long term substantive assignment involving the Individuals with Disabilities Education Improvement Act ("IDEA"). We are seeking attorneys to handle the federal court appeals of administrative decisions concerning special education in this matter.

*Qualifications:* Candidates must have strong brief writing skills. A background of any kind of appellate work would be a big plus. 4+ years of experience as a litigation attorney and NY Bar admission is required. Position will commence as soon as candidates are identified.

*How to apply*: If you are interested and available for this role, for immediate consideration please submit a recently updated resume in WORD format to: OCCRECRUITER@ONCALLCOUNSEL.COM Please refer to "IDEA" in the subject line. **Deadline: ASAP**

**New York, NY – Litigation Attorney**

*Overview:* We are seeking a litigation attorney for a 7+ month assignment involving criminal law matters. The right candidate must be admitted to practice in NY and should have experience with file review, document review motion practice, and deposition prep.

*Qualifications:* At least 4 years as a litigation attorney required*.* Any previous experience working in the DA's office is highly preferred. Interviews start immediately.

*How to apply:* If you are interested and available - please submit a recently updated resume in WORD format to OCCRECRUITER@ONCALLCOUNSEL.COM Please refer to "NYCRIM" in the subject line.

**Deadline: ASAP**

# Job Announcements: Judicial Clerkships

### **Some judges have added new clerkship positions on OSCAR. For an update on new judges accepting judicial clerkship applications, please visit the OSCAR website (**[**http://OSCAR.dcd.uscourts.gov/**](http://OSCAR.dcd.uscourts.gov/)

**Washington DC – Women’s Rights Legal Internship and Fellowship program -- American Bar Association Rule of Law Initiative**

*AkronLawJobs No. 7133 Overview:* The ABA ROLI is pleased to invite applications for its pro bono Women’s Rights Legal Internship and Fellowship Program. The interns (JD or LL.M students) and fellows (JD or LL.M graduates) will work to support a wide variety of short- and long-term research projects related to women’s rights, gender equality, gender integration, and trafficking in persons, including an assessment of the status of women in Libya, a gender mainstreaming manual, and an investigation of global supply chains and human trafficking risks in Sub-Saharan Africa.

MUST BE AUTHORIZED TO WORK IN THE U.S.FOR THE DURATION OF THE FELLOWSHIP.

*Funding:* While the fellowships and internships are unpaid, ABA ROLI is open to sponsoring fellows applying for external funding from their respective law schools, law firms, or public interest institutions and foundations. In addition, fellows will be eligible for a wide variety of ABA perks and learning opportunities including: Transportation reimbursement of up to $12 per day; Field trips to DC legal destinations such as the US Department of State, US Supreme Court, and Library of Congress; and brown-bag lunches with ABA ROLI staff and guest speakers.

*Responsibilities*: Conduct legal research on the status of women and/or trafficking in persons in selected countries or regions; writing assigned sections of assessment reports and technical guides; assisting in developing training modules and presentations; organizing panel discussions, brown bag lunches, and other events; responding to research requests for DC – and field-based staff; providing general support for the Research and assessments Office.

*Qualifications*: 1L, 2L, 3L, 4L, JD, LLM - Current law student or recent law graduate; excellent research, writing, and analytical skills; demonstrated commitment to public interest lawyering, women’s rights, and gender equality; solid knowledge of women’s rights and trafficking in persons, as evidenced by relevant experience and coursework; proficiency with MS Office; knowledge of Arabic and/French field highly desirable; and familiarity with the international development field a plus.

*How to apply:* Qualified applicants should submit a resume and cover letter detailing availability, whether they are applying as a long-term fellow or intern, and why they feel they are qualified for the position. Finalists will be required to submit a writing sample. Apply [HERE](https://www.devex.com/jobs/aba-roli-women-s-rights-legal-intern-or-fellow-419635).

**Deadline: December 21, 2016**

**Trenton, NJ – Judiciary Law Clerk – New Jersey Courts**

*AkronLawJobs No. 6335 Overview:* Start your legal career in a court system recognized as one of the best in the nation and enhance your future career prospects. Professional law clerk positions are available in the New Jersey Judiciary for individuals with strong communication and analytical skills. Approximately 480 clerkships are available. Of those, a limited number of clerkships exist for the Supreme Court, Superior Court Appellate

Division, Superior Court Assignment Judges, Superior Court Chancery Division in general equity court, and in the Tax Court.

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

*How to apply:* Applicants may send a cover letter and resume directly to individual justices and judges on June 15, 2015. Applications will not be accepted before that date. These documents should include the month and year the juris doctor degree will be awarded and any specific area of interest of law. You may include writing samples, transcripts, recommendation letters or a list of references with your applications. Judges’ chambers addresses are on the Judiciary website at [www.judiciary.state.nj.us/directory/judgtara.pdf](http://www.judiciary.state.nj.us/directory/judgtara.pdf) Candidates will be contacted directly by the justices or

judges for interviews on or after June 22, 2015.

**Deadline: March 25, 2016**

Judge Cecilia Altonaga

District Judge

United States District Court

Miami, FL

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

**Applications accepted: Mar 8, 2016 - Sep 8, 2016** Term Start: Jun 1, 2017 Application Methods: Paper,On-line (recommended)

Judge Justin Anand

Magistrate Judge

United States District Court

Atlanta, GA

Term: 2 Years

Clerkship Type: Term Law Clerk-Chambers

**Applications accepted: Feb 26, 2016 - Aug 1, 2016** Term Start: Sep 5, 2017 Application Methods: On-line (recommended)

Judge Thomas Ambro

Circuit Judge

United States Court of Appeals

Wilmington, DE

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

**Applications accepted: Feb 16, 2016 - Sep 30, 2016** Term Start: Sep 1, 2019 Application Methods: On-line (recommended)

Judge Richard Andrews

District Judge

United States District Court

Wilmington, DE

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

**Applications accepted: Feb 15, 2016 - Mar 31, 2016** Term Start: Sep 15, 2017 Application Methods: Paper

Judge Paul Barbadoro

District Judge

United States District Court

Concord, NH

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

**Applications accepted: Feb 8, 2016 - Jun 3, 2016** Term Start: Sep 4, 2017 Application Methods: On-line (recommended)

Judge Rhesa Barksdale

Circuit Judge

United States Court of Appeals

Jackson, MS

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

**Applications accepted: Mar 3, 2016 - May 31, 2016** Term Start: Aug 1, 2017 Application Methods: Paper

Judge Timothy Batten

District Judge

United States District Court

Atlanta, GA

Term: 2 Years

Clerkship Type: Term Law Clerk-Chambers

**Applications accepted: Feb 16, 2016 - Mar 20, 2016** Term Start: Aug 14, 2017 Application Methods: E-mail,Paper,On-line (recommended)

Judge Irene Berger

District Judge

United States District Court

Beckley, WV

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

**Applications accepted: Feb 10, 2016 - Apr 30, 2016** Term Start: Oct 3, 2016 Application Methods: On-line (recommended)

Judge Joseph Bianco

District Judge

United States District Court

Central Islip, NY

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

**Applications accepted: Mar 1, 2016 - Mar 1, 2017** Term Start: Sep 1, 2018 Application Methods: On-line (recommended)

Judge Timothy Black

District Judge

United States District Court

Cincinnati, OH

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

**Applications accepted: Mar 7, 2016 - Jun 1, 2016** Term Start: Aug 29, 2016 Application Methods: On-line (recommended)

Judge Victor Bolden

District Judge

United States District Court

Bridgeport, CT

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

**Applications accepted: Feb 26, 2016 - Sep 15, 2016** Term Start: Aug 1, 2017 Application Methods: On-line (recommended)

Judge Vincent Briccetti

District Judge

United States District Court

White Plains, NY

Term: 2 Years

Clerkship Type: Term Law Clerk-Chambers

**Applications accepted: Feb 8, 2016 - Jun 1, 2017** Term Start: Feb 1, 2018 Application Methods: Paper

Judge Vincent Briccetti

District Judge

United States District Court

White Plains, NY

Term: 1 Year

Clerkship Type: Term Law Clerk-Chambers

**Applications accepted: Feb 8, 2016 - Jun 1, 2017** Term Start: Sep 15, 2018 Application Methods: Paper

**Bay City, MI – Term Law Clerk – Chambers – Magistrate Judge Patricia Morris**

*AkronLawJobs No. 7132 Overview:* Two year term law clerk, beginning August 14, 2017 and ending August 12, 2019.

*Qualifications:* Have a J.D. Prefer legal work experience and prior judicial clerkship experience. Also prefer Law Review work. Please, do not contact chambers – interview times and dates will be set on a case-by-case basis.

*How to apply:* Send your hard copy applications to The Honorable Judge Patricia Morris, P.O. Box 913, Bay City, MI 48707. Send your cover letter; Resume; Writing sample, Send AT LEAST TWO, prefer at least one to be a draft brief, opinion, memorandum or similar document. You are welcome to send additional samples; Undergraduate transcripts; Law school transcripts; Three recommendations.

**Deadline: December 15, 2016**

# Job Announcements: Other Positions

**Assistant Dean of Student Services, University of Akron School of Law**

*AkronLawJobs No. 7113*

**Close Date: March 31, 2016**

Job Description

The University of Akron School of Law seeks to hire a dynamic, energetic, outgoing, and creative individual to lead its Office of Student Services and serve as an integral member of the senior administration. The person hired as Assistant Dean will be responsible for overseeing all aspects of student services including academic advising, student counseling, degree clearance, issues of student conduct, student organizations, leadership programming, disability accommodations, and bar admissions among other things. The Assistant Dean will provide guidance and direction for a broad spectrum of student activities that foster a sense of community, enhance communication, and facilitate social interaction among students, faculty, and administration. The Assistant Dean will serve as a liaison with other University departments and organizations within the legal community.

The Assistant Dean is responsible for implementing and administering law school, university, and American Bar Association policies, procedures, and standards, as well as responding to student inquiries about the same. S/he will also help implement new programs and revisions to current programs. The Assistant Dean will supervise other staff in the Office of Student Services, manage the office budget (including student travel), participate in compiling statistics and maintaining records related to grades, student academic progress, bar passage and other matters. S/he will also serve on various committees at the law school, University and external levels.

Essential Duties

• Provides leadership and develops goals, policies, and operating procedures related to student affairs, programs, and activities.

• Advises law students on a variety of academic and administrative matters including issues related to registration, exams, grades, academic progress, degree completion, bar exams, and other related matters.

• Tracks and finds ways to improving student retention.

• Plays an integral role in the enforcement of the Student Disciplinary Code and related proceedings.

• Directs and counsels students on a variety of personal issues impacting law school performance.

• Primary responder to emergency and crisis situations relating to students and their well-being.

• Works with Disability Support Services to ensure appropriate services and accommodations for students in need in compliance with the American with Disabilities Act.

• Coordinates with all aspects of the law school community to ensure that students receive adequate academic, social, and personal support.

• Assists student government and organizations with programming and policies.

• Plans, coordinates, and oversees community-building initiatives.

• Serves as a key member of the senior administrative team.

• Represents the law school at university, local bar, state bar, and other outside organization meetings and functions.

• Coordinates new student orientation programs.

Requires a minimum of two years’ experience in higher education administration or comparable administrative experience. A minimum of 4 years’ experience in A.B.A. Standards and Law School policies and practices are preferred. Excellent organizational and goal setting skills are required. Strong communication skills, counseling abilities, problem solving skills, and management experience are required. At minimum, basic computer skills, including spreadsheet and word processing capabilities, are required. Database experience is helpful. Budget management and analytical are skills preferred.

Required Qualifications

• This position requires either a JD degree to enable the formation of productive relationships with students, and facilitate understanding and implementation of complex University and Law School academic requirements, policies, and procedures.

• Effective verbal and written communication skills

• Superior organizational, analytical, and interpersonal skills

• Demonstrated computer skills; including word processing, spreadsheet, and database capabilities, as well as experience with social media outreach and websites.

• Management experience

Preferred Qualifications

• Experience in higher education administration (especially in student services)

• Demonstrated knowledge about the University of Akron School of Law.

• Knowledge of budget planning, management, and administration

• Attention to detail and ability to plan and meet deadlines

• Ability to establish and maintain effective working relationships with all stakeholders

• Experience in organizing resources and managing workload priorities

• Experience in organizing and coordinating multiple projects simultaneously.

• Experience in preparing reports

For complete details and to apply for this position, visit: http://www.uakron.edu/jobs/.

While all candidates are required to submit their applications via this centralized system, please feel free to direct any inquiries to Dean Matthew Wilson, Chair of the search committee, at mjwilson@uakron.edu. Review of applications will begin immediately. The University of Akron is committed to a policy of equal employment opportunity and to the principles of affirmative action in accordance with state and federal laws.

**Akron, OH – Paralegal – Kisling, Nestico & Redick**

*AkronLawJobs No. 7183 Overview:* Seeking an experienced Pre-Litigation Paralegal and case manager to join our rapidly growing team. The ideal candidate is an ambitious self-starter who takes initiative to achieve team goals. The Pre-Litigation Paralegals are in charge of taking a client’s case from intake through the settlement process before a case would need to be in Litigation.

*Duties:* Obtaining, reviewing and organizing medical records. Preparing, calculating, and maintaining damage summaries including medical expenses, lost wages, and property damage. Log daily mail. Preparing and forwarding demand packages to insurance carriers and defense counsel. Communicate and correspond with clients regarding case status and details. Prepare cost check requests directed to bookkeeping, maintaining check records and mailing to vendors. Preparing disbursement summaries and check requests.

*Qualifications:* BA/BS and/or paralegal certificate preferred, but not required. Two to five years of experience as a Personal Injury Paralegal preferred, but not required. Articulate, organized team player with excellent grammar and writing skills. Professional demeanor, positive attitude, and ability to multi-task in a fast-paced environment is essential. Must be highly proficient in MS Office. Working knowledge of Needles Case Management software is a plus.

*How to apply*: Send your resume and salary requirements to: jobs@knrlegal.com Please indicate the position title “Pre-Litigation Paralegal – Akron” in the subject of your e-mail message.

**Deadline: May 2, 2016**

**Brecksville, OH – Regulatory Risk Manager – PNC Bank**

*AkronLawJobs No. 7134 Overview:* This position leads a team of Vendor Relationship Risk Specialists who will perform onsite audits of Bankruptcy and Foreclosure Attorneys with a focus on file reviews to ensure vendor compliance to applicable state and federal laws. The ideal candidate will have experience and knowledge in the bankruptcy and foreclosure processes with an understanding of federal and state laws governing the process. Travel will be 20% - 40%

*Job profile:* Oversees and executes regulatory risk initiatives including setting up, building and monitoring initiatives. Challenges internal service partners and lines of business to ensure appropriate execution within and across business and risk areas. Ensures appropriate documentation is completed. Includes some review and oversight of reporting by risk area on compliance validation, control framework and risk profiles. Identifies and acts on known and potential audit issues and MRAs to ensure timely and appropriate execution by business and risk areas. Communicates those potential issues and the execution plan to the lines of business. Participates in regulatory and audit meetings as appropriate to provide guidance and subject matter expertise. Typically includes participating in business staff meetings and various risk committees as appropriate to provide an independent assessment of status and progress.

*Qualifications:* Roles at this level typically required a university or college degree with five-plus years of industry relevant experience. At least three years of prior management experience is typically required. In lieu of a degree, a comparable combination of education and experience may be considered.

*How to apply:* Apply [HERE](https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?SID=%5ehojoc61FXmkn56QLezO5YVZG9HjoiV0fWZH6ml6W4270X8Us9IOpv7tBkYEW8imc&jobId=1164467&type=search&JobReqLang=1&recordstart=1&JobSiteId=5130&JobSiteInfo=1164467_5130&GQId=704). Send your resume and cover letter. Auto req ID 231654BR

**Deadline: March 24, 2016**

**Cincinnati, OH – Executive Director – Cincinnati Bar Association**

*AkronLawJobs No. 7209 Overview:* The Cincinnati Bar Association (CBA) is seeking an Executive Director. The CBA promotes professional excellence, fosters justice, serves our 3,600 attorney members and educates the public in the greater Cincinnati area. In support of this mission, the CBA provides innovative programing for its members including leadership training, continuing legal education, and collaborative training with other entities to advance the legal profession.

*Duties:* The Executive Director reports to the CBA’s 24 member Board of Trustees as the chief executive officer, and is responsible for strategic leadership and management for the effective achievement of the CBA’s mission and goals. The Executive Director oversees a $3.3M annual budget, 46 committees, directs a dedicated staff of 24, and represents the CBA locally, regionally and nationally. Also serves as the Executive Director of the Cincinnati Bar Foundation, a separate charitable foundation with an investment portfolio of $2.25M, which raises funds and makes grants to fill law-related needs.

*Qualifications:* Require excellent interpersonal, leadership and communication skills and have a collaborative working style. Prefer but not required experience with voluntary member-based association; knowledge of the legal profession and the issues facing the profession; Strong marketing and sales skills with demonstrated success in building membership; Demonstrated ability to hire, develop and lead a dedicated staff of 20 or more; Demonstrated ability to manage an office building, including relationships with tenants and proper maintenance of the building; Either a BA/BS or MA/MS in Business Administration or a JD degree.

*How to apply:* E-mail a Curriculim Vitae and one page cover letter in .pdf or .doc format to edsearch@cincybar.org. Questions? Please direct them to Doug Dennis, CBA President-elect at (513) 651-6727.

**Deadline: April 25, 2016**

**Cleveland, OH – Employee Relations and Labor Relations Specialist – Caesars Entertainment (Horseshoe Casino)**

*AkronLawJobs No. 7206 Overview:*  This is a mid-level professional human resources position. Expected to perform basic to intermediate human resources functions and assignments including employee relations, labor relations, answering general questions related to HR, employment, compensation and benefits.

*Duties may include*: Conduct thorough employment-related internal investigations with non-union team members and/or departments and IDs appropriate resolution; Maintains accurate and complete documentation on all investigations in an organized filing system; Assists with FMLA and leave management for the property, including benefits and payroll as needed; Please see Symplicity ALJ 7206 for a complete listing of the duties and qualifications.

*Qualifications:* Available to work various shifts and a flexible schedule; Working knowledge of labor and employment laws; Proficient in Microsoft Office; Experience in access is preferred; Must be detail oriented; HS or GED required; BA/BS in Human Resources or business-related field is preferred; 2-5 years Human Resources experience required; 1-2 years of employee relations experience is preferred. As part of the Caesars Entertainment's employment process, job offers will be contingent upon successful completion of pre-employment drug testing, background checks, and applicable Ohio Casino Control Commission licensing requirements.

*How to apply:* Send your cover letter and resume to [HERE](https://caesars.hodesiq.com/jobs/default.aspx?JobID=5232517&returnPath=job-search-results.aspx)

**Deadline: April 11, 2016**

**Cleveland, OH – Senior Manager Business Compliance & PR – The Kirby Company**

*AkronLawJobs No. 7184 Overview:* Will implement and manage the company’s business compliance activities ensure Kirby distributors comply with contractual agreements with the company as well as the company’s policies and recommended practices.

*Duties will include* management of 8-10 individuals in compliance and consumer relations; analysis of inquiries, comments and complaints received by Kirby for the purpose of suggesting and implementing corrective action. Monitor and assist in maintaining favorable relationships with key third parties such as the DSA’s, Attorneys General and BBBs to protect and advance Kirby’s interests. Will assist with governmental and compliance issues, developing a proposed court of action to be agreed to by the Company. Manages Kirby’s consumer relations personnel ensuring that our customers, the media and the general public are given consistent messages from Kirby. Research and coordinate compliance requirements with respect to new markets. Create and manage the budget and staff for Compliance and the Consumer Relations departments, including, but not limited to training, staff and compensation.

*Qualifications:* 3L or recent grad. Should have excellent communication skills and the ability to deal effectively with a wide range of personalities and professionals, from entrepreneurs to Attorney General officers. Preference given to individuals with prior experience in or the desire to apply study of the laws with public / consumer relations, public affairs, and business / statutory compliance.

*How to apply:* Send your Cover Letter and Resume to: hsminchak@kirbywhq.com

**Deadline: April 30, 2016**

**Cleveland, OH – Chief Compliance Officer -- Saber Healthcare Group**

*AkronLawJobs No. 7177 Overview:* The Company has designated a senior-level official to serve as its Chief Compliance Officer. The Chief Compliance Officer serves as the focal point for all compliance activities and is responsible for the development, implementation and monitoring of the Company’s Corporate Compliance Program.

*Responsibilities:* Will oversee and monitor the development, implementation and monitoring of the Company’s Compliance Program, including the monitoring of the day-to-day compliance activities engaged in by the Company. Reporting to the Board on the Compliance Program no less than quarterly, including an annual report on the effectiveness and other operational aspects of the Compliance Program. Developing and implementing a Code of Conduct and policies, procedures and practices designed to ensure compliance with applicable obligations, including requirements imposed by Federal healthcare programs. Periodically reviewing and making changes to the Compliance Program as needed in light of changes in the Company’s needs and applicable statutes, rules, regulations, and requirements of Federal and State healthcare programs. Developing, coordinating, and participating in an effective training program, including appropriate introductory training for new employees and ongoing training for all employees. Will develop effective lines of communication, including the establishment and management of a compliance hotline.

*How to apply:* APPLY [HERE](http://www.jobs.net/jobs/saber-healthcare/en-us/job/United-States/Chief-Compliance-Officer/J3L1MW6Z4P8G86GZNZX/) and upload your resume and cover letter.

**Deadline: April 1, 2016**

**Cleveland, OH – Attorney Recruiter – Parker + Lynch Legal**

*AkronLawJobs No. 7169 Overview:* Seeking an Attorney Search Director for its Cleveland office.

*Duties:* Will work with Hiring Partners, General Counsel and other law firm and corporate legal department management to secure job orders and to recruit for and fill direct hire attorney positions.

*Qualifications:* Prior legal staffing industry experience is preferred. However, attorneys with a strong desire to leave the practice of law and that are open to a new environment.

*How to apply:* [APPLY HERE](http://www.specialcounsel.com/legal-jobs/attorney-recruiter-cleveland/49388921/). Be sure to upload your resume. Job Code: 49388921

**Deadline: April 3, 2016**

**Cleveland, OH – Probate Distribution Coordinator – Kelley & Ferraro, LLP**

*AkronLawJobs No. 7155 Overview:* Kelley & Ferraro has an immediate opening for a full-time Distribution Coordinator in the Probate Department.

*Duties:* Will work directly with attorneys, clients, and the Accounting Department to develop the most efficient and effective ways to distribute asbestos trust and trial money to clients and their estates. You will create and run Access queries; Work with internal databases and programs to maximize company productivity; Coordinate communications between interoffice departments; Effectively communicate with clients, probate attorneys, and probate court staff to file motions, reports, and applications. Will need strong verbal and written professional communication skills; be team-oriented, self-starter with strong multi-tasking abilities; and excellent time management and prioritization skills.

*Qualifications:* Bachelor’s degree from a four-year college or university is preferred; will accept an Associate’s or Certification. Experience in lieu of a degree will be considered. Proficient in Microsoft Access and Excel. Will need experience working in a fast-paced environment.

*How to apply:* Send your resume and cover letter to cwaller@kelley-ferraro.com

**Deadline: March 30, 2016**

**Columbus, OH – Contract Analyst Senior – Principal – American Electric Power**

*AkronLawJobs No. 7178 Overview:* Seeking a professional in contract analysis.

*Job Summary:* Responsible for negotiating and writing contracts for services with outside vendors working in conjunction with business unit personnel. Develop negotiating strategy including developing cost of ownership models, development multiple price models, cost containment models and pricing caps and indices. Write performance criteria and service level expectations that match the business requirements and lead the negotiation process for moderately complex negotiations. Write modifications to existing agreements and work with the Legal department as necessary to protect the interest of AEP.

*Minimum Requirements:* Education – Bachelor’s degree in Business Administration, Finance, or related field of study.

*Experience:* Minimum of four (4) years of related contract and/or supply chain experience or related experience in work activities and projects (grade 7). Or minimum of six (6) years of related contract and/or supply chain experiences or related experience in work activities and projects (grade 8).

Contract Analyst Senior = grade 7

Contract Analyst Principal = grade 8

*How to apply:* Apply [HERE](https://www.aep.com/careers/kenexa/jobDetails.aspx?siteID=5247&areq=11750BR). Be sure to upload your cover letter and resume.

**Deadline: April 4, 2016**

**Wickliffe, OH – Legal Contracts Specialist – Lubrizol Corporation**

*AkronLawJobs No. 7127 Overview:* Seeking to add a Legal Contracts Specialist to our General Contracts team. This person will support five attorneys and one paralegal.

*Duties*: Responsible for entry level tasks, such as preparing contract amendments as well as other various general contract agreements under the supervision of an attorney. Open files via contract management system as requested by attorneys and other personnel. Organize and maintain electronic database filing system for General Contracts Group as well as various outside departments. Respond to requests for copies of existing agreements. Conduct and follow up on contract status.

*Qualifications:* 1-3 years of contracts experience within a legal department or legal group. Associate’s Degree, Paralegal certification or equivalent. Working knowledge of general legal concepts, terminology, and principles related to contracts. Proficient in Microsoft Office (Word, Excel, PowerPoint and Outlook). Strong interpersonal, verbal and written communication skills. Independent thinker who has the ability to think on their feet and confidently solve problems as needed. Organized and have the ability to manage multiple projects. SharePoint experience is considered a plus.

*How to apply:* Send your resume and cover letter [HERE](https://jobs.lubrizol.com/job/Wickliffe-Legal-Contracts-Specialist-OH-44092/321378800/?feedId=66&campaignId=3&utm_source=GlassDoor&utm_campaign=J2W_GlassDoor_CPL).

**Deadline: March 22, 2016**

**Summary of Law-Related Teaching Positions (world-wide)**

<https://chroniclevitae.com/job_search?utf8=%E2%9C%93&job_search%5Bkeywords%5D=legal>

**Youngstown/Austintown area Office Space Available**

Office Sharing in the Youngstown/Austintown area. Immediate occupancy. Reasonable rent. Interested? Contact Suzanne Hayden at (412) 296-5260

**Cleveland Area Office Space Available**

Perfect for the new attorney. Reasonably priced, one or two offices in beautiful, fully renovated suite in Beachwood office building. Complete with all the amenities, including receptionist, Wi-Fi, copier, fax machine, and kitchen. Secretarial services available for additional fee. Senior attorneys on-site, available for mentoring. Suite has generated referrals in the past. Contact David Pomerantz at #216-587-1221 or dipfcc@aol.com

**Cuyahoga Falls Office Space Available**

Private practice shared office space available on Graham Road in Cuyahoga Falls. Prosecutor looking for anyone who might be interested in sharing office space with her. Contact Nicole Welsh at welshesq@gmail.com or at 216-287-1999

**Office Sharing Available for Lawyer**

 May perform legal services in exchange for rent.  Referrals possible from my established consumer bankruptcy, foreclosure defense, debt relief clientele in primarily Richland, Ashland and Crawford counties.  Lawyer could also apply for court-appointed cases in domestic, juvenile, and criminal cases.  Professional building, security, free parking.   [www.attymack.com](http://www.attymack.com)

**Warren, OH Office Space Available**

Two attorneys with over 30 years of experience have office space available in Warren, Ohio. Newly remodeled in a very high traffic, upscale area. Ideal for a recent graduate. Reasonable rates as well as plenty of overflow work or referrals available for the right candidate.  Please contact Attorney Adam C. Hunt for more details:  adam@hunt-law-llc.com (330) 469-9836

# Articles and Items of Interest:

# **The Secrets of Superstar Associates:**

# <http://www.americanbar.org/publications/tyl/topics/professional-development/the_secrets_superstar_associates.html>

# **Tips for Jobless Law School Grads:**

# <http://www.lawstudent.tv/2013/08/15/tips-for-jobless-law-school-grads-get-experience-on-your-resume/>

# **New Lawyers Need Administrative Law:**

# <http://www.ncbex.org/assets/media_files/Research/AMP-Final-2012-NCBE-Newly-Licensed-Lawyer-JAR.pdf>.

# **Exploring Growing Areas of Law**

# In a recent article from *Student Law,* the American Bar Association’s publication, Janan Hanna explores growing areas of law by focusing on “three areas of law that are starting to grow because of changing demographics, health care reform, and a poor economy.” Find the article here: <http://www.americanbar.org/publications/student_lawyer/2012-13/feb/exploring_areas_of_law.html>

**Silicon Valley Patent Office to start hiring examiners next month**

<http://m.bizjournals.com/sanjose/news/2015/03/13/silicon-valley-patent-office-to-start-hiring.html?r=full>

**A Note About AkronLawJobs**For those Akron Law alumni who are actively job searching, please be aware that you can search for job vacancy announcements any time right from the comfort of your own home or office. There is no need to wait for the monthly Alumni Career Connection. All job postings that the Career Planning Office receives are immediately posted on AkronLawJobs, the online job database powered by Symplicity. It is very easy to navigate and we encourage all of you to check it out. Username and password are required so please e-mail lawcareerplanning@uakron.edu or call our office at 330-972-6365 and we will set you up with an AkronLawJobs account. If, for some reason, you have misplaced your AkronLawJobs username or password, please stop by or e-mail the Career Planning Office at lawcareerplanning@uakron.edu and we will re-register you with AkronLawJobs.

**New York Pro Bono Bar Admission Requirement**: The New York Court of Appeals has recently adopted a new rule affecting applicants for bar admission in New York. In his Law Day address in May, 2012, Chief Judge Jonathan Lippman emphasized the need for additional resources to help ease the serious lack of legal services for those unable to pay for legal representation. Thousands of litigants appear pro se each year in New York courts, placing these litigants at a severe disadvantage in the legal system and detrimentally affects the administration of justice. One of Chief Judge Lippman's proposals for addressing this gap in access to justice is directed at encouraging pro bono activities, both by law students and the practicing bar. To improve the assistance available to unrepresented litigants and to ease the burden on legal services providers, Judge Lippman has spearheaded a new initiative that will require applicants for admission to the New York bar to demonstrate that they have performed 50 hours of qualifying pro bono work. Qualifying pro bono work must be law-related and conducted under the supervision of a law school faculty member, an attorney or a judge. The new rule (22 NYCRR 520.16) will take effect on January 1, 2015 so the graduates of the class of 2013 who seek bar admission in New York before the effective date will not need to comply with the new requirement. However, first- and second-year law students interested in practicing law in New York should begin acquiring their pro bono hours since those students will most likely apply for bar admission after the rule takes effect. The 50 hours of pro bono work is not a

pre-requisite for qualifying to take the New York bar examination, but the 50 hours of qualifying service must be completed before application for admission to the New York bar. The rule aims to instill in law students a greater appreciation of the fundamental responsibility of the legal profession to provide service to others, along with exposing law students to real-life legal issues. It is our hope that this rule will foster future members of the practicing bar who recognize the benefits of volunteering.

# Useful Links:

**AkronLawJobs**: <https://law-akron-csm.symplicity.com/students>

**NALP Directory of Legal Employers**: <http://www.nalpdirectory.com/>

**PSJD (formerly PS Law Net) Career Central**: <http://www.psjd.org/>

**Martindale Hubbell Search Function**: <http://www.martindale.com/Find-Lawyers-and-Law-Firms.aspx>

**Martindale Hubbell Job Search**: <http://careers.martindale.com/c/search_results.cfm?action=Job-Seeker-Job-Search&site_id=7302>