

The University of Akron School of Law Career Services Office

General Office Hours:

Monday:	8:00 a.m. – 5:00	p.m.
Tuesday:	8:00 a.m. – 5:00	p.m.
Wednesday:	8:00 a.m. – 5:00	p.m.
Thursday:	8:00 a.m. – 5:00	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:

<u>Alisa N. Benedict O'Brien, Esq.</u> Assistant Dean Career Services and Strategic Initiatives

Alecia Bencze, Esq. Assistant Director Career Services and Student Advising

Debbie Casey Student Services Counselor

Maureen Davis Coordinator, Career Services

On The Web:

www.uakron.edu/law/career-services/

www.twitter.com/AkronLawCareers

THE ALUMNI CAREER CONNECTION

Presented by The University of Akron School of Law Career Planning & Placement Office

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MAJOR ANNOUNCEMENTS

All alumni are always welcome to come and see us in our new building! Email us to arrange a visit. Also, please reach out if you or your company/firm/organization have hiring needs!



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Career Services Events Calendar:

View all previous career services workshops at http://www.uakron.edu/law/career/students/videos.dot

Career Services Office Workshops and Programs*

Spring 2018

DATE/TIME	EVENT	LOCATION
Wed. April 18 th at 12:15 & 5:15PM	How to Succeed in Your Summer Job and CSO Ice Cream Social	L140/ L 281
TBD	Networking Event with Law Alumni Association	

*subject to change.

Did you miss "What I did my 1L Summer"? Catch the video here:

https://youtu.be/r6oqB9dGT3g

Akron Bar Association Events Calendar:

The Akron Bar Association offers a local connection to Summit County legal community. Network with your colleagues, judges, and legal staff at numerous events, and gain access to excellent CLE programming! Not a member? Consider joining! <u>https://www.akronbar.org/member-center/become-a-member/</u>

Upcoming Section and Committee Meetings:

A full calendar of Akron Bar events is located at: 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/AkronLawJobs!

The CSO's online job database, Symplicity, is called *AkronLawJobs*! AkronLawJobs is available through CSO's website at <u>www.uakron.edu/law/career-services/</u>.

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

<u>Office Sharing Opportunity</u>: An experienced sole practitioner in Medina is looking to share office space and expenses. He would provide mentoring and family law referrals. His focus is bankruptcy and probate law and has been in practice for over 40 years alone, in a firm, and in business. You may contact him at legal.com

Downtown Akron – Office Space Available – Very close to Akron, Summit County, Federal, and 9th District Courts. Attorney Brian L. Coffman, an Akron Law 1998 Graduate, has office space available. Rent \$400 includes: Private furnished office with 2 large windows. Shared client waiting area. Wireless internet. Copier, scanner, printer with dedicated fax.

Available for an additional fee: Covered parking at and connected to Summit County Parking Deck via skywalk (monthly pass available from deck). Limited meter parking on street. Secretarial support. 4 line phone system. After-hours answering service.

For information, e-mail office@briancoffman.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.

<u>Akron Law Library</u>: 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 <u>dcook@akronlawlib.org</u>

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 <u>www.ambar.org/freegrad</u> 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 <u>www.ambar.org/freegrad</u> and let the ABA help you launch a successful career!

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.

Job Announcements: Attorney Positions

Akron, OH – Staff Attorney – Legal Defender's Office of Summit County

AkronLawJobs No. 9208

Description: Immediate need. Seeking a staff attorney.

Qualifications: JD and a member of the state of Ohio bar. Must be in good standing. All levels of experience considered. Salary range starts at \$34,050.00.

How to apply: Send your resume, cover letter and list of five references with contact information to Patti M. Schachter, Esq., <u>pmschachter@yahoo.com</u>.

Deadline: May 6, 2018

Ashtabula, OH – Assistant Public Defender – Ashtabula County Public Defender, Inc. RECENT GRADS

AkronLawJobs No. 9259 Overview: Seeking applications for an entry-level attorney who will handle misdemeanor offenses.

Qualifications: JD and a member in good standing of the Ohio bar. Some experience handling criminal matters is preferred, but not required.

How to apply: You may either e-mail your credentials to <u>defenceroffic@windstream.net</u> OR mail them to: Marie Lane, Director, Ashtabula County Public Defender's Office, Inc., 4817 State Road, Suite 202, Ashtabula, OH 44004. Send your Resume, Cover Letter, and Writing Sample.

Deadline: June 15, 2018

Canton, OH – Staff Attorney – Stark County Public Defender

AkronLawJobs No. 9238

Duties: Represent the indigent youth charged with delinquency and unruly offenses, parents involved in dependence, neglect, and abuse cases, and adults charged with contempt in Family Court.

Qualifications: JD and a member in good standing of the Ohio bar.

How to Apply: E-mail your resume, cover letter, and list of references with contact information to Tammi R. Johnson, Public Defender at <u>trjohnson@starkcountyohio.gov</u>

Deadline: April 20, 2018

Cleveland, OH – Document Review Attorney – Synergy Legal Staffing

AkronLegalJobs No. 9251 Overview: Seeking licensed attorneys for a document review project in downtown Cleveland starting on Thursday, April 12, 2018.

Details: The project is expected to last 3-4 weeks.

Salary: Pay rate is \$23 per hour.

Qualifications: You must be a licensed attorney in any state.

Hours: The project is 40 hours per week and remote work is not available.

How to Apply: E-mail your resume to <u>kirsy@synergylegalstaffing.com</u>.

Deadline: April 20, 2018

Cleveland, OH – Litigation Associate Attorney – McDonald Hopkins

AkronLawJobs No. 9237 Overview: Seeking a Litigation Associate Attorney for the Intellectual Property

Department. Must have the desire to take on an active role in large and complex patent, trademark, copyright, and First Amendment litigation.

Qualifications: JD and a member in good standing of the Ohio bar. Two to six years of litigation experience, including extensive brief writing, discovery, and trial preparation. A science or technical background, USPTO licensure, or ability to sit for the patent bar are pluses but are not required. Should have outstanding academic credentials, be highly motivated and have the ability to work as part of a national team.

How to apply: Apply <u>HERE</u> and upload your resume, cover letter, unofficial transcript showing law degree, and a writing sample.

Deadline: May 2, 2018

Cleveland, OH – Associate Attorney – Elder Law – AlerStallings Law Firm

AkronLawJobs No. 8868 Overview: AlerStallings Law Firm (www.alerstallings.com) is looking for a full-time motivated associate attorney with a business-minded mentality and keen attention to detail to work at its Cleveland office. Our recruitment committee is searching for individuals that can perform at top level on a daily basis.

Duties: This position will be working primarily in the fields of estate planning and elder law. Our initial training program is robust and includes weekly ongoing training sessions available to all attorney staff. Legal Plan Design, Implementation & Support Client Process Management – Meetings/Drafting/Client Communication Prospecting/Gathering Leads Delivering Events.

Qualifications: 3L, 4L, Graduate

Benefits Compensation starts at \$60,000-\$80,000 DOE, with increases pending relevant experience. Other benefits include 401(k) match, profit sharing plan, health and dental insurance.

How to Apply: Send your resume and cover letter to: sharis@alerstallings.com

Deadline: May 28, 2018

Columbus, OH - Executive Assistant OR Administrative Attorney to Justice Pat DeWine - Supreme Court of Ohio

AkronLawJobs No. 9252 Overview: Seeking an Executive Assistant OR Administrative Attorney to Justice Pat DeWine. The starting date will begin on or about May 29, 2018.

Duties: Prepare all necessary information for Court conferences and maintains conference calendars. Responsible for follow-up activities as a result of conferences; Prepares and/or organizes all necessary information for committees the Justice may chair or on which he may participate. Prepares a variety of documents, including both routine and complex correspondence, forms, confidential memoranda, and reports; proofreads materials for correct grammar, punctuation, format, and accuracy of content; develops, manages and maintains a filing system; creates and maintains files, reports, and spreadsheets as necessary. Schedules meetings, appointments and travel arrangements, including expense report information. Serves as the receptionist for the Justice; answer telephones; routes or responds to inquiries; opens and sends mail; and handles visitors and public. Maintains office equipment and orders office supplies. Directs requests from the Justice to appropriate staff, as requested. Works with offices throughout the Court as it pertains to events involving the Justice. Schedules CLE classes and submits to Attorney Registration for CLE credit; works with Attorney Registration to ensure CLE is current; maintains Financial Disclosure Statement. Performs other related duties as requested by the Justice.

ADDITIONAL DUTIES: ADMINISTRATIVE ATTORNEY

Although a law degree is not required for the position, applicants with a law degree will receive strong consideration. In the event that an attorney is hired for the position, the job title will be "Administrative Attorney." From time to time such persons may be asked to perform additional duties as time allows, including the following: Review judicial memoranda and prepare summaries and recommendations. Perform legal research relating to matters before the Court. Prepare legal memoranda.

Qualifications and Experience: Requires at least experience in an administrative role supporting director level or higher position or an equivalent combination of formal education and experience. Although a law degree is not required, applicants who possess both a law degree AND strong administrative skills will be given a preference. Experience in a legal environment and knowledge of the state judicial system and state government practices is preferred. This position also requires considerable organizational and administrative skills, superb communication and interpersonal skills, the ability to work independently, the ability to conduct basic research on the Internet and the ability to handle multiple complex projects. Strong proofreading, composition and editing skills required. Must have a good command of Microsoft Office application software to include proficiency in Word, Excel and PowerPoint and Adobe PDF. Ability to respond appropriately to sensitive and/or confidential issues and deal effectively with the public and persons at the highest level of state government, including judicial and legislative leaders is a must.

Special Requirements: This position is regularly exposed to sensitive information, and the incumbent is expected to keep any such information strictly confidential.

Supplemental Information: This is an exempt unclassified position that reports to Justice DeWine and the normal work hours are 8:00 a.m. - 5:00 p.m. Please note that this position may frequently work extended hours, as needed. The Supreme Court of Ohio offers a generous compensation package which includes salaries reviewed annually for market adjustments; health, vision, dental, and life insurance; 14% employer contribution to the state retirement plan (OPERS); tuition reimbursement; flex time; and paid vacation, personal and sick time earned in the first month of employment. Starting salary is \$65,624.

How to Apply: E-mail your Resume, Cover Letter, and List of Three Professional References with Contact Information to Rachel.Herrmann@sc.ohio.gov

Deadline: April 20, 2018

Columbus, OH – Master Commissioner -- Supreme Court of Ohio

AkronLawJobs No. 9235 Overview: The Supreme Court of Ohio is seeking an experienced legal professional to fill the position of Master Commissioner. The successful candidate will provide the Justices of the Supreme Court of Ohio with an expert legal analysis in death penalty matters, extraordinary writs, and/or workers' compensation matters. The ability to work in other complex areas of law, such as attorney discipline, the unauthorized practice of law, public utilities, and state and local taxation, is preferred.

Duties: Reviews and analyzes the pleadings, motions, transcripts, exhibits, records, and briefs in appeals and original actions filed in the Supreme Court of Ohio. Performs legal research to confirm the applicability of case law, statutory, and constitutional legal authorities cited by the parties or discovered in the course of legal research. Based on expertise and research, prepares a comprehensive written analysis of the facts and issues presented in an appeal or original action, determines necessary information for alternatives and recommends to the Justices the disposition of the case. Consults with other Master Commissioners concerning legal issues in pending cases. May conduct hearings as assigned by the Court. Prepares draft opinions and entries for the Court upon request. Reviews editorial changes made to opinions before publication. Assists the Justices or senior management in complex legal matters; conducts or coordinates research of complex legal issues; evaluates factual information and examines alternative solutions. Reviews and provides guidance or feedback on work product for other Master Commissioners. Proposes amendments to court rules when appropriate. Attends state and national seminars, participates in bar association committee activities as appropriate, and otherwise remains current with developing legal trends and authority.

Minimum Qualifications: Must be a licensed attorney in good standing in the state of Ohio and have a minimum of ten years legal experience. The candidate selected for the position must demonstrate significant legal research capabilities and excellent writing skills. Previous experience as a judicial law clerk or staff attorney at the appellate level preferred. Requires judgment, decisiveness, and creativity in evaluating information; and the ability to communicate effectively with Justices, supervisors, co-workers, judges, attorneys, and the public. This position is regularly exposed to sensitive information that must be kept strictly confidential.

Salary and Benefits: The Supreme Court of Ohio offers a generous compensation package which includes salaries reviewed annually for market adjustments; health, vision, dental, and life insurance; 14% employer contribution to the state retirement plan (OPERS); tuition reimbursement; flex time; and paid vacation, personal and sick time earned in the first month of employment. The starting salary, which requires at least ten years of legal experience, is \$104,000.00. *Please Note:* Out of state applicants may apply; however, The Supreme Court of Ohio does not reimburse travel or relocation expenses.

How to Apply: Apply <u>HERE</u>. *NOTE:* Mailed or faxed applications will not be accepted. To be considered for this position, candidates must apply online attach all of the following: Complete application online;

Complete the supplemental questions online; upload a resume or CV; upload a cover letter; upload three (3) professional references; and upload a writing sample.

Deadline: May 2, 2018

Sandusky, OH – Associate Attorney – Flynn, Py & Kruse

Recent Grads and 3L may apply

AkronLawJobs No. 9216

Qualifications: JD and a member in good standing of the Ohio bar. Recent graduates preferred. 0-5 years litigation experience to handle the existing domestic relations caseload. Current 3L students planning to take the Ohio Bar Exam in 2018 are welcome to apply. Prior domestic relations experience is a plus. Must have excellent writing and communication skills.

How to Apply: Send your Resume; Cover Letter with salary requirements; Law School Transcript; and Writing Sample to <u>cjkamm@flynnpykruse.com</u>

Deadline: April 30, 2018

Shaker Heights, OH – Attorney – University Hospitals

AkronLawJobs No. 9222

Duties: Responsible for competently and professionally handling legal matters delegated by Assistant General Counsels, Associate General Counsels, Deputy General Counsel and/or Chief Legal Officer, including handling legal transactions and providing legal support to UHHS and its subsidiaries and affiliates. Conducts legal research and writing and

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supervises paralegal and law clerk research projects. Handles administrative responsibilities delegated by Deputy General Counsel and/or Chief Legal Officer, including corporate record book oversight, Law Clerk training and orientation process and On-Call Manual and other policy updates and process improvements. As requested, may serve as legal liaison to the hospital and/or other UH entity boards or committees as needed and as assigned from time to time. Attends Corporate Legal Services staff meetings, Service Line meetings and other meetings as assigned. Develops expertise in key areas of healthcare regulation and/or other areas of law as requested by Deputy General Counsel and/or required for participation in and staffing of various Practice Groups. Available for and participates in the Attorney-on-Call calendar as updated and approved by Deputy General Counsel from time to time.

Qualifications: JD and a member in good standing of the Ohio bar. One to four years of recent experience in corporate healthcare legal environment required, preferably in a large corporate law firm with active healthcare practice group on at an in-house law department of an academic medical center. Current corporate healthcare legal experience preferred, including hands-on experience advising sophisticated healthcare providers or other healthcare industry constituents. Two years of healthcare experience and/or additional advanced degree such as joint degrees (e.g. MBAs, MPH, Masters in bioethics or Masters in Healthcare Administration) preferred. Must be detail-oriented and organized, self-motivated with good analytical and problem-solving ability. Notable client service, excellent communication capabilities, presentation and relationship building skills required. The ability to function independently and as a team player in a fast-paced environment is required. Must have strong written and verbal communication skills. Must demonstrate keen respect for confidentiality and understanding of the mechanics and applicability of the attorney-client privilege. Must demonstrate integrity and respect for diversity. Experience servicing clients in a highly responsible and flexible fashion. Demonstrated ability to use PCs, Microsoft Office suite and general office equipment is required. Working knowledge of legal database tools including Oracle Contract Management and Sharepoint preferred. Foundational understanding of healthcare regulations, including Patient Protection and Affordable Care Act, HIPAA, fraud and abuse laws and laws governing tax-exemption.

How to Apply: Apply <u>HERE</u> and upload your resume and cover letter. **Deadline:** April 29, 2018

<u>Chicago, IL – Assistant Corporation Counsel, Constitutional & Commercial Litigation Div. – City of Chicago</u> AkronLawJob No. 9220

Duties: The Constitutional and Commercial Litigation Division represents the City and City officials in a broad range of constitutional and commercial matters in both federal and state courts, specializing in cases raising complex, novel, or high-profile legal issues. The Division also provides pre-litigation counseling to many City departments. The Division also provides pre-litigation counseling to many City departments. The Division also provides pre-litigation counseling to many City departments. The Division also provides pre-litigation counseling to many City departments. Attorneys in the Division litigate constitutional challenges to the City's ordinances and policies, such as First Amendment speech and religion challenges to regulations of the public way, Second Amendment claims against gun control measures, and due process and equal protection challenges to City regulations governing particular industries. Attorneys also defend City land use and zoning decisions and challenges to City ordinances governing administrative adjudication systems. The Division also litigates commercial matters across a broad range of legal and factual areas, including construction, securities, trademarks, government procurement, contracts, and false claims.

Qualifications: Juris Doctor degree in or before 2014 and admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705. At least two (2) years of litigation experience in state or federal court in one or more of the following areas: Assisting with jury or bench trials, taking or defending depositions, drafting substantive motions, arguing substantive motions in court, or clerking for a state or federal court judge; Superior academic achievement as shown by measures such as grade point average, class rank, honors, or participation in at least one of the following activities in law school: law review, law journal, moot court, clinical experience, or judicial externship or internship; Ability to research and analyze complex issues; Ability to persuasively articulate factual and legal arguments both in writing and orally; Experience negotiating settlements and drafting negotiation settlements; Ability to take initiative and assume responsibility for assigned tasks; Ability to organize and prioritize workflow to meet deadlines; Ability to work well with colleagues and supervisors; Ability to work well with client department representatives; and A commitment to public service.

How to Apply: You MUST follow these directions EXACTLY: This is a TWO-STEP process. All application materials are due on or before April 18, 2018.

STEP ONE: You must submit an online application along with your resume at www.cityofchicago.org/careers STEP TWO: In addition to the online application, and regardless of whether such materials were uploaded with your online application, the following materials MUST be submitted IN HARD COPY to City of Chicago Department of Law's Legal Recruiter, 30 North LaSalle Street, Suite 1640, Chicago, IL 60602

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Cover Letter that (1) includes the position title and job number (Assistant Corporation Counsel, Job Number 306274) as noted on the posting; and (2) specifically identifies how you meet the minimum qualifications and have the knowledge, skills, and abilities listed below; **Resume; Law school transcript** (official or unofficial); **Two (2) writing samples**; and **Current printout of your attorney registration status from the Illinois ARDC website at www.iardc.org (or your admitted state bar's equivalent)**.

The 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 noted above. Late submissions shall result in your application not being considered for the position. Should you wish to confirm receipt of your materials, please use a traceable delivery method.

Deadline: April 18, 2018

Brooklyn, NY - Bilingual Law Clerk / Attorney - Robert N. Lerner, Attorney at Law

AkronLawJobs No. 9197 Overview: This is a general practice law office that has been in operation for over 20 years. *Duties:* Legal research, document drafting, and court appearances.

Practice includes probate, criminal, personal injury, immigration, matrimonial, real estate law, and civil litigation. Most clients are Chinese and have a limited English skills, so the primary requirement is that the applicant be fluent in Chinese. *Salary:* Negotiable

Qualifications: 1L, 2L, 3L, 4L, or JD and a member in good standing of the New York bar. *How to apply:* Send your resume, cover letter, and writing sample to <u>rnl.lernerlaw@gmail.com</u> <u>Deadline: April 19, 2018</u>

New York, NY – Legal Coordinator – Major League Baseball

AkronLawJobs No. 9226

Duties: Prepares and revises agreements, letters and other documentation as assigned, with a concentration in one or more of the following areas: (1) Domestic and international trademark license agreements for consumer products; (2) Promotional rights (sponsorships) agreements; (3) Trademark and copyright permission agreements; (4) Advertising and marketing agreements; and (5) Event-related agreements. Also performs contract administration to manage, track and assist in the timely preparation, negotiation, and execution of agreements in areas of assigned concentration, and prepares regular reports on contract status. Maintains and updates the database of boilerplates, letter templates and negotiated clauses for agreements and letters in areas of assigned concentration and as otherwise requested. Assists in developing and implementing improved processes and best practices models. Assists in-house counsel with the handling of litigation matters. Performs special projects as assigned

Qualifications: Bachelor's degree and a minimum of 3 years relevant legal experience. Note that a Juris Doctorate is not required. Strong oral and written communication skills and drafting experience required. Exceptionally well organized, efficient and articulate. Proficiency with MS Windows, Excel, Outlook and Word (including drafting functions such as document comparison and redlining) required

**Please note you will be required to provide your college and law school transcripts if you are selected to be considered. *How to Apply*: Apply <u>HERE</u> and upload your resume and cover letter. If you are selected for consideration you will need to supply your college and law school transcripts.

Deadline: April 29, 2018

New York, NY – Staff Attorney – Intellectual Property – National Hockey League

AkronLawJobs No. 9227 Overview: NHL Enterprises, L.P., the licensing and marketing arm of the National Hockey League, is seeking a Staff Attorney to work on intellectual property and contractual matters in a small legal department. This position will report to the Group Vice President, Legal and Business Affairs, responsible for intellectual property matters of the NHL and its member clubs. Qualified candidates must be experienced in the areas of trademark and copyright law.

Duties will include, but are not limited to: Handling enforcement matters against trademark and copyright counterfeiters and infringers; trademark prosecution and registration and copyright registration; Trademark search and clearance; Negotiation of agreements involving intellectual property matters and special events matters; and Advising business groups on intellectual property legal issues.

Requirements and qualifications: J.D. degree from an accredited law school and state bar admission. Minimum of three years of intellectual property legal experience at a law firm and/or in-house legal department. Experience in the areas of enforcing trademark and copyright rights, conducting trademark searches, filing and maintaining trademark applications, handling trademark opposition matters, and negotiating agreements in the areas of trademark and copyright.

Ability to manage multiple assignments, priorities, and deadlines. Excellent writing skills. French and/or Chinese language skills a plus. Some travel and weekend/holiday work required.

How to Apply: Apply <u>HERE</u> and upload your resume and cover letter with salary expectations. When applying, please be sure to include a cover letter with your salary expectations for this role. We want to thank all applicants for their interest in this opportunity, however, only qualified candidates selected for an interview will be contacted. NO EMAILS OR PHONE CALLS PLEASE

Deadline: April 29, 2018

Austin, TX – Senior Staff Attorney – Texas Defender Services

AkronLawJobs No. 9201 Overview: Texas Defender Services (TDS) is a private non-profit organization whose mission is to improve the Texas criminal justice system by reducing the unfair use of the death penalty and by implementing an effective indigent defense system. TDS is seeking a senior staff attorney to work in its Capital Trial Project, which tracks all death-eligible cases in Texas, monitors appointment of counsel, and trains, advises, and provides resources to defense teams for death-eligible defendants.

Qualifications: JD and a member in good standing of the Texas bar; Must have sound judgment, death penalty trial experience, and a demonstrated commitment to indigent defense. Must have excellent legal research and writing skills; is skilled in oral advocacy; can lead in a team-based environment; is highly organized, and works effectively under pressure. Knowledge of the latest developments in criminal law and experience training other attorneys is also desired. Should expect to work some evenings, weekends, and holidays. Travel throughout Texas is required. Fluency in Spanish is a plus.

How to Apply: E-mail your resume, cover letter, list of three references with contact information and your writing sample to both Amanda Marzullo at <u>amarzullo@texasdefender.org</u> AND William Boggs at <u>wboggs@texasdefender.org</u>. Deadline: April 20, 2018

Austin, TX – Post-Conviction Staff Attorney – Texas Defender Services

AkronLawJobs No. 9200 Agency Overview: Texas Defender Services (TDS), is a non-profit organization whose mission is to improve the Texas criminal justice system by reducing the unfair use of the death penalty and by implementing an effective indigent defense system. In addition to providing quality direct representation, the TDS Capital Post-Conviction Project tracks the cases of death-sentenced inmates in Texas, assists and trains capital habeas attorneys, and provides crisis assistance to defense teams whose clients are facing execution dates.

Position Overview: Seeking a full-time Post-Conviction Staff Attorney with sound judgment and a demonstrated commitment to indigent defense. Will operate as part of a team of four attorneys who represent death row inmates in state and federal habeas proceedings. Will report to the incoming Post-Conviction Director.

Qualifications: JD and a member in good standing of the Texas bar. Fluency in Spanish is a plus. The position also involves close collaboration with the larger capital habeas community, which is composed of highly committed and talented lawyers. Must be comfortable at hearings; possess strong oral and written advocacy, research and investigation skills; Works well in a team-based environment; is highly organized, and works effectively under pressure. Should be knowledgeable about the latest developments in criminal and capital habeas law and experienced in developing and litigating capital habeas claims. The ideal candidate is capable of creative and strategic thinking in approaching litigation. *How to Apply:* Submit your cover letter, resume, three references and a writing sample to Amanda Marzullo, Executive Director at <u>amarzullo@texasdefender.org</u> AND Jared Tyler, Senior Counsel at jptyler@texasdefender.org.

Austin, TX – Post-Conviction Attorney – Office of Capital & Forensic Writs

AkronLawJobs No. 9205

Duties: Represent clients on their initial and/or subsequent state post-conviction applications for writ of habeas corpus and related proceedings. Reviewing the trial and appellate record for constitutional error; Interviewing witnesses; Investigating and developing claims; Drafting applications for writs of habeas corpus and other substantial pleadings; and Litigating evidentiary hearings.

Minimum Qualifications: Member of the Texas State Bar or eligible for admission within six months of employment (Please note that the Texas Bar allows for the admission without examination for certain applicants who have practiced law for at least five out of the last seven years. See Rule XIII, Rules of The Supreme Court Governing Admission to The Bar of Texas); Experience, two years or more, representing low-income clients at trial, on appeal, or on post-conviction as a public defender or in a similar advocacy role (credit also given for judicial clerkship experience); Strong written advocacy skills (writing sample required with application); Pursuant to state law, OCFW may not employ an attorney who has been

found by a state or federal court to have rendered ineffective assistance of counsel during the trial or appeal of a death penalty case.

Preferred Qualifications: Prior capital trial, appellate or post-conviction experience; Familiarity with criminal and capital constitutional jurisprudence; Excellent analytic, legal research, investigative, and oral advocacy skills; Prior experience with a factual investigation, mitigation investigation, and collaboration with expert witnesses; Ability to work collaboratively in team settings; strengths in teamwork, client relations, investigation and relationship building; Demonstrated commitment to working with low-income communities and communities of color, and a keen awareness of the class and racial issues present in the criminal justice system; A demonstrated understanding of, or willingness to learn about, capital mitigation and mental health issues; and Fluency in Spanish.

Employment Conditions: Ability to operate standard office equipment and software; A valid driver's license, and the willingness to operate a motor vehicle for client-representation purposes; and the Ability and willingness to travel throughout Texas and, on occasion, out of state; frequent travel is required for this position.

State Classification/Salary Step B21 (\$55,000 to \$75,000 depending on qualifications)

How to Apply: Apply <u>HERE</u> and upload your resume, cover letter, writing sample, list or references with contact information and the mandated State of Texas Application for Employment.

Job Listing Number: 215-18-03

Deadline: April 22, 2018

Washington, DC - Prisoners' Rights Litigation Attorney - Washington Lawyers' Committee

AkronLawJobs No. 9243 About: The Washington Lawyers' Committee for Civil Rights and Urban Affairs works to create legal, economic, and social equity through litigation, client and public education, and public policy advocacy with a primary focus on racial justice. For the last 50 years, the Committee has been on the cutting edge of civil rights advocacy in the region bringing precedent-setting litigation to address discrimination. Our work focuses on injustices in housing, employment, the criminal legal system, education, public accommodations, and immigration. We partner with individuals and communities facing discrimination and with the legal community to achieve justice.

Duties: The Committee has an active docket of litigation on some of the most critical prisoners' rights issues including: Solitary confinement and other forms of isolation, access to medical and mental health care, availability of parole, and freedom from violent conditions of confinement. Cases are co-counseled with members of the private bar and filed in courts around the country, primarily although not exclusively against the federal Bureau of Prisons. The prisoners' rights docket is part of a larger criminal legal system reform initiative at the Committee that addresses police misconduct, debtor's prisons and collateral consequences of a criminal conviction.

Qualifications: JD and a minimum of five years of litigation experience, preferably in federal court. Membership or eligibility to waive into the DC Bar. Virginia or Maryland Bar membership is a plus. Passion for civil rights and racial equity advocacy. Demonstrated commitment to criminal legal systems reform. Effective oral and written

communication skills. Demonstrated ability to perform complex legal analytical work. Self-motivated, diligent, and able to meet strict deadlines.

How to Apply: E-mail your resume and cover letter to <u>wlcjobs@washlaw.org</u> Deadline: May 4, 2018

Louisville, KY – Staff Attorney – Legal Aid Society

AkronLawJobs No. 9264 Overview: To provide uniform, high-quality advocacy for low-income clients in all forums including the courts, administrative agencies, and community outreach initiatives.

Duties: Will work in the Intake and Brief Legal Services unit handling live calls, screen applicants, and providing direct legal services to clients (both brief and extended). Provide legal representation through the policies and practices consistent with professional standards for the delivery of civil legal services to the poor and consistent with any requirement of Legal Services Corporation and all other funding sources or program policies. Maintain accurate and complete files or records. Prepare reports and timely complete forms and records training for client services or administrative tasks related to the job. Interact with clients and staff and service providers professionally and appropriately. Establish and maintain rapport with clients to obtain accurate information and to establish trust. Work with other staff on client services or other program tasks in a collegial and cooperative nature. Develop and nurture good relations with service providers who make referrals or otherwise coordinate with the program. Work with supervisor to develop a plan for advocacy work within program priorities and funding to define the balance between impact work and service work, as well as community education and other outreach. Work with supervisor to identify individual training needs and develop strategies with case supervisor to address those needs. Attend and actively participate in planning

Recent grads

meetings, training and task forces, as well as office meetings. Occasional night and weekend work hours; some local and out of town travel.

Qualifications: Must have a demonstrable commitment to understanding and addressing issues of low-income constituents. Must have J.D. and be admitted to practice in Kentucky and in good standing or must be eligible for admission to the Kentucky Bar under Kentucky Supreme Court Rule 2.112 if admitted to practice in another state. Must have skills to use office technologies, including case management software. Must be able to balance administrative and client advocacy responsibilities. Must be able to operate a motor vehicle, hold a valid driver's license, and be able to be insured under the Legal Aid Society auto insurance policy.

How to Apply: Send your resume, cover letter and writing sample to <u>magnew@laslou.org</u> Deadline: May 16, 2018

Jamestown, NY – Staff Attorney – Legal Assistance of Western New York, Inc.

AkronLawJobs No. 9244 Overview: Immediate opening for a full-time Staff Attorney in the Family Law Unit. Will work primarily on the Chautauqua County Family Court Project which represents qualified low-income individuals in custody cases assigned in Chautauqua County Family Court. Will also provide victims of domestic violence and sexual assault with specialized legal advice and representation in Family Court and other civil matters that affect their safety, stability and financial security.

Qualifications: JD and a member in good standing of the New York bar. Demonstrate a commitment to working with low-income families and individuals. Excellent oral and written communication skills.

Salary: Dependent on experience. Entry level salary for a newly admitted attorney with no practice experience is \$46,500. An excellent health, dental, and benefits package is provided.

How to Apply: Send your Cover Letter describing your qualifications and addressed to Lynn L. Hartley, Managing Attorney, Writing Sample, and List of THREE References with Contact Information to <u>lawnyapplications@lawny.org</u>. **Deadline:** April 30, 2018

Princeton, WV – Attorney – Legal Aid of West Virginia

AkronLawJobs No. 9240 Overview: Immediate opening for a skilled, motivated Attorney with Legal Aid of West Virginia's Princeton office. This is a great opportunity to do important, rewarding work benefitting the community. **Qualifications:** JD and a member in good standing of the West Virginia bar.

Benefits: Excellent benefits - 4+ weeks of vacation/holidays, and PEIA medical coverage.

How to Apply: Send cover letter, resume and salary requirements via fax (304-342-3011) or email to jobs@lawv.net **Deadline:** April 18, 2018

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 (<u>http://OSCAR.dcd.uscourts.gov/</u>

Multiple Locations – Patent Attorney (Law Clerk) Full-time Temporary – Department of Commerce

AkronLawJobs No. 9261 Overview: This is a full-time, temporary appointment. Excepted Service, 1-year appointment. Not to Exceed 2 years.

Responsibilities: The Patent Attorney (Law Clerk) will be responsible for assisting Administrative Patent Judges in the following: Adjudicating Inter Partes Review Proceedings, Post-Grant Review proceedings, Covered Business Method Review proceedings, and Derivation proceedings; addressing appeals from adverse decisions of Examiners regarding patent applications, reissue applications, and reexamination requests; conducting interference proceedings; and other projects critical to the Board's mission. Researches and writes tasks to assist the Administrative Patent Judges in the disposition of cases from the various jurisdictions of the Board, including assisting in the preparation of decisions on appeal, decisions to institute Inter Partes Review, Post-Grant Review, Covered Business Method Review, and Derivation proceedings, declarations of interference, orders, decisions on motions, final written decisions, and judgments. Assists Administrative Patent Judges in comprehensively reviewing and analyzing appeal briefs, answers, reply briefs, and evidence of record in each appeal to identify all relevant factual and legal issues raised by patent applicants, patent owners, and/or third-party requesters en route to the ultimate adjudication of the appeal. Researches statutes, legislative

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history, relevant case law, applicable USPTO rules, regulations, standards, and procedures, as needed to analyze issues and points of law for particular matters or germane to the Board's overall mission; prepares written work product including legal memoranda, bench briefs, orders, and decisions and assist in proofreading orders and decisions, verifying citations, and ensuring procedural requirements; assists with docket management, scheduling and conducting of conference calls, and scheduling of filing due dates and time periods with the parties; and assists with other projects critical to the Board's mission.

Qualifications: You must be a U.S. Citizen or National. You must show proof of Law School graduation prior to hire date. Obtain bar membership of any state within 14 months of hire date. Required to pass a background investigation and fingerprint check. Must be registered for Selective Service, if applicable (<u>www.sss.gov</u>) Suitable for Federal employment. If selected, all qualifications must be maintained throughout the period of employment. A Law transcript must be submitted with your application. Please ensure your law transcripts indicate the type of degree awarded and the date it was or will be awarded. Failure to provide proof of graduation will result in termination from the position. Failure to obtain bar membership within 14 months of hire will result in termination from the position.

In addition to the Bachelor's degree, education can be supported by one of the following: 1. Professional registration--Current registration as a professional engineer by any State, the District of Columbia, Guam or Puerto Rico. 2. Written test-- Evidence of passing the Engineer-in-Training (EIT) examination or the written test required for professional registration, administered by the Boards of Engineering Examiners in various States, the District of Columbia, Guam and Puerto Rico. 3. Specified academic courses-- Successful completion of at least 60 semester hours in the physical, mathematical and engineering sciences and including the courses specified in the basic requirements. The courses must be fully acceptable toward meeting the requirements of a professional engineering curriculum as described in paragraph A. 4. Related curriculum-- Successful completion of a curriculum leading to a bachelor's degree in engineering technology or in an appropriate professional field, e.g., physics, chemistry, biology, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of an Engineering degree, provided the applicant has had at least 1 year of professional engineering experience with professional engineering supervision and guidance.

Education: To meet minimum eligibility requirements for this position, applicants must: (A) Possess a Bachelor's degree in the study of engineering, chemistry, or biology from an accredited undergraduate college or university. For an engineering degree, the curriculum must: 1. Be accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; OR 2. Include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas: a) statics, dynamics b) strength of materials (stress-strain relationships) c) fluid mechanics, hydraulics d) thermodynamics e) electrical fields and circuits f) nature and properties of materials (relating to particle and aggregate structure to properties)

g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics or electronics; OR (B) A combination of Education and Experience. This combination of college-level education, training and/or technical experience must have furnished both: • A thorough knowledge of the physical and mathematical sciences underlying professional engineering; AND A good understanding, both theoretical and practical, of the engineering sciences and techniques and their application to professional engineering. (C) Enrolled in a law degree program (minimum: J.D. or equivalent) from an accredited college or university with completion of the degree is expected prior to starting date.

Questions? Contact: Tomiko Starling, (571) 270-0974, tomiko.starling@uspto.gov Deadline: April 26, 2018

Mercer, PA – Judicial Law Clerk – Mercer County Court of Common Pleas

AkronLawJobs No. 9247 Overview: Openings for TWO LAW CLERKS. One position is available NOW. The second is anticipated to be available as early as May, but not later than July.

Position Description: Full-time position; 35 hours per week; 8:30 - 4:30. Monday through Friday. The successful candidate(s) will be employees of Mercer County, subject to the control of the Court. There is also a comprehensive benefits package including paid holidays and a health insurance component that does require an employee contribution. **Salary** is \$38,734.50; extra compensation is available by processing Protection from Abuse petitions.

Qualifications: JD and licensed to practice in Pennsylvania. Successful completion of the Pennsylvania Bar exam is required within one year of the date of hire by Mercer County.

How to Apply Send your resume, cover letter, transcript show law school graduation, and your writing sample one of three ways. 1) E-mail to <u>pmorin@mcc.co.mercer.pa.us</u>; 2) Fax to (724-662-3838; or 3) Mail to Peter A. Morin, District Court Administrator, Mercer County Courthouse, North Diamond Street, Mercer, PA 16137. **Deadline: June 6, 2018**

The following Judges have added new clerkship positions on OSCAR:

Judge: Ronnie Abrams, District Judge United States District Court New York, NY Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Apr 10, 2017 - Aug 1, 2020 Term Start Date: Aug 1, 2020 Application Method: On-line (recommended)

Judge: Percy Anderson, District Judge United States District Court Los Angeles, CA Term: 2 Years Clerkship Type: Term Law Clerk-Chambers Applications Accepted: May 24, 2017 - Sep 3, 2018 (recommended), Paper Status: Available

Judge: Richard Berman District Judge United States District Court New York, NY Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Jun 13, 2017 - Sep 1, 2021 Application Method: On-line (recommended), Paper, E-mail Status: Available

Judge: Richard Berman District Judge United States District Court New York, NY Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Jun 13, 2017 - Sep 1, 2020 Application Method: On-line (recommended), Paper, E-mail Status: Available

Judge: Richard Berman District Judge United States District Court New York, NY Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Jun 13, 2017 - Sep 1, 2019 Application Method: On-line (recommended), Paper, E-mail Status: Available

Judge: James Boasberg District Judge United States District Court Washington, DC Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Feb 1, 2018 - Jul 15, 2018 Applications Accepted: Feb 1, 2018 - Jul 15, 2018 (recommended), Paper Status: Available

Judge: Michael Chagares, Circuit Judge United States Court of Appeals

Newark, NJ Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Apr 14, 2017 - Aug 5, 2020 Term Start Date: Aug 27, 2020 Application Method: On-line (recommended), Paper **AKRON, OHIO JUDGE** Judge: Deborah Cook **Circuit Judge** United States Court of Appeals Akron, OH Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Jan 31, 2018 - Sep 1, 2018 Term Start Date: Aug 15, 2019 Application Method: Paper Status: Available Judge: Paul Engelmayer, District Judge **United States District Court** New York, NY Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Jun 21, 2017 - Jan 1, 2020 Term Start Date: Sep 1, 2020 Application Method: On-line (recommended), Paper Status: Available Judge: Debra Freeman, Magistrate Judge United States District Court New York, NY Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Apr 22, 2017 - Apr 1, 2019 Term Start Date: Apr 1, 2019 Application Method: On-line (recommended), Paper Status: Available Judge: Debra Freeman, Magistrate Judge United States District Court New York, NY Term: 1 Year Applications Accepted: Jul 13, 2016 - Sep 1, 2018 Term Start Date: Sep 1, 2018 Application Method: On-line (recommended), Paper Status: Available Judge: Kim Gibson **District Judge** United States District Court Johnstown, PA Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Feb 1, 2018 - Jun 15, 2018 Term Start Date: Aug 12, 2019 Application Method: On-line (recommended) Status: Available Judge: Michael Hawkins, Circuit Judge United States Court of Appeals Phoenix, AZ Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Jun 19, 2017 - Aug 31, 2018 Term Start Date: Sep 3, 2019 Application Method: On-line (recommended) Status: Available

Judge: David Hittner District Judge United States District Court Houston, TX Term: 2 Years Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Feb 1, 2018 - Feb 1, 2019 Term Start Date: Aug 26, 2019 Application Method: Paper Status: Available Judge: Ellen Hollander, District Judge **United States District Court** Baltimore, MD Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Apr 13, 2017 - Aug 30, 2019 Term Start Date: Sep 3, 2019 Application Method: On-line (recommended), Paper Judge: Robert Klausner, District Judge United States District Court Los Angeles, CA Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Apr 6, 2017 - Aug 1, 2019 Term Start Date: Aug 5, 2019 Application Method: On-line (recommended) Status: Available Judge: Robert Kugler **District Judge** United States District Court Camden, NJ Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Jan 29, 2018 - Jan 1, 2019 Term Start Date: Sep 1, 2019 Application Method: On-line (recommended), Paper Status: Available Judge: Royce Lamberth **District Judge** United States District Court Washington, DC Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Sep 13, 2017 - Jan 1, 2019 Term Start Date: Sep 1, 2019 Application Method: On-line (recommended) Status: Available Judge: Debra Livingston, Circuit Judge United States Court of Appeals New York, NY Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Jun 22, 2017 - Aug 13, 2020 Term Start Date: Aug 4, 2020 Application Method: On-line (recommended) Status: Available Judge: Scott Matheson Circuit Judge United States Court of Appeals

Salt Lake City, UT Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Feb 1, 2018 - Sep 1, 2018 Term Start Date: Aug 10, 2020 Application Method: Paper Status: Available Judge: Gloria Navarro, District Judge United States District Court Las Vegas, NV Term: 2 Years Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Apr 10, 2017 - Aug 8, 2018 Term Start Date: Aug 8, 2018 Application Method: On-line (recommended) Judge: Gloria Navarro, District Judge United States District Court Las Vegas, NV Term: 2 Years Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Apr 10, 2017 - Sep 6, 2018 Term Start Date: Sep 6, 2018 Application Method: On-line (recommended) Judge: Kevin Newsom **Circuit Judge** United States Court of Appeals Birmingham, AL Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Sep 15, 2017 - Aug 14, 2020 Term Start Date: Aug 15, 2020 Application Method: On-line (recommended) Status: Available **Judge: Robert Numbers** Magistrate Judge United States District Court Raleigh, NC Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Jan 29, 2018 - Aug 31, 2018 Term Start Date: Sep 1, 2019 Application Method: On-line (recommended) Status: Available Judge: Liam O'Grady District Judge United States District Court Alexandria, VA Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Feb 2, 2018 - May 31, 2018 Term Start Date: Aug 19, 2019 Application Method: On-line (recommended) Status: Available Judge: Priscilla Owen, Circuit Judge United States Court of Appeals Austin, TX Term: 1 Year Clerkship Type: Term Law Clerk-Chambers

Applications Accepted: May 24, 2017 - Aug 31, 2018 Term Start Date: Aug 1, 2019 Application Method: On-line (recommended), Paper Status: Available

Judge: Cornelia Pillard, Circuit Judge United States Court of Appeals Washington, DC Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Jun 13, 2017 - Jan 1, 2020 Application Method: On-line (recommended) Status: Available

Judge: Cheryl Pollak Magistrate Judge United States District Court Brooklyn, NY Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Jan 30, 2018 - Aug 1, 2018 Applications Accepted: Jan 30, 2018 - Aug 1, 2018 (recommended) Status: Available

Judge: Sharon Prost, Circuit Judge United States Court of Appeals Washington, DC Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Apr 7, 2017 - Dec 1, 2019 Term Start Date: Dec 15, 2019 Application Method: On-line (recommended), Paper Status: Available

Judge: Jed Rakoff, District Judge United States District Court New York, NY Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Jun 22, 2017 - Jul 1, 2018 Term Start Date: Aug 1, 2021 Application Method: On-line (recommended), Paper, E-mail Status: Available

Judge: Ramon Reyes, Magistrate Judge United States District Court Brooklyn, NY Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Apr 17, 2017 - Dec 31, 2018 Term Start Date: Jan 1, 2019 Application Method: On-line (recommended) Status: Available

Judge: Robert Richardson Magistrate Judge United States District Court Hartford, CT Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Sep 11, 2017 - Aug 1, 2018 Application Method: On-line (recommended) Status: Available

Judge: Judith Rogers, Circuit Judge United States Court of Appeals

Washington, DC Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Apr 21, 2017 - Aug 1, 2018 Term Start Date: Aug 12, 2019 Application Method: On-line (recommended), Paper Status: Available Judge: Patty Shwartz Circuit Judge United States Court of Appeals Newark, NJ Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Feb 2, 2018 - May 25, 2018 Term Start Date: Aug 6, 2020 Application Method: Paper Status: Available Judge: Joseph Spero, Magistrate Judge **United States District Court** San Francisco, CA Term: 1 Year Clerkship Type: Temporary Law Clerk-Chambers Applications Accepted: Jun 12, 2017 - Dec 12, 2020 Term Start Date: Jul 1, 2017 Application Method: On-line (recommended), Paper Status: Available Judge: Richard Taranto, Circuit Judge United States Court of Appeals Washington, DC Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Jun 15, 2017 - Jun 1, 2018 Term Start Date: Aug 1, 2019 Application Method: On-line (recommended), Paper Status: Available Judge: David Tatel, Circuit Judge United States Court of Appeals Washington, DC Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Oct 7, 2016 - Oct 15, 2018 Term Start Date: Aug 1, 2019 Application Method: On-line (recommended), Paper Judge: Eric Vitaliano District Judge United States District Court Brooklyn, NY Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Feb 1, 2018 - Jun 1, 2018 Term Start Date: Sep 1, 2019 Application Method: On-line (recommended) Status: Available Judge: Kim Wardlaw, Circuit Judge United States Court of Appeals Pasadena, CA Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Jun 16, 2017 - Aug 15, 2018 Term Start Date: Aug 1, 2020 Application Method: On-line (recommended), Paper Status: Available

Judge: Don Willett Circuit Judge United States Court of Appeals Austin, TX Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Feb 1, 2018 - Aug 1, 2018 Applications Accepted: Feb 1, 2018 - Aug 1, 2018 (recommended), Paper, E-mail Status: Available

Judge: Don Willett Circuit Judge United States Court of Appeals Austin, TX Term: 1 Year Clerkship Type: Term Law Clerk-Chambers Applications Accepted: Feb 1, 2018 - Aug 1, 2018 Term Start Date: Aug 1, 2019 Application Method: On-line (recommended), Paper, E-mail Status: Available

Job Announcements: Other Positions

Columbus, OH - Executive Assistant OR Administrative Attorney to Justice Pat DeWine - Supreme Court of Ohio

AkronLawJobs No. 9252 Overview: Seeking an Executive Assistant OR Administrative Attorney to Justice Pat DeWine. The starting date will begin on or about May 29, 2018.

Duties: Prepare all necessary information for Court conferences and maintains conference calendars. Responsible for follow-up activities as a result of conferences; Prepares and/or organizes all necessary information for committees the Justice may chair or on which he may participate. Prepares a variety of documents, including both routine and complex correspondence, forms, confidential memoranda, and reports; proofreads materials for correct grammar, punctuation, format, and accuracy of content; develops, manages and maintains a filing system; creates and maintains files, reports, and spreadsheets as necessary. Schedules meetings, appointments and travel arrangements, including expense report information. Serves as the receptionist for the Justice; answer telephones; routes or responds to inquiries; opens and sends mail; and handles visitors and public. Maintains office equipment and orders office supplies. Directs requests from the Justice to appropriate staff, as requested. Works with offices throughout the Court as it pertains to events involving the Justice. Schedules CLE classes and submits to Attorney Registration for CLE credit; works with Attorney Registration to ensure CLE is current; maintains Financial Disclosure Statement. Performs other related duties as requested by the Justice.

ADDITIONAL DUTIES: ADMINISTRATIVE ATTORNEY

Although a law degree is not required for the position, applicants with a law degree will receive strong consideration. In the event that an attorney is hired for the position, the job title will be "Administrative Attorney." From time to time such persons may be asked to perform additional duties as time allows, including the following: Review judicial memoranda and prepare summaries and recommendations. Perform legal research relating to matters before the Court. Prepare legal memoranda.

Qualifications and Experience: Requires at least experience in an administrative role supporting director level or higher position or an equivalent combination of formal education and experience. Although a law degree is not required, applicants who possess both a law degree AND strong administrative skills will be given a preference. Experience in a legal environment and knowledge of the state judicial system and state government practices is preferred. This position also requires considerable organizational and administrative skills, superb communication and interpersonal skills, the ability to work independently, the ability to conduct basic research on the Internet and the ability to handle multiple complex projects. Strong proofreading, composition and editing skills required. Must have a good command of Microsoft Office application software to include proficiency in Word, Excel and PowerPoint and Adobe PDF. Ability to respond appropriately to sensitive and/or confidential issues and deal effectively with the public and persons at the highest level of state government, including judicial and legislative leaders is a must.

Special Requirements: This position is regularly exposed to sensitive information, and the incumbent is expected to keep any such information strictly confidential.

Supplemental Information: This is an exempt unclassified position that reports to Justice DeWine and the normal work hours are 8:00 a.m. - 5:00 p.m. Please note that this position may frequently work extended hours, as needed. The Supreme Court of Ohio offers a generous compensation package which includes salaries reviewed annually for market adjustments; health, vision, dental, and life insurance; 14% employer contribution to the state retirement plan (OPERS); tuition reimbursement; flex time; and paid vacation, personal and sick time earned in the first month of employment. Starting salary is \$65,624.

How to Apply: E-mail your Resume, Cover Letter, and List of Three Professional References with Contact Information to Rachel.Herrmann@sc.ohio.gov

Deadline: April 20, 2018

Hudson, Cleveland or Phoenix – Associate Analyst – AML Right Source

AkronLawJobs No. 9255 Overview: Responsibilities including transaction monitoring and research of customers deemed to be "high risk" by our various financial institution clients as required by their respective Anti-Money Laundering (AML) Bank Secrecy Act (BSA) programs.

Duties: Transaction monitoring of assigned accounts to assess potential suspicious activity on the account, such as money laundering. Identify data anomalies as they relate to AML initiatives AML/BSA regulations and industry best practices for AML/BSA analysis. Assist other members of the Compliance Unit, data management efforts, and other company employees to maintain and implement the most effective means of meeting the company's AML and other transaction analysis and reporting requirements. Work effectively with multiple complex data sources and technical analytical tools/resources.Work and contribute in a team-oriented and collaborative environment to improve the analytical and reporting processes. Adhere to and comply with all applicable, federal and state laws, regulations and guidance, including those related to Anti-Money Laundering (i.e. Bank Secrecy Act, USA Patriot Act, etc.), as well as adhering to company policies and procedures and client requirements.

Required Qualifications: 1-3 years of banking experience is preferred. Bachelor's Degree minimum. Strong oral and written communication skills. Sound analytical, problem-solving, and organizational skills.

Prefer Qualifications: Demonstrates proven thorough abilities and success with utilizing Microsoft Office Suite e.g. Excel, Word, PowerPoint and/or Access. Strong analytical and investigative skills with the ability to collect, organize and analyze significant amounts of information with attention to detail and accuracy.

Normal working hours and conditions: Core business hours are generally 8:00 a.m. - 5:00 p.m. However this position will require work to be performed outside of normal business hours based on Company operations.

How to Apply: Apply <u>HERE</u> and upload your resume, cover letter, and writing sample. Be sure to choose the application for the location you are interested in applying for.

Deadline: May 18, 2018

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

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

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 <u>dipfcc@aol.com</u>

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. <u>www.attymack.com</u>

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:

Power Up Your LinkedIn!

http://www.abalcc.org/2016/11/18/power-up-your-linkedin-profile-qa/

A young attorney's most important writing – E-mails

http://abaforlawstudents.com/2017/09/14/young-attorneys-important-writing-e-mails/

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: <u>http://www.americanbar.org/publications/student_lawyer/2012-13/feb/exploring_areas_of_law.html</u>

A Note About AkronLawJobs

For those Akron Law alumni who are actively job searching, please be aware that you may 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 <u>lawcareerplanning@uakron.edu</u> 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 Services Office at <u>lawcareerplanning@uakron.edu</u> and we will re-register you with AkronLawJobs.

Useful Links:

Akron Law Career Services Alumni Resources: <u>http://www.uakron.edu/law/career-services/students.dot</u> AkronLawJobs: <u>https://law-akron-csm.symplicity.com/students</u> NALP Directory of Legal Employers: <u>www.nalp.org</u> PSJD (formerly PS Law Net) Career Central: <u>http://www.psjd.org/</u> Equal Justice Works: <u>www.equaljusticeworks.org</u>