



THE ALUMNI CAREER CONNECTION

THE UNIVERSITY OF AKRON SCHOOL OF LAW
CAREER PLANNING AND PLACEMENT OFFICE

February 15, 2010 CPPO Hours

Monday- Thursday
7:30 – 6:30
Friday
7:30 – 5:00

If you would like to schedule an appointment, please call 330-972-5321 or e-mail Jeanne Kennedy (jeanne2@uakron.edu).

[Barbara C. Weinzierl, Esq.](#)
Director, Career Planning & Placement

[Jeanne Kennedy](#)
Student Services Counselor

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ARTICLES AND ITEMS OF INTEREST

THINKING OF STARTING YOUR OWN PRACTICE?

Akron, OH – Office Share -

The Career Planning Office has just learned that the law firm of Perantinides & Nolan is offering office space for free to a recent University of Akron Law grad who is looking to start up his/her own practice. This office space is available in the back of their offices on South Summit Street in Akron. Access to copy machines, etc. may also be available. There is also a possibility that the firm may be able to refer cases to the new attorney who uses this space. If interested or to learn more, please call Chris Nolan or Paul Perantinides at 330-253-5454 ASAP.

Concord, OH – Office Share OFFICE SPACE TO RENT:

Robert N. Farinacci, Esq., Akron Law Class of 1997, has two offices for rent at a very reasonable monthly rate. Great opportunity for any newly admitted attorneys who are planning to set up their own practice. His offices are located

in Concord, Ohio, just off Routes 90 and 44. He is ten minutes from most of the Lake and Geauga County Courts and one mile from the freeway to access the adjoining counties. Phone and secretarial services are available. He is primarily general in his practice areas with an emphasis on Corporate and Equine Law. He says that he is also very cognizant of some of the challenges which face new attorneys and is always willing to assist and mentor a new attorney. Office space also includes high speed Internet, reception area and a Conference Room. Please contact Mr. Farinacci through his office phone numbers or on his cell at 440-477-1234.

**ROBERT N. FARINACCI,
ESQ.
ATTORNEY AT LAW
7757 AUBURN ROAD
SUITE 09
CONCORD, OH 44077
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Caught in the Downturn - from Ms. JD - Changing the Face of the Legal Profession by Ms. JD

Editor's Note: On February 1, 2010, Frank Kimball, of Kimball Professional Management, will be presenting [Strategies for Success in the Winter & Spring Legal Job Market](#) at UCLA. Frank was a panelist at Ms. JD's annual conference, Avenues to Advancement, November 20-21 in Chicago. These are five tips from the Caught in the Downturn panel at that conference.

People often enter the legal profession believing the job to be recession proof. The last year and a half has proven that calling any job recession proof is equivalent to counting your chickens before they have hatched. So what does this economic downturn mean for lawyers and what should you do if you've been caught in the downturn? The panelists each laid out a possible game plan for how to approach this downturn. Below are the themes that came up the most during the panel:

1. Keep your resume up to date

Make sure that you stay current with necessary skills and keep track of new developments within your practice area. If you have a long period of unemployment, find ways to fill your time. Try volunteering, getting involved with your bar association or doing online webinars.

2. Network, Network, Network!

Make a list of all your contacts – include everyone you know. Physically write the list out on paper. Then categorize each contact into one of four categories: close relationship, acquaintance, alumni group or decision maker. Look at the list and figure out not how these people can help you, but also about how you can help them. Remember, networking is all about relationships.

3. Be flexible

Be flexible, not just with your time or your interests, but with your expectations as well. Be willing to volunteer, do pro bono work or intern. Also look for ways to meet people, even if it won't end in a job, such as informational interviewing, where you meet with someone in your practice area to discuss the industry.

4. Get a handle on your finances

Look at your fixed and discretionary expenses and cut out anything you don't need. If you have loan payments, look for ways to decrease your minimum payment. Check out the Institute for Financial Literacy, which may be able to help you gain control over your finances.

5. Find someone to keep you accountable

Find a third party to keep you motivated and accountable for your work. Make sure that person is willing and able to ask you every day or every week how you are progressing. Also be certain that you are willing to listen to him or her if you are not following through.

5. Stay positive

Yes, it's difficult to be positive when you're out of work, but your attitude will come across to others. Project a confident, competent image and others will see you that way. Remember not to judge yourself. Just keep

exploring your options and take some time out to refuel yourself. Often, the things that fill your tank can lead you to meeting more people, so find time to have fun!

Moderator: Hannah Stotland, Assoc. Director, Northwestern Center for Career Strategy & Advancement; Nancy Gibson, Founder and Owner, Career Consulting for Lawyers; Tonya Wilkes Moore, Principal, Benefits Compliance Group; Beth Woods, Chicago Office Managing Director, Major, Lindsey & Africa; Lane Vanderslice, Director of Mentorship Academy, Chicago Committee on Minorities in Large Law Firms

[read more](#)

JOB SEARCH ADVICE

Q:

Job woes hit me way before last year. I passed the bar in 2003, the same year I graduated. I had good jobs for the first three years, but all were cut within a few months because of funding issues. I tried doing volunteer work, and was promised a job, but that fell through. I've been doing doc review since 2008. I'm getting concerned about getting a job now. I see two kinds of postings: (1) firms wanting associates with 1-3 years of experience, and (2) firms wanting someone in a highly specialized field with 5 or more years of experience. Firms looking for recent graduates won't look at my resume, even though I only have 1-3 years of experience anyway if you consider my long employment gaps. Since I've been all over the place with my jobs, I don't have any specialization. So, how should I handle job postings? Or should I not bother, and just get a new career?
Stymied Job Seeker

A:

Dear Stymied Job Seeker,

Exclusive reliance on responding to job postings is not an effective way to conduct a search. When they post a position, employers often receive many applications. Distinguishing yourself from other candidates is difficult. Employers have only the information in your cover letter and resume. With an abundance of candidates from which to choose, employers are likely going to look for individuals whose credentials match the job requirements as closely as possible.

Under the best of circumstances, capturing the attention of those employers is challenging. You face a number of obstacles: "long employment gaps," multiple employers in the past seven years, short stints with two or more employers during your first three years of practice, and relatively little experience for a 2003 graduate. As well, with the reference to "funding issues," your inquiry suggests that your early experience was in the public sector.

Of course, you can continue to apply for advertised positions, recognizing the limitations of that job search method. As you review each listing, consider how your cover letter and resume can demonstrate that your background and experience fit the job description. Avoid puffing. In your cover letter, refrain from extended defensive explanations about the gaps and other imperfections in your employment history. Perhaps include a summary of your experience at the top of your resume. Maintain a focus on what you have to offer an employer.

Before you decide on pursuing a new career, include informational interviewing in your search for an attorney position. Unlike responding to job postings, informational interviewing gives you an opportunity to discuss in depth your credentials, brainstorm ideas, and obtain referrals to other individuals who may be able to assist you. Paper-to-person, you are just one of many; person-to-person, you can stand out from the crowd. And, if one of your contacts becomes aware of a position and provides a referral, you are a step ahead of others who have responded to an ad or conducted mailings.

Stymied job seekers sometimes think that switching careers will somehow solve their job search woes. But, they face many of the same obstacles with the additional burden of having to convince prospective employers that they possess transferable skills. So, again, responding to job postings is a low yield job search method. Written applications provide a limited opportunity to explain the transition and how an unrelated background can benefit an employer.

And, again, informational interviewing has greater potential to yield results. Learning about a new field is essential and informational interviewing can provide that knowledge. As well, contacts may provide leads or introductions to prospective employers.

However, before you reach the informational interviewing stage, you must have an idea about a new career path. Do not rely on your contacts to tell you what to pursue. They can only provide guidance regarding the goals that you establish. Finally, reflect on whether you have a genuine interest in a new career or are reacting to a stymied job search. If this is an impulse and you still wish to practice law, first try a more active approach to finding a position in law.

CAREER PLANNING WORKSHOPS AND EVENTS

CAREER PLANNING CALENDAR OF UPCOMING EVENTS – The Career Planning Office is pleased to announce our schedule of Spring 2010 workshops and events. We are working very hard to plan these programs for you and we strongly encourage all students to attend as many of these workshops/presentations as possible. Please mark your calendars now. Please watch future editions of the Career Connection and the Career Planning workshop board (posted outside the Main Office) several days before each event for room numbers for those events where no room number is indicated and for any additions or changes to this schedule. Please also note special instructions for registering or signing up for several of these events.

Tuesday, February 23 at 12:15 p.m. – Student Lounge -- The Career Planning Office welcomes Ilene Breitbarth from the American Bar Association. Ms. Breitbarth and Judge Mary Jane Trapp, the Ohio Court of Appeals, Eleventh Appellate District; and Kathleen Havener, The Havener Law Firm, LLC will talk about American Bar Association career and networking resources available to Akron Law students and alumni. Lunch will be served courtesy of the American Bar Association to those who pre-register. Sign up required in the Career Planning Office Monday, February 15 at 3 p.m. to register.

Tuesday, March 2 at 12:15 – Room W-206 -- The Career Planning Office presents “**Alternative Careers for Lawyers**” – hear from several distinguished attorneys who are using their law degrees in non-traditional ways. Our distinguished panelists will include Deborah Hoover, President of the Burton D. Morgan Foundation and Michelle Woodrich, and others. Learn how legal skills and experience transfer to other settings and professions. A great event for all law students and alumni.

Wednesday, March 3 from 12:15 – 1L15 – W-206 – Women in Big Law Presentation with Benesch, Friedlander – Hear from women attorneys about what life is like at a law firm. Food will be provided.

Wednesday, March 10 from 12:15 – 1:15 – Room W-206 -- Solo/Small Practice Workshop: How Do I Set up my own Law Practice and how do I uncover jobs at small firms?” – hear from several local solo practitioners (Jonea Shade, Diana Colavecchio and Susan Durr) about their career paths and how to set up your own law practice. Panelists will also share insight on how to uncover jobs with solo and small firms.

Tuesday, April 6 at 12:15 and 5:15 – Room L-167 -- Judicial Clerkships – learn about different types of judicial clerkships and how and when to apply. Current and former state and federal court law clerks will be available to answer your questions and share their insight.

Thursday, April 22 (Time TBD) – Cleveland area alumni dinner and presentation on networking. Details TBA.

A NOTE ABOUT SYMPLICITY – 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 Symplicity, the new career manager software that is used by a majority of law schools across the country. 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 Jeanne Kennedy in the CPPO (jeanne2@uakron.edu) or call our office at 330-972-5321 and we will set you up with a Symplicity account.

RECIPROCITY - The Akron Law School Career Planning Office has a reciprocity agreement with ABA-accredited law schools across the country to allow Akron law students and alumni who are seeking employment to use those schools' career services offices. If you are seeking employment in an area where a nearby law school may be of assistance, give us a call. We will be happy to request reciprocity for you. Please note that most law schools shut down reciprocity access during their fall recruiting activities. Akron Law School does not accept reciprocity students from other schools from August 1 to November 15.

JOB ANNOUNCEMENTS



Canton, OH – Attorneys

The Stark County Public Defender's Office is hiring 2-3 attorneys. Applicants should be licensed in Ohio. They are seeking candidates who are interested in criminal defense. Applicants should submit a resume and cover letter to:

Jean Madden; Stark County Public Defender's Office; 200 West Tuscarawas Street, Suite 200; Canton, OH 44702

Deadline: ASAP

Cleveland, OH – Associate

Perform general in-house counsel legal work including corporate compliance, drafting procurement, sales and consignment contracts, and representing the corporation in various legal matters. Assist in the preparation of fine art appraisals by performing extensive research, working with outside experts, and drafting appraisal reports. Market and sell works of art to potential buyers or auction houses. Looking for a quick thinker, problem solver. Experience using Microsoft Word, Excel, and Outlook required. Prefer someone with prior office experience and strong writing and editing skills. They have a 3 person staff. You would report to the owner, an attorney with a J.D. and LL.M from Harvard Law School. Background check is required. Send resume and cover letter to:

James Corcoran
Corcoran Fine Arts Ltd.
12610 Larchmere Blvd.
Cleveland, OH 44120
corcoranfinearts@gmail.com

Deadline: March 4, 2010

Cleveland, OH – Attorney

Taft, Stettinius & Hollister is seeking a staff attorney for its workers' compensation practice. This position is based in downtown Cleveland with some in-state travel required. Three to five years of experience in workers' compensation and strong academic record is preferred. Please forward a cover letter and resume to Amy Kattman:

Ms. Amy B. Kattman, Director of Legal Recruiting
425 Walnut Street, Suite 1800
Cincinnati, OH 45202-3957

kattman@taftlaw.com

Deadline: March 31, 2010

Cleveland, OH – General Attorney (Civil Rights)

Department of Education, Office for Civil Rights

Job #OCR-R5C-2010-01

Applications will be accepted from United States citizens and nationals.

Major Duties: Provides legal and policy advice to managerial, investigatory and administrative staff members in the Cleveland office regarding the processing of complaints and compliance reviews, including investigations, negotiations and monitoring of corrective action plans. Participates in the development of investigatory strategy and in the full range of investigatory activities associated with a case, including the gathering and analyzing of information needed to assess regulatory compliance. Monitors the implementation of agreements to address problems identified through the evaluation of information from recipients. Conducts legal research/analysis of state and federal statutes, regulations, and guidelines and engages in research to resolve legal and policy issues when there are no clear precedents or where there are conflicting state and federal requirements. Prepares legal opinions including analysis of facts and evidence, resolution of factual and legal issues, and makes recommendations on jurisdictional questions, investigative plans and reports, letters of findings, and negotiation strategies and participates in negotiations with public and private educational institutions, state agencies and their legal representatives. The position requires limited travel.

Qualifications: Bilingual fluency with the ability to read, speak and write Spanish and/or Arabic is desired. All attorney positions require that applicant show proof of admission to the Bar of the highest Court of a State, Territory, the District of Columbia, or the Commonwealth of Puerto Rico, and current membership in such Bar as would permit the practice of law; and for appointment at the GS-11 level; one year of professional legal experience; or the second professional law degree (LL.M) which requires one full year of graduate study; or the first professional law degree (LL.B. or 3.D.), provided the applicant's record shows superior law student work or activities as demonstrated by one of the following: (a) academic standing in the upper third of the law school graduating class; or (b) work or achievement of significance on law school's official law review; or (c) special high-level honors for academic excellence in law school, such as election to the Order of the Coif; or (d) winning of a moot court competition or membership on the moot court team which represents the law school or in competition with other law schools; or (e) full-time or continuous participation in a legal aid program; or (f) significant summer law office clerk experience; or (g) other equivalent evidence of clearly superior achievement. For appointment at the GS-12 level, the GS-11 requirement plus one year of professional legal experience; or advanced educational attainments which clearly indicate the ability to independently perform complex legal work. The educational background should include coursework beyond the first professional degree in a field directly related to the work for which he/she is being considered.

Applicant(s) selected may be considered for promotion to GS-13 upon meeting all qualification requirements and achieving a high degree of performance at the lower grade. However, there is no guarantee that this will happen; the maximum possible grade is indicated just for the purpose of informing applicants what the possibilities of growth may be.

Specialized Education: You must be a graduate from a law school accredited by the American Bar Association and be a member in good standing of a state, territory of the United States, District of Columbia, or Commonwealth of Puerto Rico bar. You must be a U.S. citizen to qualify for this position.

How You Will Be Evaluated: Qualifications for the GS-11/12 levels must be met by the closing date of the announcement. Qualified candidates must possess relevant experience, have demonstrated knowledge of educational issues, civil rights and/or related matters and be a member in good standing of a Bar. Potential candidates will also be evaluated based upon responses provided during structured interviews and a writing sample.

Application Materials: OF-612 or resume; copy of current membership to the bar; writing sample; DD-214 if you have prior military experience.

To Apply: Mail or drop off application packages to: U.S. Department of Education, Office for Civil Rights, 600 Superior Avenue, East, Suite 750, Cleveland, OH 44114

Contact Information: Denise Ennis; 216-522-2573 – Denise.Ennis@ed.gov

Deadline: Tuesday, March 9, 2010

Philadelphia, PA - ATTORNEY-ADVISOR (GENERAL)

U.S. Department Of Housing And Urban Development (HUD) - PA

<http://www.hud.gov>

Job Type: ATTORNEY

Schedule Type: Full Time

Application Deadline: 02/17/2010

Practice Areas: Homelessness/Housing/Landlord-Tenant

Job Description

For more information, view this announcement on **USAJobs** with job announcement 03-EXP-2010-0006. Join the Department of Housing and Urban Development (HUD) Team, if you are looking for a challenging career opportunity and want to be an impact player helping individuals achieve the American Dream! HUD's mission focuses on expanding homeownership, increasing access to affordable housing, strengthening communities through economic development, fighting housing discrimination, and tackling homelessness issues. The incumbent of this position serves as the Deputy Regional Counsel, in the Philadelphia Office of Regional Counsel, and as such, provides legal assistance, guidance, opinions, and services with respect to all programs and activities delegated under the Office jurisdiction. Program areas include fair housing, equal opportunity, procurement, single family and multifamily mortgage insurance programs, public housing, property disposition, single family and multifamily loan management, community development block grants, labor relations, administrative law, and litigation related to these programs. Incumbent must be knowledgeable of related Federal statutes, regulations, and policies. In addition, incumbent must be familiar with state, county, and local statutes, regulations and ordinances affecting real estate and housing laws. Functions of the position also include supervision of attorneys and support staff and assisting the Regional Counsel in providing legal counsel, service and assistance to the Chief Counsel in field offices within the Region.

Qualifications

First professional law degree (LL.B. or J.D.) plus five (5) years of specialized legal experience, at least one year of which must be at a level of difficulty comparable to GS-14.

OR Second professional law degree (LL.M.) plus four (4) years of specialized legal experience, at least one year of which must be at a level of difficulty comparable to GS-14.

SPECIALIZED EXPERIENCE:

- Legal experience handling fair housing, equal opportunity, procurement and/or multifamily real estate transactions, and litigation experience related to HUD programs and/or administrative law.
- In addition to meeting the above Qualification Requirements, all applicants **MUST** provide evidence of active membership in good standing in the bar of a state or territory of the United States or of the District of Columbia or the Commonwealth of Puerto Rico.

REQUIRED WRITING SAMPLE:

- All candidates **MUST SUBMIT** a legal writing sample between 5-10 pages containing legal analysis in order to receive consideration for this vacancy.
- All applicants are **REQUIRED** to list each quality ranking factor (QRF) below separately and provide a narrative description of how their experience and education satisfy each factor. Provide specific examples of your qualifications and significant accomplishments. Applications that do not contain these **REQUIRED** narrative statements **WILL NOT** be considered.
- Knowledge of Federal laws and practices related to the programs and mission of HUD. Such knowledge shall include at least four of the following: Fair Housing, equal opportunity, procurement, ethics, public housing and Section 8 programs, community planning and development, residential real estate and/or finance (including 202 and 811 capital advance programs, multifamily housing real estate transactions including multifamily mortgage insurance programs and insured health care facilities, or single family mortgage insurance programs), Freedom of Information Act and Privacy Act, and administrative law.
- Ability to provide oral and written legal advice.
- Ability to manage a heavy workload and meet deadlines.
- Ability to establish and maintain effective working and reporting relationships with professional peers, support staff and management officials at Headquarters and within the Office jurisdiction.
- Ability to direct and manage the work of professional attorneys and support staff. The basis of determining the applicants who appear to be best suited for this position will be an evaluation of the applicants' experience and/or training as stated in the application forms, which should include the narrative responses to the Quality Ranking Factors listed above. The amount of experience or training will not in itself be accepted as proof of qualification. The applicants' records must demonstrate the relatedness of the education and/or experience to the duties of the position and the ability to successfully perform these duties.

Salary - 121,337.00 - 155,500.00 USD /year Salary range reflects GS-15, Step 1 through Step 10, including locality pay. Salary will be set in accordance with applicable pay setting regulations. Pay for first appointment to the federal service is generally set at the Step 1 of the grade.

Application Instructions: For more instructions on how to apply look on **USAJobs** with job announcement 03-EXP-2010-0006. You may apply for this vacancy announcement by submitting a Resume or an Optional Application for Federal Employment (OF-612). Applications must include the following information (in addition

to specific information requested elsewhere in this vacancy announcement): You may go to the following website to access Optional Application for Federal Employment (OF-612):

<http://www.usajobs.opm.gov/OF612.htm>

JOB INFORMATION: Announcement Number, title and grade(s) for which you are applying.

PERSONAL INFORMATION: Full Name, mailing address with zip code, and day/evening telephone numbers with area code. Social Security Number - Giving your social security number is voluntary. However, we cannot process your application without it. Country of Citizenship. If ever employed by the Federal Government, please show the highest civilian grade held, job series and dates of employment in grade. **EDUCATION:** High school name, city, state and zip code, date of diploma or GED. Colleges and/or Universities attended, city, state and zip code. Major field of study - Type and year of degree(s) received. If no degree received, show total credit hours in semester or quarter hours.

WORK EXPERIENCE: For each paid and non-paid position held related to the job for which you are applying (DO NOT send copies of position descriptions) Job title - Duties and accomplishments - Number of hours per week. Employers name and address - Supervisor's name and phone number. Starting and ending dates of employment (month and year). Salary. Indicate if your current supervisor may be contacted.

OTHER QUALIFICATIONS: Job-related training courses (title and year). Job-related skills. Language skills in addition to English are highly desirable particularly for frontline, customer service positions. Job-related certificates and licenses. Job-related honors, awards, and special accomplishments (e.g. publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc). Do not send copies of documents unless specifically requested. If you are applying for **VETERANS PREFERENCE**, submit evidence of eligibility, such as; DD-214, Certificate of Release or Discharge from Active Duty, or Standard Form 15, Application for 10-Point Veteran Preference, and the proof requested on the form. (Current permanent HUD employees need not submit.) Applicants are **REQUIRED** to submit separate narrative responses addressing each of the Quality Ranking Factors and a legal writing sample. Materials submitted as part of your application will not be returned. Applications mailed using government postage and/or internal federal government mail systems are in violation of agency and postal regulations and will not be accepted. Applications submitted electronically (Internet or email) or via fax will not be accepted Failure to submit all required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in the application package. Please **DO NOT** submit copies of position descriptions, copies of past performance appraisals other than the current performance appraisal, copies of awards or training certificates, or other unsolicited materials. Applicants are strongly encouraged to submit applications which present their qualifications and supplemental required submissions in a concise and succinct manner.

Contact Information:

Joanne Anderson
The Wanamaker Building
100 Penn Square East
Philadelphia, PA 19107

Medina, OH – Patent Attorney

Walker & Jocke, an intellectual property boutique law firm with clients worldwide, seeks an attorney to handle licensing, technology contract drafting and negotiation, and patent preparation and prosecution. At least two years of experience is required. The compensation is based on the amount of experience. The successful candidate may become eligible for profit sharing. At least two years of experience is required. The compensation is based on the amount of experience. The successful candidate may become eligible for profit sharing.

Please send a resume, your law school grade point average and a writing sample to Pat Walker, Walker & Jocke, 231 South Broadway, Medina, OH 44256 or to paw@walkerandjocke.com.

Deadline: ASAP

Terre Haute, IN – Associate Attorney

Experience: 3+ Years; top 10% of law school class, law review, and Blackstone Fellows preferred. AV-rated law firm specializing in federal and state election law and free speech rights has opening for an attorney in its nationwide non-profit organizations, state and Federal lobbying and campaign finance compliance, and election law litigation practice. Recent law school graduates and experienced attorneys with outstanding credentials, excellent research and writing skills, and interest in conservative politics should apply. The firm represents conservative, Republican, pro-life and pro-family organizations, PACs and political parties. Send resume, law school transcript, writing sample and letter expressing your interest to: James Bopp, Jr.; Bopp, Coleson & Bostrom; 1 South 6th Street; Terre Haute, IN 47807-3510; fax – 812.235.3685; email jbobjr@aol.com

Deadline: ASAP

Youngstown, OH – Attorneys

<http://www.seventh.courts.state.oh.us/employment.html>

If you are a licensed Ohio attorney and you would like to be placed upon the list of attorneys who are available to be appointed to represent indigent persons in prosecuting appeals, please write a letter to the court. Include your attorney registration number, address or addresses, phone number and the counties in which you would be willing to take an appeal. Appointments may be made in criminal or juvenile cases, including appeals from determinations of dependency or neglect and cases terminating parental rights. If you would like to limit your appointments to a particular type of case, please indicate your preference in the letter. Please address your letter to:

Robert Budinsky, Court Administrator
131 West Federal Street
Youngstown, OH 44503

If you have any questions, please contact Pamela Jenkins at (330) 740-2180.

Albany, NY – Director, Law Practice Management

New York State Bar Association (NYSBA)

<http://www.nysba.org/>

Job Type: ATTORNEY

Schedule Type: Full Time

Practice Areas: Employment/Labor

Job Description

The New York State Bar Association, the largest voluntary state bar association in the nation, is seeking a highly motivated individual to plan and implement its statewide law practice management assistance program.

Qualifications - The successful candidate will have:

- A thorough knowledge of all aspects of law practice management including: advanced business practices; office/project management; financial/trust account management; risk management/professional responsibility; client relations/marketing; the use of evolving technologies in the practice of law; and strategic planning for law practice in a globalized marketplace.
- Excellent written and verbal communication skills;
- Understanding of computer and Internet technology applications in the practice of law;
- The ability to promote Program initiatives using varied media formats, such as CLE programs, publications and Internet webcasts;
- Excellent people skills and an ability and willingness to work in interdepartmental teams;

A J.D. degree is required with significant experience in private sector law firm management or consulting.

Contact Information:

New York State Bar Association

Fax: 518-487-5544

HR@NYSBA.org

Human Resources

One Elk Street

Albany, NY 12207

Deadline: ASAP

Burlington, VT – Vermont Poverty Law Fellowship

Company Name – Vermont Legal Aid Inc.

Title – Attorney

Required Experience – 0-1 Years

Job Description - The Vermont Bar Foundation and the Vermont Access to Justice Campaign are pleased to announce the availability of a two-year Vermont Poverty Law Fellowship (VPLF) beginning in August 2010. The VPLF program is designed to allow graduating law students and other new lawyers to help expand the reach of Vermont's existing legal services providers. Funding for salary and benefits will be provided by the Vermont Access to Justice Fund and will be matched by supervision and office support from a host Vermont legal services organization. Loan forgiveness (up to \$5,000) will be available from the Vermont Bar Foundation.

The specific fellowship projects will be designed to take advantage of the fellow's background and the needs of the low-income community, and will be integrated directly into the services being delivered by one or more of the three major legal services programs in Vermont: Vermont Legal Aid, The Legal Services Law Line of Vermont and/or the South Royalton Legal Clinic at Vermont Law School. The fellowship will include work on one or more specific projects impacting the lives of low-income Vermonters, as well as the day-to-day delivery of legal services to clients. Areas of specialization include foreclosure, rental housing, immigration, children's rights, public benefits, consumer law, disability rights, as well as other areas of critical legal need.

Fellows will work with the Vermont Bar Foundation and the Vermont Bar Association to publicize fellowship activities, contribute to the public awareness of legal services in Vermont, and participate in Vermont Bar Association continuing legal education activities.

Salary will be \$40,000 in the first year and \$41,265 in the second year with excellent fringe benefits. The VPL fellows will be eligible for up to \$5,000 per year in student loan forgiveness through the Vermont Bar Foundation.

Job Requirements - Applicants must have excellent written and oral skills. Experience in public interest law, civil rights law or legal services is a plus. Applicants must be recent law school graduates or graduating law

students and must be admitted to the Vermont Bar or willing to sit for the July 2010 examination. Some in-state travel required.

Send cover letter detailing the applicant's previous work with low-income clients and/or other relevant experience, resume, three references, and writing sample by February 19, 2010 to:

Vermont Poverty Law Fellowship

c/o Sandy Burns

Vermont Legal Aid, Inc.

P.O. Box 1367

Burlington, VT 05402

Equal Opportunity Employer: People with disabilities, women and minorities encouraged to apply.

Charleston, WV – Summer Clerk/Experienced Lateral

Litigation defense firm looking for 2L's for Summer Clerk Program; 3L's for permanent hire and/or experienced lateral hire for permanent position. Send resume cover letter, unofficial transcript and writing sample to:

Alaina N. Crislip

Flaherty, Sensabaugh & Bonasso

200 Capitol Street

Charleston, WV 25301

acrislip@fsblaw.com

Deadline: ASAP

Columbus, OH – Research & Writing Specialist/Capital Habeas Unit

The Federal Public Defender for the Southern District of Ohio is accepting applications for the position of Research & Writing Specialist for our Capital Habeas Unit (CHU) located in Columbus, OH. The research & writing specialist is an attorney position which provides advanced research and writing support to the Assistant Federal Defenders in the unit. Specifically, the individual writes briefs, motions, petitions, and legal memoranda. The individual will be a part of a team of attorneys and investigators representing death sentenced individuals. The individual does not ordinarily sign pleadings or make court appearances unless it is determined by the Defender, or the Supervising Attorney for the Unit, to be appropriate for training and other circumstances.

Requirements and Qualifications – The successful applicant must be a graduate from an accredited law school and a member in good standing of a state bar or immediately eligible for bar admission. Applicants should have a commitment to providing quality representation to indigent defendants and have a reputation for personal integrity. Strong computer research, word processing, and interpersonal communication skills are essential for this position, as is the ability to analyze legal issues from lengthy, complex records and write clearly and concisely. Successful applicants will be able to prioritize projects and work both independently and cooperatively. Research & Writing attorneys may not engage in the private practice of law.

Salary and Benefits – This position is full-time with federal salary and benefits. Salary commensurate with experience and qualifications within the guidelines set by the judiciary salary scale. Position is subject to mandatory electronic funds transfer (direct deposit).

Conditions of Employment – All application information is subject to verification. Appointment to the position is contingent upon a background investigation including an FBI fingerprint check. Employees of the Federal Defender are members of the judicial branch of government; they are considered 'at will' and can be terminated with or without cause.

Application Information: Submit a resume, cover letter, writing sample and references to:
Federal Defender Office for the Southern District of Ohio

Attn: Carol Wright
10 W. Broad Street, Suite 1020
Columbus, OH

Deadline: March 8, 2010

Hackensack, NJ 7 New York Offices – Attorney

Bankruptcy: 3-5 years bankruptcy experience required, judicial clerkship preferred. NJ bar admission preferable. Strong academic credentials, excellent oral and written communication skills required. Offer an excellent compensation package and comprehensive fringe benefits program. Send resume, with salary requirements to:

Gayle P. Englert,
Director of Human Resources
Cole, Schotz, Meisel, Forman & Leonard, P.A.
Court Plaza North
25 Main Street
Hackensack, NJ 07602-0800
Deadline: ASAP

Joliet, IL – Staff Attorney

Prairie State Legal Services, Inc., a 65-lawyer legal services organization, serving 36 counties in northern and central **ILLINOIS** outside of Cook County, is seeking applicants for a **STAFF ATTORNEY** position in the community legal services office located in **JOLIET**. This position involves primarily senior citizen advocacy (consumer law, public benefits, housing), including representation and negotiations in court. In addition, the successful applicant will handle cases in other traditional areas of poverty law and will participate in a full range of legal activities, including the preparation and conduct of trials for low-income persons. Prefer applicants already admitted to the Illinois Bar, but will consider applicants who are taking the next Bar Exam or are already admitted outside Illinois under Supreme Court Rule 717. Legal experience is preferred, but not required. Salary starts at \$40,000; depending upon experience. Liberal fringe benefits. Please indicate position location in cover letter and send a resume, writing sample, and three references to:

Michael O'Connor, Executive Director
Prairie State Legal Services, Inc.
975 North Main Street,
Rockford, IL 61103

Women, minorities, and persons with disabilities are encouraged to apply. Prairie State Legal Services is an Equal Opportunity/Affirmative Action Employer.

Las Vegas, NV – Associate

Kamer Zucker Abbott is now accepting applications from individuals with up to one year of experience for an associate attorney position to start in August 2010. Applicants who are scheduled to graduate from law school before that time are also encouraged to apply. Kamer Zucker Abbott is a preeminent Nevada-based labor and employment law firm exclusively representing management. The firm enjoys an excellent reputation in the community and is listed in the Bar Register of Preeminent Lawyers and named in America's Leading Business Lawyers; The Client Guide, Chambers USA 2009, as a leading Nevada law firm in employment and labor law defense. Kamer Zucker Abbott also has the rare distinction of having all of its partners listed in Best Lawyers and rated as AV attorneys (the highest possible rating) by Martindale-Hubbell. The firm is looking for talented

individuals who prefer the more congenial, "corporate casual" environment of a medium-sized boutique firm. Firm offers competitive salaries, bonus program; medical, dental, life and disability insurance; as well as a 401(k) plan. Nevada bar application fees, bar review costs and up to \$2,000 in documented relocation expenses are also paid by the firm. For more information about the firm, please visit <http://www.kzalaw.com>. All applicants must possess strong research and writing skills and be ranked in the top third of their graduating class. Journal or moot court experience, as well as a documented interest in litigation and/or labor and employment law, evidenced by relevant work experience, internships or course work is required. Application packets are to include: cover letter; resume with class rank clearly indicated (estimated class rank based on data released by the law school may be considered by the firm in absence of an actual class ranking; writing sample between 10-15 pages; and an official law transcript. Send to: R. Todd Creer, Esq.; Hiring Committee Coordinator; Kamer Zucker Abbott; 3000 West Charleston Boulevard, Suite 3; Las Vegas, NV 89102. Email: tcreer@kzalaw.com.

Deadline: March 15, 2010

New Orleans, LA – Capital Appellate Attorney

The Capital Appeals Project (CAP) is a non-profit law office based in New Orleans, Louisiana. It was founded in 2001 to provide capital appellate representation to indigent people on Louisiana's death row. One of the leading death penalty appeals offices in the South, CAP has provided top notch representation to its clients before the Louisiana Supreme Court and the United States Supreme Court and has acted as a resource to public defenders and criminal defense lawyers across the state. CAP's efforts on its clients' behalf and in providing training and counsel to other public defenders have improved the quality and standards of representation for indigent defendants and prisoners in Louisiana.

CAP is seeking a full-time **experienced capital appellate attorney** primarily to represent defendants from the time they are sentenced to death through their direct appeal to the Louisiana Supreme Court and petition for certiorari to the United States Supreme Court. The attorney will also supervise the work of younger attorneys on both capital and non-capital cases and provide consultation and training to defense attorneys across the state.

Qualifications - at least three years experience in capital defense representation, preferably at the direct appeal stage

- member of the Louisiana Bar or willing to sit for the next bar examination
- respect for the humanity and dignity of our clients
- excellent writing and oral advocacy skills
- commitment to the highest quality defense representation
- the ability to work well with varying co-counsel and support staff
- an appreciation of the importance of supportive and collaborative work within the office and at a local and national level
- willingness to work long hours when necessary

Salary - 50-90K, depending on experience, and benefits

How to Apply - Please email or mail cover letter, resume, writing sample, and three references to: Kim Watts, Office Administrator, Capital Appeals Project, 636 Baronne Street, New Orleans, LA 70113, kimw@thejusticecenter.org.

CAP values diversity and is an equal opportunity employer. CAP does not discriminate on the basis of race, gender, religion, ethnicity, or sexual orientation.

Orlando, FL – Immigration Lawyer

The Legal Aid Society of the Orange County Bar Association in Orlando, Florida, is looking for an attorney with 2 to 4 years immigration experience who is committed to serving the legal needs of low-income immigrants. Previous pro bono and clinical experience will be considered a plus. Our immigration attorneys represent non-citizens who have been victims of human trafficking and violent crimes (predominantly domestic violence), undocumented children who have been abused or abandoned, and refugees who have been persecuted in their home country and now seek asylum in Immigration Court. We represent immigrants in federal and state courts. Position requires excellent interpersonal and organizational skills. We are a general delivery legal aid provider with 50 years of service in Central Florida with an integrated practice and strong pro bono involvement. Any hire will be required to work together as a team with our varied practice groups and local bar associations. Bilingual in English and Spanish or Haitian Creole preferred. Please send a cover letter explaining your interest in our program, and a resume, to: The Legal Aid Society of the OCBA, 100 E. Robinson Street, Orlando, Florida 32801. Include at the bottom of the envelope, "Attention: Mandy Silvestris." Must be licensed in Florida or willing to take the bar exam at the earliest opportunity. Deadline: ASAP

Springfield, MA – Attorney for Foreclosure Prevention Alliance Project

Western Massachusetts Legal Services Inc. (WMLS) is seeking applications for an experienced attorney for its Foreclosure Prevention Alliance Project, supported by a grant from the Massachusetts Attorney General's Office. This Project Attorney position is a one year Contract Employee position at WMLS, funded by a grant expected to end on December 31, 2010. There is no expectation that the position will be refunded. The Project Attorney will be based in the Springfield office of WMLS and will serve clients in the four counties of Western Massachusetts. In addition to providing direct legal representation and assistance for low-to-moderate income residents facing foreclosure, the Project Attorney will also mentor and assist pro bono attorneys in the area of consumer law and foreclosure defense and prevention work, provide community outreach and training in the area of consumer protection against predatory lending practices, and serve as a member of the Alliance of Providers of Legal Services to Individuals Facing Foreclosure in Hampden County. WMLS is a private, non-profit legal aid law firm with a long tradition of providing quality civil legal representation to individuals and families, and engaging in aggressive advocacy in all forums to address social justice issues facing poor people in our community. WMLS is principally supported by state and IOLTA funds and does not receive support from the Legal Services Corporation. We represent low income people using all available legal strategies. Nestled in the beautiful Berkshire Mountains and the Pioneer Valley, and with proximity to New York and Boston, Western Massachusetts offers a unique blend of rural New England living with a wide range of cultural, educational and recreational opportunities.

Requirements: The successful candidate must be an attorney with a *minimum* of two years of experience in consumer protection law and foreclosure defense and prevention work, and must be licensed to practice law in the Commonwealth of Massachusetts. The attorney must be experienced in working independently and must be immediately available to begin work.

Additional requirements include: strong legal, communication and computer skills; experience with low-to-moderate income populations; the ability to relate effectively to a diverse clientele; and experience in training and/or mentoring attorneys. Supervisory experience is strongly preferred. Bilingual ability, particularly Spanish, is a plus. Some travel will be required.

Salary/Benefits: Salary is competitive and commensurate with experience. Benefits include medical insurance and pre-tax flexible benefit and retirement plans; generous vacation and sick leave; and excellent training and professional development opportunities. The successful candidate will be fully covered under the liability insurance policies of WMLS.

Responsibilities: The Project Attorney will provide (1) legal assistance and representation to low-to-moderate income individuals and families in the four counties of Western Massachusetts (Hampden, Hampshire, Franklin

and Berkshire) who present with foreclosure or other issues of financial distress related to predatory lending practices; (2) legal assistance and mentoring to pro bono attorneys enlisted to work on consumer claims and foreclosure prevention and defense work; and (3) trainings and outreach to the larger Western Massachusetts community. S/he will also be an active member of the Alliance of Providers of Legal Services to Individuals Facing Foreclosure. The Project Attorney will report to the Litigation Director of WMLS.

To Apply: Please send resume and cover letter to: **Juliet Hansen (jhansen@wmls.org)**. Email applications are preferred, but may be mailed to: **Juliet Hansen, Executive Assistant, WMLS, One Monarch Place, Suite 400, Springfield, MA 01144**. Applications will be accepted until the position is filled.

WMLS IS AN EQUAL OPPORTUNITY EMPLOYER, AND DOES NOT DISCRIMINATE ON THE BASIS OF AGE, CLASS, COLOR, DISABILITY, ETHNICITY, GENDER, MARITAL AND FAMILY STATUS, NATIONAL ORIGIN, RACE, RELIGION, SEXUAL ORIENTATION, OR STATUS AS A VETERAN.

Tampa, Florida – Maritime Associate

Banker Lopez Gassler P.A. is currently seeking an entry level Maritime Associate for its Tampa office. Candidates should have prior military or civilian maritime experience, either afloat or ashore. An active license with the Florida Bar is also recommended. Resumes, transcripts and writing samples should be emailed to attorneyrecruiting@bankerlopez.com. The firm has seven offices located across the state of Florida – Tampa, St. Petersburg, Ft. Myers, Ft. Lauderdale, Orlando, Jacksonville and Tallahassee. Offer young associates the opportunity to receive hands on learning in all phases of the litigation process. They practice in the areas of admiralty, aviation, malpractice, products liability, insurance defense, nursing home litigation, workers' compensation, construction litigation, toxic tort, premises liability, sports and appellate law.
Deadline: ASAP

Washington, DC – Attorney Recruiting & Professional Development Specialist

Dickstein Shapiro LLP, a prominent DC-based law firm is currently looking for an Attorney Recruiting (AR) & Professional Development (PD) Specialist. This position will be responsible for supporting the Attorney Recruiting & Professional Development team by assisting with lateral attorney hiring, Summer Associate projects, Fall on-campus interview-related work, as well as planning and coordinating CLE and Professional Development coursework for staff and attorneys. Responsibilities include working with the Attorney Recruiting team on planning Summer Associate events, Firm receptions, various summer outings and sporting events. In the Fall, responsibilities include projects relating to internal interviews for on-campus recruitment as well as preparing check requests, updating statistical information, completing surveys/questionnaires (e.g. NALP; Workplace Environment Questionnaire); working on projects relating to the summer program (e.g. summer bios, face books, orientation packets, housing), and preparing and sending out attorneys and recruits, sending out offer and rejection letters, entering data into the LawCruit database system, and preparing letters to send to other law firms for coordination of travel costs. PD Responsibilities include assisting with Professional Development program preparation; including arranging and copying materials, booking conference rooms, confirming conference room set ups, ordering food and coordinating attendees. This position will work as part of the PD team to enter programs into the Firm's Events Calendar (LMS) and help prepare materials for the new hire orientation process for the CD and LA offices. Qualified candidates will possess a Bachelor's Degree and 1+ years of administrative experience in a professional services environment, law firm attorney recruiting and/or PD experience is preferred. In addition, applicants should possess strong oral and written communication skills; good interpersonal and organizational skills; strong experience. Flexibility to work overtime is a must. Firm offers competitive salaries, excellent benefits, and professional growth opportunities in a collegial work environment. To see the full job description and submit resume and cover letter, go to the Careers page at www.dicksteinshapiro.com
Deadline: February 26, 2010

Washington, DC – Law Clerks

3L Students, Recent Grads

Two Law Clerk Positions at the HHS Departmental Appeals Board

The Departmental Appeals Board (DAB) seeks applicants for two Legal Clerkship positions for a period **not to exceed two years**. The DAB provides impartial, independent review of disputed decisions in a wide range of Department of Health and Human Services programs under numerous statutory provisions. The positions are located in the Civil Remedies Division (CRD) of the DAB. The CRD provides staff support for Administrative Law Judges who preside over appeals hearings generally involving health care providers that have been assessed civil money penalties, denied participation in the Medicare, Medicaid or other federal health programs, or that have been subject to other remedies.

The selected applicants will be responsible for all aspects of providing hearing and case management support to Administrative Law Judges, including: reviewing case files and drafting correspondence, orders and rulings; reviewing case records, conducting research, and providing legal analysis; monitoring cases to ensure that deadlines are met; and other duties as assigned. The applicants must have graduated from an accredited law school. The applicants must be members of a bar or awaiting bar results. Strong work ethic, oral communication skills, and legal research and writing skills are required. We are primarily looking for applicants with one year or less of legal experience.

All interested applicants should forward a cover letter, resume, law school transcripts and writing sample to:

Theodore J. Kim
Special Assistant to the Chair
Departmental Appeals Board
330 Independence Avenue, S.W.
Room G-644, MS 6127
Washington, D.C. 20201

Applications should be submitted by **COB, Monday, February 22, 2010**. If you have any questions regarding the position, please contact Ted Kim at 202-565-0136.

Washington, DC - 2010-11 PSLawnet Fellowship

NALP (National Association for Law Placement) - <http://www.pslawnet.org>

Application Deadline: 03/06/2009

Job Description - The PSLawNet Fellowship provides a wonderful opportunity for a public-interest minded law graduate who also has an interest in nonprofit administration, and offers a bird's-eye view of the public interest arena for law graduates on public service career paths. PSLawNet, which is housed at NALP, is an "online career services center" for law students and lawyers interested in public service careers. The website contains a public interest opportunities database, detailed information on thousands of public interest and government employers, as well as a library of resources and guides to aid job seekers and employers. The Fellow is the principal manager and administrator of the PSLawNet website. S/he will also have responsibilities for: development of online educational content, management of student interns, basic technology and data management, interacting with NALP members, delivering presentations about PSLawNet, and other tasks as they arise.

Responsibilities - Program Administration - take primary responsibility for day-to-day management of PSLawNet functions, including: Overseeing data management, including the addition/deletion of job opportunities and organizational profile; Supervising part-time data entry staff (3-6 part-time interns each semester), coordinating schedules and daily assignments, and approving timesheets; Managing website content – continuous updating of substantive content, reviewing work for accuracy and form, and performing some data entry as needed; Responding to inquiries from PSLawNet users, including basic telephone support to PSLawNet users; • Handling routine PSLawNet subscriber school inquiries.

Technology Management - • Recommending and implementing enhancements to website content and functionality; Implementing text and style changes to PSLawNet web pages; Interacting with PSLawNet's outside web development contractor on issues of site content/problems.

Education and Resource Development - Planning the content and logistics for NALP's annual Public Service Mini-Conference; Producing NALP's 2011-12 Federal Legal Employment Opportunities Guide; Researching and producing new PSLawNet content, and editing existing content; Delivering presentations to law students, law school administrators, and public interest employers at job fairs, conferences, on-campus events, and other events (some travel required); Submitting original content for publication in NALP's monthly magazine.

Qualifications - The successful fellowship candidate will be a recent law school graduate with a demonstrated commitment to public service. S/he should have: Highly developed organizational and writing skills; The ability to interact well with legal and other professionals at law schools and public service employers; Public speaking experience; Strong computer skills. (A basic understanding of HTML, web design, and database management – or a background that would allow for quick learning in these areas - is highly desirable); Experience (law clerk, intern, etc.) in the public service legal arena (strongly preferred). S/he should also have demonstrated abilities to: • Work independently and be self-directed; Pay very close attention to detail; Handle multiple tasks and deadlines; Manage part-time personnel (prior supervisory experience is preferred); Carry out delegated assignments; Maintain friendly working relationships with colleagues.

Salary - The salary range for the fellowship position is \$46,000-50,000, annually, depending on qualifications. Benefits include medical and dental coverage, paid holidays and vacation. This one-year fellowship will run from August 2010 through August 2011, with a possible option to renew. Only candidates who can commit to a full year should apply.

Application Instructions: **Applications will NOT be accepted before 1/4/2010** Applicants should submit a resume and cover letter by email to Steve Grumm (please write "ATTN: PSLawNet Fellow Search" in subject line). Feel free to contact Mr. Grumm by phone with questions about the position. Candidates selected for further consideration will be asked to submit a writing sample and at least two professional references.

Contact Information:

Steve Grumm

Phone: 202-296-0057

sgrumm@nalp.org

1025 Connecticut Ave., NW, Suite 1110

Washington, DC 20036

Desired Class Level: 3L, Graduate/Alumni

Posting Date: December 28, 2009

Expiration Date: March 6, 2010

Trial Attorney, Employment Litigation Section – Washington D.C.

Salary Range - 105,211.00 - 155,500.00 USD /year

Open Period - Wednesday, January 20, 2010 to Tuesday, March 02, 2010

Series & Grade - GS-0905-14/15

Position Information - Full Time Permanent - No time limit

Who May be Considered - US citizens

Job Summary - The U.S. Department of Justice, Civil Rights Division [<http://www.justice.gov/crt/index.php>] is seeking up to 5 experienced attorneys for the position of Trial Attorney in the Employment Litigation Section [<http://www.justice.gov/crt/emp/>] in Washington, D.C. The Civil Rights Division is primarily responsible for enforcing federal statutes and executive orders that prohibit, among other things, unlawful discrimination in

voting, education, employment, housing, police services, public accommodations and facilities, and federally funded and conducted programs. The Employment Litigation Section (ELS) enforces federal statutes that prohibit employment discrimination. These statutes include Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., which the ELS enforces as to state and local government employers, and the Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. 4301, et seq., which the ELS enforces as to private, state and local government employers. ELS also defends the United States and/or federal agencies in lawsuits that challenge the constitutionality of the federal government's disadvantaged business enterprise contracting programs, and has responsibility for litigation enforcing Executive Order 11246, which prohibits discrimination by federal contractors and subcontractors. ELS attorneys enjoy a diverse practice before federal district courts throughout the country, often with complex litigation and negotiated settlements. Trial attorneys are responsible for developing investigations and litigation addressing all aspects of the ELS' enforcement duties. These positions may require extended hours and significant travel.

Application Process - The primary method of applying for this vacancy is online via the Internet at www.avuedigitalservices.com/dojjmd/applicant.html. If you do not have access to the Internet you are strongly encouraged to visit your library, state employment commission, or a commercial establishment that provides Internet access to apply online. If you are unable to apply online, you may call the contact phone number listed on this announcement to obtain a copy of the vacancy announcement, applicant qualification form (Form No. F-15566-AVUE), and instructions for completing the form. No other form of application will be accepted. Applications sent by fax, e-mail and mail will not be accepted. Applicants using the Avue on-line system for these positions do not need to complete the Work History portion of the on-line profile; instead please attach the following after clicking the Attach Resume and Supporting Documents tab: a cover letter (highlighting relevant experience), a resume, a brief writing sample (10 pages or less) that is the applicant's own work, and a current performance appraisal. If you are a current or former federal employee, please attach a copy of your most recent SF-50 (Notification of Personnel Action). Visit USAJobs.gov for more information.

Trial Attorney, Education Section – Washington D.C.

Salary Range - 105,211.00 - 155,500.00 USD /year

Open Period - Wednesday, January 20, 2010 to Thursday, March 18, 2010

Series & Grade - GS-0905-14/15

Position Information - Full Time Permanent - No time limit

Duty Locations - Vacancy(s) in one of the following locations: 3 vacancies - Washington, DC

Who May Be Considered - US citizens

Job Summary - The U.S. Department of Justice, Civil Rights Division [<http://www.justice.gov/crt/index.php>] is seeking up to 3 experienced attorneys for the position of Trial Attorney in the Educational Opportunities Section [<http://www.justice.gov/crt/edo/>] in Washington, D.C. The Civil Rights Division is primarily responsible for enforcing federal statutes and executive orders that prohibit, among other things, unlawful discrimination in voting, education, employment, housing, police services, public accommodations and facilities, and federally funded and conducted programs. The Educational Opportunities Section (EOS) enforces federal statutes which prohibit public school officials from engaging in discriminatory practices. The statutes include Title IV of the Civil Rights Act of 1964, which authorizes the Department to enforce the Equal Protection Clause to combat discrimination on the basis of race, color, national origin, sex, and religion in public schools, and the Equal Educational Opportunities Act of 1974, which among other things requires school districts to ensure that appropriate services are provided to limited English proficient students. In addition, EOS has enforcement responsibility for Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, and Titles II and III of the Americans with Disabilities Act, with

respect to students enrolled in public and private education institutions, respectively. The Section may intervene in private suits which allege violations of education-related anti-discrimination statutes and the Fourteenth Amendment.

Trial Attorneys are responsible for conducting investigations and litigation addressing all aspects of the EOS' enforcement duties. These positions require frequent travel and at times extended hours.

Application Process - The primary method of applying for this vacancy is online via the Internet at www.avuedigitalservices.com/dojjmd/applicant.html. If you do not have access to the Internet you are strongly encouraged to visit your library, state employment commission, or a commercial establishment that provides Internet access to apply online. If you are unable to apply online, you may call the contact phone number listed on this announcement to obtain a copy of the vacancy announcement, applicant qualification form (Form No. F-15566-AVUE), and instructions for completing the form. No other form of application will be accepted. Applications sent by fax, e-mail and mail will not be accepted. Applicants using the Avue on-line system for these positions do not need to complete the Work History portion of the on-line profile; instead please attach the following after clicking the Attach Resume and Supporting Documents tab: a cover letter (highlighting relevant experience), a resume, a brief writing sample (10 pages or less) that is the applicant's own work, and a current performance appraisal. If you are a current or former federal employee, please attach a copy of your most recent SF-50 (Notification of Personnel Action). Visit USAJobs.gov for more information.

Deputy Chief, Criminal Section – Washington D.C.

Salary Range - 123,758.00 - 155,500.00 USD /year

Open Period - Wednesday, January 20, 2010 to Thursday, February 11, 2010

Series & Grade - GS-0905-15/15

Position Information - Full Time Permanent - No time limit

Duty Locations - Vacancy(s) in one of the following locations: 2 vacancies - Washington, DC

Who May Be Considered - US citizens

Job Summary - The U.S. Department of Justice, Civil Rights Division [<http://www.justice.gov/crt/index.php>] is seeking up to 2 experienced attorneys for the position of Deputy Chief in the Criminal Section Civil Rights Division [<http://www.justice.gov/crt/crim/index.php/>] in Washington, D.C. The Civil Rights Division is primarily responsible for enforcing federal statutes and executive orders that prohibit, among other things, unlawful discrimination in voting, education, employment, housing, police services, public accommodations and facilities, and federally funded and conducted programs. The Criminal Section enforces federal criminal civil rights statutes by conducting grand jury investigations and criminal trials in federal district courts throughout the nation. The Section primarily prosecutes cases involving unconstitutional use of force by law enforcement officers, hate crimes, human trafficking and involuntary servitude, and unlawful conduct at abortion clinics. Trial attorneys are responsible for developing investigations and litigation addressing all aspects of the Criminal Section's enforcement duties. The position requires significant travel.

Application Process - The primary method of applying for this vacancy is online via the Internet at www.avuedigitalservices.com/dojjmd/applicant.html. If you do not have access to the Internet you are strongly encouraged to visit your library, state employment commission, or a commercial establishment that provides Internet access to apply online. If you are unable to apply online, you may call the contact phone number listed on this announcement to obtain a copy of the vacancy announcement, applicant qualification form (Form No. F-15566-AVUE), and instructions for completing the form. No other form of application will be accepted. Applications sent by fax, e-mail and mail will not be accepted. Applicants using the Avue on-line system for these positions do not need to complete the Work History portion of the on-line profile; instead please attach the following after clicking the Attach Resume and Supporting Documents tab: a cover letter (highlighting relevant experience), a resume, a brief writing sample (10 pages or less) that is the applicant's own work, and

a current performance appraisal. If you are a current or former federal employee, please attach a copy of your most recent SF-50 (Notification of Personnel Action). Visit USAJobs.gov for more information.

Trial Attorney, Criminal Section – Washington D.C.

Salary Range - 105,211.00 - 155,500.00 USD /year

Open Period - Wednesday, January 20, 2010 to Thursday, February 18, 2010

Series & Grade - GS-0905-14/15

Position Information - Full Time Permanent - No time limit

Duty Locations - Vacancy(s) in one of the following locations: 10 vacancies - Washington, DC

Who May Be Considered - US citizens

Job Summary - The U.S. Department of Justice, Civil Rights Division [<http://www.justice.gov/crt/index.php>] is seeking up to 10 experienced attorneys for the position of Trial Attorney in the Criminal Section [<http://www.justice.gov/crt/crim/index.php>] in Washington, D.C. The Civil Rights Division is primarily responsible for enforcing federal statutes and executive orders that prohibit, among other things, unlawful discrimination in voting, education, employment, housing, police services, public accommodations and facilities, and federally funded and conducted programs. The Criminal Section enforces federal criminal civil rights statutes by conducting grand jury investigations and criminal trials in federal district courts throughout the nation. The Section primarily prosecutes cases involving unconstitutional use of force by law enforcement officers, hate crimes, human trafficking and involuntary servitude, and unlawful conduct at abortion clinics. These positions require significant travel.

Application Process - The primary method of applying for this vacancy is online via the Internet at www.avuedigitalservices.com/dojimd/applicant.html. If you do not have access to the Internet you are strongly encouraged to visit your library, state employment commission, or a commercial establishment that provides Internet access to apply online. If you are unable to apply online, you may call the contact phone number listed on this announcement to obtain a copy of the vacancy announcement, applicant qualification form (Form No. F-15566-AVUE), and instructions for completing the form. No other form of application will be accepted. Applications sent by fax, e-mail and mail will not be accepted. Applicants using the Avue on-line system for these positions do not need to complete the Work History portion of the on-line profile; instead please attach the following after clicking the Attach Resume and Supporting Documents tab: a cover letter (highlighting relevant experience), a resume, a brief writing sample (10 pages or less) that is the applicant's own work, and a performance appraisal. If you are a current or former federal employee, please attach a copy of your most recent SF-50 (Notification of Personnel Action). Visit USAJobs.gov for more information.

Washington, DC – Appellate Attorney

Public Defender Service For The District Of Columbia

<http://www.pdsdc.org>

Practice Areas: Civil Rights & Liberties/Racial Justice Issues, Constitutional Law/First Amendment, Criminal Law/Death Penalty, Litigation

Job Description

Agency Background: PDS is a federally funded, independent organization that provides legal representation to the indigent citizens of the District of Columbia who are charged with criminal offenses and are facing a loss of liberty. PDS has approximately 235 employees, mostly located at the main office at 633 Indiana Avenue, N.W., Washington, DC. DC residency is not a requirement for employment. There are approximately 125 attorneys at PDS. In addition to the legal staff, there are social workers, investigators, and administrative and technical staff that work with the legal staff to advance the PDS mission. PDS is funded by federal appropriations and all employees are entitled to federal benefits including health and life insurance, federal retirement, and the Thrift Savings Plan. Transferring employees will receive recognition of creditable federal

service for leave accrual and retirement purposes. Employment at the Public Defender Service is not federal employment.

Division Background: The PDS Appellate Division is a group of fewer than twenty lawyers committed to providing persuasive written and oral advocacy, primarily in criminal appeals in the District of Columbia Court of Appeals, the jurisdiction's highest court, and in collateral proceedings ancillary to that appellate representation. The Division consists of appellate specialists, with excellent research, writing and oral persuasion skills, permanently assigned to the Division, and Trial Division attorneys on a twelve-month assignment. Attorneys present oral argument in every direct appeal case. All attorneys, including supervisors, receive intensive guidance on their cases; attorneys are expected and encouraged to discuss case theory and case presentation with colleagues in all PDS legal divisions; and rigorous moot courts precede oral arguments. The Division regularly participates as *amicus curiae* in the Court of Appeals.

Major Duties: An Appellate Division attorney is expected to handle criminal appeals in the District of Columbia Court of Appeals. The attorney must be able to work well with clients and write and argue a substantial number of appellate briefs in serious criminal cases each year. Other responsibilities include representing clients in post-conviction proceedings, participating in moot courts for colleagues and advising and training Public Defender Service and Criminal Justice Act attorneys on legal issues and appellate practice.

Qualifications

Qualifications Required: J.D. or equivalent degree from an accredited law school; membership in District of Columbia Bar or eligibility for reciprocity admission to the DC Bar; and excellent research, writing, and oral persuasion skills.

Preferred Experience: Preferred qualifications include experience as an appellate attorney, experience representing indigent clients in criminal cases, and experience preparing and presenting cases in trial courts.

Salary

\$56,000 - \$105,000 DOE

Application Instructions - Applicants must submit:

1. a resume that includes a list of three references (name, address, telephone number, and a statement of how each reference is able to evaluate your skills),
2. a legal writing sample, preferably a brief or other advocacy piece,
3. Response to the question (no more than three double spaced typewritten pages): Why do you want to be an appellate public defender?, and
4. an official law school transcript.

With the exception of the law school transcript, all materials *must* be submitted online through the PDS website at <http://www.pdsdc.org/Employment/JobOpportunities.aspx>.

Please mail your official transcript to:

Jennifer Thomas, Director of Legal Recruiting
Attention PDS-2011-01
The Public Defender Service for the District of Columbia
633 Indiana Avenue, N.W.
Washington, DC 20004
jenthomas@pdsdc.org
633 Indiana Avenue, NW, 2nd Floor
Washington, DC 20004
Deadline: ASAP

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.

Posting #0020 Patent Prosecution Association - Intellectual Property global law firm is hiring a lateral patent prosecution attorney.

Qualified applicants must have - 2-4 years of experience in patent prosecution. Electrical Engineering degree. Superior law school record. Experience with power electronics and/or sensor technologies highly preferred.

Posting #0021 Junior Patent Associate - Global IP law firm expands. Electronics and Software practice group is hiring a Junior Associate. Job responsibilities include U.S. prosecution of foreign filings. Partners want a talented, eager, motivated applicant willing to be mentored.

Qualified applicants must have: 1-3 years of patent prosecution experience. Superior academic credentials. Undergraduate degree in either: electrical engineering, physics, computer science or mechanical engineering. US PTO Bar preferred, not required. CA Bar preferred but not absolute.

Posting #0022 Patent Associate - Represent one of the largest firms in the Western US; full-service business law firm recognized by our attorneys and staff as being a great place to work. IP group in Southern California is hiring an Associate. Job opportunity to work with a dynamic team of ten technical patent lawyers.

Qualified applicants must have: 2 to 4 years of IP experience. Electrical Engineering degree. Patent Bar. CA Bar preferred. Firm will consider applicants willing to take the July 2010 CA state bar exam.

Posting #0023 Junior Patent Associate - Global IP law firm expands. Electronics and Software practice group is hiring a Junior Associate. Job responsibilities include U.S. prosecution of foreign filings. Partners want a talented, eager, motivated applicant willing to be mentored.

Qualified applicants must have: 1-3 years of patent prosecution experience. Superior academic credentials. Undergraduate degree in either: electrical engineering or computer science. US PTO Bar preferred not required. DC Bar comity.

Posting #0024 Patent Prosecution Associate – Represent a law firm employer which specializes solely in providing intellectual property counsel. For 30 years, this firm has built a strong reputation. Members of the firm handle patent prosecution, and litigation matters with exceptionally high standards of professionalism, integrity and character.

Qualified applicants must have: 2 to 5 years experience in patent prosecution. Electrical Engineering degree (BS or MS). US PTO bar. Applicants are required to take the NJ bar exam if not licensed.

Posting #0025 IP Litigation Associate – Represent a law firm employer which specializes solely in providing intellectual property counsel. For 30 years, this firm has built a strong reputation. Members of the firm handle patent prosecution, and litigation matters with exceptionally high standards of professionalism, integrity and character.

Qualified applicants must have: 2 to 5 years experience in patent litigation. Electrical Engineering degree (BS or MS). US PTO bar. Applicants are required to take the NJ bar exam if not licensed.

Here's how to apply - Email yvonne@sterlingcareerconsultants.com your current resume and transcripts (please include JD and undergraduate). **Need more information** - Call 770-601-1003.

Attorney Vacancy in the Office of Chief Counsel at the National Highway Traffic Safety Administration (NHTSA) in the Litigation and Enforcement Division - The major duties of this position include a wide range of investigatory and litigation activities relating to motor vehicle safety, as well as defensive litigation and resolution of confidentiality requests; supporting the agency's motor vehicle safety program; and, with the Department of Justice, participating in a range of litigation over rules and regulations, such as fuel economy regulations, and other agency actions under the Administrative Procedure Act, Vehicle Safety Act, Freedom of Information Act, and other statutes. Attorneys represent the agency in personnel cases before administrative tribunals such as the EEOC and MSPB. NHTSA is an agency within the Department of Transportation whose mission is to reduce motor vehicle related crashes, deaths, injuries, and the economic burden they pose to society. Our attorneys have a unique opportunity to be involved in important enforcement, civil litigation, and other matters related to this mission. **Attorneys with one or more years of experience will be considered.**

If you or anyone you know may be interested and would like to be considered for this challenging position, please refer to the vacancy announcement (NHTSA 10-19), which can be obtained from the Office of Personnel Management USAJOBS web link at <http://www.usajobs.opm.gov>.

Thousand Oaks, CA – Senior Manager, Tax Provision

A global biotech company who is well known in the medical world for developing products that truly help the patients they serve, has a newly created opening in their tax department. Looking for someone to step into a #2 role in this company's tax accounting group. Because the tax rate is a key driver of company performance, the Tax Accounting group at this company is relied upon to provide insight into the impact on all of the tax planning that takes place at this company. Ideal candidate will have a strong tax accounting background with exposure to international tax issues and be excited about stepping into a well run tax provision area and interested in taking it to the next level.

This position offers:

- **Growth Potential** – Be groomed to take over the Tax Provision area for this company within a two to three year window.
- **Appreciation for Tax** – Step into a situation where Senior Management understands the importance of tax and values the Tax Accounting function.
- **Complex Tax Accounting Issues** – Join a dynamic, growing – yet stable – company with complex tax issues that will challenge you and take your career to the next level!
- **Great Location** – Work and live in a location that is one of the highest rated in the country and consistently one of the “Safest Cities in America”!

Candidate Profile:

- Minimum 7+ overall years of experience with a strong emphasis on tax accounting issues for large publicly traded company.
- Undergraduate degree in Accounting or Finance preferred, CPA, MST, a strong PLUS.
- Experience with international tax accounting issues required.
- Experience working with the consolidation of the tax accounting for a multinational company preferred.
- Exposure to companies with issues in the R&D, intellectual property areas preferred.
- Exceptional communication skills with the ability to interface with multiple groups inside tax as well as cross functional groups outside the tax function required.
- Excellent interpersonal skills with the proven ability to interface with executives at high levels preferred.

For more information on this position please reach:

Adam Golden

918.281.3300

Adam@TaxSearchInc.com

To see a description of the opportunity use this link: www.taxtalent.com/taxjobs/showjob.cfm?ID=195585

Director of International Tax

Lake Tahoe/Reno

A multibillion dollar global company and industry leader in the high-tech/entertainment industry, is seeking a Director of International Tax to join their dynamic tax function. The Director of International Tax is primarily responsible for U.S. and foreign tax implications of international transactions including global restructurings, changes in business operations, transfer pricing strategies, and cross border transactions with a focus on the impacts to the company's worldwide effective tax rate. The Director will report to the VP of Corporate Tax and manage a staff of 2 professionals. This position offers the following:

Opportunity to develop and implement worldwide tax planning strategies.

Dynamic business that has aggressive international growth that ensures challenging tax work.

Outdoor lifestyle, close to three National Forests, two hours from Napa Valley and 30 minutes from Lake Tahoe (Three years in a row Tahoe has topped the annual Orbitz Insider Index as "the most popular ski destination.").

Candidate Profile:

Minimum 10 years of overall tax experience with at least 5 years of U.S. International tax experience.

Undergrad in accounting required; MST and CPA preferred.

5 years management experience.

Transfer Pricing, Provision, M&A and IRS Audit Defense experience required.

Preference for operational consulting, compliance, customs, VAT and CST experience.

Strong communication skills and ability to interface with all levels of management and cross functional teams.

Travel (internationally): 10% annually.

If this position is a fit for your background, or if you know someone else who should be made aware of these unique opportunities, please contact me as soon as possible.

Sarah DeAngelis

843-388-6130

sarah@taxsearchinc.com

To see a description of the opportunity use this link: www.taxtalent.com/taxjobs/showjob.cfm?ID=195587

Could the Internal Revenue Service be Your next career step? The Large and Mid-Size Business Division (LMSB) of the Internal Revenue Service (IRS) is expanding their examination departments in various locations (listed on the job posting). As an Employment Tax Specialist you will perform employment tax examinations of very large and complex business entities with extensive operations often conducted through subsidiaries or other related operating components. These examinations are conducted independently or as the employment tax expert on an audit team in the examination of a controlled large case. You will specialize in the areas of Income Tax Withholding, Federal Insurance Contribution Act, Federal Unemployment Tax Act and Railroad Retirement Tax Act.

To see a description of the opportunity use this link: www.taxtalent.com/taxjobs/showjob.cfm?ID=0

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To see a description of the opportunity use this link: www.taxtalent.com/taxjobs/showjob.cfm?ID=195591

Could the Internal Revenue Service be your next career step? The Large and Mid-Size Business Division (LMSB) of the Internal Revenue Service (IRS) is expanding their examination departments in various locations (listed on the job posting). As an Employment Tax Specialist you will perform employment tax examinations of very large and complex business entities with extensive operations often conducted through subsidiaries or other related operating components. These examinations are conducted independently or as the employment tax expert on an audit team in the examination of a controlled large case. You will specialize in the areas of Income Tax Withholding, Federal Insurance Contribution Act, Federal Unemployment Tax Act and Railroad Retirement Tax Act.

To see a description of the opportunity use this link: www.taxtalent.com/taxjobs/showjob.cfm?ID=195591

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/>).

Warren, OH – Law Clerk/Judicial Attorney

Hiring Criteria: 2L; 3L; Recent Grad (0-2 Years); Experienced Grad (3+ Years)

A position will be available at the Eleventh District Court of Appeals, located in Warren, OH, for a law clerk/judicial attorney to serve under The Honorable Diane V. Grendell. Applicants must be willing to complete a two-year term, starting July, 2010. Judge Grendell is seeking applicants with a strong academic background, excellent research, writing, and analytical skills, and strong verbal communication skills. Applicants who have already passed the bar examination will be given preference in the selection process. Submit resume, cover letter, transcript, writing sample, and references by mail or email to:

The Honorable Diane V. Grendell

11th District Court of Appeals

111 High Street, NE

Warren, OH 44481

dvgregndell@22thappealohio.us

Deadline: March 31, 2010

Charleston, WV – Judicial Clerk

West Virginia Supreme Court of Appeals

http://www.state.wv.us/wvsca/jobann/jobs_cir2006.htm - New vacancies and vacant positions are listed at this Job Announcement website and will be modified and, thus, should be monitored by interested applicants. The annual salary is \$42,612, plus benefits. The West Virginia Judicial System is an Equal Opportunity Employer committed to providing equal access and unbiased, non-discriminatory treatment to all. All circuit judge law clerks must sit for the West Virginia State Bar Examination each time it is offered. The failure to pass the West Virginia Bar Examination within two attempts will result in a loss of employment. West Virginia Bar Examination failures predating judicial employment count toward the two attempts. Any person who has failed the West Virginia Bar Examination, or any bar examination, two or more times is ineligible for these positions. Once a person passes the West Virginia Bar Examination, the issue of bar examination failures is moot. The minimum GPA for these positions is 2.2. Must pass NCIC background check.

How to Apply: All applicants must submit a completed West Virginia Judiciary Application for Employment,

along with a letter of interest that reflects the specific positions in which you are interested and all state bar memberships. If you are not a member of the West Virginia State Bar, please list the West Virginia Bar Examinations you have taken. Include with your letter interest copies of your resume, law school transcript and writing sample equal of the number of positions for which you want to be considered (plus one additional copy of your resume and resume and writing sample and one Official Copy of your law school transcript to be retained by this Court) to:

Trina L. Leona, Deputy Counsel
Supreme Court of Appeals of West Virginia, Room E-400
Bldg. 1, State Capitol
1900 Kanawha Boulevard, East
Charleston, WV 25305-0830.

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

Deadline: June 1, 2010

Salem, OR – Judicial Law Clerk

Job Code: OJD-LC-2010

Salary: \$3,692 - \$6,010 Monthly

Closing Date: April 17, 2010

Law clerkships with the Oregon Supreme Court and Court of Appeals. These clerkships begin September of 2011, and are for a two year term.

<http://www.ojd.state.or.us/Personnel/JobPost.nsf/All/3728E16E4D2C982C882576A1005F837B?OpenDocument>

The state of Oregon is moving to an online application system, Oregon E-Recruit System. All branches of state government (Executive, Judicial, and Legislative) will be transitioning to this system from now until Spring 2010. During this transition all current employment opportunities can be found at www.oregonjobs.org. Please pay special attention to the Application Instructions in the announcement to ensure your application materials are submitted correctly. This position is posted on the Oregon E-Recruit System.

[Click here to view the complete announcement and apply online](#)

This recruitment is for law clerk positions with the Oregon Supreme Court and the Oregon Court of Appeals for the two year period starting in 2011 and ending in 2013. Interviews for this position will be held from June 15 through June 26, 2010.

The Oregon Supreme Court consists of seven justices, elected statewide. Since 1977, its primary function has been the discretionary review of Court of Appeals' decisions. It also decides direct appeals in death penalty, Tax Court, bar disciplinary, and certain other cases, and has original jurisdiction over mandamus, habeas corpus, and other special proceedings.

Each Supreme Court justice employs one law clerk to work directly with the justice. The Supreme Court employs between one and three additional clerks who work on a rotating basis for all seven judges. Law clerks in the Supreme Court generally are hired for a two-year period. Occasionally, clerks are hired for a one-year period. Renewal beyond the two-year period is at the hiring justice's discretion.

The Oregon Court of Appeals, the intermediate appellate court, was established by statute in 1969 and now consists of 10 judges, elected statewide. It is the court for first appeal by right from Oregon trial courts and most administrative agencies.

Each of the three Presiding Judges of the Court of Appeals has one law clerk. Other judges have two law clerks, with the exception of the Chief Judge, who does not have any law clerks. Law clerks in the Court of Appeal are generally hired for a two-year period. Occasionally, and only by the

express agreement of the hiring judge, clerks are hired for a one-year period.

These courts sit regularly in Salem and occasionally in other cities in Oregon.

APPLICATION PROCESSING

You **MUST** attach to your application, mail, or hand deliver to the OJD Human Resource Services Division the following:

- A cover letter with a brief response to this question: "Why are you interested in working as a law clerk for the Oregon Supreme Court or the Oregon Court of Appeals?"
- A resume, including academic highlights, honors, and extracurricular activities in college and law school. Also include grade point average and class rank for college AND law school (please indicate if your school does NOT rank).
- An undergraduate transcript.
- A law school transcript, complete to the time of your application.
- At least three letters of recommendation.
- A writing sample, not to exceed 15 pages, that you certify to be your own work.

By mail:

Oregon Judicial Department
Human Resource Services Division
Attn: Law Clerk Recruitment
1163 State Street
Salem, OR 97301-2563

In person:

Oregon Judicial Department
Human Resource Services Division
1241 State St., Floor 2R
Salem, OR 97301

Examples of Duties:

Duties may include, but are not limited to, the following:

- Research legal issues that arise in the course of cases on appeal; report findings and conclusions to the judge, orally or in writing.
- Draft and edit opinions or memoranda to be used in preparing opinions.
- Evaluate petitions for review requesting consideration of cases by the Supreme Court; prepare memoranda on recommendations.
- Prepare headnotes and summaries of opinions; proofread and check citations in opinions.
- Attend court to set up and ensure security of the courtroom, operate tape recording equipment, and coordinate actions of parties.
- Discuss legal issues with judges and others as appropriate.
- Perform related duties as assigned.

Qualifications:

You must have a Juris Doctor degree (or equivalent) from an ABA-accredited law school by the date this position begins.

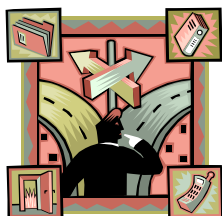
Supplemental Information:**Salary**

It is the Judicial Department's practice is to begin employees at the first pay step. At the discretion of the supervising judge, law clerks may be granted a one-step salary increase following 12 full calendar months of service and annually every 12 months thereafter, provided the increase will not exceed the maximum rate of pay. Annual step increases are approximately 5 percent each with a maximum of eleven pay steps.

NOTE: Due to an extraordinary shortfall in the State of Oregon's budget, the Oregon Judicial Department (OJD) has implemented for the current biennium (ending on June 30, 2011) several cost containment measures that apply to all OJD employees. Those measures include no across-the-board (cost-of-living) increases, a one-year freeze on annual salary (merit) and end of trial service increases, and mandatory unpaid furlough days. It is unknown at this time whether any cost containment measures (such as these or others) will be required in the 2011-2013 biennium (July 1, 2011 through June 30, 2013).

Criminal History Check

The selection process includes a criminal history check. Felony convictions may be an automatic bar to employment. Misdemeanor convictions will be reviewed on a case-by-case basis and may be a bar to employment if the circumstances of the crime are directly related to the duties and responsibilities of the position for which application is made.

**Akron, OH – Student Representative**

Seeking 1L, 2L or 3L Student – Themis is an online Bar Review developed by leaders in bar exam preparation to eliminate traditional study hurdles and to help students pass the bar. Seeking an outgoing individual willing to promote Themis Bar Review through the use of Tabling, posting flyers and emails, and helping to coordinate and set up presentations during the Semester. Time Commitment – 2-3 hours per week. Compensation – Free Bar Review Course plus possible cash incentives at the end of the semester. Please email a resume to Grant Felbaum (grant.felbaum@themisbar.com) or apply online at www.themisbar.com.

Broadview Heights, OH – Computer Programmer

Yardi Systems, 430 South Fairview Avenue, Santa Barbara, CA 93117

Contact: Rhonda McGee, Human Resources Assistant, Rhonda.mcgee@yardi.com

Yardi Systems is a successful independent software company with a proven history of growth and market leadership in the multi-billion dollar global commercial real estate industry. Employ talented, motivated and innovative people that are focused on delivering superior solutions to their clients and are passionate about working with other highly skilled professionals in team environments. If you are seeking an opportunity to join a winning team, work with the latest Microsoft technologies and develop your career, then Yardi Systems is the place for you. **Position Description** - Immediate opening for a Computer Programmer to join growing product development team. These professionals design, develop and debug new and existing software products using Microsoft .Net tools and database platforms. They create and modify Web pages, business logic code, database objects and reports to provide enterprise business applications to thousands of end-users worldwide. They document solutions and designs, test code modifications and work closely with other Programmers, Quality Assurance Specialists and client facing personnel to deliver best-in-class Web based systems to our clients. **Position Requirements** Required Skills: 2+ years of experience working in the .Net development environment (ASP.Net, VB.Net or C#). Strong knowledge of relational databases (SQL Server and/or Oracle) and proficiency in the use of SQL and database design. Understanding and experience with Object Oriented Design and Programming (OOD, OOP) principles. Excellent communication skills in both written and verbal formats. The ability to learn quickly, be a self starter and excel in team environments **Desired Skills:** Prior Web application development experience for use in IIS environments is preferred. Report development experience using tools such as Crystal Reports is a plus. Experience using source control systems such as VSS or Team Foundation Server is a plus. Prior experience working for a commercial software company (ISV) is a plus. Knowledge of commercial real estate or experience with accounting systems is a plus **Education:** BS or MS in Computer Science, or related field of study, is required **Benefits Offered:** Life Insurance, Health Insurance, Dental Insurance, Disability Insurance, Paid Vacation, 401(k), Profit Sharing, Tuition Reimbursement, Paid Training, and much more? Please submit resumes to: USAJOBS@yardi.com Subject: OH CP.

Deadline: March 8, 2010

Cleveland, OH – Equal Opportunity Specialist, GS-360/9/11

Department of Education, Office for Civil Rights

Job #CHI-OCR-2010-0002

Salary Range: \$49,327 – 77,582.00

Duty Locations: 6 Vacancies – Cleveland Metro Area, OH

This job announcement is open to all U.S. Citizens

Key Requirements: Must complete a Background Investigation and fingerprint check; must complete a one-year probationary period; relocation expenses will not be paid.

Major Duties: As an EOS, you will be a member of a team investigating complaints of discrimination, conducting compliance reviews, and providing technical assistance. Among other activities, you will be responsible for drafting investigative plans; identifying, analyzing, and interpreting considerable amounts of data; interviewing witnesses; negotiating the resolution of issues that are not in compliance with the civil rights laws; drafting resolution agreements; and monitoring the implementation of the agreements. You will also have the opportunity to collaborate with internal and external customers, and participate in innovative proactive activities to meet agency goals.

Qualifications: (GS-9) 2 years of education, OR a master's degree or equivalent degree, OR an applicant must have one year of specialized experience investigating, analyzing, fact-finding and resolving problems concerned with the enforcement of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Boy Scouts of America Equal Access Act and/or the Americans with Disabilities Act of 1990 and their implementing regulations. This experience must be equivalent to the GS-7 level in the Federal government. Examples of such experience may include: providing support to senior staff in conducting investigations; gathering facts related to a problem or issue,

analyzing them, and making recommendations for resolution; participating in investigations, including collecting records and conducting interviews; compiling interview reports; conducting statistical analyses; conducting intake analyses; organizing, evaluating, and presenting information relevant to an issue; writing reports and letters; assisting in monitoring resolution agreements; and providing information and assistance to customers to resolve problems; OR combination of education and experience.

Combination of education and experience: To perform successfully the duties of this position, qualified applicants are expected to possess the Knowledge, Skills and Abilities (KSAs) listed below. Your answers to the on-line experience questions will serve as responses to the KSAs. (1) Knowledge of and skill in interpreting and applying regulations and applying investigative approaches and techniques for case resolution and closure (GS-9). (2) Knowledge and skill in investigating, analyzing, fact-finding, and problem-solving utilizing technology and other resources (GS-9). (3) Ability to effectively plan work, analyze data and present facts orally and in writing under stringent time frames (GS-9). (4) Knowledge of and skill in applying investigative approaches and techniques for case resolution including the ability to plan, work with others and meet deadlines (GS-11). (5) Knowledge of and skill in analyzing data and in presenting facts and analyses in writing (GS-11). (6) Knowledge of technical standards. Bilingual fluency with the ability to also read, speak and write Spanish and/or Arabic is desired.

How to Apply: Please carefully read the information provided under the link (<http://www.usajobs.gov>). The section entitled "How to Apply" provides detailed instructions on faxing your supporting documentation. You are encouraged to thoroughly review the list of supplement documents required. It is critical to note that many documents may not pertain to you. You are only required to supply those that apply to you. DD-214 required if you are claiming Veteran's Preference.

Contact Information: Debbie O'Toole, 303.844.3864, Email: Debra.O'Toole@ed.gov

Deadline: Tuesday, March 9, 2010

Cleveland, OH – Legal Secretary

The Office of the Federal Public Defender for the Northern District of Ohio announces an immediate opening for a Legal Secretary to be situated in our capital habeas unit located in Cleveland. In accordance with the Criminal Justice Act, the FPD provides representation to individuals in federal criminal cases who are financially unable to retain counsel. The capital habeas unit focuses on the representation of death-sentenced prisoners. The successful applicant will serve as legal secretary to the capital habeas unit, to include the full range of secretarial duties expected in a law practice. In addition, the successful applicant will be able to provide paralegal assistance to the unit. Accordingly, general familiarity with motions, briefs and other legal documents, excellent proofreading skills including an ability to examine documents for accuracy and completeness, and excellent filing and organization skills are required. Applicants must have a high school diploma or equivalent, excellent communication, organizational and computer skills, and a minimum of three years experience as a legal secretary proficient in Word Perfect and similar office tools. Knowledge of the state and federal court system and criminal process is helpful, including a familiarity with post-conviction legal proceedings. Above all, applicants must have a strong commitment to assisting others in providing first-rate representation to indigent persons in proceedings under criminal law.

This is a full-time position with federal salary and benefits based on qualifications and experience. Employees are considered at-will, and are not covered by the Civil Service Reform Act. Electronic funds transfer of net pay is required. This position carries certain federal government employment benefits, including health and life insurance, retirement, and the Thrift Savings Plan. Employment is provisional pending the successful completion of a required background check. Qualified persons may apply by submitting a letter of interest, resume, a completed AO-0078 Application for Judicial Branch Federal Employment and a list of three references to:

Office of the Federal Public Defender
Attn: Legal Secretary/CHU
1660 W. 2nd Street
Skylight Office Tower, Suite 750

Cleveland, OH 44113

All applications must be postmarked by March 2, 2010. No telephone or email inquiries please. EOE.

Columbus, OH – Legal Secretary/Capital Habeas Unit

Full-time Legal Secretary sought for Capital Habeas Unit located in the Columbus, OH Office of the Federal Public Defender. Salary commensurate with experience. Minimum 4 years legal secretarial experience is preferred (criminal defense and/or civil litigation); excellent general secretarial skills including typing (60 + WPM), and extensive experience with Word. Experience working in the Windows environment with Word Perfect and Lotus Notes is a plus. Experience working with CaseMap, preparing lengthy pleadings and associated Table of Contents and Authorities is a plus. Candidates for this position must be able to demonstrate in past work experience their ability to be punctual and self-motivated; work cooperatively with others; and maintain strict confidence regarding their work. In addition, the Capital Habeas Unit is a relatively new unit and this position will require setting up and maintaining protocols, and guidelines for all files, correspondence and associated documents. Possessing excellent organization skills is a requirement. The Unit is a team oriented model which includes working with attorneys, investigators and paralegals. Clients are death sentenced individuals which often require last minute and late night filing. Flexibility will be required to accommodate those instances. Resumes with cover letters should be submitted by March 8, 2010 to: Carol Wright, Supervising Attorney; Capital Habeas Unit, Office of the Federal Public Defender for the Southern District of Ohio, Suite 1020; Columbus, OH 43215. Successful applicant is subject to a background check. The Federal Public Defender, Southern District of Ohio, is an Equal Opportunity Employer.

Columbus, OH – Social Worker 1

Class No. 69311

PN: 20002004

Closing: Open Until Filled

The Ohio Legal Rights Service is seeking a full-time Social Worker 1 to perform basic assessments of clients' needs for medical, financial &/or housing assistance & other community resources as they relate to disability rights issues & makes necessary referrals or submits required paperwork for eligibility determination by providers &/or collects, prepares & maintains data for social work discipline's input for clients' annual assessments related to disability rights issues completed by inter-disciplinary team & maintains working relationship & contact (e.g., referrals, calls, family contact, correspondence) with clients, other facilities, court system, families & Providers. Perform intake functions over the telephone and in person, for people who request information or services from OLRs; obtain contact information for the person with a disability (client) and the caller if different from the client (source); gather information about the nature of the client's disability and eligibility for OLRs' services; obtain information about the nature of the client's problem and the desired outcome of OLRs intervention; maintain accurate information in OLRs' case management database; provide referrals to other appropriate resources and agencies with a caller is ineligible for OLRs' services; directly provide advice or assistance to callers, as appropriate, including discussion of self-advocacy strategies. Maintain accurate information regarding the work of a variety of agencies to which OLRs may make referrals; understand and remain informed about OLRs' services and procedures and the purposes and applicability of disability related laws and policies; mail materials to callers on a variety of disability rights issues and services; prepare correspondence using instructions or guidelines from supervisor; prepare resource materials and technical assistance and referral correspondence at the direction of the supervisor; work collaboratively with the agency staff; provide high quality customer service, including assisting callers with filing grievances in accordance with OLRs' grievance procedures.

Minimum Class Qualifications for Employment: Completion of undergraduate core program in social work, rehabilitation, social work administration, sociology or related field as required by college or university. (Where Medicaid requirements are applicable for specific positions, minimum education requirement is bachelor of social work degree. There is no alternative, equivalent experience allowed for degree.)

Send resumes via email to:

Christopher L. Walter, Human Resources Director

Ohio Legal Rights Service

50 West Broad Street, Suite 1400
Columbus, OH 43215
cwalter@olrs.state.oh.us

Columbus, OH – Franklin County Municipal Court – Lead Interpreter

*NOTE: All inquiries regarding this position should be directed to the hiring agency and NOT the Supreme Court of Ohio. Job Purpose & Overview

Department: Court Administration – Full-Time

Pay Range: 69

Salary Range: \$16.32/hour (\$33,945.60/year) - \$22.44/hour (\$46,675.20/year)

Deadline: Friday, February 19, 2010

The Franklin County Municipal Court is one of the largest and busiest municipal courts in the state. The court has 14 judges in the General Division and one judge in the Environmental Division. Judges preside over civil, criminal, and traffic cases and conduct both jury and non-jury trials. The court's jurisdiction includes traffic cases, misdemeanor criminal cases, and civil cases where the amount at issue is \$15,000 or less. The Environmental Division has exclusive jurisdiction to enforce local codes and regulations affecting real property, such as fire and building codes. The geographic jurisdiction of the court is all of Franklin County and those portions of the City of Columbus that extend beyond the boundaries of Franklin County. Despite its jurisdiction and name, the Franklin County Municipal Court is the judicial branch of the City of Columbus government. The court employs Spanish-language interpreters to provide interpreting and translating services to Spanish-speaking persons. The court currently employs two full-time Spanish interpreters. Interpreters assist the judges, magistrates, attorneys, court employees, and others in communicating with Spanish-speaking defendants, victims, witnesses, family members, and others having business before the court. The Lead Interpreter manages and directs, and is accountable and responsible for all court interpreters who are employees of the court. The Lead Interpreter does not supervise and is not responsible for interpreters with whom the court contracts for services. Duties include assigning work, scheduling full and part-time interpreters, directly observing and evaluating interpreters, and developing and conducting interpreter orientation and training programs. The Lead Interpreter also performs interpreting duties.

Essential Duties & Responsibilities of the Position - Supervise all court interpreters employed by the court, which includes assigning work, scheduling full and part-time interpreters, directly observing and evaluating interpreters, and developing and conducting interpreter orientation and training programs. Coordinate and serve as liaison to other court departments and outside agencies on interpreting issues and concerns. Continually analyze and evaluate the court's interpreting services structure, work flow, policies, and procedures and develop revisions as needed. Perform three types of court interpreting: sight interpreting, consecutive interpreting, and simultaneous interpreting. Provide spoken language Spanish interpretation services to the court. Sight interpreters Spanish or English documents as required during court proceedings, interviews, and other court-related communicative events. Assist the court with communication with Spanish speaking defendants, victims, witnesses, and other individuals as necessary. Produce written translations of documents, such as official court forms, public signs, notices, posters, and court correspondence. Keep records of all interpreting and translating activities. Maintain the confidentiality of conversations that are of a confidential nature and serve impartially as required by court interpreter ethics. Perform interpreter duties according to established standards and in an accurate, impartial manner, and abide by any applicable rules or standards for interpreters adopted by the Supreme Court of Ohio. Interpret in a manner which is complete and preserves the tone and register of language, without altering, omitting, or adding anything to what is originally said. Attend ongoing training to maintain and improve interpreting skills. Attend ongoing training regarding court interpreter standards of ethics and conduct, including any applicable rules or standards for interpreters adopted by the Supreme Court of Ohio. Perform other duties as assigned. May be assigned to other positions in other departments of the Court if needed.

Qualifications & Requirements - A high school diploma or equivalent; Ability to read, write, speak, understand, and communicate fluently in both Spanish and English; Three years of full-time experience in Spanish

interpreting and translating in a public setting, at least one year of which must have been in a court environment; In-depth knowledge and understanding of legal terminology and procedures; Ability to render precise, accurate interpretations from English into Spanish and Spanish into English without omissions or additions; Ability to render interpretations promptly without hesitation ; Thorough knowledge of the methods, techniques and procedures used in interpreting in consecutive and simultaneous modes ; Ability to interpret both simultaneously and consecutively ; Ability to sight interpret Spanish and English documents ; Knowledge of the ethical codes of interpreters and protocol of interpreting, including any applicable rules or standards for interpreters adopted by the Supreme Court of Ohio ; Knowledge of common office practices, procedures, and equipment ; Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products including Word, Outlook, and Excel ; Good time management skills; highly organized and detail-oriented ; Ability to prioritize work, work independently without daily supervision, perform a variety of duties, and manage a variety of projects simultaneously in a high pressure atmosphere under sometimes severe time constraints ; Ability to effectively and professionally communicate verbally and in writing in English to diverse audiences ; Pleasant personality; ability to interact and maintain effective working relationships with judges, other elected officials, employees, law enforcement officers, lawyers, and others conducting business with the court ; Conscious of and sensitive to the diversity within the court's jurisdiction and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis ; Professional appearance and demeanor appropriate for the position and expected of a representative of elected officials ; Demonstrated dependability, reliability, and excellent attendance record ; Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership, and sound judgment ; Preferred qualifications include an associate's or bachelor's degree in Spanish or Court Interpreting; a certificate or other evidence of having completed a course on court interpreter ethics and conduct standards offered by the Ohio Supreme Court, the Franklin County Municipal Court or an equivalent training; certification by a member of the Consortium for State Court Interpreters Certification or Court Interpreter Certification from the Administrative Office of the U.S. Courts; and previous interpreting experience in a judicial, law enforcement, or legal environment. Additional consideration will be given to individuals who have any of the following qualifications: paralegal certification or other advanced schooling in any subject; previous supervisory experience; fluency in a language in addition to Spanish and English; the ability to speak and write a language commonly used by people of Somalia for whom English is a second language; or proficiency in American Sign Language (ASL).

Special Requirements - Interpreters must complete at least 24 hours of continuing education every two years, of which at least six hours must be on interpreter ethics. Additionally, interpreters must fulfill any interpreter certification requirements that may be promulgated by the Supreme Court of Ohio within a reasonable period of time after their implementation, but in no case later than two years after the date of hire.

Working Conditions - This position requires constant moving from courtroom to courtroom as needed by judges and magistrates, as well as a significant amount of standing and walking.

United States citizenship is not required, but a candidate must be authorized to work in the United States according to all applicable laws and rules, including those of the Department of Homeland Security and any other federal agency or department.

The court establishes its own pay ranges and salary schedules, and has some flexibility in setting the salary of the successful candidate. The majority of new hires begin at the posted starting salary, but in limited circumstances a candidate with superior qualifications and experience could be offered a higher starting salary.

Benefits - The Franklin County Municipal Court offers an excellent benefits package that includes: health, prescription, vision, dental, and life insurance; short-term disability; generous vacation, sick, and personal leave; 10 paid holidays; longevity service payments; sick leave reciprocity; an Employee Assistance Program; a deferred compensation program; tuition reimbursement; credit union membership; and direct deposit of net pay. Court employees are members of the Ohio Public Employees Retirement System (OPERS), which provides retirement, disability, and survivor benefits for public employees. All full-time employees hired after Jan. 20, 2010, contribute to OPERS by paying the required employee share, which is 10 percent of their salary. The court pays the required employer's share of 14 percent of the employee's salary. Since court employees are members of OPERS, they also do not have any Social Security taxes withheld from their pay.

Application Process - Applicants must submit the court's employment application form, a resume, and a cover letter addressed to Human Resources Manager Abbie Armitage that describes with some specificity how the applicant's qualifications match those required for the position. The Municipal Court Judges' application form can be found at <http://www.fcmcclerk.com/employment/pdf/courtapp.pdf> (Municipal Court Judges Job Application). (Be sure to submit the Judges Job Application, and not the application of Municipal Court Clerk Lori Tyack.) Faxed or e-mailed applications are not acceptable, and the court may decline to consider any applicant who does not submit all required items. To ensure consideration, the application materials should be submitted by Friday, Feb. 19, 2010 to:

Abbie Armitage

Human Resources Manager

Franklin County Municipal Court

375 South High Street, Room 1004

Columbus, Ohio 43215

Receipt of applications will be acknowledged by mail, and only those applicants invited for an interview will be contacted by telephone. Applicants should not call or contact the Human Resources Manager or any court employee concerning their application. As part of the selection process, a candidate may be required to successfully perform exercises to test her or his knowledge of laws and regulations; writing ability; understanding of court systems; knowledge of legal terminology and procedures; and basic knowledge of the Franklin County Municipal Court. Any candidate who indicates knowledge of a second language or American Sign Language will be required to demonstrate those skills. The successful applicant will be required to undergo a criminal record check and may be required to undergo a background investigation and drug testing. Employees of the court are at-will employees and serve at the pleasure of the court; employees are not in the classified civil service system and are not members of bargaining units. The court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability. The court may decline to interview or hire a candidate who does not present the professional appearance, demeanor, and attitude expected of a representative of the court, such as a candidate who has highly visible body piercings or tattoos, a style of dress, or a hair style that does not conform to the court's Personal Appearance Policy.

Middletown, OH – 12th District Court of Appeals – Judicial Secretary

12th District Court of Appeals - Judicial Secretary

***NOTE: All inquiries regarding this position should be directed to the hiring agency and NOT the Supreme Court of Ohio.**

The 12th District Court of Appeals located in Middletown, Ohio has an open judicial Secretary position. The job duties required are contained in the position description below.

The court will accept applications for the position until Feb. 22, 2010. The salary range for the position is \$25,000 to \$30,000. Application may be made by submitting a resume and cover letter no later than **Feb. 22, 2010** to:

Bennett A. Manning, Court Administrator
1001 Reinartz Blvd.
Middletown, Ohio 45042

Applications may also be e-mailed to Mr. Manning at position@twelfth.courts.state.oh.us.

Position Description - The Judicial Secretary is assigned to a specific judge or judges and reports directly to and is supervised by that judge or judges. The Judicial Secretary also assists the court administrator as necessary to insure smooth operation of the court. The Judicial Secretary is generally responsible for formatting, typing, correcting, and circulating decisions, opinions, and memoranda for the assigned judge or judges, and performing other secretarial work as necessary. Specifically, the Judicial Secretary's duties include the following:

After receiving oral argument and submitting calendars from administration, pulls briefs from administration case-file room for assigned judges. After each case conference, files assigned judges' individual case notes. Types (or formats) draft memorandum decisions, opinions or judgment entries written by assigned judge, administrator, or staff attorney, and modifies or corrects same as directed. Types (or formats) media release and summary to go with the decision, opinion or judgment entry. Prepares envelopes for mailing.

Copies and circulates the final version of decisions, opinions or judgment entries approved by assigned judge(s). Notifies assignment commissioner when case goes into circulation.

On each release date (usually Monday), pulls case notes for released cases from pending case note binders; files according to judge's preference.

Updates assigned judges' pending case assignment lists. Provides copy to staff attorney for each assigned judge. Update assigned judges' yearly case assignment logs.

After case has been completed and opinion, decision or judgment entry released, returns case file to administration for return to clerk's office. Reviews file before returning it to administration to make sure it is complete and that there is nothing in the file that does not belong there, such as judges' notes, interoffice memoranda, etc.

Performs secretarial work and maintains files for assigned judges as necessary.

Receives, screens and directs telephone calls for assigned judges.

Maintains assigned judges' libraries.

Arranges attendance and travel for assigned judges to attend seminars, conferences and meetings.

Compiles data and prepares reports and documents for assigned judges as necessary, including expense reports, continuing legal education hours, financial disclosure statements, and case assignments.

Assists assigned judges with organizing, documenting and billing visiting judge assignments. Makes file folder upon notice of assignment, prepares worksheet for judge's use, types or formats and circulates decision/opinion, communicates with assigning court until release and completion of decision, and prepares and mails bill.

Assists other judicial secretaries as necessary, particularly if the other judicial secretaries are unavailable due to vacation, sick time, etc. Assists administrative secretaries as necessary.

Assists, when needed, with typing or formatting decisions/opinions for judges assigned to the 12th District as visiting judges; prepares opinions/decisions (including summary sheet, media release and sign-off sheet) for circulation written by retired or visiting judges.

Responsible for maintaining, updating and implementing the court's public records retention schedule with respect to all records kept by the court.

Assists with mailings and binders for annual judicial conference; attends conference to help with registration and luncheon if needed.

Arrives at work on time and is present during scheduled working hours; cooperates with the judges, supervisors and co-workers as necessary to insure the smooth and efficient operation of the court.

Performs other duties as requested by the judges, staff attorneys or court administrator.

Florida, Ohio, Indiana, Kentucky, and Virginia - Community Organizers - The DART Center is now hiring law school graduates for the DART Organizers Institute, an elite field school for training grassroots community

organizers to build power among low to moderate income communities to address issues of social justice. Successful graduates of the Institute are placed into full-time careers as Community Organizers with one of DART's eighteen affiliates in Florida, Ohio, Indiana, Kentucky and Virginia. The DART Center has built non-partisan coalitions in communities throughout the country that have won important victories on a broad range of issues, including affordable housing, criminal recidivism, education reform, living wage and many others. To learn more about opportunities to work for social change with DART, please call (785) 841-2680 or visit www.thedartcenter.org.

Port Clinton, OH – Court Administrator

Ottawa County Common Pleas Court - Court Administrator

***NOTE: All inquiries regarding this position should be directed to the hiring agency and NOT the Supreme Court of Ohio.**

The Ottawa County Common Pleas Court, Port Clinton, Ohio, is seeking a motivated individual for the position of Court Administrator assigned to Judge Bruce Winters.

Duties include planning, organizing, developing, coordinating and directing all aspects of the court. Applicants must possess excellent leadership, supervisory, communication, decision making, records management, fiscal management, computer skills, and writing skills. The position available immediately. The annual salary is \$43,000 to \$50,000, depending on prior experience.

Send cover letter, resume and a writing sample to:

Nancy Chaney, Civil Assignment Clerk
Ottawa County Common Pleas Court
315 Madison Street

Port Clinton, OH 43452

OR

E-mail nchaney@co.ottawa.oh.us.

Deadline: Applications accepted until filled.

Houston, TX – Mitigation Specialist

Job posting available through page on Idealist (<http://www.idealists.org/if/i/en/av/Org/125986-144>).

Salary: Salary negotiable according to need.

Hours: 40-hour minimum workweek. Position frequently requires work during evenings and weekends.

Deadline: February 19, 2010 or until filled.

Established in 2002, the Gulf Region Advocacy Center, or GRACE, is an independent, client-centered, Houston-based charity that provides high quality capital defense to indigents facing the death penalty at trial or retrial. For more information, visit our web site at www.gracelaw.org.

Position Summary - The Mitigation Specialist is responsible for developing and analyzing mitigation evidence for use in capital proceedings. Specifically, the Mitigation Specialist is responsible for preparing comprehensive social histories of capital defendants through client interviews, collateral interviews with multi-generational family members and others, and the collection and evaluation of life history records (school, hospital, child welfare agencies, etc.). S/he will also network and liaise with relevant experts, including mental health experts.

Qualifications:

Bachelor's degree preferred but not required.

Basic computer skills, including proficiency with the Microsoft Office suite, are required.

Relevant experience providing assistance and support in a legal and/or nonprofit setting is preferred.

Must be willing to travel throughout the country.

Must be willing to work long hours and maintain a flexible schedule.

Relevant experience working with those suffering with mental health issues is strongly preferred.

The ideal candidate will commit to at least two years in the position.

Desired Knowledge, Skills, and Abilities:

Significant experience in research and fact gathering.
Excellent interpersonal, verbal and written communication skills.
Excellent organizational skills.
Ability to interact effectively with various demographic groups.
Demonstrated commitment to capital defense work is preferred.
Ability to work as part of the defense team in a client-centered practice and maintain the confidentiality of all information obtained while working on the case.
Knowledge of and/or experience with low-income communities and issues affecting them.
Experience working with nonprofit organizations and/or the criminal justice system preferred.
Ability to operate effectively in ambiguous and unstructured situations.
Ability to manage multiple priorities and tight deadlines while maintaining quality

Job Relationships: Responsible to the Director. Works on cases and specific tasks with Mitigation Specialists and other staff members. Interacts frequently with Mitigation Specialists, other staff members, outside attorneys, clients, and clients' families and friends.

To Apply:

Submit resume and cover letter highlighting qualifications to:

Alexander Steffler, Deputy Director
Gulf Region Advocacy Center
2307 Union St .
Houston , Texas 77007
Fax: 713-880-3811

Email: alexander@gracelaw.org

Little Rock, AR - Research and Writing Specialist

The Federal Public Defender for the Eastern and Western Districts of Arkansas is accepting applications for the position of Research & Writing Specialist at the Little Rock Office to work on death penalty habeas cases.

Applications for this position must be law school graduates or have completed all law school studies and requirements and merely be awaiting conferment of their law degree. Applicants must have sufficient experience to immediately undertake advanced research and writing projects for the Federal Defender and Assistant Federal Public Defenders in the Capital Habeas Unit. General duties include examining, analyzing, and researching records and issues; performing legal research and preparing legal documents; and assisting with other aspects of case preparation. Research and Writing Specialists do not sign pleadings or make court appearances. The position is not intended to serve as a proxy, substitute, or replacement for an Assistant Federal Public Defender.

To be considered for this position, submit a cover letter, resume and writing sample to:

jennifer.horan@fd.org or mail the requisite materials to: Federal Public Defender, 1301 W. Capitol Ave., Suite 490, Little Rock, AR 72201. The final candidate will be subject to a background check as required by the Administrative Office of the United States. Salary will be based upon qualifications and experience and is payable only by Electronic Funds Transfer (direct deposit). Federal benefits apply. Some travel is required. The Federal Public Defender is an equal opportunity employer. No phone calls please. Position open until filled.

New Orleans, LA – Post-Graduation Fellowship Opportunity

The Capital Appeals Project (CAP) is a non-profit law office based in New Orleans, Louisiana that provides capital appellate representation to indigent people on Louisiana's death row. CAP is one of the leading death penalty appeals offices in the country, and has represented clients in several recent cases before the Supreme Court of the United States, including *Kennedy v. Louisiana*, *Snyder v. Louisiana*, and *Montejo v. Louisiana*.

CAP provides high-quality representation to its clients before the Louisiana Supreme Court, and acts as a resource to public defenders and criminal defense lawyers across the state. CAP's efforts on its clients' behalf and in providing training and counsel to other public defenders have improved the quality and standards of representation for indigent defendants and prisoners in Louisiana.

CAP is seeking applicants for a one-year fellowship. The CAP fellow will help represent defendants from the time they are sentenced to death through their direct appeal to the Louisiana Supreme Court and petition for certiorari to the United States Supreme Court. The fellow will be supervised by senior attorneys, and will have a substantial role in informing the litigation strategies, reviewing records, meeting with clients, conducting legal research, drafting appellate briefs, and mooted oral arguments. The fellowship is potentially renewable for a second year. Prior fellowship recipients have gone on to work in capital trial, appeal or post-conviction offices, academia and other employment opportunities.

Qualifications:

- current 3Ls or recent law school graduates
- respect for the humanity and dignity of our clients
- excellent writing and oral advocacy skills
- commitment to indigent criminal defense and the highest quality representation
- the ability to work well with varying co-counsel and support staff
- an appreciation of the importance of supportive and collaborative work within the office and at a local and national level
- willingness to work long hours when necessary
- potential willingness to sit for Louisiana state bar examination

Salary: 40k

How to Apply - Please email or mail cover letter, resume, writing sample, and three references to: Kim Watts, Office Administrator, Capital Appeals Project, 636 Baronne Street, New Orleans, LA 70113, kimw@thejusticecenter.org.

CAP values diversity and is an equal opportunity employer. CAP does not discriminate on the basis of race, gender, religion, ethnicity, or sexual orientation

Pittsburgh, PA – Legal Specialist I

www.cleveland.com/jobs

Legal Specialist 1



Employer: [Weltman, Weinberg & Reis Co., L.P.A.](http://www.weltman.com)

[To APPLY please Sign In](#)

Location: Pittsburgh, PA United States

Don't have an Account? [Sign Up](#)

Last Updated: 02/05/2010

Job Description

Legal Specialist 1

About the position:

Seeking a Legal Specialist 1 for Weltman, Weinberg and Reis. This is an entry level position in their Downtown Pittsburgh office. It is a high volume, fast paced environment. This position requires someone with high energy and can adapt well to change.

- Prepares department-specific legal documents and correspondence.
- Confers with debtors or representatives by telephone in attempt to determine reason for overdue payment, review terms of sales, service or credit contract with debtor.
- Contacts clients, debtors, attorneys, and courts via mail, fax, telephone or email.
- Performs basic records research and skip tracing, as required.
- Investigates and corrects problems with accounts.
- Processes debtor payments.
- Files pleadings and documents with court clerk, as required.
- Answers telephone, directs calls, and conveys messages.

Education:

High School Diploma or GED

Requirements:

0-2 years office experience; Typing 40-50 WPM; Basic computer skills; Basic understanding of Word, Excel and Outlook

Preferred Requirements: Para-legal certificate; College degree;

Benefits: Benefits at WWR include: 16 days of paid time off, 7 paid holidays, Opportunity for; Medical, Vision, Dental, and Life insurance. Plus flexible spending accounts for parking, dependent & health care. In addition, we offer Short-Term Disability, and Long-Term Disability insurance. On the financial side are 401k and profit sharing plans. In-house training and development

To Apply: email your resume and salary requirements to: recruiting@weltman.com

Location: Weltman, Weinberg & Reis Co., L.P.A.

1400 Koppers Building

436 Seventh Avenue

Pittsburgh, PA 15219

Washington, DC - Jurisprudence Collections Coordinator

American University Washington College of Law (Washington, DC)

Position Type: Term, Permanent

WAR CRIMES RESEARCH OFFICE – AMERICAN
UNIVERSITY WASHINGTON COLLEGE OF LAW

<http://www.wcl.american.edu/warcrimes/>

Job Type: LAW RELATED POSITIONS

Schedule Type: Part Time

Practice Areas: Criminal Law/Death Penalty, International Law/Human Rights

Job Description - The War Crimes Research Office (WCRO) at American University Washington College of Law is seeking a qualified and highly motivated candidate for the position of Jurisprudence Collections Coordinator. This individual will be responsible for implementing and supervising the collection, organization, indexing and digesting of jurisprudence from international/ized courts and tribunals. The goal is to create and maintain a highly flexible legal research tool for practitioners worldwide. After completion of the initial indexing project, the Coordinator will be expected to maintain and improve the Collection, work with the WCRO Director to explore opportunities for expansion, and help to maximize use of the resource among international/ized criminal courts, NGOs working in the field, academic institutions, and other relevant constituencies. The Coordinator may also be called upon to take on discrete research projects, depending on WCRO needs and the Coordinator's abilities.

War Crimes Research Office: Originally established to work with the Office of the Prosecutor of the International Criminal Tribunal for the former Yugoslavia, the WCRO now provides research for a variety of internationalized criminal tribunals engaged in the prosecution of war crimes, crimes against humanity, and genocide, including the International Criminal Court, the Special Court for Sierra Leone, and the Extraordinary Chambers in the Courts of Cambodia.

Qualifications - • A high level of proficiency with Internet-based research, Microsoft Office, and Adobe Acrobat essential; Familiarity with document management software or digital asset management required; familiarity with Extensis preferred; Familiarity with web content development and content management systems preferred; Knowledge of international/ized criminal tribunals, international humanitarian law and/or international criminal law; Excellent oral and written English skills required; Excellent organizational skills and attention to detail essential

Salary - This is a part-time, 20 hour per week position at \$20 per hour, with the potential to become full-time.

Application Instructions: Applicants should send a detailed resume, cover letter, a writing sample, and the names and contact information for three references to warcrimes@wcl.american.edu.

Contact Information:

Susana SáCouto

Phone: 202-274-4067

Fax: 202-274-4458

warcrimes@wcl.american.edu

4801 Massachusetts Avenue NW

Washington, DC 20016


Desired Class Level: Graduate/Alumni

Expiration Date: February 23, 2010

[The Federalist Society's Olin/Searle Fellows in Law Program](#)

via [The Volokh Conspiracy](#) by Eugene Volokh on 1/28/10 - If you're generally libertarian, conservative, or centrist in your legal outlook, and are interested in going on the law teaching market, I highly recommend [this program](#), which offers a stipend of \$50,000 plus benefits, as well as office space at a law school. The application is due March 15, 2010.

ProjectsAbroad - Looking for law students and recent law graduates with an interest in international service. Students can help while on break, or even when deferred from starting at a new firm. Working alongside trained lawyers and human rights activists, they will provide legal advice to community organizations and various human rights campaigns around the world.



They have worked closely with Diane Edelman, Assistant Dean for International Programs at Villanova University School of Law, and several of her students. Diane believes that their projects are ideal for law students and graduates who are eager to **gain international legal experience**. Please read her letter below.

Projects Abroad is a leading international volunteer organization, working in 24 destinations throughout the developing world and offering over 100 different projects. Projects Abroad offers legal internships in **China**, **Ghana**, **Mongolia**, **Morocco**, **Senegal**, **South Africa** and **Togo**. You can find more specific information on our legal projects in these destinations at **Law and Human Rights at Projects Abroad**.

Start dates are flexible and depend on the volunteer's own schedule. Volunteers are welcome to join for as little as two weeks or as long as a year.

