



# THE ALUMNI CAREER CONNECTION

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

## JULY 15, 2010 CPPO Hours

Monday - Friday  
8:00 – 5:00

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

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

[Jeanne Kennedy](#)  
Student Services Counselor

## Inside This Issue

Articles & Items of Interest  
Position Announcements

## ARTICLES AND ITEMS OF INTEREST

### U.S. Department of Education Announces Procedures for Law Student Loan Repayments -

The U.S. Department of Education announced the requirements, definitions, eligibility criteria, and procedures for the implementation of the Civil Legal Assistance Attorney Student Loan Repayment Program, under which civil legal assistance attorneys who meet certain qualifications may have a portion of their Federal Perkins Loan, Federal Family Education Loan, and William D. Ford Federal Direct Loan program loans repaid based on qualifying full-time employment for at least three years. Applications are due by August 16, 2010. Get more information at Fed. Reg. 38,999.

### First-Come, First-Served: Apply Now for Civil Legal Assistance Attorney Student Loan Repayment Program (CLAAP) -

Five million dollars is now available for

distribution to qualified civil legal assistance attorneys. The online application is accessible here:

<http://studentaid.ed.gov/student/attachments/siteresources/CLAAPapp.pdf> and applying as soon as possible is critical because the Department of Education will commit these funds to eligible civil legal assistance attorneys on a **first-come, first-served basis**.

Completed and signed applications can be returned to the Department of Education as follows:

**Fax Number: 1-315-738-6674**  
Mail: U.S. Department of Education  
Civil Legal Assistance Attorney Student Loan Repayment Program  
PO Box 4399  
Utica, NY 13504  
Overnight mail: Call 1-877-699-1834 for courier/overnight address

Complete and signed applications will be date and time stamped and processed in the order they are received.

Do not submit an incomplete application-- if the application is denied because it is incomplete, the Department of Education will send a letter explaining the reason it was denied, and a resubmitted request will receive a new date and time stamp.

The Civil Legal Assistance Attorney Student Loan Repayment Program (CLAAP) repays a portion of eligible federal student loan debt for civil legal assistance attorneys who are employed full-time. Attorneys are advised to understand the [program requirements](#), and to carefully consider the Ineligibility for Double Benefits provision before determining whether or not to apply for CLAAP. Additional information is available on the updated [comprehensive CLAAP webpage](#).

**New Loan Repayment Program Aims to Woo Pa. Lawyers to Public Service** - The Pennsylvania Bar Foundation and the Pennsylvania Interest on Lawyers Trust Account Board have launched a new statewide school loan repayment program designed to ease the financial burden on recent law school graduates in hopes of making public service a more attractive and viable career option.

**New Career Connection Feature: ARTICLE OF THE WEEK** - Every week, the Career Planning Office will publish an article with information that may be of interest to anyone who is currently or ever will be searching for a job. The articles will cover topics ranging from interviewing to networking to effective resumes and cover letters and other relevant subjects. If you come across an article that you think is helpful and you'd like us to include it in a future Career Connection, please e-mail it to Director Weinzierl at [bcw@uakron.edu](mailto:bcw@uakron.edu) Happy Reading!

**Discussing Flaws And Weaknesses During An Interview** by Beverly Aarons - One of the most difficult parts of the interview for many job candidates is when the interviewer asks the job candidate to discuss their weaknesses. It is far easier and oftentimes a lot simpler to discuss strengths; but delving into shortcomings can offer the job candidate an opportunity to allay employer worries and fears about a job candidate's perceived flaws. Because there is no doubt about it, most employers are able to perceive a candidate's shortcomings even if the candidate does their best to hide them. So how should a job candidate approach the discussion of their weaknesses during an interview? Below are few tips:

Assess where you may fall short in your technical abilities or knowledge. Does the job require some type of skills that you may lack? If so, think about how you might compensate for this shortcoming. Can you take a class? Can you learn while on the job? Do you have other skills that are comparable? When discussing any technical/knowledge shortcoming with an employer make sure you offer a solution that will make them confident about giving you the job.

Assess your professional experience. Does the job require a certain number of years of experience that you don't have? If so, how can you compensate for this lack of experience? Or why is your current level of experience enough to get the job done? Maybe you have few years of experience but the experience you have is of "high value." If so, make this clear so that the employer understands that this shortcoming will not in any way diminish you ability to do your job.

Assess your emotional/social skills in the workplace. Do you have trouble resolving conflict? Do you often bump heads with your superiors? Is it difficult to work on teams? Maybe you work too hard and burn out quickly. Whatever your flaw is in this area, address it honestly.

## What Can My JD Do for Me?



Please join us for an exciting workshop for new and future attorneys. Topics include:

- ***Alternative Career Options*** – Listen to a panel of people from various professions regarding different options for employment post law school.
- ***Hanging Out a Shingle*** – Get real-world tips on going it alone and succeeding in a solo or small practice.
- ***Yes, Your Honor*** – Get first-hand advice from our judicial system on what to do in the courtroom and information about working in the judicial system.
- ***How Do You Do? It's Nice to Meet You*** – Gain networking and client development skills from seasoned rainmakers.

August 12, 2010  
4:00 pm to 6:30 pm  
Akron Bar Association  
57 S. Broadway St.  
Akron, OH 44308

Register by contacting  
Elizabeth Yeargin  
e-mail: [eyeargin@brouse.com](mailto:eyeargin@brouse.com)  
phone: 330.535.5711

Deadline: August 5th



akron bar association

Presented by The University of Akron Liaison Committee

**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

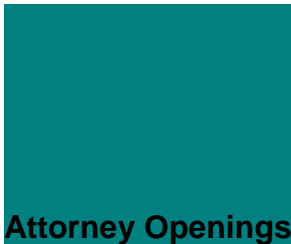
to check it out. Username and password are required so please e-mail Jeanne Kennedy in the CPPO ([jeanne2@uakron.edu](mailto:jeanne2@uakron.edu)) or call our office at 330-972-5321 and we will set you up with a Symplicity account.

If, for some reason, you have misplaced your Symplicity username or password, please stop by or e-mail the Career Planning Office at [jeanne2@uakron.edu](mailto:jeanne2@uakron.edu) and we will re-register you with Symplicity.

**RECIPROACITY** - 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



### Akron, OH – Research Associate

State and Federal Communications, Inc. seeks to fill the position of Research Associate. State and Federal Communications, Inc. is a national government affairs research, consulting, and publishing company based in Akron, Ohio. Research involves the subjects of campaign finance, lobbying, ethics, and procurement laws in all 50 states, the District of Columbia, federal government, more than 160 municipalities, and Canada. The Research Associates conduct extensive searches on-line each month for the territories assigned. Research Associates use independent judgment and discretion to determine whether the State and Federal Communications website is accurate and up-to-date. There are excellent opportunities for advancement to assist corporate clients with lobbying compliance in states and municipalities. A clear understanding of the importance of deadlines and absolute accuracy are required. Staff consists of people who: Have advanced academic degrees, JDs preferred, but MA and above also a plus; Are exceptional in organizing work and with their writing skills; Are skilled at project management and have a keen attention to detail; Have previous work experience, which required a clear understanding of accuracy; Willing to put the time in to complete their responsibilities; and Enjoy using quality computer systems and have a working knowledge of Microsoft products and the Internet. Salary is competitive in the Northeast Ohio region and dependent on skill level and experience. The company provides a very comprehensive benefits package. Send cover letter, resume, references, and salary requirements to: Human Resources State and Federal Communications, Inc. 80 South Summit Street, Suite 100 Akron, Ohio 44308 Fax: 330-761-9965. E-mail [hr@stateandfed.com](mailto:hr@stateandfed.com). Inquiries lacking any of the requested information will not be considered. The successful candidate will pass a required background check and a pre-employment drug test. EOE M/F/D/V DFWP. Visit their website at [www.stateandfed.com](http://www.stateandfed.com). No telephone calls.

Deadline: July 31, 2010

### **Cleveland, OH – Senior Associate Attorney**

Downtown Cleveland AV rated law firm has immediate opening for an associate with 2 or more years experience representing creditors in the area of real estate foreclosures, residential real estate transactions or real estate title defense. The successful candidate will be a highly motivated self-starter who enjoys a fast paced, high volume practice. Excellent working environment and benefits package, with salary commensurate with experience. Qualified candidates should send their resume, salary history and writing sample in confidence via mail, email or fax to:

Antonio Scarlato, Esq.

Felty & Lembright Co., LPA

1500 West 3<sup>rd</sup> Street, Suite 400

Cleveland, OH 44113

[ascarlato@feltyandlembright.com](mailto:ascarlato@feltyandlembright.com)

Fax: 216.771.4334

Deadline: July 30, 2010

### **Cleveland, OH – Research & Writing Attorney**

The Office of the Federal Public Defender for the Northern District of Ohio announces an immediate opening for a **RESEARCH AND WRITING ATTORNEY** 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 position entails representation of indigent defendants and assistance to other lawyers in the capital habeas unit who are engaged in post-conviction capital work.

Interested persons must have graduated from an accredited law school, be a member in good standing of any state bar, and be willing to obtain admission to the bars of the United States District Court for the Northern District of Ohio, the United States Court of Appeals for the Sixth Circuit, and the Supreme Court of the United States upon being hired. The position requires excellent research, writing and oral advocacy skills, proficiency in computer-assisted legal research and word processing software (Word Perfect), and the ability to understand and manage complex factual and legal issues. Candidates should have familiarity with handling capital cases at post-conviction and appellate stages, particularly those litigated under Ohio state law, and with capital habeas proceedings in federal court from the initial petition through appeal and clemency. Above all, applicants must have a strong commitment to 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 and some travel via personal vehicle are 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. This position precludes the private practice of law.

Qualified persons may apply by forwarding a letter of interest, a resume, a list of three references, and a recent writing sample to:

Office of the Federal Public Defender

ATTN: Research and Writing Attorney/CHU

1660 W. 2nd Street

Skylight Office Tower, Suite 750

Cleveland, Ohio 44113

All applications must be postmarked by **July 26, 2010**. No telephone or email inquiries please. EOE.

### **Cleveland, OH - (#102134) Temporary Document Review Project, Cleveland**

Licensed Attorneys who are fluent in Madarin Chinese (both reading and writing required) needed for an



upcoming temporary document review project. Qualified candidates should forward their resumes for consideration to Deborah Peters ([deborah@majorlegalservices.com](mailto:deborah@majorlegalservices.com)) or Sally Goodwin ([sally@majorlegalservices.com](mailto:sally@majorlegalservices.com)).

**Cleveland, OH - Intellectual Property Attorney**

An IP Attorney with 8 plus years of Mechanical Engineering practice experience and a sufficient portable book of business to sustain the incoming practitioner for approximately 30%-40% of their time is sought for a well established mid-sized firm. Responsibilities will include patent prosecution and creation, trademarks and copyrights. Competitive salary. For further information, please contact Deborah Peters, Director of Recruiting ([Deborah@majorlegalservices.com](mailto:Deborah@majorlegalservices.com)) or Sally Goodwin, Attorney Recruiter ([Sally@majorlegalservices.com](mailto:Sally@majorlegalservices.com)).

Deadline: ASAP

**Cleveland, OH – Attorney**

Association within a firm for an individual attorney ready to develop their own practice in any of the following areas: Business, Corporate, Non-Profit, Tax, Employment Law, Intellectual Property and/or Internet Law. Single office available within a 9 office suite. Referrals available. Send resume and request for details. Perfect for an individual attorney with some book of business, or an experienced attorney (3+ Years) leaving a large or mid-sized firm. Bar passage required. Send resume and cover letter to:

Jamie Schneier

Petronzio Schneier Co., LPA

5001 Mayfield Road, Suite 201

Cleveland, OH 44124

Deadline: ASAP

**Cleveland, OH – Office for Rent**

Office for rent for an individual attorney ready to develop their own practice. Single office available within a 9 office suite. Referrals available. Send resume and request for details. Perfect for an individual attorney with some book of business, or an experienced attorney leaving a large or mid-sized firm. Bar passage required. Send a resume and cover letter to:

Jamie Schneier

Petronzio, Schneier Co., LPA

5001 Mayfield Road, Suite 201

Cleveland, OH 44124

Deadline: ASAP

**Athens, OH – Staff Attorney**

Desired Class Level - Recent Grad/0-2 Years, Graduate/Alumni

The Center for Student Legal Services (CSLS) is a non-profit law office located in Athens, OH, which serves the students of Ohio University. CSLS is currently seeking a Staff Attorney to provide legal advice and representation to students in a variety of civil issues including landlord/tenant and consumer law. Applicants must have a strong background in civil law, particularly landlord/tenant cases, strong legal writing skills, and in-court litigation experience. Applicants must be fully licensed to practice in Ohio. This is a full-time position with the possibility for part-time employment for the right candidate. Starting salary is commensurate with experience, range \$35-50K. Health, vacation and sick leave benefits. For consideration, please send resume and cover letter via email to:

Heidi Sochia, Program Coordinator

[csls@studentlegalrights.org](mailto:csls@studentlegalrights.org)

Deadline: July 16, 2010

### **Cincinnati, OH – Staff Attorney**

The Office of the Staff Attorneys for the United States Court of Appeals for the Sixth Circuit is currently recruiting for a staff attorney position. The position is for a two year term, with a possible of year-to-year renewal contingent upon performance and availability of funds. The Office of the Staff Attorneys functions as the Court's central legal staff, serving the Court at large rather than individual Judges. The principal mission of the Office is to assist the court in the disposition of motions and appeals through extensive legal research and analysis and the preparation of case-specific legal memoranda. Although the Sixth's Circuit Judges sit throughout the circuit, the Office of the Staff Attorney is centrally located in Cincinnati, Ohio. Individual Staff Attorneys process appeals involving a wide range of subject matter areas, including civil rights, employment discrimination, direct criminal appeals, habeas corpus, immigration, and social security. Although much of the Office's caseload consists of motions and appeals brought by pro se litigants, many of them prisoners, Staff Attorneys also process fully-briefed appeals in which both sides are represented by counsel. The office employs both career and term staff attorneys, all of whom work together in a highly collegial environment. Term attorneys, who are typically recent law school graduates, work collaboratively with more experienced career and supervisory attorneys. Term attorneys learn a wide variety of substantive and practical lawyering and writing skills during their tenures.

Applicants must possess superior analytical, research, and writing skills, a demonstrated ability to manage a significant caseload under strict time restraints, and excellent academic credentials. Minimum qualifications are a J.D. degree from an accredited law school, ranking in the top 20% of the graduating class, and law review, moot court, or similar academic experience. Specialized, post-degree work experience in relevant legal areas may substitute for academic qualifications. Applicants with a year or more experience in the judiciary, whether federal or state, chambers or central staff, are highly preferred. The salary range is \$44,095 (CL 27/1) to \$71,703 (CL 28/61) depending upon legal experience and qualifications. Position open until filled. Those persons who would be available for full time employment should submit a cover letter, a resume, law school transcripts or grade sheets, two self-edited writing samples (no law review article or case notes), and at least two letters of recommendation. All submissions must be made through OSCAR (the Online System for Clerkship Application and Review) at <https://oscar.uscourts.gov>.

Applicants must be United States citizens or eligible to work in the United States.

Successful candidates will be subject to a background check as a condition of employment. The Court of Appeals is committed to equal opportunity for all applicants.

**Further inquiries may be to office email: [CA06-staff attorney office@ca6.uscourts.gov](mailto:CA06-staff_attorney_office@ca6.uscourts.gov).**

### **Cincinnati, OH – U.S. Bankruptcy Judge**

The Sixth Circuit Judicial Council is soliciting applications from persons interested in appointment as United States Bankruptcy Judge for the Southern District of Ohio at Cincinnati. This position will become vacant upon the retirement of United States Bankruptcy Judge J. Vincent Aug on March 1, 2011. United States Bankruptcy Judges exercise highly important judicial powers and responsibilities as officers of the United States District Courts. All bankruptcy cases under Title 11, United States Code, and all proceedings arising under Title 11 or arising in or related to a case under Title 11 are referred to the Bankruptcy Judges of a district. A person appointed as Bankruptcy Judge should have the character, ability and impartiality to qualify such person for service in the Federal Judiciary. The term of office is 14 years. The salary of the position is \$160,080. Bankruptcy Judges are appointed by the United States Court of Appeals pursuant to the Bankruptcy Amendments and Federal Judgeship Act of 1984, P.L. 98-353, 98 Stat. 345, and regulations promulgated by the Judicial

Conference of the United States. The Court of Appeals will make an appointment to this vacancy from a list of at least three nominees submitted to it by the Sixth Circuit Judicial Council.

Qualifications. To be qualified for appointment as a bankruptcy judge, an applicant must possess the following minimum qualifications:

(a) Be a member in good standing of the bar of the highest court of at least one state, the District of Columbia, or the Commonwealth of Puerto Rico, and a member in good standing of every other bar of which the applicant is a member.

(b) The applicant must have engaged in the active practice of law for at least five years (With some substitutions authorized).

(c) The applicant must possess the following abilities or characteristics: (1) competence to perform the duties of the office; (2) integrity and good character; (3) commitment to equal justice under the law; (4) sound physical and mental health; (5) outstanding legal ability and competence as evidenced by ability to deal with complex legal problems, aptitude for legal scholarship and writing, and familiarity with courts and court processes; (6) demeanor, character and personality that would exhibit good judicial temperament.

(d) An applicant may not be related to a judge of the appointing Court of Appeals or Judicial Council of the Circuit, or to a judge of the District Court to be served, by blood or marriage within the degree of first cousin. An affirmative effort will be made to give due consideration to all qualified candidates, including women and members of minority groups. Interested applicants may obtain an application from the Circuit Executive's Office, Office of the Clerk of the United States Court of Appeals for the Sixth Circuit, the Bankruptcy Court Clerk for the Southern District of Ohio, or by accessing the Court of Appeals website at [www.ca6.uscourts.gov](http://www.ca6.uscourts.gov). Persons interested in applying for this position should send their application to: Office of the Circuit Executive, 503 Potter Stewart United States Courthouse, 100 East Fifth Street, Cincinnati, Ohio 45202. **Applications must be received by July 30, 2010.**

#### **Dayton, OH – Government Contracts Attorney**

Taft, Stettinius & Hollister's Government Contracts law practice is seeking an attorney with a minimum of 6 years of government contract law experience to work in their Dayton office. Experience should be in all phases of government contract work including protests, claims, disputes, internal investigations and compliance and should include at least 3 years of private practice experience. The ideal candidate would have excellent academic credentials. Submit resume and cover letter to:

Ms. Amy B. Kattman, Director of Legal Recruiting

425 Walnut Street, Suite 1800

Cincinnati, OH 45202-3957

Email: [kattman@taftlaw.com](mailto:kattman@taftlaw.com)

Deadline: July 31, 2010

#### **Richfield, OH – Staff Attorney**

Staff Attorney - National Interstate Insurance Company

[Job Description](#) | [Details](#) | [Job Locations](#) | [Contact](#) |

Summary - Provide competent and efficient legal service to the company and its employees through identifying and addressing legal issues, performing legal research and supporting the department as needed. Identify and address existing legal issues; anticipate and guard against future legal and business issues. This includes performing work with a sense of urgency and being proactive with the goal to understand the organization's business needs in order to provide legal advice to minimize risk and exposure to the company. Provide legal research, analysis, and advice to all levels of management in various departments. Perform as a productive participant in product and management discussions. Support General Counsel and department as needed.

Qualifications - Law Degree from accredited law school; 4-10 years related experience; Member of a state Bar and eligible for in-house admission to Ohio Bar; General areas of experience should include insurance (regulatory and compliance), contracts, and corporate transactions; Ability to listen, read, analyze, and interpret legal documents; Strong organizational skills; Strong communication skills in order to effectively communicate with employees at all levels on legal issues; Working knowledge of word processing; Strong legal research skills required; experience with Westlaw is preferred; Ability to fully understand the company's business goals



and issues

Reports To : Vice President of General Counsel

How to Apply: Employer provided a link where your application will be accepted. Click on the link below and follow instructions:

<http://specializedattorneynetwork.com/jobseekerx/viewjobrss.asp?cjid=14698&accountno=221&>Job Code: niic-43

**Ohio - Attorney Volunteer Positions** - Regional Voter Protection Coordinators for the Ohio Democratic Party

Locations: Various cities in Ohio Time Period: Now through November 2 Position Description: Coordinate with and support the work of attorneys. Recruit , track and train volunteers. Assist with voter education and pre-election monitoring. Assist with election day plans. Use excel and van databases proficiently. Function effectively in high stress, fast-paced environment. Prioritize multiple urgent tasks; manage tasks simultaneously. Answer phones and respond to queries. Provide answers or channel queries to appropriate authority. Demonstrate excellent organizational and strategic planning skills. Interact effectively and work in unison with team. Maintain a professional attitude and appearance.

Submit resume to Dora Rose at [promotethevote@ohiodems.org](mailto:promotethevote@ohiodems.org)

Deadline: August 13, 2010

**Albuquerque, NM – Assistant Counsel**

University of New Mexico School of law – <http://lawschool.unm.edu/>

**Job Description** - Employees in this job title are subject to the terms and conditions of an employment contract. Employment contracts are typically subject to review and renewal on an annual basis. Entry level position in the UNM Office of University Counsel for an attorney with up to 7 years of relevant experience. Provides or assists in providing legal services to specified organizational units of the institution and certain affiliated University Research Park and Economic Development Act entitiest that support the mission of UNM Health Sciences Center. Under general direction and supervision by an Associate University Counsel or Senior Associate University Counsel, the attorney occupying this position will perform standard legal work and/or participate in the performance of complex legal work to include such areas as general corporate documents, record keeping and maintenance, contract reviews, and property sale/acquisition. Knowledge of health care financial, regulatory and compliance matters is a plus, but is not required.

**Qualifications**

- J.D. or LL.B; at least 1 year of experience that is directly related to the duties and responsibilities specified.
- Member of NM State Bar, or member in good standing of the State Bar of another state or District of Columbia.
- Successful candidate who is not a member of the NM State Bar is required to obtain a temporary Public Employee Limited License issued by the NM Supreme Court and then become a member of the NM State Bar no later than 1 year after being hired.
- Experience working in a complex organization with multiple constituencies.
- Strong skills in legal research and legal writing
- Strong skills in analyzing complex statutory and regulatory laws.
- Experience in corporate documentation, recordkeeping and maintenance.

- Experience in contract review and drafting.
- Knowledge of the statutory and regulatory framework in which a University and its affiliated subsidiary entities operate.
- Knowledge of health care financial, regulatory and compliance matters.
- Ability to provide accurate, timely, thorough and well-reasoned legal advice regarding the substantive areas of law.
- Ability to work well with clients and within a corporate culture, and to respect and reconcile multiple interests and/or dimensions relating to policy.

**Salary** - The University of New Mexico (UNM) provides a diversified package of benefits including medical, dental, vision, and life insurance. In addition, UNM offers educational benefits through the tuition remission and dependent education programs.

**Application Instructions:** Interested applicants can apply online at:  
<https://unmjobs.unm.edu/applicants/Central?quickFind=58292&jtsrc=www.higheredjobs.com&jtrfr=www.peopleadmin.com&adorig=PA>.

Deadline: July 26, 2010

#### **Austin, TX – Capital Habeas Attorney Positions**

The newly formed Office of Capital Writs, located in Austin, Texas, is accepting applications for the following Attorney positions: Senior Attorney; Staff Attorney I and II.

The Office of Capital Writs (“OCW”) is a newly created state-funded, state-wide office which will begin operation on September 1, 2010. The OCW is a capital post-conviction office, charged with representing death sentenced persons in state post-conviction habeas corpus and related proceedings. All members of the office will provide quality representation to capital defendants as described by the Guidelines and Standards for Texas Capital Counsel.

#### **Senior Attorney Qualifications:**

Membership or eligibility for admission to the Texas Bar  
Significant experience in the defense of death-sentenced individuals  
Qualified to serve as lead counsel in Texas capital habeas cases (see <http://www.courts.state.tx.us/courts/ajr.asp>).  
Experience in training and supervising attorneys  
Experience with and commitment to a team-based litigation approach  
Superior research and writing skills

#### **Staff Attorney II**

Membership or eligibility for admission to the Texas Bar  
Experience (3-6) years in one or more of the following areas: state and/or federal criminal law; death penalty litigation; appeals; civil litigation  
Experience with and commitment to a team-based litigation approach  
Commitment to the defense of death-sentenced individuals  
Superior research and writing skills

### Staff Attorney I:

Membership or eligibility for admission to the Texas Bar  
Commitment to the defense of death-sentenced individuals  
Superior research and writing skills

Salary: commensurate with qualifications and years of experience

How to Apply: By July 26, 2010, applicants should submit a statement of interest, resume, writing sample, and list of references by email to: [Brad.Levenson@gmail.com](mailto:Brad.Levenson@gmail.com)

### Berkeley, CA – Staff Attorney

The East Bay Community Law Center (EBCLC) is seeking a Health Practice Attorney/Clinical Supervisor for its Elev8 Legal Services Project. EBCLC is a non-profit organization with the dual mission of delivering much-needed free legal services to low-income people and providing clinical education to law students (primarily from Berkeley Law School - Boalt Hall). EBCLC works to make the lives of community members more secure, productive, healthy, and hopeful by providing legal services in the areas of housing, welfare, health, homelessness, community reentry, immigration, and consumer law. The mission of the Health Practice is to provide legal services that promote access to stable income, safe housing, and health care benefits for low income adults and children who are at risk for poor health outcomes. Based on a medical-legal partnership model, the Health Practice staff work in coordination with medical providers to reduce the barriers to care created by poverty, homelessness, and lack of legal status. Services focus on public benefits appeals, landlord-tenant negotiations, and immigration. The population currently served includes adults and children living with HIV/AIDS, and children and families referred by medical providers at Children's Hospital Oakland. Elev8 is a national program established to "support communities in which all young people have the opportunity to realize their full potential by accessing educational opportunity, health services, and family support." Oakland Elev8, a partnership between Safe Passages, the State of California, Alameda County, the City of Oakland and the Oakland Unified School District (OUSD), aims to improve health and educational outcomes for at-risk teens attending one of five selected Oakland middle schools. The full-time Elev8 Staff Attorney/Clinical Supervisor will support this effort by expanding the Health Practice's medical-legal partnership model to provide legal services to Elev8 teens and their families.

Primary Responsibilities - Direct the Elev8 Legal Services Project in coordination with Safe Passages and in collaboration with other partner organizations; Organize regular "know your rights" legal trainings at Elev8 Oakland school sites, to be conducted by EBCLC attorneys and students, other legal services providers, and community partners; Conduct weekly intake and provide legal information, counseling, and referrals to at-risk teens and their families on-site at five Elev8 Oakland schools, in substantive areas including youth law (special education, school discipline, etc.), public benefits (SSI, Cal Works, Medi-Cal, etc.), housing (eviction defense, habitability, etc.), community re-entry, and immigration. Provide limited or full scope representation on youth law issues (special education, school discipline, etc.) Train and supervise law student interns assisting with weekly intake, referrals, and legal services, as appropriate. Complete administrative tasks as assigned by Supervisor or Executive Director, such as those related to funding procurement and reporting, and other tasks as set forth in an Individual Workplan. Participate in on-going professional development to improve client services and attorney/student supervision.

**Minimum Qualifications** - Member of the California State Bar. Minimum one year experience providing legal services to disadvantaged youth; additional years experience desirable. Excellent legal research and writing skills. Excellent interpersonal skills and demonstrated ability to handle sensitive situations. Familiarity with issues relating to youth law, public benefits, housing, community reentry, and immigration as it relates to individuals and families living in poverty. Demonstrated supervision and teaching skills and commitment to clinical education. Ability to work effectively with a diverse range of groups, including low-income clients, people of color, students, service providers, partner organizations, and law school faculty. Ability to speak fluent Spanish strongly preferred.

**Salary and Benefits** - Public interest salary commensurate with experience plus generous benefits package.

**Application Instructions** - Please submit the following materials **no later than 5pm (Pacific Time) on Friday, July 23, 2010** to [jobs@ebclc.org](mailto:jobs@ebclc.org)

A resume and cover letter, a brief legal writing sample; and the names and contact information for three legal/professional references.

EBCLC is an equal opportunity employer. People of color, women, LGBTQ, and people with disabilities are strongly encouraged to apply.

### **Frederick, MD – Staff Attorney**

**Description** - Legal Aid Bureau, Inc. is a private, non-profit law firm providing free legal services to low-income people in Baltimore City and throughout Maryland's 23 counties from 13 office locations. Legal Aid is an independent, 501(c)3 charitable organization with diverse funding sources, including federal, state and local governments, the United Way, foundations, law firms and individuals, and other private sources. Current annualized operating budget is approximately \$24 million. Legal Aid's mission is to provide high quality legal services to Maryland's poor through a mix of services and to bring about the changes poor people want in the systems that affect them. Legal Aid's priorities are in housing, public benefits, family, child advocacy, consumer, education, and employment. Clients are provided legal assistance to avert unlawful evictions and sub-standard housing; obtain desperately needed health care, disability, and other income supports; avoid losing custody of children; prevent foreclosures; protect consumer rights; and recover unpaid wages. Special programs provide representation and assistance for children who are victims of abuse and neglect, the elderly, nursing home and assisted living residents, migrant and seasonal farmworkers, tenants working to preserve affordable housing, and parents striving to enter the workforce. Additional legal representation involves: access to medical assistance, denial of supplemental security income (SSI) benefits, denial of welfare and unemployment insurance benefits, nonpayment of correct wages, subsidized housing problems, foreclosures, utility cut-offs, bankruptcy, certain types of custody cases, abused and neglected children and rights of the elderly.

**Requirements** - Attorney will perform all functions related to case work from initial intake through representation of clients. Admission to Maryland Bar or bar of another jurisdiction and eligible for admission to Maryland Bar required. Spanish language proficiency is desirable.

EQUAL OPPORTUNITY EMPLOYER.

**To Apply** - Forward cover letter and resume to Phillip C. Stillman at [pstillman@mdlabor.org](mailto:pstillman@mdlabor.org).

Deadline: ASAP

### **New York, NY – Deferred Associate Fellowship**

The Lesbian, Gay, Bisexual, Transgender & AIDS Project of the American Civil Liberties Union is seeking applications from attorneys and law school graduates whose law firms will sponsor them to work at a public interest law organization beginning in either September 2010 or January 2011 for twelve months.

Founded in 1986 as part of the national ACLU, the goal of the LGBT & AIDS Project is the creation of a society in which lesbian, gay, bisexual, and transgender people and people with HIV enjoy the basic rights of equality, privacy and personal autonomy, and freedom of expression and association. This means an America where people can live openly without discrimination; where there is respect for our identities, relationships, and families; and where there is fair treatment in employment, schools, housing, public places, health care, and government programs.

They litigate in state and federal courts throughout the country in cases designed to have a significant effect on the lives of LGBT people and people living with HIV/AIDS. Legal strategies are built around the idea that fighting for civil rights means not just persuading judges but ultimately changing the way people think about our issues. They frame their litigation and other advocacy around targeted media, online advocacy, and outreach campaigns designed to change public attitudes and to give people on the frontlines the tools they need to fight for their civil rights.

Today, the ACLU brings more LGBT cases and advocacy initiatives than any other national civil rights organization. Doing this work as part of the broad civil liberties agenda of the ACLU exemplifies the notion that the LGBT and AIDS communities must work in concert with other social change movements in order to achieve a just society for all. The ACLU strives to ensure that the racial and economic diversity of the LGBT community is reflected in its work and continues to explore ways to make its efforts more sensitive to the needs of people of color and people who are economically disadvantaged.

The LGBT & AIDS Project seeks applicants at all levels of experience. The Fellow will be an integral part of the Project and will attend regular staff meetings. The Fellow's responsibilities with the LGBT & AIDS Project will vary depending on the Fellow's level of experience, but will likely include screening and developing potential litigation, participating in ongoing federal and state court cases, doing legal research, drafting pleadings and briefs, analyzing and drafting state legislation, and doing public education around LGBT and HIV-related legal issues.

Candidates should have a commitment to civil liberties and constitutional rights. Interested fellowship candidates should submit a resume, cover letter clearly stating the name of the law firm agreeing to sponsor the proposed fellowship, law school transcript, list of two references, and short writing sample. Please send either by email to [hrjobs@aclu.org](mailto:hrjobs@aclu.org), with "LGBT & AIDS Deferred Associate Fellow" referenced in the subject line, or by mail to:

Human Resources  
LGBT & AIDS Deferred Associate Fellow  
American Civil Liberties Union  
125 Broad Street, 18th Floor  
New York, NY 10004

Applications will be considered on a rolling basis until the position is filled. Please call (212) 549-2672 if you have any questions. **The ACLU is an equal opportunity/affirmative action employer and encourages women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals to apply.**

### **Redmond, WA – Immigration Attorney**

**Location: United States, WA, Redmond**

**Job ID: 719981 16791**

**Division: Legal & Corporate Affairs**

Are you ready to make a significant impact on an Industry leader? Would you like to have the ability to contribute to the success of many businesses and products in the technology arena as well as make a positive impact on individuals and their families' lives? The Microsoft Corporation Legal & Corporate Affairs Global Migration department plays an integral role in helping hiring managers and recruiters hire and on board the best and brightest across the globe! This position requires excellent academic credentials, 4+ years experience in all employment based nonimmigrant and immigrant visa matters including, but not limited to: H-



1B, L-1, TN, PERM labor certifications, immigrant visa petitions including Multinational Managers, Outstanding Researchers and Extraordinary Ability, and Adjustment of Status applications. Strong communication and writing skills required. Must have case management experience in a high volume, customer facing environment. Looking for highly motivated individuals that are customer-service and solutions focused and able to thrive in a challenging and fast-paced environment. Prior experience managing legal staff and proficiency with Microsoft technology is a definite plus. Microsoft offers a competitive salary, excellent benefits as well as a casual workplace environment. In addition they offer excellent training and mentoring and cutting edge tools and technological resources! This position is in the Redmond corporate campus in Redmond, Washington. They pay for full relocation with a world class and robust Relocation Benefits Package! This description has been designed to indicate the general nature and level of work performed by employees within this position. The actual duties, responsibilities, and qualifications may vary based on assignment or group. Microsoft is an Equal Opportunity Employer and supports workforce diversity. If you are interested in this position please apply here: <https://careers.microsoft.com/JobDetails.aspx?ss=&pg=0&so=&rw=1&jid=16791&jlang=EN>

### **Redmond, WA – Attorney**

**Location: United States, WA, Redmond**

**Job ID: 723427 (Position is eligible for flex time)**

**Division: Legal & Corporate Affairs**

This role in Microsoft's Antitrust Group provides an opportunity to join a dynamic and fast-paced team, providing deep business guidance across the complete range of antitrust issues. The Antitrust Attorney will provide antitrust counseling to one or more Microsoft business groups, and will also represent Microsoft in connection with antitrust investigations within the United States and overseas.

#### **Responsibilities:**

The individual in this role will provide antitrust counseling to various members within Microsoft business groups, up to, and including, division Presidents. The attorney will own principal and joint responsibilities in preparing Microsoft's defense in connection with government inquiries, including investigating and marshaling facts; appearing before regulatory agencies; and ensuring compliance with legal obligations. Areas of responsibility will change over time. The Antitrust Attorney will have frequent contact with business and technical personnel at Microsoft, including senior executives. The Antitrust Attorney will also have frequent contact with outside counsel; government officials in the United States and overseas; and other LCA attorneys, paralegals and staff.

#### **Role Requirements:**

- JD from an accredited university with outstanding academic credentials.
- A minimum of 6+ years of experience practicing law at a top firm with substantial experience in antitrust counseling, investigations or complex litigation on behalf of large enterprises. The ideal candidate will have 8+ years of such experience.
- A demonstrated ability to represent a sophisticated client creatively and effectively in complex matters.
- An aptitude for and interest in understanding technology, particularly new innovations and advances.
- Excellent written and oral communication skills.
- A demonstrated ability to collaborate with other legal and business professionals in a complex organization with a focus on delivering results efficiently.

This description has been designed to indicate the general nature and level of work performed by employees within this position. The actual duties, responsibilities, and qualifications may vary based on assignment or

group. Microsoft is an equal opportunity employer (EOE) and strongly supports diversity in the workplace. Please apply here: <https://careers.microsoft.com/JobDetails.aspx?ss=&pg=0&so=&rw=1&jid=18662&jlang=EN>

### **Redmond, WA – IP Senior Attorney**

Job Category: Legal & Corporate Affairs

Location: United States, WA, Redmond

Job ID: 722479

Division: Legal & Corporate Affairs

The IP Licensing Group has an immediate opening for a Senior Attorney supporting our various outbound patent and technology licensing programs. Come join the exciting world of IP licensing and help influence and shape Microsoft's overall licensing program. As a member of the licensing team, you'll enjoy a stimulating, fast-paced environment with smart and creative people, and have the opportunity to strategically impact the future of Microsoft's licensing business.

Responsibilities:

- Work with licensing executives to engage with the business groups to develop and structure licensing programs that align with and support the business goals
- Draft and negotiate a variety of outbound patent and technology license agreements
- Work with the Portfolio Analysis Team to analyze Microsoft's patent portfolio to identify potential patent licensing/patent sales candidates
- Manage the development of claim presentations and present to potential licensees
- Work closely with a variety of internal technical, business and legal contacts and external consultants to assist in the valuation of Microsoft's intellectual property assets
- Counsel and educate development and business clients and other Microsoft attorneys about IP licensing-related issues

Qualifications:

- Excellent academic credentials
- 7+ years of technology and patent licensing experience required
- 4+ years in technology/patent practice of a law firm required
- Bachelor's Degree in EE or CS, or significant software experience required
- Registered to practice before the USPTO
- Significant computer industry experience highly desirable
- 10-15% travel domestic/international travel is required

Interested? Please apply

at: <https://careers.microsoft.com/JobDetails.aspx?ss=&pg=0&so=&rw=1&jid=18330&jlang=EN>

Microsoft is an Equal Opportunity Employer (EOE) and strongly supports diversity in the workplace.

### **Rockville, MD – Attorney**

U.S. Department Of Health and Human Services – General Counsel

<http://www.hhs.gov/ogc/>

**Application Deadline:** 07/19/2010

**Practice Areas:** Government/Regulatory Affairs, Health Law/HIV-AIDS Issues, Litigation

**Job Description** - The Office of the General Counsel for the Department of Health and Human Services seeks to hire one or more attorneys to serve in the Indian Health Service (IHS) Branch of the Public Health Division. We want to hire individuals who have excellent written communication skills, a demonstrated interest in administrative, health, or Indian law, and the ability to work in a cross-cultural environment. The applicant must be licensed to practice law in at least one state. Specific experience with any of the following Acts is considered helpful: The Indian Self Determination Act, Titles XVIII or Title XIX of the Social Security Act, the

Health Insurance Portability and Accountability Act (HIPAA), or the Federal Information Security Management Act (FISMA).

The IHS branch provides legal advice to the Indian Health Service as it delivers health care to American Indians/Alaska Natives through more than 500 health care facilities. For more information, please see the IHS website at <http://www.ihs.gov>. IHS legal matters can be grouped into four major areas. First, attorneys provide legal advice on the implementation of various health care programs. Second, attorneys work closely with agency staff who negotiate contracts with tribes for health program administration. Third, attorneys defend challenges to agency actions before administrative law judges and assist the Department of Justice with cases brought in Federal court. Fourth, attorneys review the implications of proposed legislation on the IHS health delivery program.

**Qualifications** - Strong academic credentials, a strong record of relevant academic or other professional achievement, a government law background, a background in the health care field, and/or litigation experience would be helpful. Successful applicants will be asked to provide evidence of excellent communication and analytic skills.

**Salary** - Salary will be based on experience, ranging from GS-11 (\$62, 467) to GS-14 (\$105,211).

**Application Instructions:** Interested applicants should submit a cover letter, resume, and writing sample. In the cover letter, applicants are invited to address: (1) their interest in public service and (2) their experience in health care, Indian, and/or administrative law. A law school transcript also is required for applicants with less than five years of legal experience. Application materials should be sent to:

Ms. Gail Mack  
Office of the General Counsel  
Indian Health Service Branch  
Parklawn Building, Room 4A-53  
5600 Fishers Lane  
Rockville, Maryland 20857

### **San Antonio, TX – Attorney**

Desired Class Level: Class of 2009, Class of 2010, Recent Grad/0-2 years, Graduate/Alumni  
Duties include frequent client interaction, the use of case management software, Internet research, and work with a team of experienced immigration attorneys and professionals who are dedicated to the practice of immigration and nationality law. Well-established, well-staffed, ten-attorney firm dedicated to practicing immigration and related cases, including employment and family based petitions, labor certifications, non-immigrant visas, outstanding professor/researcher petitions, National Interest Waiver petitions, asylum applications, deportation and bond hearings, and citizenship applications. Global representation includes clients ranging from sole individuals to large, international corporations. Legal services include representation before the Department of Labor, Department of Homeland Security, Department of State, the Executive Office for Immigration Review, the Administration Appeals Office, the Board of Immigration Appeals, and the Federal Courts system. Please submit a cover letter, resume and writing sample to:

Violet Alvarado  
De Mott, McChesney, Curtright & Associates LLP  
8930 Fourwinds Drive, Suite 106  
San Antonio, TX 78239  
[ruth@demottusa.com](mailto:ruth@demottusa.com)  
Deadline: August 12, 2010

### **Seattle, WA – Northwest Regional Counsel**

**Department:** Department Of Commerce

**Agency:** Commerce, National Oceanic and Atmospheric Administration

**Sub Agency:** Office of the General Counsel Seattle Office

**Job Announcement Number:** UNSEC-GC-2010-0041

An exciting opportunity is available to lead the NOAA General Counsel's Seattle Office as Northwest Regional Counsel. This office is responsible for advising NOAA regarding ocean fishery conservation and management throughout the Pacific Coast, as well as protection of threatened and endangered anadromous and marine species and marine mammals in the Pacific Northwest. NOAA is a premiere environmental agency located within the Department of Commerce and employs over 12,000 individuals nationwide. The agency's mission is to conserve and manage coastal and marine resources and to understand and predict changes in the Earth's environment to meet the Nation's economic, social and environmental needs. For more information see [www.noaa.gov](http://www.noaa.gov). The NOAA Office of the General Counsel employs approximately 110 attorneys nationwide who provide legal advice to the NOAA Under Secretary and the agency's constituent line offices. The Northwest Regional office, located in Seattle, Washington, is a unit of the NOAA Office of the General Counsel with 11 attorneys, a paralegal and an administrative assistant. For more information, see [www.gc.noaa.gov](http://www.gc.noaa.gov).

**QUALIFICATIONS REQUIRED** - Applicants must demonstrate an ability to manage a complex organization and tackle challenging organizational issues that include: ability to manage a diverse workforce that includes lawyers, non-lawyer professionals, and support staff; ability to establish an organizational vision, develop a strategic plan and implement strategic change; ability to develop and advance policy and regulatory initiatives; ability to build coalitions, both within the organization and outside the organization, to effectively implement the applicable statutory provisions; ability to identify and resolve complex legal and technical issues; and ability to communicate effectively orally and in writing.

NOAA seeks applicants with expertise in federal natural resources or conservation laws and regulation, the Administrative Procedures Act, and the National Environmental Policy Act. Other experience that will be favorably considered is with the Magnuson-Stevens Fishery Conservation and Management Act, state fishery management, litigation, the Endangered Species Act, and the Marine Mammal Protection Act.

Significant academic achievement in law school (such as graduation in top third of class, graduation with honors, significant judicial clerking experience, or participation in moot court or law review) and work with a government agency will be favorably considered.

Applicants must have a J.D. from an accredited law school, and be an active member in good standing of a state bar or the bar of the District of Columbia. Applicants must be U.S. citizens to qualify for this position. Applicants must be U.S. citizens to qualify for this position.

**HOW TO APPLY** - Application may be made by sending a resume, writing sample (not exceeding ten pages), and cover letter to Marilou Shanefelt, Office of the General Counsel, or by e-mail to: [Marilou.Shanefelt@noaa.gov](mailto:Marilou.Shanefelt@noaa.gov). Applications must be emailed or postmarked by June 25, 2010. In your cover letter or an attachment, please explain how your experience, education, training, activities, or awards relate to the qualification listed above. Also explain why you are interested in working for the NOAA Office of the General Counsel. Please include your e-mail address and your day and evening telephone numbers, and indicate the best time to reach you by telephone.  
Deadline: June 25, 2010

**Washington, DC – Mid-Level Associate**

Jackson Lewis has an opening in their DC office. This position will handle defense of agency charges of discrimination, lawsuits involving a broad range employment related claims as well as advice and counseling

involving similar issues. Seeking interested candidates with 1 to 5 years litigation experience preferably in workplace law and employment litigation.

Skills and Educational Requirements – JD from an accredited law school; Virginia Bar Admission or an ability to waive in or sit for the VA bar (admission to MD and DC a plus); understanding of current agency (state and federal) enforcement techniques; excellent attention to detail; strong organizational and project management skills; excellent written and oral communication skills. In order to be considered, applicants must forward their resume, cover letter and salary history to [WashingtonDCRegionRecruiting@jacksonlewis.com](mailto:WashingtonDCRegionRecruiting@jacksonlewis.com). Additional information is available at <http://www.jacksonlewis.com/viSelfApply/viRecruitSelfApply/reDefault.aspx>.

Deadline: ASAP

### **Washington, DC – Attorney Advisor**

**Schedule Type:** Full Time

**Application Deadline:** 07/22/2010

**Practice Areas:** Administrative Law, Government/Regulatory Affairs, Legislative/Policy Issues

**Job Description** - Provides legal staff support to the Conference on difficult legal issues and Federal administrative procedure related to one or more ACUS committees or areas of research. Provides advice and assistance on matters of administrative law and process to senior Government members of ACUS and others, as assigned. Writes or reviews ACUS reports, opinions, or other publications and assists the Research Director in developing research projects. Assists senior staff members in their responsibility of representing the interests of ACUS in meetings of bar associations and other organizations engaged in activities that will enhance ACUS research and implementation programs.

**Qualifications** - All qualification requirements must be met by the closing date of this announcement. Qualifying experience may be obtained in the private or public sectors. Particularly desirable experience, though not required, includes: federal judicial clerkship, advanced study of economics, empirical research in law or public policy, and/or administrative law practice or policy.

**Basic Qualifications** - To qualify for the GS-11/12 positions you must meet the following requirements: Applicants must possess a completed full course of study in a school of law accredited by the American Bar Association (ABA) and a professional law degree (LLB or JD). AND Applicants must be a current member of the Bar in good standing of a State of the United States, a Territory of the United States, the Commonwealth of Puerto Rico, or the District of Columbia OR a recent law school graduate who will be able to obtain admission to the Bar in good standing of a State of the United States, a Territory of the United States, the Commonwealth of Puerto Rico, or the District of Columbia within 14 months. (NOTE: An interim appointment may be made pending admission to the Bar within 14 months for a recent law school graduate only.)

### **Minimum Qualifications**

**GS-11:** Minimum qualifications are the same as and are met with the Basic Qualifications requirements.

**To qualify for the GS-12 level you must meet one of the following:**



You must have at least 1 year of post-law school judicial clerkship experience or have earned an advanced law degree with 1 year of post-law school full-time graduate law study (LLM or equivalent) or qualifying legal fellowship.

OR

You must have at least one year of professional law experience equivalent to the GS-11 level. This legal experience should demonstrate knowledge of administrative law or related areas; or providing advice and assistance on matters related to administrative law or related areas.

**Salary** - \$62,467.00 - \$97,333.00 /year

**Application Instructions:** Go to **USAJobs** and search for vacancy announcement: CK357163KMc , then press apply.

**Washington, DC – Family Law/Domestic Violence Supervising Attorney**

The Legal Aid Society of the District of Columbia seeks a supervising attorney in the area of family law and domestic violence. The Legal Aid Society was formed in 1932 to “provide legal aid and counsel to indigent persons in civil law matters and to encourage measures by which the law may better protect and serve their needs.” Legal Aid is the oldest general civil legal services program in the District of Columbia. Over the last 70 years, tens of thousands of the District’s neediest residents have been served by Legal Aid staff and volunteers. Legal Aid has four practice areas: Family/Domestic Violence, Housing, Consumer, and Public Benefits Law. They also have an active appellate unit.

**Tasks and Duties** - The supervising attorney will be responsible for the leadership and direction of the Family Law/Domestic Violence Unit, as well as the direct supervision of five permanent attorneys as well as fellows and volunteers. The Supervising Attorney will also handle a modest individual caseload, provide management assistance, direct policy advocacy, and conduct intakes. Significant legal experience in family law and domestic violence is preferred. The ability to speak Spanish or another foreign language is desirable. Membership or eligibility for membership in the DC bar is required.

**Qualifications**

The ideal candidate will have the following:

- § Strong litigation, organizational, and communication skills;
- § The ability to work collaboratively with, supervise and lead other staff;
- § Significant legal services experience or the equivalent; and
- § A demonstrated commitment to social and economic justice.

**Salary and Benefits** - The attorney will be paid in accordance with Legal Aid’s attorney salary scale. Legal Aid also offers a competitive benefits package.

**To Apply** - Legal Aid encourages all interested persons regardless of race, gender, sexual orientation, religion or disability to apply. Interested persons should send a letter of interest and resume to

[FamilyLawSupervisor@legalaiddc.org](mailto:FamilyLawSupervisor@legalaiddc.org) or by regular mail to:

Kathy Hays  
Legal Aid Society  
1331 H Street, NW, Suite 350  
Washington, D.C. 20005  
ATTN: Family Law Supervisor Position  
Deadline: ASAP

### **Washington, D.C.: Office of the Solicitor General – One Year Bristow Fellowship**

The Career Planning Office has received information on these fellowships. Copies of further information and brochures are available in the CPPO or at <http://www.justice.gov/osg/opportunities/bristapp.html>

### **Wheeling, WV – In House Conflicts Counsel**

Herrington & Sutcliffe LLP Location: Wheeling, WV Job#198132 - The In House Conflicts Counsel will be responsible for conflict research and conflict resolution to ensure potential conflicts are quickly and accurately identified and cleared pursuant to firm policy. Consults with Risk Management and NBC leadership to resolve complex issues that have been escalated for legal conflicts resolution. Assist with all conflicts of interest aspects of the lateral hire and new client and matter processes as necessary and develop training and continuing education programs for legal and non-legal staff members on the Firm's new client and matter and conflict of interest systems and procedures. Requirements: The successful candidate will be required to have a JD Degree and admission to practice in good standing in a US jurisdiction; 1-3 years of related experience including extensive knowledge of new client and matter and conflict of interest policies and procedures required. Familiarity with rules governing conflicts of interest and the conflict resolution process desirable and strong legal research and analytical skills. Excellent project management, organizational, analytical and problem solving skills. Excellent communication and interpersonal skills; demonstrates a strong customer service orientation towards internal and external clients; proven ability to interact with all levels of management, staff and external entities in a highly effective and professional manner. Proficient computer skills including MS Excel and Word and conflict database. Orrick offers a friendly work environment, competitive salary, and excellent benefits. Please visit [www.orrick.com](http://www.orrick.com) for more information about the firm. Please send resume and a cover letter including your salary expectations to [jobs@orrick.com](mailto:jobs@orrick.com) Submissions without salary expectations will not be considered. AA/EOE

Deadline: ASAP

### **Afghanistan Legal Education Project (ALEP) at Stanford Law School**

[www.afghanistanlegaleducation.com](http://www.afghanistanlegaleducation.com)

[afghanistanlegaleducation@gmail.com](mailto:afghanistanlegaleducation@gmail.com)

#### **Afghanistan Legal Education Project Postdoctoral Fellow Position Description**


**Overview of ALEP** - Founded in 2007, the Afghanistan Legal Education Project (ALEP) at Stanford Law School is dedicated to developing innovative legal curricula to help Afghanistan's universities train the next generation of lawyers and leaders.

In 2007-2008, ALEP developed the first introductory textbook on the laws of Afghanistan based on Afghanistan's 2004 Constitution and current legal codes. The textbook is the foundation of the Legal Studies class at the American University of Afghanistan (AUAF).


In 2008-2009, ALEP published a second version of the introductory textbook based on faculty and student input and drafted two new textbooks on Afghan commercial law and Afghan criminal law. The textbooks served as the basis for two new courses, which were offered at AUAF during the 2009-2010 academic year.

In 2009-2010 ALEP drafted a textbook on international law for Afghanistan, which will be incorporated into the Legal Studies Curriculum at AUAF in the coming year. AUAF also began offering a Certificate in Legal Studies for students who complete all of the legal studies coursework. ALEP continues to develop legal textbooks and other materials for use at AUAF, and is also working on expanding its reach throughout Afghanistan.

**Description of the ALEP Post-Doctoral Fellow Position** - The primary task of the ALEP post-doctoral fellow will be to act as ALEP's representative within Afghanistan. The fellow will establish and maintain relationships with legal and justice sector policymakers, practitioners, and academics in Afghanistan, collect relevant source materials (new laws, proposed legislation, reports, studies, etc.), and stay abreast of all significant rule of law developments. The fellow will communicate with the ALEP team regularly, disseminating his or her findings and responding to specific questions and inquiries from the ALEP team as they research and develop legal curricula. As part of their work at AUAF, the fellow will be expected to teach a legal studies course—preferably



in International Law. The fellow will also facilitate in-country visits by the ALEP team, identify consultants, and help plan conferences as necessary.



The fellow also will ensure the effective implementation of ALEP programs at AUAF. The fellow will monitor ALEP programs at AUAF, assess the efficacy of those programs, and advise the ALEP team on necessary revisions to ALEP materials and methods. The fellow will act as a teaching assistant for ALEP courses taught at AUAF and serve as a guest lecturer for those courses. The fellow will also act as ALEP's representative to the university and will work with AUAF faculty and administrators to develop the legal studies program and to design, staff and otherwise support the legal studies curriculum. The fellow also will identify ways in which ALEP can expand its reach beyond AUAF and, in conjunction with the ALEP team, will oversee such growth. This will be the fellow's most entrepreneurial role and will include, among other things, making inroads for ALEP at other universities in Afghanistan; managing translation projects; disseminating ALEP textbooks and other materials; establishing and maintaining relationships with Ministry of Higher Education, Ministry of Justice, and other government officials; and facilitating dialogue, sharing best practices, and building partnerships with legal educators and organizations similarly focused on legal education reform in Afghanistan.

#### **Desired Qualifications**

- Juris doctorate strongly preferred.
- Teaching skills preferred but not required.
- Fluency in English; Dari/Pashtu preferred but not required.
- Experience in education and/or the rule of law preferred.
- Experience in conflict, transition, or developing countries preferred.
- Proven ability to work with academic, civil society, and government actors in developing countries.
- Strong communication and interpersonal skills; a self starter who requires minimal supervision.

#### **How to Apply**

Please submit a cover letter describing your interest, a resume, and a list of three references to [afghanistanlegaleducation@gmail.com](mailto:afghanistanlegaleducation@gmail.com) by July 2nd, 2010. Applications will be considered on a rolling basis and applicants are encouraged to apply as soon as possible.

#### **Start Date**

August/September 2010. Minimum commitment of five months.

Afghanistan Legal Education Project | 559 Nathan Abbott Way | Stanford, CA 94305

[www.afghanistanlegaleducation.com](http://www.afghanistanlegaleducation.com) | [afghanistanlegaleducation@gmail.com](mailto:afghanistanlegaleducation@gmail.com).

#### **Triadelphia, WV – Staff Attorney**

**Alliance Coal, LLC** - This position is with a vibrant, growing company in the energy industry that has had nine straight years of record growth and continues to strive for excellence. The Staff Attorney – Land Management will assist the VP – Land Management, Asst. VP – Land Management, and Land Manager with all aspects of performing the critical land-management functions required by our growing operations in West Virginia and Pennsylvania, but will primarily focus on: collecting and analyzing title data (surface and coal/oil/gas ownership in West Virginia and Pennsylvania), analyzing and reviewing title data and opinions submitted by outside counsel and management of their efforts, identifying and taking responsibility for any curative work required (including drafting of any required documents), and coordinating regarding same with outside counsel, Land Manager, and field personnel; coordinating with Land Manager and other field personnel/land agents to manage subsidence issues and claims; and providing legal counsel and assistance, as-needed, with other real-property-related issues, including drafting of or reviewing/revising documents and correspondence, helping to coordinate efforts of field personnel/land agents in leasing, purchasing, or otherwise acquiring real-property rights and interests, and interfacing between land agents and operations personnel.

Ideal candidate is someone with a JD, plus 2-5 years of relevant experience (i.e., property work and title examination) in a law practice (public, private, and/or corporate), who is licensed (or has the ability to become licensed within 6-9 months) in WV (required) and PA (bonus points), proficient with Microsoft Office suite, detail oriented (more bonus points for those who are pathologically inclined in this regard), with superior organizational, analytical, and problem-solving acumen, has outstanding oral, aural, and written-communication skills, and is flexible and adaptable, with the ability to juggle multiple tasks of varying priority and to work both independently and in a cooperative, team-oriented atmosphere, depending on the day and

needs/whims of others. Salary is competitive and commensurate with experience; we also offer an excellent benefits package, including 100% medical in-network (no premium), dental plan, 401k, and paid vacation.

Please include with your salary history and requirements with your resume.

Apply online: [http://www.goinhouse.com/job/staff-attorney-land-management-triadelpia-wv-alliance-coal-llc-965611488f/?d=1&source=post\\_to\\_site](http://www.goinhouse.com/job/staff-attorney-land-management-triadelpia-wv-alliance-coal-llc-965611488f/?d=1&source=post_to_site)

**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.

### **Wheeling, WV – Document Review Attorneys**

JDs and barred attorneys needed for document review projects of various lengths of time for large law firm in Wheeling, WV. All work must be done on-site at the law firm. The salary is \$23 per hour. Direct deposit, paid time off, credit union, health, dental and vision insurance available. Please submit resume as a Word document or cut and paste. Contact: Joan Huber; DiCenzo Personnel Specialists, [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com), 412-766-0500

Deadline: ASAP

### **CAMP HILL, PA**

- **CHL-6669 FAMILY LAW ATTORNEY** for law firm. 1-5 years experience in Family Law. Excellent compensation and benefit package. Salary requirements needed. Refer to CHL-6669 Contact: Joan Huber; DiCenzo Personnel Specialist; [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com)

### **PITTSBURGH, PA**

- **P-1119 FAMILY LAW ATTORNEY** for law firm. Temporary assignment for attorney with Family Law experience. Assignment starts in September and lasts 90 days. Refer to P-1119 Contact: Joan Huber; DiCenzo Personnel Specialist; [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com)

### ***Job #0033 - Biotech Patent Prosecution Associate Chicago, IL or Milwaukee, WI***

TOP 25 ranking IP law firm is seeking to hire a Biotech Prosecution Associate. General practice law firm, mid-west based with offices in Chicago and Milwaukee. IP Hiring Partners prefer an applicant with a **PhD in Molecular Biology, will consider Master degree**. Job involves patent prosecution and client counseling. IL and WI offers reciprocity, eligible applicants can waive-in without exams.

### ***Job #0034 - Organic Chemistry Prosecution Associate Washington, DC***

Join large prominent general practice law firm! Partners are hiring an Organic Chemistry Prosecution Associate. Work directly with the IP Chair based in DC. Job involves drafting patent applications, handling patent prosecution matters in chemical arts. **Applicants must have an Organic Chemistry degree to be considered**. Partners prefer applicants that have worked previously at the UPSTO as a Patent Examiner. DC bar reciprocity.

### ***Job #0035 - Biotech Prosecution Associate San Francisco or Walnut Creek, CA***

Firm is growing! Premier Intellectual Property law firm is hiring a **PhD applicant with 1 to 3 years of**



**biological science experience.** Applicants must have a genetics, molecular biology or immunology degree. Applicant may choose to work in San Francisco or Walnut Creek. Applicants must have top law school academics, USPTO req and preferably CA Bar (not required).

**Job #0036 - Biotech Associate**

**Washington, DC**

Join an established stable law firm! Intellectual Property law firm, Washington-based is hiring a Biotech Patent Associate. Applicants must have **3years life science** patent law background. **Preferably an advanced (Masters or PhD) in biological sciences: genetics, cellular biology, immunology or molecular biology.** Job involves patent preparation, prosecution, licensing, client counseling, and litigation. USPTO req, DC bar comity.

**Job #0037 - Mechanical Engineering Associate Washington, DC**

Join an established stable law firm! Prominent Intellectual Property law firm, Washington-based is hiring a Mechanical Engineering Associate. Applicant must have stellar credentials to be considered. **An advanced degree (Masters) in Biomedical Engineering, Physics, or an equivalent discipline.** Applicants must have at least **2years of prosecution experience.** Job involves patent preparation, prosecution, licensing, client counseling, and litigation. USPTO req. DC Bar comity.

**Job #0038 - Patent Litigation Associate**

**New York City, NY**

Firm is expanding! Premier National Intellectual Property law firm is seeking to hire a mid-level Patent Litigation Associate. Applicants must have top credentials to be considered. **Associate with experience litigating Life Science cases specifically involving Chemistry, Biochemistry and Biology;** degree preferred but not required. Applicants must **3 to 6 years patent litigation.** NY Bar preferred (not required).

**Job #0039 - EE Patent Associates**

**New York City, NY**

Firm is expanding! Premier National Intellectual Property law firm is seeking to hire a mid-level **EE Patent Associate with either prosecution and/or litigation experience.** Applicants must have top credentials to be considered. Associate with **3 to 6 years** of patent law experience. NY bar preferred (not required). USPTO req for prosecution job opportunity.

**Here's how to apply:** Email us your resume and transcripts to Yvonne Ellis at [yvonne@sterlingcareerconsultants.com](mailto:yvonne@sterlingcareerconsultants.com). We never release your credentials to employers unless you consent. No fee is charged to the applicant for job placement services. All inquires remain confidential. **Need more information:** call 770-601-1003.

**BOSTON, MA**

- **BO-C-4444 PUBLIC SECURITIES ATTORNEY** for law firm. 4-6 years working on public company matters with top tier firm. Substantial experience with pbulic offerings, public company reporting and securities materials. TRANSCRIPT NEEDED Refer to BO-C-4444 Contact: Joan Huber; DiCenzo Personnel Specialists; [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); 412-766-0500

**HOUSTON, TX**

- **H-SU-5379 LITIGATION ASSOCIATE** for law firm. 2-4 years experiecd with energy litigaiton and arbitration. TRANSCRIPT NEEDED Refer to : H-SU-5379 Contact: Joan Huber; DiCenzo Personnel Specialists; [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); 412-766-0500

**LOS ANGELES, CA**

- **LA-MC-8097 HEALTH ASSOCIATE** for law firm. 1-3 years experience representing hospital systems, private equity companies and other health industry clients in corporate transactions, including mergers and acquisitions, joint ventures, affiliations and corporate restructurings. Must be member in good standing of the bar (California preferred). Refer to LA-MC-8097 Contact: Joan Huber; DiCenzo Personnel Specialists; [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); 412-766-0500
- **LA-M-1961 COMPLEX COMMERCIAL LITIGATION PARTNER** for law firm. Experience with class action cases and first chairing complex business disputes. Will take on supervisory duties of junior associates and work with Fortune 500 clients. Minimum portable business required. Refer to LA-M-1962 Contact: Joan Huber; DiCenzo Personnel Specialists; [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); 412-766-0500

### NEW YORK, NY

- **NY-A-4703 BANKRUPTCY ASSOCIATE** for law firm. 1-3 years solid experience at a firm with substantial bankruptcy practice doing bankruptcy work and corporate and financial restructurings. Experience with creditor committees, bond holders or indenture trustees and secured and unsecured creditors. Southern District or Delaware clerkship and large firm experience a plus. Refer to NY-A-4703 Contact: Joan Huber; DiCenzo Personnel Specialists; [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); 412-766-0500

### NEWARK, NJ

- **NE-MC-1616 BANKRUPTCY ASSOCIATE** for law firm. 4+ solid years bankruptcy experience. NJ Bar admission required. Refer to NE-MC-1616 Contact: Joan Huber; DiCenzo Personnel Specialists; [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); 412-766-0500

### ORANGE COUNTY, CA

- **OC-MC-3117 IP, MEDIA AND TECHNOLOGY ASSOCIATE** for law firm. 2-6 years experience with degree in Electrical Engineering, Computer Engineering or Physics. Refer to OC-MC-3117 Contact: Joan Huber; DiCenzo Personnel Specialists; [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); 412-766-0500

### PHILADELPHIA, PA

- **PH-P-2920 PATENT AGENT** for law firm. Minimum 2 years experience preparing and drafting patent applications, responding to official communications from the U.S. and foreign patent offices, preparing opinions, and performing patent due diligence with emphasis in electrical and mechanical devices/systems. Electrical Engineering degree and USPTO registration required. Refer to PH-P-2910 Contact: Joan Huber; DiCenzo Personnel Specialists; [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); 412-766-0500

### RALEIGH, NC

- **RA-K-1542 EMPLOYMENT LITIGATION ASSOCIATE** for law firm. 2<sup>nd</sup> – 4<sup>th</sup> year litigator with employment litigation experience or good litigation experience willing to learn employment area. COVER LETTER AND TRANSCRIPT NEEDED Refer to RA-K-1542 Contact: Joan Huber; DiCenzo Personnel Specialists; [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); 412-766-0500

### SAN FRANCISCO, CA

- **SF-C-9090 PATENT PROSECUTION AND COUNSELING ATTORNEY** for law firm. 3-5 years patent prosecution and counseling and experience with due diligence and litigation support. Technical expertise with graduate degree or industry experience in biotechnology or related disciplines.

TRANSCRIPT NEEDED Refer to SF-C-9090 Contact: Joan Huber; DiCenzo Personnel Specialists; [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); 412-766-0500

## SEATTLE, WA

- **SE-W-5784 CORPORATE ASSOCIATE** for law firm. 3-5 years corporate experience in one or more of areas of private equity, venture capital, initial public offerings, mergers and acquisitions, securities and public finance. Refer to SE-W-5784 Contact: Joan Huber; DiCenzo Personnel Specialists; [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); 412-766-0500

## WASHINGTON, DC

- **DC-SY-2011 LABOR AND EMPLOYMENT ASSOCIATE** for law firm. 3-4 years experience with emphasis on traditional labor work. Case handling experience and admittance to Virginia bar required. Refer to DC-SY-2011 Contact: Joan Huber; DiCenzo Personnel Specialists; [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); 412-766-0500
- **DC-D-8220 PATENT ASSOCIATE** for law firm. 2<sup>nd</sup> to 4<sup>th</sup> year lateral. B.S. and M.S. degrees in organic chemistry to draft patent applications and other patent prosecution matters in the chemical arts. Prior USPTO experience preferred. COVER LETTER, TRANSCRIPT AND TECHNICAL WRITING SAMPLE REQUIRED. Refer to DC-D-8220 Contact: Joan Huber; DiCenzo Personnel Specialists; [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); 412-766-0500
- **DC-WI-4459 FINANCIAL INSTITUTIONS GROUP ASSOCIATE** for law firm. Junior associate with experience in broad range of bank regulatory or consumer credit matters, experience with Federal Reserve, OCC, OTS or state banking agencies. Refer to DC-WI-4459 Contact: Joan Huber; DiCenzo Personnel Specialists; [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); 412-766-0500



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/>).

### Cincinnati, OH - Court of Appeals for the Sixth Circuit

Desired Class Level: Class of 2009, Class of 2010, Recent Grad/0-2 Years

The Office of the Staff Attorneys for the United States Court of Appeals for the Sixth Circuit is currently recruiting for a staff attorney position. The position is for a two year term, with a possible year-to-year renewal contingent upon performance and availability of funds. The Office of the Staff Attorneys functions as the Court's central legal staff, serving the Court at large rather than individual judges. The principal mission of the Office is to assist the court in the disposition of motions and appeals through extensive legal research and analysis and the preparation of case-specific legal memoranda. Although the Sixth Circuit Judges sit throughout the circuit, the Office of the Staff Attorney is centrally located in Cincinnati, OH. Individual Staff Attorneys process appeals involving a wide range of subject matter areas, including civil rights, employment discrimination, direct criminal appeals, habeas corpus, immigration and social security. Although much of the Office's caseload consists of motions and appeals brought by pro se litigants, many of them prisoners, Staff Attorneys also process fully-briefed appeals in which both sides are represented by counsel. The office employs both career and term staff attorneys, all of whom work together in a highly collegial environment.

Term attorneys who are typically recent law school graduates, work collaboratively with more experienced career and supervisory attorneys. Term attorneys learn a wide variety of substantive and practical lawyering and writing skills during their tenures.

Applicants must possess superior analytical, research, and writing skills, a demonstrated ability to manage a significant caseload under strict time restraints, and excellent academic credentials. Minimum qualifications are a J.D. degree from an accredited law school, ranking in the top 20% of the graduating class, and law review, moot court, or similar academic experience. Specialized, post-degree work experience in relevant legal areas may substitute for academic qualifications. Applicants with a year or more experience in the judiciary, whether federal or state, chambers or central staff, are highly preferred. The salary range is \$44,095 to \$71,703 depending upon legal experience and qualifications.

Position open until filled. Applicants must be United States citizens or eligible to work in the United States. Successful candidates will be subject to a background check as a condition of employment. The Court of Appeals is committed to equal opportunity for all applicants. Further inquiries may be to the office email: [CA06-staff\\_attorney\\_office@ca6.uscourts.gov](mailto:CA06-staff_attorney_office@ca6.uscourts.gov).

To apply: Submit a cover letter, resume, law school transcript or grade sheets, two self-edited writing samples (no law review article or case notes), and at least two letters of recommendation. All submissions must be made through OSCAR (the Online System for Clerkship Application and Review at <https://oscar.uscourts.gov>).  
Deadline: July 21, 2010

### **Fort Myers, FL – Judicial Law Clerk**

U.s. District, Middle District of Florida – [www.flmd.uscourts.gov](http://www.flmd.uscourts.gov)

Salary Range: \$57,408 - \$96,690

Open Until Filled

Description – The judicial law clerk researches issues of law, drafts bench briefs and opinions, attends trials and other court proceedings, and acts as advisor, making recommendations based on the law, to the Honorable Sheri Polster Chappell, United States Magistrate Judge. The position includes responsibility for some routine administrative tasks as well. The caseload in the jurisdiction is heavy, and the types of cases presented are varied, often involving novel issues of law. While the nature of the matters presented is serious, the office environment is personable. There is daily interaction with the Judge and other law clerks concerning legal and court-related issues.

Qualifications – At the time of appointment, the applicant must be a law school graduate and must possess excellent research and writing skills, and PC proficiency in Windows, WordPerfect, and MSOffice. Experience on the editorial board of law review, moot court, and/or publication of noteworthy article and high academic standing is preferred. Post-graduate legal experience will also be considered. Bar membership is a benefit, but not a requirement.

To Apply: Applicants should submit a cover letter, current resume with class rank, transcripts, no more than three letters of recommendation, and a self-edited writing sample to:

Federal Clerkship #10-14, Chambers of the Honorable Sheri Polster Chappell  
United States Magistrate Judge  
2110 First Street, Room 5-107  
Fort Myers, FL 33901

All applications should be submitted as soon as possible. Selected interviews will be scheduled until the position is filled.

### **Tallahassee, FL – Judicial Law Clerk**

**Employer:** Florida Supreme Court - Hon. R. Fred Lewis (Tallahassee, FL)

**Contact:** Gail Posey

**Contact Address:** 500 South Duval Street Tallahassee, FL 32399-1925 US

**Position Type:** Post Grad (0-3)

**Job Description:** Judicial Law Clerk to Justice R. Fred Lewis.

Number of Positions: 1

Position Begins: Opening August 2011 (staff attorney; accepting applications starting January 2010)

EQUAL OPPORTUNITY EMPLOYER. DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

**Salary:** - The minimum salary for staff attorneys is \$49,352.28. Appointments above the minimum may be made based on experience. Appointments are 10% below the minimum (\$44,417.88) if the individual is not a member of the Florida Bar.

**Posted Date:** 2/18/2010 **Deadline Date:** 7/30/2010

**Application Process:** U.S. Mail to:

Gail Posey

Judicial Assistant to Justice R. Fred Lewis

The Florida Supreme Court

500 South Duval Street

Tallahassee, Florida 32399-1925

---

### **Wheeling, WV - Judicial Law Clerk**

Upper 20%; law review or other journal preferred; competency in Westlaw and WordPerfect required. Interview dates – September 20 through 22, 2010. 2-year clerkship which starts August 15, 2011 and ends August 2013 for The Honorable Fredrick P. Stamp, Jr..

Desired Class Level: 3L, Class of 2009, Class of 2010, Recent Grad 0-2 Years

Submit cover letter, unofficial transcript, writing sample, undergraduate grade sheet, 2 letters of recommendation. Apply online at <https://oscar.uscourts.gov> or by mail to:

United States District Court

Northern District of West Virginia

Attn: The Honorable Frederick P. Stamp, Jr.

P.O. Box 791

Wheeling, WV 26003-0102

Deadline: September 7, 2010

### **Other Positions**



### **Akron, OH – Office Share**

Law office space available in South Akron (Portage Lakes). Free parking, fully equipped, nicely decorated with receptionist. Secretarial station included. If interested, call Keith Hofer, Tom Conway or Deb Ruby at 330.745.2175.



## **Akron, OH - Assistant Athletics Director for Compliance**

**Department:** Athletics Office

**Location:** Akron Campus

**Full|Part Time:** Full Time (Regular)

**Salary:** Competitive **Job Requisition #:** 006199

**Duties:** The Assistant Athletic Director for Compliance will keep the Director of Athletics and the University President aware of progress and issues related to maintaining institutional compliance with NCAA, Mid-American Conference and University rules, as well as reporting to the President and the Director of Athletics, all violations of those rules. The Assistant AD will also be a sport administrator for at least one sport.

**Qualifications:** A relevant Bachelor's degree )required. Preferred Qualifications: A Master's degree or law degree, extensive experience and working knowledge of NCAA rules, MAC rules and regulations with practical, hands-on experience in applying Division I regulations. Familiarity with policy issues concerning the administration of intercollegiate athletics and higher education. Ability to design, implement and manage administratvie systems to ensure compliance with applicable regulations. The ability to direct and perfrom detailed work with accuracy under time pressures. Strong communication and interpersonal skills combined with the ability to interact with diverse groups and experience with computer applications.

**Resume Requirements:** Complete the online application below attaching a cover letter, resume and list of three references. *(Maximum of 4 separate attachments allowed, some files may need combined into one file for uploading).*

**Apply Online \_**

[http://www.uakron.edu/about\\_ua/employment/job\\_openings/job\\_detail.dot?id=1177555&crumbTitle=Assistant+Athletics+Director+for+Compliance](http://www.uakron.edu/about_ua/employment/job_openings/job_detail.dot?id=1177555&crumbTitle=Assistant+Athletics+Director+for+Compliance)

## **Akron, OH – Assistant Director of Admissions and Student Affairs – The University of Akron School of Law**

**Title:** Assistant Director of Admissions and Student Affairs

**Department:** School of Law

**Location:** Akron Campus

**Full|Part Time:** Full Time (Regular)

**Salary:** Competitive **Job Requisition #:** 006048

**Duties:** Assist the Assistant Dean of Admissions and Student Affairs with administrative matters involving the School of Law. Manage recruitment program and serve as front line recruiter. Responsible for the coordination of law admissions and scholarships.

**Qualifications:** A relevant Bachelor's degree and two years experience in higher education required. Strong skills in interpersonal communication, problem solving, telephone, organization, and writing required. Creativity in producing printed and electronic recruiting materials and event planning required. Proficient with productivity software, (Word, Excel, Outlook, Access, Publisher, FrontPage and PowerPoint) required. Graduate or J.D. degree preferred.

**Resume Requirements:** Complete the online application below attaching a cover letter and resume. (Maximum of four (4) separate attachments allowed, some files may need combined into one file for uploading).

[Apply Online](#)

**Deadline:** Open until filled

### **Batavia, OH – Court Administrator**

Clermont County Court of Common Pleas - Court Administrator

\*NOTE: All inquiries regarding this position should be directed to the hiring agency and NOT the Supreme Court of Ohio. The Clermont County Court of Common Pleas, General Division, is seeking applicants for the position of Court Administrator.

**Duties** - This position is responsible for the administration of the Clermont County Common Pleas Court, General Division. Duties include providing administrative support to four judges; managing support operations including 30 professional and technical staff; hiring, orientation, evaluation, and discipline of personnel and ensuring compliance with all laws and regulations including FLSA and FMLA; developing and managing budget; authorizing and monitoring expenditures to ensure compliance with fiscal policies; preparing grant applications and managing grants; developing and implementing policies and procedures in such areas as case management, court facilities, probation services, jury management, and court security; preparing and analyzing statistical information and reports; performing work in support of special projects such as e-filing and development of personnel policies; identifying needed changes, innovations, or problems and making recommendations for procedural or administrative improvements of court services; and serving as liaison with government agencies, the bar, news media and the community. Performs related duties as assigned.

**Qualifications** - Knowledge of court procedures, case management, HR management practices, accounting/budgeting procedures, information technology, contract negotiation/administration, and legislative processes is necessary, as well as excellent interpersonal communication skills. Knowledge of the principles and practices of judicial, court, or public administration. Ability to build relationships among elected officials, county officials, judges, and the legal community. Ability to interact with individuals from diverse cultural, educational, and socioeconomic backgrounds. Ability to communicate effectively verbally and in writing. Ability to gather and analyze information and make recommendations regarding proper courses of action. The successful candidate will possess a bachelor's degree in court administration, business, or public administration, or other closely related field, and four years of progressively responsible experience in the public sector; or a graduate degree in judicial or public administration, law, or a closely related field with at least two years of public sector experience. Must have successfully completed course of study provided by the Institute of Court Management, National Association for Court Management, National Center for State Courts or other accredited programs can substitute for graduate degree. Supervisory experience required. Applicants without the relevant educational background may substitute recent court management experience on a year-for-year basis.

**Salary** - The starting salary for this position is \$50,000 to \$85,000, commensurate with experience.

**Application Process** - Interested candidates should submit a cover letter and resume no later than **July 15, 2010** to:

Judge Jerry R. McBride, Administrative Judge  
270 E. Main Street  
Batavia, Ohio 45103

The Clermont County Court of Common Pleas is an Equal Opportunity Employer.

**Canton, OH – Program Administrator**  
**Stark County Job & Family Services**

**Minimum Qualifications**

**Summary**

Directs major function of Agency providing services in the field of human services to individuals, groups, or community by performing the following duties personally or through subordinate supervisors.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned. Works with Deputy Director to establish policies and programs and administers such programs. Determines policies and defines scope of services to be rendered within legislative regulations for public human services agency functioning. Assumes responsibility for development and administration of standards and procedures related to personnel, including staff development, budget, and physical facilities. Interprets agency purpose and mission to community. Establishes and maintains relationships with other agencies and organizations in community toward meeting community needs and services. Prepares, distributes, and maintains variety of reports. Inspects agency operations and facilities to ensure agency meets standards and procedures criteria. Directs or coordinates public relations, and fact finding or research activities.

**Supervisory Responsibilities** - Manages 4-8 subordinate supervisors who supervise multiple employees in the Eligibility, Customer Services, SSI Case Management, Nursing Home, Overpayment/Fraud, IEVS, Staff Development, Training, Quality Assurance, Program Evaluation, JOBS and Childcare. Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises 1-4 non-supervisory employees. Carries out supervisory responsibilities in accordance with the Agency's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications** - To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

**Education and/or Experience** - Bachelor's degree (B. A.) from four-year college or university, Masters degree preferred. Plus a minimum of three years related experience in a management role. Plus a minimum of three years of experience in a social services environment.

**Language Skills** - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Computer Skills** - To perform this job successfully, an individual should have knowledge of Contact Management systems; Database software; Internet software; Spreadsheet software and Word Processing software.

**Certificates, Licenses, Registrations** - - Must possess valid State of Ohio drivers' license at all times. Must possess auto insurance in accordance with ORC 4509.51 at all times.

**Other Qualifications** - Incumbent is required to travel to/from Agency meetings within the County and State as directed by the Deputy Director, Executive Director and/or Board of Commissioners, or designee, and as required for job duties. Travel requires the use of a vehicle insured in the incumbent's name, unless a County-owned vehicle is secured. Personal vehicles must be in good working order and appropriately accommodate passengers as needed. Regular attendance is required. Incumbent must adhere to Agency policies regarding use of time off at all times. Incumbent is required to adhere to Agency rules & regulations and support the mission, vision & guiding principles at all times. **Physical**

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

made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to sit; use hands for fine motor manipulation, and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment** - - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Regular attendance is required. Incumbent must adhere to Agency policies regarding use of time off at all times. Incumbent is required to adhere to Agency rules & regulations and support the mission, vision & guiding principles at all times.

**To apply, please submit a letter of interest and current resume including three professional references to the address noted below no later than Tuesday June 4, 2010 by 4:30 p.m.** We are an equal opportunity employer that does not discriminate based upon sex, race, creed, color, age, national origin or disability. Applicants may request reasonable accommodations to participate in the interview process.

Stark County Job and Family Services  
Human Resource Administrator  
221 Third Street SE  
Canton, Ohio 44702

### **Cincinnati, OH – Realty Specialist**

Department of the Army – Army Corps of Engineers

Job Announcement Number: SWGJH0362635CC

Salary Range - \$71,455 - \$130,528/year

Open Period – July 16, 2010

Series & Grade: GS-1170-12/14

Locations: Few vacancies – Cincinnati Metro area, OH

Job Summary: Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

Payment of Permanent Change of Station (PCS) costs is authorized, subject to the provisions of the Joint Travel Regulations. Defense National Relocation Program will be authorized. Recruitment/relocation incentive may be authorized.

#### **Key Requirements:**

U.S. Citizenship

Registered for Selective Service, if applicable (See Other Information)

Selectee may be required to sign mobility agreement.

**Major Duties:** Develops goals, plans and programs and formulates and issues Division policies and procedures. Reviews Management and Disposal (M&D) planned programs, considering legal, regulatory, and policy constraints and available resources. Periodically evaluates subordinate management and disposal programs, operations and problem areas, and directs corrective measures as required. Develops new and innovative procedures to address unusual and unique property management issues. Resolves non-traditional land management and land use issues and problems. Originates and initiates new quality management

processes for (M&D) activities in the absence of prevailing guidance. Develops tools and procedures for maintaining and improving technical capabilities of the workforce. Monitors the progress of projects and keeps informed of status through review of reports, programming documents, funds activities/reports and other program material.

**Qualifications:**

**SPECIALIZED EXPERIENCE:** To qualify, applicants must possess one year of specialized experience equivalent to the next lower grade level. Applicants must demonstrate possessing expert knowledge and skills pertaining to the most complex principles involving real estate management of title and disposal (sale) transactions for major projects or complex situations. Experience in applying a variety of standard and non-standard techniques, theories, and concepts. Experience in analyzing and applying new theories and standards to property management problems and issues that have no prevailing guidance or precedence.

You will be required to provide proof of U.S. Citizenship. Direct Deposit of Pay is Required as a condition of employment. Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration. Selectee may be required to sign a mobility agreement.

**How To Apply:** To apply for this position, submit a complete Application Package which includes:

1. Your Résumé
2. A complete Occupational Questionnaire
3. Additional Required Documents (see Required Documents section below) The complete Application Package must be submitted by 11:59 PM (EST) on Friday, July 16, 2010.

To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process.

**Note:** To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select *My Applications*, and click on the *more information* link under the application status for this position. To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascovers.pdf> using the following Vacancy ID KN362635. Fax your documents to **1-478-757-3144**.

If you cannot apply online:

1. Click the following link to view and print the occupational questionnaire: [View Occupational Questionnaire](#)
2. Print this 1203FX form to provide your response to the occupational questionnaire <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>, and
3. Fax the completed 1203FX form along with any supporting documents to **1-478-757-3144**. Your 1203FX will serve as a cover page for your fax transmission.

**Required Documents:** The following documents are needed:

- Résumé or application;
- If qualifying on the basis of education or the position requires education, your college transcripts with your application;
- Responses to the questionnaire;



- Any documents demonstrating your eligibility to apply (see Who May Apply). These documents may include but are not limited to SF-50 (Notification of Personnel Action), DD214 (Release from Active Duty), SF-15 (Application for 10-Point Veteran's Preference), VA Letter, etc.

Contact Information: Charmaine Campbell, 502.315.6169, [Charmaine.Campbell@US.Army.MIL](mailto:Charmaine.Campbell@US.Army.MIL)

Agency Information: DA SWR LR; US Army Corps of Engineers; Louisville; CPA Center, Attn:

EEO Policy Statement: <http://www.usajobs.gov/eo>

Reasonable Accommodation Policy Statement: <http://www.usajobs.gov/raps>

Veterans Information: <http://www.usajobs.gov/vi>

Legal and Regulatory Guidance: <http://www.usajobs.gov/lrg>

### **Cleveland, OH – Office Assistant**

**Summary** - The American Civil Liberties Union of Ohio Foundation is a nonprofit organization dedicated to preserving and protecting the Bill of Rights through litigation and public education. The organization is funded solely through individual contributions and occasional foundation grants. Over the years staff members have found the ACLU to be an accommodating, inspiring and fun place to work. Although the environment is informal -- staff members wear jeans to work a good deal of the time -- we are an activist, hard-working team involved in the life of the community. This position is ideal for a recent graduate.

Job Description - The Office Assistant will assist staff in clerical and bookkeeping duties, to include:

#### **Office Support**

- Phone and front desk coverage, correspondence, incoming mail, running errands, copying, faxing, and emailing.
- Process information requests from the public.
- Assist with meeting and events -- set up rooms and food service area, order and pick up food, and clean up.
- Data entry to update constituency database.
- Coordinate the storage, packing, and shipping of educational materials.
- Assist with media relations as needed.

#### **Bookkeeping/Finance**

- Enter invoices and income into bookkeeping system on a weekly basis.
- Reconcile monthly bank statements.
- Assist with annual audit, completion of IRS 990 form, and other financial tasks.
- Ensure that vendor and other files are accurate and usable.
- Resolve disputes with vendors as necessary.

Other duties as assigned.

#### **Skills/Experience**

- Commitment to civil liberties issues and equality.
- Mathematical aptitude; some bookkeeping experience would be ideal.
- Attention to detail crucial.
- Telephone courtesy.
- Proficiency with computers, including Internet and email.
- High level of organizational ability.
- Creativity and initiative important.

- Team player; good writing skills, including ability to write a business letter.
- Strong capacity for follow through.
- Able to work independently.

**Pay Scale - \$10-\$15 per hour, based on skills and experience**

**Hours** - 30 hours per week; accommodate personal schedules as much as possible. Some evening and weekend work required. Benefits include health insurance (employee contribution to premium cost required), retirement plan and paid time off.

**Email resume (Microsoft Word attachment) and cover message to:**

Ann Rowlett, Deputy Director  
contact@acluohio.org

**EEO/AA Statement** - The American Civil Liberties Union of Ohio is committed to nondiscrimination, equal opportunity and affirmative action in its employment, in its delivery of legal and educational services, and in its relationships with vendors and contractors. The organization will not tolerate discrimination with regard to race, color, national origin, gender, religion, age, disability, sexual orientation, gender identity, gender expression, or marital or family status.

The ACLU of Ohio acts affirmatively to meet both the spirit and the letter of applicable policies and laws and to value and respect the diverse population it serves in Ohio.

Deadline: ASAP

**Columbus, OH – Network Services Technician 1**

Ohio Legal Rights Service

Class No. 67191

PN: 20002005

Deadline: Open Until Filled

Pay Range: 32

State Salary Range \$21.77-\$31.86 per hour -- \$45,281-\$66,268 annually

Collective Bargaining Unit: AFSCME

Division: Administration

All applications must clearly indicate how the minimum qualifications and position specific minimum qualifications, if applicable, are met. Applications that do not, will not be given consideration.

Description – provides first-level help desk support (e.g. serves as initial contact for internal & external customers; interviews customers to determine nature & extent of problem; prioritizes & documents problem, attends seminars &/or classes for training in data communications/telecommunications services &/or network administration, assists in analysis & research of simple computer hardware & software problems (e.g., wide area &/or multi-network; mainframe & multi-operating systems; password resets &/or software applications), directs issues to appropriate higher-level network services technician for resolution in order to learn network infrastructure (i.e., to develop & enhance ability to monitor & maintain data communications/telecommunications systems, equipment & provide network support for both large area network & wide area network) which will include performing first-level help desk support at user-site or in off-site locations. Troubleshoots, unpacks, sets up & configures personal computers; researches & refers to data

communications/telecommunications &/or network standards manual or technical documentation to assist higher-level information technology professionals in developing plans or installation, upgrade &/or removal of data communications/telecommunications equipment &/or services. As part of continuous learning cycle & in order to provide more efficient first-level help desk support, assists higher-level network services technician in assessing, designing, monitor &/or maintaining telecommunication services & equipment &/or network support services (i.e., learns to review site preparation documents submitted by state staff, vendors &/or other political sub-division staff for telecommunication services & telecommunication equipment required for conversions, etc.

Major Worker Characteristics – Knowledge of computer science, electronics, electronic data processing or related field; microcomputer networking; troubleshooting; installation, repair & maintenance of data communications/telecommunications &/or electronic data processing equipment; etc.

Minimum Class Qualifications for Employment – 12 mos exp. Or 12 mos. Training in information systems analysis & design, computer programming, computer networking or microcomputer applications; 3 mos exp. Or 3 mos. Training in customer service techniques, Or 12 mos. Exp. In help desk operations for automated systems support Or equivalent of minimum class qualifications for employment noted above.

Preferred Qualifications – Applications of those who meet the minimum qualifications will be further evaluated against the following criteria: experience with law firm technology, including document management, legal research, billing and case management.

To Apply – Email or hand deliver completed resume 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](mailto:cwalter@olrs.state.oh.us)

### **Austin, TX – Paralegal**

The newly formed Office of Capital Writs, located in Austin, TX, is accepting applications for a full-time paralegal. The Office of Capital Writs (“OCW”) is a newly created state-funded, state-wide office which will begin operation on September 1, 2010. The OCW is a capital post-conviction office charged with representing death sentenced persons in post-conviction habeas corpus and related proceedings. All members of the office will provide quality representation to capital defendants as described by the Guidelines and Standards for Texas Capital Counsel. The duties will include working on assigned capital cases. The paralegal will locate, gather, and organize all records, court pleadings, transcripts, documents, exhibits, and evidence. The paralegal will also review and analyze case documentaton.

Desired Qualifications – Strong organizational and analytical skills. Experience in on-line research databases, document management databases, and spreadsheets. Ability to create and maintain a uniform system of organizing material. Experience with and commitment to a team-based litigation approach. Spanish speaking preferred, but not required. Willingness to work outside job description. Experience in office administration and/or mitigation investigation. Commitment to the defense of death-sentenced individuals. Strong communication or writing skills.

Salary – Commensurate with qualifications and years of experience.

To apply: By August 2, 2010, applicants should submit a statement of interest, resume, writing sample, and list of references by email to: [Brad.Levenson@gmail.com](mailto:Brad.Levenson@gmail.com).

**Bellevue/Seattle WA – Positions available with Perkins Coie LLP**

**Attorney Recruiting Manager** - Perkins Coie LLP, an international law firm with more than 700 attorneys in 15 U.S. offices and two offices in Asia, is seeking an experienced recruiting manager for the firm's Seattle and Bellevue offices. The Seattle and Bellevue offices include nearly 300 attorneys and have robust national recruiting programs at the law student and lateral associate levels. The Attorney Recruiting Manager is responsible for all law student and attorney recruiting and integration activities for the Seattle and Bellevue offices and shares responsibilities for managing firm-wide recruiting activities. Supervises three recruiting staff members and reports to the firm Director of Recruiting & Retention.

Successful candidate will have at least five years of manager-level experience in attorney recruiting, attorney professional development or relevant field, including working collaboratively in a multi-office law firm and supervising others. Experience overseeing fall recruiting, summer associate programs, lateral associate recruiting, and new attorney pre-arrival and integration activities and developing related policies is required. Experience supervising the implementation and maintenance of viRecruit applicant tracking system and compliance with OFCCP regulations is preferred. Some exposure to legal recruiting in markets outside of the Pacific Northwest as well as experience in law school career services is beneficial. Outstanding analytical, writing and presentation skills, critical thinking, initiative and enthusiasm for innovation, and a demonstrated commitment to the legal recruiting profession are all essential. This position is located in Seattle.

To apply, please send a cover letter (required) and resume to [staffhiringSEA@perkinscoie.com](mailto:staffhiringSEA@perkinscoie.com) referencing the position title and Job #S2010051.

**Lateral Partner Recruiting Coordinator** – Perkins Coie LLP, an international law firm with more than 700 attorneys in 15 U.S. offices and two offices in Asia, is seeking an experienced recruiting administrator to support the firm's lateral partner recruiting efforts.

This position supports the lateral partner recruiting process for all offices, working closely with the Chief Lateral Recruitment Officer and with office administrators and recruiting professionals in all offices. Responsibilities include tracking all candidates; coordinating logistics for interviews across multiple offices and related travel; compiling and forwarding evaluations and related materials; coordinating pre-interview and pre-offer background and conflicts checks; coordinating pre-arrival and integration activities with appropriate staff; providing administrative support for the Lateral (Partner) Recruiting Committee; and tracking agreements with search firms. Reports to the Director of Attorney Recruiting & Retention.

Successful candidate will have at least three years of coordinator-level experience in attorney recruiting, attorney professional development or relevant field, including working collaboratively in a multi-office law firm. Outstanding organization and communication skills, critical thinking, initiative and enthusiasm for innovation, a customer service ethic, and a demonstrated commitment to the legal recruiting profession are all essential. This position is located in Seattle.

To apply, please send a cover letter (required) and resume to [staffhiringSEA@perkinscoie.com](mailto:staffhiringSEA@perkinscoie.com) referencing the position title and Job #S2010051.

Deadline: ASAP

**California – Fellowship Opportunities**

EBCLC is now accepting applications from graduating law students, judicial law clerks, and new attorneys interested in applying for an Equal Justice Works, Skadden, Soros Justice or other fellowship opportunities. The applications will be submitted to the relevant fellowship foundation(s) in Fall 2010 for a fellowship to commence in Fall 2011.

EBCLC is a non-profit organization with the dual mission of delivering much-needed free legal services to low-

income people, and providing clinical education to law students (primarily from Berkeley Law School - Boalt Hall). EBCLC works to make the lives of community members more secure, productive, healthy, and hopeful by providing services in the areas of housing, welfare, health, homelessness, community reentry, immigration, and consumer law. To address the challenges that our clients and communities face, EBCLC practice groups use a multi-pronged problem-solving approach that includes: (1) direct legal services, (2) clinical instruction, (3) community education, and (4) policy advocacy.

EBCLC seeks applicants for fellowship projects in the following areas:

#### 1. Immigration and Health Project (Health Practice)

The Immigration & Health Project provides legal services to low-income immigrants of the East Bay, specifically people living with HIV/AIDS and the families of children treated at Children's Hospital Oakland. The Project staff represent and counsel clients in matters including political asylum, waivers, U visas, VAWA, adjustment of status, deportation defense, immigration effects of criminal convictions, naturalization, and public benefits eligibility. The Project staff work closely with attorneys in the Health Practice to provide wrap-around legal services that help lift clients out of poverty, and ultimately, improve health outcomes.

The Project suggests the following areas of interest, but is open to any proposals:

- Deportation Defense
- Special immigration needs of families with sick children
- Immigration issues facing the HIV-positive LGBTQ community

#### 2. Neighborhood Justice Clinic

The Neighborhood Justice Clinic (NJC), founded in 2007, is a low-threshold, barrier-free legal center meant to be accessible to a wide range of people— including people with physical and mental disabilities— who might not be able to access legal services elsewhere. Through NJC's General Legal Clinic, low-income clients in Alameda County can get limited scope assistance with a wide variety of legal issues, including those related to homelessness, consumer law, DMV problems, small claims cases, and tort defense. NJC also provides more extensive representation to homeless clients facing criminal charges related to their homeless status, and to low-income defendants in debt collection suits.

NJC will consider projects that address any of the following areas:

- Legal Services for People with Mental and Physical Disabilities
- Civil Rights of Homeless People
- Consumer Law/Debt Collection Defense

EBCLC is looking for candidates who meet the following qualifications:

- Graduation from law school in or before summer 2011.
- Admission to a state bar, or sitting for July 2011 state bar exam.

Application Instructions - Please submit all applications materials via email to [fellows@ebclc.org](mailto:fellows@ebclc.org) no later than July 30, 2010. Applications will be considered on a rolling basis. Applications should include: 1) a resume and cover letter, including a brief description of your area of interest and/or proposed project; 2) a brief legal writing sample; and 3) the names and contact information for three legal/professional references. EBCLC may also request an unofficial transcript at a later date. EBCLC is an equal opportunity employer. People of color, women, LGBTQ, and people with disabilities are strongly encouraged to apply.

#### **Charlotte, NC – Career Counselor**

Due to growth, the Charlotte School of Law has an immediate need for an additional Career Counselor to assist the Director of the Center for Professional Development (CPD) in all operations of the career services



function with the highest level of excellence, professionalism, sensitivity and confidentiality. At least 3-5 years experience beyond JD in the legal or recruiting industry required, with career services experience and strong Carolina connections preferred. Primary duties will include counseling law students and alumni regarding school-year and summer internships and career options upon graduation (e.g. attorney positions, graduate programs, fellowships, judicial clerkships, alternative careers). The counselor will also assist in outreach to the local, state and regional legal community and with all programming to educate students on career options and skills, including workshops, presentations, panels, mock interviews, mentoring, job fairs, on-campus interviews and more. To apply, see details online at <http://www.charlottelaw.edu/jobs.asp?JoBID=77>.

### **Chicago, IL – Business Agent**

**Job Type:** ATTORNEY

**Schedule Type:** Full Time

**Application Deadline:** 08/03/2010

**Practice Areas:** Administrative Law, Employment/Labor, Legislative/Policy Issues

**Job Description** - Teamsters Local 727 represents private sector employees in the parking, funeral, trade show, motion picture, and various other industries in and around the Chicago, Illinois, area. Our membership is currently expanding exponentially, and we are dedicated to maintaining our long-standing commitment to excellent service to our members.

Local 727 is currently seeking to add one Business Agent to our staff in the near future. The job description and responsibilities of that position are as follows:

Responsibilities May Include:

- Effectively addressing member and employer questions and problems;
- Ensuring compliance with collective bargaining agreements;
- Processing grievances;
- Preparing for arbitrations;
- Collecting outstanding union dues;
- Maintaining contracts;
- Participating in contract campaigns, assisting and/or leading contract negotiations;
- Attending meetings, pickets, seminars, and conferences;
- Visiting locations and disseminating information;
- Communicating with the union membership;
- Acting as liaison between membership and Secretary-Treasurer;
- Recruiting, training, monitoring, and utilizing stewards; and,
- Organizing the unorganized

**Qualifications** - Graduate/Alumni

**Application Instructions: Send résumé and cover letter to:**

Stephanie K. Brinson, General Counsel

Teamsters Local 727

5940 West Montrose Avenue

Chicago, Illinois 60634

Fax: 773-685-0340

e-mail: [sbrinson727@gmail.com](mailto:sbrinson727@gmail.com)

### **Delaware, MD – Executive Director**

**Title** - Executive Director

**Organization** - Community Legal Aid Society, Inc. (CLASI), a private, non-profit law firm which provides civil legal services to Delawareans who have low incomes, disabilities, or who are elderly. CLASI is Delaware's Protection and Advocacy Agency for people with disabilities and is an Equal Opportunity employer.

**Objective** - The Executive Director exercises general supervision over the administration of CLASI'S business and affairs subject to the discretion of the Board of Directors. The incumbent administers CLASI'S operations in order to provide equal access to justice to eligible members of the community through its civil legal services programs.

**Duties and Responsibilities** - The Executive Director is charged with the management of CLASI'S programs; duties include: Administration of CLASI's legal services programs including responsibility for employment of professional staff and related support personnel. Administration of the finances of the Corporation, including preparation of annual budgets for adoption by the Board of Directors. Insuring preparation of financial data and reports required by funding sources. Administration of all of CLASI's funds including the review and approval of expenditures. Insuring regular books of account are kept showing receipts and expenditures and providing the Board of Directors at each regular meeting, or more often if required, an account of all CLASI transactions and CLASI's financial condition. Insuring compliance with guidelines, standards and regulations governing CLASI programs and funding sources, state and federal law and/or other regulatory bodies. Oversight of the development of both public and private funding for CLASI including grant proposal preparation, cultivation of new sources of funding, directing the annual fundraising campaign as well as special events and other fund raising efforts in the community. Direct marketing and public relations activities such as annual reports, brochures, media presentations and speaking engagements and oversight of all media contact with any CLASI employee. Participation in the activities of the Delaware Bar Association, national organizations such as NLADA or NDRN and in United Way and other organizations related to the work of CLASI. Insuring the delivery of effective legal services to CLASI's clients including the responsibility to investigate client discrimination related grievances. Oversight of all aspects of the Human Resources function including developing job announcements, implementation of procedures for recruiting and developing the process for application and interviews of potential hires. Implementation and enforcement of personnel policies reflected in CLASI's Personnel Manual. Oversight of negotiations with the collective bargaining unit including the responsibility to recommend bargaining proposals. Oversight of administration of CLASI benefits and compensation. Insure compliance with employment law. Review and/or draft legislation supportive of CLASI's mission and purpose and represent CLASI's interest in all legislative proceedings whether federal, state or local. Report to the Board of Directors on relevant matters, including finances, funding, case statistics and programs. With Board President, schedule and prepare agendas for board meetings. Provide staff support for Board committees. Such other duties and responsibilities as may be assigned from time to time by the Board of Directors.

### **Qualifications -**

Required:

Must be admitted to practice law in Delaware or eligible to practice under Supreme Court Rule 55 and take the 2011 Delaware Bar Examination; retention of the position is conditioned on passing the Delaware Bar Examination no later than 2012 and admission to the Delaware Bar within six months of passing the bar. Demonstrated experience negotiating a collective bargaining agreement. · Must have a minimum of 5 years progressively responsible experience practicing law and a Minimum of 3 years progressively responsible experience in the management and supervision of attorneys. Demonstrated commitment to and experience in providing quality legal services to low income people, people with disabilities and the elderly, including knowledge of and familiarity with federal and state laws, regulations and policies applicable to the client population. Excellent written and oral communication skills. Organizational skills, including demonstrated attention to detail. Must be able to travel throughout the state of Delaware.

Preferred:

- Ability to speak Spanish and sign. Demonstrated involvement in Bar Association and community activities.
- Familiarity with basic information technology

**To apply, please submit your resume to: [clasijobposting@gmail.com](mailto:clasijobposting@gmail.com) by August 9, 2010.**

### **Hartford, CT – Executive Director**

Greater Hartford Legal Aid, Inc.

[www.ghla.org](http://www.ghla.org)

Job Announcement - Greater Hartford Legal Aid seeks applicants for Executive Director. Founded in 1958, GHLA is a not-for-profit law firm whose diverse staff helps clients with civil legal issues. GHLA is a fiscally sound, administratively strong agency supported by a dedicated, collegial staff, management team, and Board. The broad base of funding that supports GHLA's \$ 4 million budget does not include Legal Services Corporation funding. Candidates must be admitted to practice law in Connecticut or be eligible for timely admission.

Skills, Experience, Attributes that will Strengthen a Candidate's Application:

- Demonstrated commitment to addressing the effects and root causes of poverty
- Flexible, comprehensive view of representation on behalf of low income people that values both individual and systemic advocacy
- Budget, personnel, and administrative experience in a non-profit organization
- Ability to work with and lead a management team
- Superior writing and communication skills
- Ability to work effectively and respectfully with diverse groups and individuals
- Creative thinker and diligent planner
- Experience with fund-raising

Job Responsibilities - The Executive Director is the chief executive officer responsible for overall programmatic, personnel, administrative, and financial matters of the agency. The Executive Director leads the management team and works directly with the Greater Hartford Legal Aid

Foundation Board on fundraising activities. Specific responsibilities include:

- Provide advice to the board of directors on the establishment, development and implementation of policy
- Direct overall operation of the program in compliance with the policies and guidelines established by the board of directors and funding sources
- Oversee the implementation of program objectives and develop organizational structures and functions consistent with those objectives
- Direct and participate in overall agency fund-raising, grant writing, and grant reporting
- Direct the financial matters of the program
- Maintain public relations activities of the program and act as chief representative of

the agency

- Prepare narratives in grant reports and applications
  - Oversee staff employment hiring and termination, as well as all other personnel-related matters of the program
  - Involve staff in affirmative efforts to enhance understanding of the legal, social, and economic problems of the local low-income community and of social agencies attempting to serve those needs
  - Responsible for the overall on-going operation of the Greater Hartford Legal Aid Foundation, including maintaining effective working relationships with the GHCAF Board, soliciting funds, supervising administrative and financial staff and functions and writing effective campaign letters and reports
- Salary will be negotiated at time of offer, excellent benefits. Equal opportunity and affirmative action employer.

To Apply - Applications should include: 1) letter of interest, 2) resume, 3) writing sample, and 4) a list of three references. Applications accepted until position is filled.

Apply by Mail to: Apply by Email to:

Board Search Committee Board Search Committee

Greater Hartford Legal Aid C/o [jdavies@ghla.org](mailto:jdavies@ghla.org)

999 Asylum Street, 3rd Floor

Hartford, CT 06105

About GHLA:

Mission: To achieve equal justice for poor people, to work with clients to promote social justice, and to address the effects and root causes of poverty. Incorporated in 1958, GHLA attorneys represent clients in individual legal matters, litigate important impact and class action cases, and pursue strategies that effectively solve systemic legal problems. Throughout GHLA's history its approach to advocacy has been collaborative and flexible, identifying emerging issues while building new partnerships and strategies. GHLA staff and attorneys work side by side with community social services, and provide extensive legal technical assistance and support to local advocates and agencies. GHLA is a national leader on family violence and poverty issues. Our priorities include helping workers move toward economic stability, protecting victims of family violence, preserving benefits for those who cannot work, preventing Homelessness and preserving affordable housing, increasing educational opportunities for children, and improving the health and safety of clients who are elderly or living with HIV. GHLA has private and public financial support from local, state, and national funders. It also benefits from the leadership and guidance of distinguished members of the Bar and the community who serve on the Board of Directors. A program that began over 50 years ago as a one lawyer office in the basement of City Hall has grown to a full-service law firm, persistent and effective in its mission.

### **New York, NY – Legal Administrative Assistant**

The **American Civil Liberties Union (ACLU)** is a nationwide, nonprofit, nonpartisan organization, founded in 1920 and dedicated to the principles of liberty and equality embodied in the U.S. Constitution. The Women's Rights Project (WRP) of the National office in New York City is seeking a full-time **Legal Administrative Assistant** who will work with attorneys and other staff in the **Project** to ensure women's full equality in American society.

Founded in 1972 by Ruth Bader Ginsburg, the Women's Rights Project (WRP) has been a leader in the legal battles to ensure women's full equality in American society. WRP is dedicated to the advancement of the rights and interests of women, with a particular emphasis on issues affecting low-income women, women of color, and immigrant women, and has overall responsibility for implementing ACLU policy in the area of gender discrimination. Specifically, WRP conducts direct litigation, files *amicus curiae* briefs, provides support for ACLU affiliate litigation, engages in international human rights advocacy, serves as a resource for ACLU federal and state legislative work on women's rights, and seeks to advance ACLU policy goals through public education, communications strategies, outreach, and participation in coalitions. WRP has been an active participant in virtually all of the major gender discrimination litigation in the Supreme Court, in Congressional

efforts to promote gender equality, and in significant communications and public education efforts on behalf of women and girls.

### **Roles and Responsibilities**

- Handle general administrative duties for the Project including processing invoices, tracking expenses and case costs, preparing expense reports, ordering supplies, etc.
- Type, prepare, proofread and edit legal and other documents.
- Maintain and organize files.
- Draft correspondence and other materials as requested.
- Conduct research including Internet research, and respond to written and verbal inquiries.
- Answer telephones, route calls, and take messages.
- Schedule meetings and conference calls and prepare materials for same; handle travel arrangements for staff.
- Fax, copy, mail and type letters.

### **Experience and Qualifications**

- Bachelor's degree or 2 years related work experience preferred.
- Administrative experience in an office setting preferred.
- Must possess strong organizational skills and the ability to multitask and meet deadlines.
- Demonstrated excellent telephone manner and interpersonal skills.
- Must possess outstanding writing skills, superb attention to detail.
- Must be proficient in Microsoft Word, Excel, Outlook, and other Windows applications and have experience with Internet research.
- Must be a self-starter, take initiative, and work well in a fast paced environment.
- Commitment to women's rights, civil liberties, and public interest legal work is helpful.

**Compensation -** Salary for this position is \$38,527. Excellent benefits package provided.

**How to Apply -** Please send letter of interest, current resume, and the names of three references with contact information by email to [hrjobs@aclu.org](mailto:hrjobs@aclu.org) - Reference **[WRP-02/DIV]** in the subject line of the email or by mail to:

Human Resources  
American Civil Liberties Union  
**RE: [WRP-02/DIV]**  
125 Broad Street, 18<sup>th</sup> Floor  
New York, NY 10004

**Applications will be accepted until position is filled. *Please indicate in your cover letter where you found this job listing.***

The ACLU is an equal opportunity/affirmative action employer and encourages women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals to apply.

The ACLU comprises two separate corporate entities, the American Civil Liberties Union and the ACLU Foundation. Both the American Civil Liberties Union and the ACLU Foundation are national organizations with the same overall mission, and share office space and employees. The ACLU has two separate corporate



entities in order to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name “ACLU.”

### **New York, NY – Advocacy and Policy Strategist (ASD-22)**

The **American Civil Liberties Union Foundation (ACLU)** is a nationwide, nonprofit, nonpartisan organization founded in 1920 and dedicated to the principles of liberty and equality embodied in the U.S. Constitution and universal human rights principles. Through its affiliates, members, and national staff, the ACLU has a presence in every state across the country. Each affiliate works with policymakers in its state to further the protection and advancement of civil liberties.

The Affiliate Support and Advocacy Department (ASA), whose purpose is to work with and strengthen ACLU affiliates and National Chapters throughout the country, is seeking applicants for the full-time position of **Advocacy and Policy Strategist** to work in the ACLU National Office in New York City.

**OVERVIEW** - The Advocacy and Policy Strategist will work to advance the ACLU’s overall public policy agenda. The Advocacy and Policy Strategist will report to the Director of Advocacy and Policy, and will be assigned to work with the Center for Democracy in the ACLU National Office. The Center for Democracy works to strengthen democratic institutions and values and advocates for government transparency and accountability. The Center houses the ACLU’s work on National Security, working to ensure that counterterrorism policies do not needlessly infringe on civil liberties and human rights; Speech, Privacy, and Technology, addressing issues relating to the freedom of speech, the right to privacy, and the implications for civil liberties of new technology; and Human Rights, working to ensure that the U.S. government complies with universal human rights principles in addition to the U.S. Constitution. The Advocacy and Policy Strategist will serve as a liaison between ACLU state affiliates and the Center for Democracy and affiliated staff to develop and implement state-based advocacy to further the ACLU’s priorities in these areas.

The Advocacy and Policy Strategist will focus on developing state-based advocacy to advance Center priorities, including:

- **Informational privacy**: The ACLU’s privacy advocacy has taken on new urgency in light of modern technology that permits the easy acquisition, retention, analysis, and dissemination of highly sensitive personal information, both by the government and by private corporations; new government surveillance programs introduced in the name of national security; and jurisprudence that has gradually eviscerated the protection of the Fourth Amendment. The ACLU is working to raise awareness of new threats to privacy and to strengthen privacy protections for sensitive personal information.
- **Accountability for torture**: President Obama has spoken eloquently about the importance of restoring America’s moral authority abroad. Restoring that moral authority, though, will require restoring the rule of law at home, and restoring the rule of law at home will require finally confronting the gross human rights abuses of the last administration. The ACLU is working to create a complete public record of the last administration’s torture program; obtain acknowledgement and compensation for torture victims; and ensure that those who authorized torture are held accountable.

### **ROLES AND RESPONSIBILITIES**

- Determine and execute Center for Democracy state-based advocacy priorities, including developing campaign objectives and strategies, in collaboration with ACLU affiliates and Center for Democracy and affiliated staff.
- Provide strategic advice to ACLU affiliates to assist their state-based advocacy, including strategic goal setting, coalition building, community engagement, and decision maker targeting, to achieve policy change.
- Coordinate ACLU affiliates’ participation in the National Office’s federal advocacy campaigns in collaboration with Center for Democracy and affiliated staff.

- Draft and edit advocacy tools for ACLU affiliates' state-based advocacy, including fact sheets, talking points, and public education materials, in collaboration with Center for Democracy and affiliated staff.
- Monitor state policy activity, including legislation, relevant to Center for Democracy priorities.
- Participate in national coalitions and develop relationships with allies and other organizations consistent with these efforts, in coordination with Center for Democracy and affiliated staff.
- Develop expertise in Center for Democracy's key civil liberties and human rights issues.
- Collaborate with the administration of the Center for Democracy's grants to affiliates program.

## EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree required.
- A minimum of two years public policy or advocacy experience is required.
- Experience working in political, policy, legal, or government settings; familiarity with public policy and legislative processes is preferred.
- Excellent research, writing, analytic and communication skills, including the ability to write and speak persuasively.
- Ability to develop creative solutions to pressing civil liberties concerns.
- Ability to multi-task, work efficiently and quickly, and meet strict deadlines under pressure.
- Ability to work well with and mediate between a wide range of people.
- Familiarity with international human rights framework a plus.
- Strong and demonstrated interest in civil liberties, human rights, and social justice issues; familiarity with Center for Democracy issues preferred.

## COMPENSATION

The ACLU offers a generous and comprehensive compensation and benefits package, commensurate with experience and within the parameters of the ACLU compensation scale.

## HOW TO APPLY

Applicants should send a cover letter (including salary requirements), resume, the names and phone numbers of three references and a writing sample by email to [hrjobs@aclu.org](mailto:hrjobs@aclu.org) - reference: **[ASD-22/DIV]** in the subject line - or by mail to:

Human Resources

American Civil Liberties Union

**Re: [ASD-22/DIV]**

125 Broad Street, 18th Floor

New York, NY 10004

Applications will be accepted until the position is filled which will not be before July 31, 2010. *Please indicate where you learned of this job posting.*

**The ACLU is an equal opportunity/affirmative action employer and encourages women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals to apply.**

The ACLU comprises two separate corporate entities, the American Civil Liberties Union and the ACLU Foundation. Both the American Civil Liberties Union and the ACLU Foundation are national organizations with the same overall mission and share office space and employees. The ACLU has two separate corporate entities in order to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name "ACLU."

### **Pittsburgh, PA – Program Officer**

Foreign Policy Association

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

Application Deadline: 07/19/2010

Practice Areas: Legislative/Policy Issues, Political Activity/Election Law, Public Benefits/Social Security

Job Description - Principal responsibilities include the development, implementation, and oversight of public policy discussion programs on a range of foreign policy issues, coordination of program logistics, and preparation of program materials. The Program Officer also oversees the management of the Council's weekly radio show, and develops new and innovative ways of reaching broader community audiences through interactive media, including webcasts, videos, and podcasts.

Qualifications - The preferred candidate will be a highly organized, detail-oriented, energetic, efficient, productive, and conscientious self-starter who works well autonomously and as part of a small team. He/She should have a strong understanding and background in international affairs (advanced degree desired); excellent written and verbal communication as well as organizational skills; ability to think creatively about program development, including the innovative use of technology; experience writing grant proposals in support of program initiatives; ability to work on multiple projects simultaneously with high attention to detail; positive attitude; strong work ethic; ability to relate well with diverse populations.

Application Instructions: Interested individuals may send a resume and cover letter to [jobs@worldaffairspittsburgh.org](mailto:jobs@worldaffairspittsburgh.org). No phone calls, please. Applications will be accepted and interviews will be conducted on an ongoing basis until the position is filled.

### **Washington, DC – Analyst**

Analyst in Government Organization and Management Congressional Research Service, Washington DC GS-12 (\$74, 872-\$97,333)

The Congressional Research Service (CRS) Government and Finance Division is seeking an Analyst in Government Organization and Management for its Executive Branch Operations Section. The analyst prepares objective, non-partisan analytical, background, and descriptive reports on issues of significant legislative concern; provides personal consultation and assistance to congressional committees, Members, and staff on public policy issues; and participates in team research projects and seminars. The analyst is also expected to develop over time the skills necessary to provide public policy and legislative analysis and consultation to congressional committees, Members, and staff at increasingly sophisticated levels.

Applicants with expertise in one or more of the following areas are encouraged to apply: presidential powers, emergency powers, information policy, the Paperwork Reduction Act, privacy, administrative procedure, government regulation, federal appointments, consumer protection, transparency, and/or Senior Executive Service.

This position is at the GS-12 level (\$74, 872-\$97,333). Interested applicants must apply online at [www.loc.gov/crsinfo](http://www.loc.gov/crsinfo) and refer to vacancy #100128 in all correspondence. **Applications must be received by July 21, 2010.**

CRS works exclusively for the United States Congress, providing policy and legal analysis to committees and Members of both the House and Senate, regardless of party affiliation. As a legislative branch agency within the Library of Congress, CRS has been a valued and respected resource on Capitol Hill for nearly a century. CRS is well known for analysis that is authoritative, confidential, objective and nonpartisan. Its highest priority is to ensure that Congress has immediate access to the nation's best thinking on public policy issues of interest to its Members and Committees. CRS is committed to enhancing diversity -- welcome and encourage minorities, women, and persons with disabilities to apply.

### **New York, NY - Associate Director of Social Justice Summer Programs**

The Associate Director of Social Justice Summer Programs has primary responsibility for the implementation of Columbia Law School's summer program, which includes its flagship Human Rights Internship program, its Guaranteed Summer Funding program and others. The summer programs are part of Columbia Law School's comprehensive public service professional development program for its students and graduates regarding public interest, human rights and governmental legal careers in the United States and abroad. Collectively, these programs provide a stipend to every Columbia first and second year student who does not obtain a paying summer job and who work in the public interest, human rights or government. This position reports to SJI's Director of Domestic and Pro-Bono Programs.

Bachelor's degree and/or the equivalent required; JD degree preferred. Minimum of 3-5 years of related professional experience or the equivalent combination of education and experience required. A vision of how a law school can provide the highest quality assistance to Columbia students and graduates regarding their public interest professional development necessary. Extensive experience in public interest advocacy or as a counselor for or manager of a public interest law-related educational or internship program is necessary. Superior research, oral and written communication skills (including public speaking), outstanding interpersonal and organization skills and computer literacy required. Ability to design and manage own projects with minimal supervision, to be part of a collegial team, to work under pressure and to balance competing responsibilities necessary. Availability for evening and weekend work required.

For a complete job description and instructions on how to apply for this position, please go to the following quickfind link:

<https://jobs.columbia.edu/applicants/Central?quickFind=119638>

### **Program Coordinator for Public Interest Summer Programs**

The Program Coordinator is responsible for the administration and support of all social justice summer funding programs for Columbia J.D. students, including the Law School's Human Rights Internship Program and the Guaranteed Summer Funding Program. The summer programs are part of Columbia Law School's comprehensive public service professional development program for its students and graduates regarding public interest, human rights and governmental legal careers in the United States and abroad. Collectively, they provide a stipend to every Columbia first and second year student who has an otherwise unpaid public service summer job. The Coordinator provides administrative and logistical assistance to the other full time and part-time summer program staff. The Coordinator is responsible for event logistics for summer programs, maintaining internal career and summer program databases and maintaining and/or updating publications and other resources with regard to CLS summer programs. The Coordinator reports to the Associate Director of Summer Programs.

Bachelor's degree and/or the equivalent plus 0-2 years of related experience required; preferably as a program coordinator or an administrative assistant with responsibility for public interest or educationally related

programs, is required. Experience working at a public interest legal organization, law office or university strongly preferred. Demonstrated interest and participation in public interest issues and activities is desirable. Outstanding administrative, data management organizational, secretarial and interpersonal skills required. Excellent computer skills and experience including Internet and desk top publishing programs, word processing and computer database management required. Must be very detail oriented. Interest and ability to learn and implement new technologies to enhance task performance .is necessary Excellent English oral and written communication skills required. Ability to initiate and follow-through with minimal supervision as well as work under pressure, adapt to changing priorities, and balance competing assignments necessary. Must have good judgment and be able to maintain confidentiality. Overtime (primarily weekday evenings but some weekends) is required.

For a complete job description and instructions on how to apply for this position, please go to the following quickfind link: <https://jobs.columbia.edu/applicants/Central?quickFind=119637>

**Check Symplicity, our career management system, for a complete listing of available jobs: <https://law-akron-csm.symplicity.com/students>**