June 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).

Barbara C. Weinzierl, Esq.
Director, Career Planning & Placement

Jeanne Kennedy
Student Services Counselor

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ARTICLES AND ITEMS OF INTEREST

New LRAP Benefits for Civil Legal Assistance Attorneys: First-Come, First Served – This is an important and time sensitive update about what began as the “Harkin bill,” became authorized by the Higher Education Opportunity Act of 2008, and is now entitled the Civil Legal Assistance Attorney Student Loan Repayment Program (CLAAP).

Five million dollars is now available for distribution to qualified civil legal assistance attorneys with federal student loan debt. The Department of Education will commit these funds to eligible civil legal assistance attorneys on a first-come, first-served basis. Applications are expected to be due August 16, 2010. The date that applications will be available is unknown, but should be soon. We will let you know as soon as the application period opens, and those who wish to apply should complete the application as soon as it is available because funds are unlikely to cover all applicants.

As usual, the program includes some complexity. A comprehensive CLAAP webpage has been created. Everything we know about the program is on that webpage, and expect you’ll find the answers you need there.

“IT’S NOT EASY BEING GREEN” – Continuing Legal Education Seminar (1.5 CLE) – Sponsored by The Association of Corporate Counsel-America, Northeast Ohio Chapter and Tucker Ellis West LLP – Thursday, June 17, 2010 – 8:00-10:00 a.m. – Huntington Building, Suite 1150; 925 Euclid Avenue; Cleveland, OH. This program will discuss legal and practical issues relating to green initiatives, including energy conservation management contracting and financing, applying for federal and state tax incentives for green projects, and the practicalities of getting a new facility or expansion or renovation of an existing facility LEED certified. Law students and faculty are invited to attend at no charge. Registration forms are available in the Career Planning Office.
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
phone: 330-535-5711

Deadline: August 5th

Presented by The University of Akron Liaison Committee
**Update on Federal Hiring** - A lot has been going on with federal hiring reform recently. First things first – most of these changes are just affecting the competitive hiring system, and since most attorney hiring is done through exempt service it won’t be affected. But to the extent that people are applying for non-attorney jobs, these changes should make everyone’s lives a bit easier.

President Obama released a memo to the Office of Personnel Management (OPM) on May 11 that directed them to change several things, the top one being a switch from the long-standing Knowledge, Skills, and Abilities (KSAs) essay form of application to a resume and cover letter based system (this is supposed to be done for all agencies by Nov. 1, 2010). It also directs agencies to hire people faster – aiming for an 80 day period between posting a job and filling it, as opposed to the current average of 140 days. The memo directs a switch to a category rating system, in which candidates who are found to be well-qualified for a particular position will automatically be in the pool for other similar positions in that agency, rather than having to go through the application and rating process all over again for each job. GovExec had a good summary of a lot of these changes here ([http://www.govexec.com/dailyfed/0510/051110e1.htm?oref=rellink](http://www.govexec.com/dailyfed/0510/051110e1.htm?oref=rellink)) if you want to learn more.

These reforms could potentially spell the end of one way many recent grads had been finding government jobs, the Federal Career Intern Program (a 2-year structured program that allowed for a direct hiring process – only available to folks within 5 years of graduation). The memo directs OPM to evaluate the program and determine how it should work in the future. FCIP has been a point of contention with many federal unions who see them as a way for agencies to unfairly avoid the competitive system, and again, GovExec has a good summary ([http://www.govexec.com/story_page.cfm?articleid=45281&dcn=e_gvet](http://www.govexec.com/story_page.cfm?articleid=45281&dcn=e_gvet)). Of course, the unions are at odds with schools who want to see more of their grads hired, and see structured internship programs as effective ways of getting this done – back in April NASPAA recommended that programs such as PMF be expanded ([http://www.govexec.com/dailyfed/0410/040910ar1.htm?oref=rellink](http://www.govexec.com/dailyfed/0410/040910ar1.htm?oref=rellink)).

Finally, last week there was a live Q&A on the Washington Post with a federal career counselor who summarized a lot of these new changes and their potential impact – it’s interesting if you want to check it out. [http://www.washingtonpost.com/wp-dyn/content/discussion/2010/05/07/DI2010050704099.html](http://www.washingtonpost.com/wp-dyn/content/discussion/2010/05/07/DI2010050704099.html)


**Free Career –Related Webinars** – FREE WEBINARS on [http://legalcareerweb.com](http://legalcareerweb.com)

Wednesday, June 16th, 8:30pm EDT/ 7:30pm CDT/ 5:30pm PDT - **Lawyering in the U.S. Government: Everything You Ever Wanted to Know About Getting a Federal Legal Job**

Thursday, July 8th, 8:30pm EDT/ 7:30pm CDT/ 5:30pm PDT - **Making Legal Lemonade: How New Law Grads Can Overcome the Experience Gap**

Students, recent grads, and attorneys may register on the site or login for the session at [http://legalcareerweb.concordexperience.com/login](http://legalcareerweb.concordexperience.com/login)

Also if you are interested in **ONLINE LL.M. programs**, there are discussions scheduled about the programs and the specializations:
Southwestern Law School LL.M. in Entertainment and Media Law, Thursday, June 10th at 6pm Pacific Time.
Register at: http://signup.swlawonline.org

Small Business Practice LL.M. from Concord Law School - Tuesday, June 15th at 5:30 p.m. Pacific Time -
http://sign-up.smallbusinessllm.com

Questions? contact dskibbe@kaplan.edu - 202-298-3209

**Etiquette Tip of the Week** - If you have an interview or a business meeting with a potential client at a restaurant, kill the wait staff with kindness and be forgiving of mistakes. How you treat the wait staff is a reflection of how you will treat others -- whether they be people reporting to you, co-workers or the clients themselves.

Be patient and try not to send items back unless something is so dangerously undercooked that it is crawling off the plate. Avoid giving special instructions ("I'd like a slice of lemon in my water.") and asking for items "on the side," ("I'd like my poppy seed dressing on the side.") or anything that might make you appear high maintenance. If you are on a diet, the diet resumes after the business meal. Treat the wait staff as you would like to be treated if you were the one serving the meal and if you were handling five other tables.

**Etiquette Tip of the Week: The Peter Brady Party** - No one wants to have what's known as a "Peter Brady party" where no one shows up. Once you commit to attend an event, honor that commitment. Do not throw over your host/hostess for a better offer or assume there will be plenty of people there without you.

R.S.V.P. on an invitation means, "Respond please." Inform the invitee whether you will attend or not attend the event. "I think I might be able to be there…" is not the right answer. When you answer an invitation, you are responding or replying. There is no such thing as "RSVPing." (It would not exactly have a nice ring to it, in any case.)

If you decline an invite, it is not necessary to state a reason why. Gifts for an event which you will not be attending, such as a graduation party, birthday, shower or wedding, are optional.

**A NOTE ABOUT SYMPLECTIC** – 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 Jeannie Kennedy in the CPPO (jeanne2@uakron.edu) or call our office at 330-972-5321 and we will set you up with a Symplicity account.

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 and we will re-register you with Symplicity.

**RECIPROCITY** - The Akron Law School Career Planning Office has a reciprocity agreement with ABA-accredited law schools across the country to allow Akron law students and alumni who are seeking employment to use those schools’ career services offices. If you are seeking employment in an area where a nearby law school may be of assistance, give us a call. We will be happy to request reciprocity for you. Please note that most law schools shut down reciprocity access during their fall recruiting activities. Akron Law School does not accept reciprocity students from other schools from August 1 to November 15.
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 – Public Service Fellowship Opportunity
American Bar Association Section of Taxation
*For more information on the ABA Public Service Fellowship Program visit*
The Legal Aid Society of Cleveland seeks to sponsor a judicial clerk or recent law school graduate for a Public Service Fellowship sponsored by the American Bar Association Section of Taxation for 2011-2013. This fellowship program, launched in 2008, seeks to promote and enhance efforts by the Section to progress public service in tax law as well as cultivate a more just and equitable tax system. Collaboration, guidance and mentorship from Legal Aid’s diverse team of over 55 attorneys make this an invaluable opportunity for those seeking to donate time to public service in tax during their professional career.*

QUALIFICATIONS/REQUIREMENTS - Position requirements for working at Legal Aid include a commitment to public service and to advocacy for low-income persons. Experience working with low-income clients, knowledge of poverty law and basic fluency in Spanish are a plus. In addition, applicants should demonstrate the following:

• interest in and familiarity with tax law
• appreciation for diverse cultures and communities
• excellent legal writing, research, and advocacy skills
• excellent written and verbal communication skills
• strong organizational and time management skills
• ability to work independently or as part of a team

COMPENSATION & BENEFITS - The salary for this position is $45,320 annually. In addition, Legal Aid offers an exceptional benefits package including health insurance, employee assistance program, basic and supplemental life insurance, disability insurance, 403(b) tax deferred annuity plan with up to 13% employer contribution and much more.

APPLICATION PROCEDURE - Qualified candidates should submit a cover letter, resume and writing sample to Amy Schuster at amy.schuster@lasclev.org listing “Tax Fellowship” in the subject line of the email. The cover letter should discuss tax issues the applicant would like to explore and advocate during the fellowship. All application materials must be received by Monday July 12, 2010.

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

ABOUT US - Legal Aid’s Low Income Tax Clinic is a state and national leader. In addition to providing individual representation to low income tax payers, the LITC convenes a tax task force comprised of legal services tax attorneys from Ohio and several other states, provides training and mentoring for legal services and pro bono attorneys, and is active in the ABA Tax Section, particularly in the area of regulatory and for other policy work. Since 1905 The Legal Aid Society of Cleveland has provided high-quality free legal assistance to low income clients in Northeast Ohio. Legal Aid is a civil legal services program and focuses on issues of housing, consumer, health, education, work, income, immigration, and family law. Mission is to secure justice and resolve fundamental problems for those who are low income and vulnerable by providing high quality legal services and working for systemic solutions. For more information visit us online at http://www.lasclev.org.
WHY NORTHEAST OHIO - Northeast Ohio has a rich history of diverse cultures. It is home to the nationally renowned Cleveland Orchestra; the Cleveland Museum of Art; the Rock & Roll Hall of Fame; the Cleveland Browns, Indians, and Cavaliers; an award-winning Metroparks system; vineyards; Lake Erie; and many other arts, recreation, and cultural attractions. Northeast Ohio also has a low cost of living. For more information about the region please visit [http://www.ercnet.org/neohio/index.htm](http://www.ercnet.org/neohio/index.htm). The Legal Aid Society of Cleveland’s Mission is: To secure justice and resolve fundamental problems for those who are low income and vulnerable by providing high quality legal services and working for systemic solutions.

**Cleveland, OH – Volunteer Opportunities**

The Legal Aid Society of Cleveland is accepting applications from attorneys and law school graduates who would like to further develop their skills and serve the community. These volunteer positions are designed for those who are willing to make a significant commitment of *pro bono* time, creating an opportunity for substantial involvement in Legal Aid’s work to ensure access to justice. These positions, except when specified, can be in any of Legal Aid’s practice areas: family law, housing, consumer, HEWII (health, education, work, income, immigration), intake, and the volunteer lawyers program. These positions begin mid to late August, unless otherwise noted.

**Qualifications for all positions include:** a commitment to public service and to advocacy for low-income persons; excellent legal writing, research, and advocacy skills; ability to work alone and with a team; appreciation for diverse cultures and communities.

**To Apply:** Qualified candidates should submit a cover letter, resume and writing sample indicating which position(s) they are applying for to Amy Schuster at amy.schuster@lasclev.org. Position descriptions are listed below. Applications will be reviewed on a rolling basis and will be accepted through July 2, 2010.

**About Us:** Legal Aid is a nonprofit law firm providing civil legal assistance to low income people in five northeast Ohio counties. Legal Aid’s mission is to secure justice and resolve fundamental problems for those who are low income and vulnerable by providing high quality legal services and working for systemic solutions. For more information please visit www.lasclev.org.

**Our Mission:** To secure justice and resolve fundamental problems for those who are low income and vulnerable by providing high quality legal services and working for systemic solutions.

**AVAILABLE POSITIONS**

**Staff Attorney Volunteer:** Attorneys in these positions will work closely with Legal Aid staff attorneys. They will be assigned to handle cases in particular substantive areas. They will receive supervision from Legal Aid attorneys and will handle their own caseload. They will interview clients, develop cases, and take cases to their conclusion through negotiation or trial.

Additional Qualifications: Commit to working at least 20 hours per week for at least six months. At least two years of experience engaged in trial practice or Legal Aid’s areas of practice. Licensed to practice law in Ohio.

**Law Graduate Volunteer:** Recent law graduates or attorneys with less than two years of relevant experience will support the work of Legal Aid’s attorneys. They will conduct legal research, review documents, draft memoranda, assist with trial preparation and otherwise partner with Legal Aid’s attorneys to assist clients.

Additional Qualifications: Commit to at least 20 hours per week for 3 months. Law school graduate or less than two years of relevant experience.

**VLP Operations and Special Projects Volunteer:** Recent law graduates or attorneys will support the work of Legal Aid’s Volunteer Lawyers Program and Special Projects. These volunteers will have less client contact and will work more to assist in operations by, for example, organizing *pro se* and advice clinics, and organizing and making educational presentations regarding legal issues and Legal Aid’s work.

Additional Qualifications: Commit to at least 20 hours per week for 2 months. Law school graduate. Some experience with the VLP is preferred. Strong organizational skills a must.

**Foreclosure Volunteer:** Recent law graduates and attorneys will support Legal Aid’s foreclosure work. Legal Aid is working to address the foreclosure crisis using a variety of tools. These volunteers will assist clients with follow-up, including drafting of *pro se* answers, will help to track volunteer attorney work on foreclosure cases, and will assist in the administration of the complex foreclosure response team.

Additional Qualifications: Commit to at least 20 hours per week for 3 months. Law school graduate. Strong organizational skills a must.
Summer Associate Volunteer: Beginning June 1, summer associates who are working with other Cleveland law firms, but whose summer positions do not last the entire summer are welcome to volunteer for an extended time with Legal Aid. Summer Associates will work on research and writing projects. Projects will be focused in any of Legal Aid’s substantive areas. Because of limited space at Legal Aid, this work must be done remotely at the summer associate’s law firm or in a clinical setting at a law school.

Additional Qualifications: Law students who have other summer associate positions. Must commit to working at least 2 weeks during the summer to complete projects assigned.

Cincinnati, OH – Attorney Advisor
OPENING DATE: June 15, 2010
BULLETIN No: RC-10-RA-017 CLOSING DATE: June 21, 2010

POSITION VACANCY, TITLE SERIES AND GRADE: Attorney Advisor, GS-905-09/11/12
Position Description Nos. 67261B/67261A/67261

Salary: GS-09 - $49,273.00 TO $64,050*, GS-11 - $59,615.00 TO $77,497.00*, GS-12 - $71,455.00 TO $92,890.00*

NATURE AND NUMBER OF POSITION VACANCY: The purpose of this Recruiting Bulletin is to accept and refer applications for Two full-time permanent Attorney Advisor positions to be filled in the Excepted Service.

LOCATION: Social Security Administration, Office of Disability Adjudication and Review, Office of the Regional Chief ALJ, Chicago Region, Review Office, Cincinnati, Ohio.

WORK SCHEDULE: Alternative work schedule may be available.

AREA OF CONSIDERATION (WHO MAY APPLY): All U.S. Citizens who meet the qualification requirements below may apply. Although this Recruitment Bulletin is primarily designed to accept applications from non-Federal employees, Federal employees may apply.

SELECTION AND PROMOTION POTENTIAL: If selection is made at the GS-11 level, position has promotion potential to the GS-12 level; If selection is made at the GS-12 level, position has no known promotion potential.

DUTIES: Incumbent serves as an attorney-adviser to one or more Administrative Law Judges (ALJs), rendering advice and assistance in pre-hearing development and preparation of cases for hearing, post-hearings development and other post-hearing actions. Analyzes, researches, and develops cases, formulates comprehensive decisions and, otherwise, acts on requests for hearings held under titles II, XI, XVI and XVIII of the Social Security Act, as amended.

- The salary indicated above includes locality pay for the Cincinnati, Ohio area.

MINIMUM QUALIFICATION REQUIREMENTS:

GS-09 Level–Attorney Adviser: First Professional Law Degree (J.D.) PLUS membership in State Bar.

GS-11 Level–Attorney Adviser: First Professional Law Degree AND membership in State Bar PLUS one of the following:
1. One year of professional legal experience; or 2. A second Professional Law Degree (LL.M.), which requires one full year of graduate study; or 3. The first Professional Law Degree provided the applicant's records shows superior law student work or activities as demonstrated by one of the following:

Academic standing in the upper third of the law school graduating class; or Work or achievement of significance on the law school's official law review; or Special high level honor for academic excellence in law school, such as election to the Order of the Coif, or winning of a moot court competition or membership on the moot court team, which represents the law school in competition with other law schools; or Full-time or continuous participation in a legal aid program as opposed to one-time, intermittent, or casual participation; or Significant summer law office clerk experience; or Other equivalent evidence of superior achievements.

GS-12 Level--Attorney Adviser: GS-11 requirements PLUS one year of professional legal experience equivalent to the GS-11 Level.

CITIZENSHIP REQUIREMENT: Applicants must be U.S. Citizens. Applicants will be required to complete Form I-9 and present proof of identity and employment eligibility if selected.

SELECTIVE SERVICE REQUIREMENT: Male applicants born after December 31, 1959 will be required to certify their selective service registration.

APPLICATION PROCEDURES (HOW TO APPLY): Applicants who wish to be considered for these positions should submit:

1. OF-612, "Optional Application for Federal Employment", OR a detailed Resume. (Do not submit writing samples)

2. Law School class rank (if upper third of law school graduating class).

3. Proof of State Bar membership.

4. OPM Form 1386B, "Applicant Race and National Origin Questionnaire". Submission of this Form is voluntary.

5. Veteran Preference. (Applicants claiming Veteran's Preference should submit a Form DD-214 or other acceptable certification of Veteran's Preference eligibility).

6. Applicants claiming 10 point Veteran Preference should submit SF-15, "Claim for 10 point Veteran Preference".

7. Applicants must clearly indicate on their application/resume the lowest acceptable grade - GS-09, GS-11, or GS-12.

APPLICATIONS SHOULD BE SENT TO: Social Security Administration, Center for Human Resources, Human Resources Operations Staff, Attn: Roosevelt Anderson SR., P.O. Box 802105, Chicago, IL 60680-2105. Telephone inquiries may be directed to Roosevelt Anderson SR., Human Resources Specialist, At (312) 575-6371.

the following links: Quick Index tab; then click on Forms; on the Electronic Forms page click on the type of form(s) needed.

NOTES: - When applying, applicants should refer to: Recruiting Bulletin No. RC-10-RA-017.

- To receive consideration, applications must be received in the Personnel office or postmarked by: THE CLOSING DATE OF THIS BULLETIN.

- Applicants must meet all qualification requirements by the closing date of this Recruiting Bulletin.

- No written test is required.

- The application and other accompanying documentation submitted in response to this Recruiting Bulletin will be the sole basis for determining eligibility and qualifications for these vacancies. Applications submitted must be up-to-date. Applicants are reminded that a falsification of an application may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment.

- Because of the number of applications received by the Servicing Personnel Office, applicants may not receive acknowledgment of receipt of their applications.

- Legal, regulatory and Social Security Administration requirements and instructions are applicable in filling positions under this announcement.

- Failure to follow the application procedures outlined in this Recruiting Bulletin may preclude applicants from receiving employment consideration.

- FAXED AND EMAIL APPLICATIONS WILL NOT BE ACCEPTED.

SSA PROVIDES EQUAL OPPORTUNITY FOR ALL PERSONS WITHOUT REGARD TO RACE, COLOR, AGE, NATIONAL ORIGIN, RELIGION, GENDER, DISABILITY, SEXUAL ORIENTATION, MARITAL STATUS, PARENTAL STATUS, POLITICAL AFFILIATION AND CONDUCT NOT ADVERSELY AFFECTING EMPLOYEE PERFORMANCE. THIS POSITION IS LOCATED IN A SMOKE-FREE WORK ENVIRONMENT.

Columbus, OH – Senior IP Counsel
Lumen Legal is working with a Fortune 500 company located in the North East area of Columbus who is looking to hire a Senior IP Counsel for an in-house position. The ideal candidate will have 10+ years of specific IP experience (gained from both law firm and in-house) focusing on patent prosecution, patent portfolio management, and patent opinion work. Background with chemistry and composite materials preferred. Must have Bachelor’s Degree in Physical Science, be USPTO registered, licensed in good standing with a state bar association and eligible to practice in Ohio. Relocation package available for successful candidate. Interested candidates should send their resume, a short summary of relevant experience and salary requirements (in Word doc form) to jobs@lumenlegal.com and reference Job #4119LS.

Columbus, OH – Attorney
Black Letter Discovery is looking for licensed attorneys to perform document review at our downtown Columbus review facility. The start of this project will be in the latter half of June. The project will last 4-6 weeks and pay $21/hour. Attorneys can be licensed in any U.S. jurisdiction. If interested, please send resumes to: columbus@blackletterdiscovery.com AND register with us at: http://www.blackletterdiscovery.com/candidates/join_team.html
**Ravenna, OH – General Counsel**

Robinson Memorial Hospital is seeking a General Counsel to serve as legal counsel to hospital; Board of Trustees; Administration, Medical and Management Staff. Provides and directs all legal services for hospital and affiliated organization. Investigates and manages all legal claims affecting hospital. Administers Program of Self-Insurance and property and casualty insurance program for hospital. Coordinates and administers risk management program.

Major Responsibilities – (1) Serves as Legal Counsel to Board Members, Administration and Management, Medical Staff and affiliated entities. (2) Reviews and prepares agreements and policies affecting hospital. (3) Manages and administers hospital’s professional liability Self-Insurance Program, property and liability insurance program and Risk Management Program. (4) Provides counsel and advice to hospital management. (5) Serves on committees as assigned. (6) Contributes to Hospital Planning and Administration. (7) Adheres to organizational policy and procedures. (8) Adheres to the Service Excellence Standards of Performance.

To Apply: Submit resume and cover letter to:
Pam Mackintosh, VP, Human Resources
Robinson Memorial Hospital
6847 N. Chestnut Street
Ravenna, OH 44266
humanresources@rmh2.org
Deadline: July 10, 2010

**Sandusky, OH – Temporary Staff Attorney**

The UAW Legal Services Plan, a nationwide prepaid legal services firm, is seeking a temporary staff attorney for its Sandusky, OH office. Experience in the areas of bankruptcy, consumer and real estate preferred but not required. Salary is based on hours worked at an annual rate of $61,600. Equal opportunity employer. Email resume and writing sample in confidence to: resume@uawlsp.com.

Deadline: ASAP

**Arlington, VA – Assistant Capital Defender**

The Virginia Indigent Defense Commission (VIDC) is accepting applications for the position of Assistant Capital Defender in the Northern Virginia Capital Defender Office (NoVA CDO). The office is located in Arlington, Virginia. NoVA CDO is principally a trial-level office, representing indigent clients charged with capital murder in cases throughout Northern Virginia. In addition, NoVA CDO is involved in a smaller number of direct appeals of capital convictions and provides resource and consultative services to other capital trial counsel. The Assistant Capital Defender reports to the Capital Defender of the Northern Virginia Office and is employed at will. NoVA CDO delivers capital defense services through a staff of dedicated attorneys, capital mitigation specialists/investigators, and office manager, as well as contracting with fact investigators and experts in mitigation, mental health, and other technical and scientific disciplines. NoVA CDO emphasizes team-based defense and a holistic approach to questions of culpability and mitigation. NoVA CDO is committed to the following values:

Excellence in the provision of capital defender services for indigent defendants, holding that ABA Guidelines for high quality representation in capital case set a minimum standard in the field;

- Client-centered and relationship-based work that respects the humanity and dignity of all involved in the criminal justice system; and
- Innovation and creativity in the provision of capital defense services.
**Duties:** As part of a defense team, the attorney will provide effective assistance of counsel in accordance with the ABA Guidelines for the Appointment and Performance of Defense Counsel in Death Penalty Cases, including:

- Development and maintenance of positive and productive working relationships with clients and significant other case participants;
- Legal research, analysis, and writing of motions and briefs;
- Development and implementation of case theory, investigation, and litigation strategies;
- Investigation and preparation of evidence for pre-trial negotiations, pre-trial hearings, trials, and post-trial litigation;
- Identification, selection, preparation, and presentation of expert witnesses;
- Courtroom advocacy in pre-trial, trial, post-trial, and appellate proceedings;
- Management and maintenance of case files and additional materials;
- Attendance at, and participation in, in-house and external trainings directed to improving and enhancing the attorney’s skill-set in the provision of capital defender services;
- Assisting in design, preparation, and presentation of in-house and external trainings in areas of specialized knowledge or interest;
- Providing litigation support on a consultative basis to other capital defense practitioners; and
- Additional services and duties as the needs of the office dictate.

**Qualifications:** Applications will be judged according to the following criteria (in no particular order); applicants are expected to address the criteria in their application.

**Minimum Qualifications:**
Either admitted, or eligible for admission, to the Virginia State Bar; Significant criminal defense experience; A commitment to working with clients in poverty; A commitment to excellence in the provision of capital defender services; Creativity and energy in approaching indigent defense and capital representation; Strengths in team work, client relations, and relationship building; Demonstrated skill and experience in written and oral advocacy; and Valid driver’s license, with the ability and willingness to travel within and without the state, including travel to courts and various correctional institutions.

**Preferred Qualifications:** Experience in capital defense casework; Experience or training concerning mental health issues associated with the criminal justice system; Experience working with disadvantaged client groups; Computer literacy, including but not limited to, the use of Microsoft Office applications, as well as spreadsheet, database programs, and case management software; and Spanish language fluency.

**How to Apply:** Applicants should submit (1) a completed state application, (2) a cover letter with attached legal writing sample, (3) a resume (“curriculum vitae”), and (4) references online to jobs.virginia.gov and search under the Indigent Defense Commission. Inquiries should be directed to Edward J. Ungvarsky, Capital Defender, at 703.875.0103 or eungvarsky@idc.virginia.gov. The position will remain open until filled. The anticipated starting date is in the fall of 2010.

**Baltimore, MD – Staff Attorney**
The Homeless Persons Representation Project (HPRP), a non-profit legal services and advocacy organization, seeks to hire a full-time attorney to provide legal representation and advocacy assisting chronically homeless individuals and families obtain and maintain permanent supportive housing in Baltimore City. Baltimore City has recognized that to end homelessness for people who have been chronically homeless, it must look beyond the traditional model of congregate emergency shelter, and support a program of immediate housing with intensive services, called Housing First. This Staff Attorney will work closely with community partners to
ensure the success of the Housing First Program through a combination of direct representation of Housing First applicants and participants, advocacy, and community education. The Staff Attorney will also provide representation in some other types of shelter and housing related matters, such as shelter terminations and informal subsidized housing hearings.

Responsibilities include individual representation, such as:

- Representing families and individuals in administrative proceedings with the Housing Authority of Baltimore City and appeals of administrative proceedings to the Circuit Court of Baltimore City;
- Representing families and individuals in Court eviction proceedings;
- Representing families and individuals in shelter termination and other subsidized housing hearings;
- Conducting “Know Your Rights” workshops on housing law and housing rights to service providers and to potential clients;
- Preparing written materials for tenants on legal rights in subsidized housing;
- Conducting outreach to potential clients and collaborating with community partners on referral processes;
- Collaborating with community partners on litigation and legislative advocacy strategy relevant to the project area.

Required Qualifications:

- Demonstrated commitment to working with people in poverty;
- Minimum 3-5 years litigation experience (two semesters of clinical experience as a law student will be considered equivalent to one year of litigation experience);
- Admitted to practice law in Maryland, or willing and eligible to sit for the next available Bar exam or Attorney’s Exam;
- Excellent written and oral skills;
- Ability to work independently and as part of a team.

Experience in Housing, Administrative Law, and Maryland State District Court civil practice is a plus, as is fluency in Spanish.

Salary: DOE with excellent benefits: Vacation (20 days), sick leave (10 days), personal days (3 days), holidays; medical, prescription, dental, retirement plan with employer contribution for fiscal year 2010, life insurance, and long-term disability insurance.

To Apply: E-MAIL resume, cover letter, a writing sample, and names and contact information of three references to jobs@hprplaw.org (and specify “Staff Attorney” in the subject line). We are looking for thoughtful, personalized cover letters that demonstrate the applicant’s qualifications, work style and interest in being part of a team working to eliminate homelessness in Maryland. Resume reviews begin immediately and applications will be accepted until position is filled.

HPRP is an equal opportunity employer. All interested persons encouraged to apply regardless of race, ethnicity, national origin, age, gender, disability, sexual orientation, gender identity, HIV status or religious affiliation.
**Baton Rouge, LA – Capital Case Coordinator**

Louisiana Public Defender Board is looking for a full time Capital Case Coordinator to oversee the delivery of high quality legal services to capital defendants throughout the state of Louisiana. Responsibilities include monitoring and tracking capital cases in Louisiana, at trial, appellate and post-conviction, ensuring local capital representation is consistent with performance standards and Capital Case Guidelines and best practices. Candidate should have five years of criminal law practice, with significant experience in capital litigation. Salary is commensurate with experience. Resumes should be forwarded to Louisiana Public Defender Board, 500 Laurel Street, Suite 300, Baton Rouge, Louisiana, 70801, c/o John Di Giulio, Trial Level Compliance Officer. Deadline: ASAP

**Beckley, WV – Assistant Public Defender**

Seeking an Assistant Public Defender for the Tenth Judicial Circuit in Beckley, WV with the following responsibilities: Criminal defense representation, felony and misdemeanor, appeal work before the West Virginia Supreme Court of Appeals, juvenile cases, Writ of Habeas Corpus, Abuse and Neglect cases, Extradition, Parole and Probation violations. Such position provides invaluable trial and appellate experience with immediate responsibility. The salary is negotiable depending upon experience; benefits included. Looking either for a law graduate or an attorney with criminal defense experience. Please send resumes, references and telephone numbers immediately to:

Joseph A. Noggy, Esq.
Chief Public Defender
Office of the Public Defender, Tenth Judicial Circuit
228 N. Fayette Street
Beckley, WV 25801
Deadline: ASAP

**Biloxi, Mississippi – Attorney**

The Mississippi Center for Justice seeks an experienced lawyer to lead its response to the emerging oil disaster on the Gulf Coast. As a first responder in the wake of Hurricane Katrina, the Center has important experience, skills and other assets to contribute to this effort. However, the Center needs additional capacity and specialized environmental expertise to address this new crisis. The ideal candidate for Project Leader would promptly re-locate to the Center’s Biloxi office. The duration of this position is indefinite, however the successful candidate will be expected to commit to at least 6 months to one year to successfully launch the project.

**Responsibilities of the Project Leader will include:**

- Design and implement a comprehensive program to provide systemic legal advocacy as well as individual outreach, education and assistance to the oil disaster’s most vulnerable victims, including low-wealth individuals and communities of color on the Mississippi coast.
- Work with Center staff to adapt its post-Katrina delivery models to this new disaster, including community clinics, deployment of the volunteer services of lawyers and law students, and partnerships with local and national advocacy groups.
- Collaborate with Center staff and regional and national advocates in developing a robust and lasting multi-state environmental justice infrastructure in the Deep South.
- Recruit and hire additional staff as needed to implement the emergency response and the comprehensive, long-range plan.

**Qualifications and experience:**

- At least 5-7 years’ experience in environment advocacy.
- Licensed to practice and in good standing in any U.S. jurisdiction.
- Litigation experience, such as with claims under the Oil Pollution Act of 1990 and maritime commercial plaintiff cases, is preferred.
- Vietnamese language proficiency would be a great advantage.

The Center is presently seeking funding for the position. The position will have salary and benefits competitive with similar public interest positions.
Contact: Martha Bergmark, President, Mississippi Center for Justice, mbergmark@mscenterforjustice.org or 601-209-1892
Deadline: ASAP

**Chicago, IL – Attorney**
The Illinois Attorney General’s Office has a vacancy in their high tech crimes bureau in the Criminal Division. This position is perfect for someone who has 2-3 years of prosecutorial experience and a strong understanding of technology. For more information see http://www.illinoisattorneygeneral.gov/about/jobs/aag_cjhightech_chi.html.
Deadline: ASAP

**Durham, NC or New York City – Deferred Associate Fellowship**
The Capital Punishment Project (CPP) 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 the Fall of 2010. As a national project of the ACLU, the CPP challenges the unfair and arbitrary system of capital punishment while working toward the ultimate goal of abolishing it. The CPP engages in public education and advocacy as well as systemic reform and strategic litigation, including the direct representation of capital defendants. The CPP’s priorities include challenging racial, economic and geographic discrimination in the application of the death penalty, opposing the execution of the mentally ill and the mentally challenged, improving the quality of counsel, protecting the innocent and fighting recent attempts to expand the use of the death penalty. In pursuit of these goals, the CPP is currently involved in capital litigation in courts throughout the country, including the United States Supreme Court. For more information about the CPP, please visit: http://www.aclu.org/capital-punishment. The CPP seeks applicants at all levels of experience. Fellows will work alongside attorneys and staff on litigation at the trial and appellate level. Responsibilities will likely include drafting briefs and legal memoranda, engaging in motion practice and assisting in trial preparation. In addition, fellows will assist with state-wide litigation under North Carolina’s new Racial Justice Act, an important new law that permits death row inmates to challenge their death sentences on the ground that race was a significant factor in the decision to seek or impose the sentence, using statistical evidence.

Fellows should have a commitment to civil liberties and constitutional rights. Fellows will have the option to work in the CPP’S Durham, North Carolina office or in the ACLU’s offices in New York City. Interested fellowship candidates should send a resume, cover letter clearing stating the name of the law firm agreeing to sponsor the proposed fellowship, list of two references, and short writing sample to ACLU Capital Punishment Project, re:
CPP Deferred Associate Fellowship
201 W. Main Street, Suite 402
Durham, NC 27701
or via email to hrjobs@aclu.org

Please reference “CPP Deferred Associate Fellowship” in the subject line. Applications will be considered on a rolling basis and applicants with questions may contact 919-682-5659. **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.

New York, NY – Speech, Privacy, and Technology (SPT) Deferred Associate Fellowship

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. The Speech, Privacy and Technology Project of the National office in New York City 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 the Fall of 2010. The Speech, Privacy, and Technology (SPT) Project is part of the ACLU’s newly created Center for Democracy, which works to strengthen democratic institutions and values and advocates for government transparency and accountability. The Center for Democracy also includes the ACLU’s Human Rights Program and National Security Project.

SPT seeks applicants at all levels of experience. The Fellow will be an integral part of the legal team and will attend regular staff meetings and have the opportunity to work on and learn about issues relating to the freedom of speech, the right to privacy and the implications for civil liberties of new technology. Fellows will work alongside attorneys and staff on litigation and public advocacy matters. Responsibilities will likely include drafting pleadings, briefs and legal memoranda; engaging in motion and discovery practice; and establishing the factual groundwork for lawsuits.

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, list of two references, and short writing sample. Please send either by email to hrjobs@aclu.org, with “SPT Deferred Associate Fellow” referenced in the subject line, or by mail to:

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

Applications will be considered on a rolling basis. Please call (212) 549-2640 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.

Huntington, WV – Attorney

Description - Mapother & Mapother PSC, a mid-size creditors' rights law firm with their corporate office in Louisville, KY is seeking an attorney for their Huntington WV Branch Office.

Mapother & Mapother is a well respected Firm that prides itself in being employee oriented, offering a competitive salary and benefits package. A subsidized health plan, 401(k), paid Long Term Care Policy as well as paid parking are a sampling of the benefits available. Salary requirements should be included with resume.

We maintain a small Huntington Office consisting of two attorneys and one support staff. Office location is 845 Fourth Ave., Morris Building, Huntington, WV.

Requirements:
- 1-3 years of litigation experience
- Bankruptcy and collections experience preferred
- WV license an absolute (KY or OH license a plus)
New York, NY – Advocacy and Policy Counsel (ASA-21)
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 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 its state’s legislature and policymakers 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 Counsel to work in the ACLU’s National Office in New York City.

Overview - The Advocacy and Policy Counsel will work to advance the ACLU’s overall state and federal legislative and public policy agendas. The Advocacy and Policy Counsel will report to the Director of Advocacy and Policy, and will be assigned to work with the Center for Justice in the ACLU National Office. The Center for Justice houses the National Prison Project, Drug Law Reform Project and Capital Punishment Project. The Advocacy and Policy Counsel will serve as a liaison between the Center and ACLU affiliates to develop and implement state-based legislative and public policy priorities in the areas of criminal justice, prisoners’ rights, over-incarceration, and capital punishment.

The Advocacy and Policy Counsel is a non-litigating attorney position for a lawyer with exceptional analytical and writing abilities, who is also skilled at public speaking, advocacy, and organizing. The Advocacy and Policy Counsel will assess emerging local and regional trends, assist in identifying litigation opportunities, and mobilize affiliates across the country around key civil liberties issues including, but not limited to, criminal justice, over-incarceration, prisoner’s rights, felon disfranchisement, drug law reform, and the death penalty.

Roles and Responsibilities

- Provide legal analysis, including the interpretation and constitutionality of proposed legislation and policy initiatives, and strategic advice to ACLU affiliates to assist their state-based advocacy;
- Draft policy analysis designed to effect change by state policymakers;
- Develop and produce legislative tools for affiliates, including legislation and legislative testimony, in collaboration with Center for Justice staff;
- Develop and produce advocacy tools for affiliates, including fact sheets and public education materials, in collaboration with Communications and Center for Justice staff;
- Develop expertise in the Center for Justice key civil liberties issues;
- Determine and execute Center for Justice state-based advocacy priorities, including developing campaign objectives and strategies, in collaboration with Center staff and affiliates;
- Work with affiliates to develop strategic goal setting, coalition-building, community organizing, and public education;
- Collaborate with staff in the Projects in the Center for Justice to identify and develop litigation; and
- Monitor relevant state and federal bills.

Experience and Qualifications

- Law degree and a minimum of three years legal experience is required; this position does not include active litigation, but the ability to identify and develop possible litigation;
- Experience with constitutional issues, legislation, and community outreach is preferred;
- Exceptional ability to conduct legal and policy analysis;
- Ability to work well with and mediate between a wide range of people;
- Excellent research, writing, analytic and communication skills;
- Ability to communicate complex legal issues to the general public;
- Ability to multi-task, work efficiently and quickly, and meet deadlines under pressure;
- Experience working in political, policy, legal, or government settings; familiarity with public policy and legislative processes is preferred;
- Strong and demonstrated commitment to civil liberties and social justice issues; familiarity with criminal justice issues is preferred; and
- Willingness to travel.

**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 – Reference: ASA-21/ACLU-W in the subject line - or by mail to:

Human Resources
American Civil Liberties Union
Re: ASA-21/ACLU-W
125 Broad Street, 18th Floor
New York, NY 10004

Applications will be accepted until the position is filled, which will not be before July 1, 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.

**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.

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. 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.

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 clerk 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. 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. Additional information is available at [http://www.jacksonlewis.com/viSelfApply/viRecruitSelfApply/reDefault.aspx](http://www.jacksonlewis.com/viSelfApply/viRecruitSelfApply/reDefault.aspx).

**Deadline:** ASAP

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

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

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 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 | afghanistanlegaleducation@gmail.com

**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.

**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 3 years 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 2 years 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.  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 public offerings, public company reporting and securities materials. TRANSCRIPT NEEDED Refer to BO-C-4444 Contact: Joan Huber; DiCenzo Personnel Specialists; joandicenzo@yahoo.com; 412-766-0500

HOUSTON, TX

- H-SU-5379 LITIGATION ASSOCIATE for law firm. 2-4 years experienced with energy litigation and arbitration. TRANSCRIPT NEEDED Refer to : H-SU-5379 Contact: Joan Huber; DiCenzo Personnel Specialists; 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; 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; 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; 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; 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; 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; 412-766-0500

RALEIGH, NC

- **RA-K-1542 EMPLOYMENT LITIGATION ASSOCIATE** for law firm. 2nd – 4th 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; 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; 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; 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; 412-766-0500
- **DC-D-8220 PATENT ASSOCIATE** for law firm. 2nd to 4th 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; 412-766-0500
- **DC-WI-4459 FINANCIAL INSTITUIONS 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; 412-766-0500

Judicial Clerkships

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

**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

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 Director of Career Planning- The University of Akron School of Law
Title: Assistant Director, Career Planning and Placement, Law
Department: School of Law
Location: Akron Campus
Full|Part Time: Full Time (Regular)
Salary: Competitive Job Requisition #: 003869

Duties: Assist the Director of Career Planning and Placement with the development of comprehensive career services and placement programs that assist students and alumni in finding career opportunities including but not limited to cultivation and maintenance of relationships with employers to actively promote the law school, students and alumni to legal employers, particularly in the areas of government and public interest; counseling of students and alumni with regard to all aspects of career opportunities, job search techniques and career planning skills. Implement new initiative utilizing computer database to match available positions with qualified students and participating in career planning and placement associational activities on a local, regional, and national basis.

Qualifications: A Juris Doctor and Bar admission required. Proven abilities as a creative, innovative, team-oriented professional who has demonstrated abilities to establish priorities and maintain focus on goals while successfully managing various projects required. The individual selected will possess strong interpersonal, verbal, and written communications skills. Previous experience working as an attorney, especially in public interest or government service and experience in counseling and advising is strongly preferred.

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

Apply Online
No Phone Calls Please.
Deadline: Open until filled
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

Akron, OH – Grant Writer, Research Grants, Corporate Office
Austen BioInnovation Institute in Akron (ABIA)
Description: Researches grant background information. Interviews researchers to develop initial grant drafts. Writes proposals for funding to meet operating and capital needs of ABIA. Reviews and summarizes grant opportunities.

Hiring Criteria: 3L, Recent Grad/0-2 Years; Moot Court Preferred; Experienced Grad/3+ Years

Responsibilities -
• Grant writing including background research and document drafting and editing

Principal Functional Responsibilities
• Researches grant background information and writes proposals for funding
• Interviews researchers/clinicians to enable grant development
• Monitors and reviews research funding opportunities, with a focus on materials, orthopaedics and wound healing
• Interfaces with Manager of Grants, Director, Resource Development, and Center VPs and Platform Directors to enable grant preparation

Qualifications

Education/Degrees
• Bachelor's degree preferred or graduate student, post-doc in the sciences, interdisciplinary health professions, management, law, or education

Experience
• Writing experience for class work, grant writing, business writing
• Working knowledge of electronic grant submission procedures is a plus
REQUIRED PROFESSIONAL CHARACTERISTICS

- Demonstrated organizational and time management skills with deadline-driven submission dates
- Excellent, succinct writer and editor
- Ability to think creatively and write strategically
- Good analytical, problem solving and organizational skills
- Ability to manage time effectively
- Excellent computer skills including Advanced MS Office, Adobe Acrobat Professional, and document layout
- Shows initiative, flexibility and creativity
- Ability to maintain strict confidentiality
- Maintains a mature, professional, competent and friendly demeanor
- Motivated and committed to diversity

To Apply: Please submit resume, cover letter, writing sample to:
Christine Dodd, Director of Resource Development
1 South Main Street, Suite 401
Akron, OH 44308-1846
Email: cdodd@abiakron.org
Deadline: June 11, 2010

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, and 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
Job Purpose and Overview - The court's Department of Probation Services provides the judiciary with a viable sentencing option to ensure that convicted defendants who are placed in the community on probation receive appropriate direction and management. The department has a Domestic Violence Unit that specializes in cases that involve domestic violence. The unit has two Victim Assistants who serve as the contact persons within the department to facilitate the continuity of care for victims of crime. The Victim Assistants are under the general direction of the Chief Probation Officer and the immediate supervision of a Domestic Violence Unit Probation Supervisor.

Essential Duties and Responsibilities of the Position

1. Serve as a liaison between the Department of Probation Services and the City Attorney's Domestic Violence and Stalking Unit in order to complete victim information forms for domestic violence or related cases
2. Inform victims of the disposition of the case in which they are involved, probation conditions imposed upon the defendant by the court, and case status
3. Obtain statements from victims of alleged subsequent violations by the probationer and advise the victim of the steps to take after an apparent violation of court orders and/or probation conditions; victims will be referred to the City Attorney's Domestic Violence and Stalking Unit when appropriate
4. Encourage victims to prepare a safety/emergency plan and assist them, in conjunction with the City Attorney's Domestic Violence and Stalking Unit, in obtaining Temporary Protection Orders; provide information on filing for Civil Protection Orders
5. Escort victims to court for probation revocation hearings in cooperation with the Domestic Violence Unit of this department
6. Refer victims to community resource agencies for support and counseling services
7. Participate in the development of additional resources for victims
8. Provide training for Probation Department staff and other court employees
9. Submit grant statistical information and other reports as required
10. Perform other duties as assigned, and may be assigned to other positions in other departments of the court as needed

Qualifications and Requirements

1. A high school diploma or equivalent
2. Knowledge of common office practices, procedures, and equipment
3. Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products such as Word, Outlook, and Excel, and the court's case management system
4. Ability to type with speed and accuracy
5. Ability to work independently and also as a member of a professional team
6. Highly organized, detail-oriented, and able to function in a high volume, high stress environment
7. Possess or obtain notary public certification.
8. Ability to effectively and professionally communicate verbally and in writing in English to diverse audiences
9. Pleasant personality and ability to deal with potentially difficult people and ability to interact and maintain effective working relationships with judges, employees, attorneys, litigants, law enforcement officers, and others conducting business with the court.

10. Conscious of and sensitive to the diversity within the court’s jurisdiction and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.

11. Professional appearance and demeanor appropriate for the position and the work environment expected of a representative of the Court.

12. Demonstrated dependability, reliability, and excellent attendance record.

13. Patience, objectivity, maturity, effectiveness under stress, initiative, and adaptability.

Additional consideration will be given to individuals who have any of the following qualifications: An associate’s degree, bachelor’s degree, paralegal certification, or other advanced schooling that included coursework in the social sciences; an understanding of legal terminology, legal procedures, and the criminal justice system; previous relevant experience in the justice system or with a victim advocacy group or agency; the ability to speak and write Spanish or a language commonly used by people of Somalia for whom English is a second language; or proficiency in American Sign Language (ASL).

**Benefits** - The Franklin County Municipal Court offers an excellent benefits package that includes: health, prescription, vision, dental, and life insurance; short-term disability; generous vacation, sick, and personal leave; 10 paid holidays; longevity service payments; sick leave reciprocity; an Employee Assistance Program; a deferred compensation program; tuition reimbursement; credit union membership; and direct deposit of net pay.

Court employees are members of the Ohio Public Employees Retirement System (OPERS), which provides retirement, disability, and survivor benefits for public employees. All full-time employees hired after January 20, 2010, contribute to OPERS by paying the required employee share, which is 10 percent of their salary. The Court pays the required employer’s share of 14 percent of the employee’s salary. Since court employees are members of OPERS, they also do not have any Social Security taxes withheld from their pay.

**Application Process** - Applicants must submit the court’s employment application form, a resume, and a cover letter addressed to Human Resources Manager Abbie Armitage that describes with some specificity how the applicant’s qualifications match those required for the position. The Municipal Court Judges’ application form can be found at [http://www.fcmcclerk.com/employment/pdf/courtapp.pdf](http://www.fcmcclerk.com/employment/pdf/courtapp.pdf) (Municipal Court Judges Job Application). (Be sure to submit the Judges Job Application, and not the application of Municipal Court Clerk Lori Tyack.). Faxfed or e-mailed applications are not acceptable, and the court may decline to consider any applicant who does not submit all required items. To ensure consideration, the application materials should be submitted by 4 p.m. on Friday, June 18, 2010 to:

Abbie Armitage
Human Resources Manager Franklin County Municipal Court
375 South High Street, Room 1004
Columbus, Ohio 43215

Receipt of applications will be acknowledged by mail, and only those applicants invited for an interview will be contacted by telephone. Applicants should not call or contact the Human Resources Manager or any court employee concerning their application.

As a part of the selection process, a candidate may be required to perform skills tests that could include exercises to test the candidate’s writing ability, understanding of court systems, knowledge of legal terminology and procedures, and knowledge of Franklin County Municipal Court. Candidates who indicate knowledge of a second language or American Sign Language will be required to demonstrate those skills.
Employees of the court are at-will employees and serve at the pleasure of the court; employees are not in the classified civil service system and are not members of bargaining units. The court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

The court may decline to interview or hire a candidate who does not present the professional appearance, demeanor, and attitude expected of a representative of the court, such as a candidate who has highly visible body piercings or tattoos, a style of dress, or a hair style that does not conform to the court’s Personal Appearance Policy.

**Newark, NJ – Associate Director/Health Law & IP Administrator**

The **Associate Director/Health Law & IP Administrator** will report to the Assistant Dean of Career Services and the Director of Career Services. The Associate Director will advise JD students and alumni about legal careers, including private practice, government and public interest, as well as alternative careers. The responsibilities will include providing one-on-one counseling to students and alumni; reviewing and critiquing resumes and cover letters; conducting mock interviews; and maintaining continuous contact with students and alumni regarding employment opportunities. The Associate Director will assist the Office of Career Services in preparing career-related materials; presenting programs and workshops; developing initiatives and job search strategies; conducting ongoing employer outreach; and staying apprised of current market news, among other duties. In addition, as the Health Law & IP Administrator, the Associate Director will identify and counsel students who are concentrating in Health Law or IP; will establish strong business relationships with Health and IP employers; will initiate and create programs specific to those areas of concentration; and will stay current on new legal developments in those areas. In this capacity, the Associate Director will work closely with the Assistant Dean of Career Services, Faculty and the Administration to further expand and market these areas. Projects will be assigned as needed. This position is full-time with attendance at occasional evening and/or weekend events required.

**Associate Director/Health Law & IP Administrator:** The candidate must have a J.D., at least five years of practice/counseling experience combined, and demonstrated strong interpersonal, writing, administrative and organizational skills. In addition, the candidate must demonstrate the ability to develop and cultivate strong business relationships with employers, possess initiative and creativity, and be proactive and enthusiastic when working with students, alumni, employers, faculty and law school administration; and must be able to work independently as well as within a team. While a background in health law and/or IP is not required, it is preferred. Compensation is commensurate with experience, and includes a comprehensive benefits package and generous tuition remission program.

The **Career Counselor** position will report to the Assistant Dean of Career Services and the Director of Career Services. The career counselor will advise JD students and alumni about legal careers, including private practice, government and public interest, as well as alternative careers. The responsibilities will include counseling students and alumni; reviewing and critiquing resumes and cover letters; conducting mock interviews; and maintaining continuous contact with students and alumni regarding employment opportunities. In addition, the career counselor will assist the Office of Career Services in preparing career-related materials; presenting programs and workshops; developing initiatives and job search strategies; and staying apprised of current market news, among other duties. Projects will also be assigned as needed. This position is a temporary full-time position starting immediately and continuing until early November. Attendance at occasional evening and/or weekend events will be required.

**Career Counselor:** The candidate must have a J.D., at least three years of practice or practice/counseling experience combined; demonstrated strong interpersonal, writing, administrative and organizational skills; and possess initiative, enthusiasm and creativity when working with students, alumni, employers and law school faculty and administration. Compensation is commensurate with experience. Interested candidates should forward a cover letter, resume and list of references to: Janice Maganello, Esq.

Assistant Dean of Career Services
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 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 referencing the position title and Job #S2010051.
Deadline: ASAP

**Washington, DC – Government Outreach Coordinator**

Office of Public Interest and Community Service – 1 Year Position

Georgetown Law’s Office of Public Interest and Community Service (OPICS) is seeking applicants for the
newly created, one-year position of Government Outreach Coordinator. OPICS is Georgetown’s primary career office for students interested in exploring public interest and government legal opportunities.

The Government Outreach Coordinator will assist OPICS in expanding academic year, summer, and post-graduate employment opportunities for students in federal, state, and local government settings. He/she will also oversee outreach to employers and related services, including expanding OPICS’ government print and online resources, initiating new recruitment programs, conducting career-related programming, and advising students.

The ideal candidate will have a J.D. and at least three years experience in government law practice. Previous work in employer outreach and/or law student career services a plus.

OPICS is a team-oriented, student-centered office with an exceptionally collegial staff. We are looking for a person who possesses – in addition to the above qualifications -- creativity, initiative, warmth, and a passion for helping students realize their public interest dreams.

To apply, please email a resume, cover letter and a list of three references by June 11, 2010 to dubin@law.georgetown.edu. The cover letter should be addressed to Government Outreach Coordinator Selection Committee, Georgetown University Law Center, Office of Public Interest and Community Service, 600 New Jersey Avenue, N.W., Washington, DC 20001.

**Civil Rights Division Employment Opportunities**

The chart below includes the Civil Rights Division job opportunities currently available. Individuals interested in applying for these positions should comply with the applications procedures and closing dates in the vacancy announcement.

<table>
<thead>
<tr>
<th>Status</th>
<th>Position</th>
<th>Section</th>
<th>Grade</th>
<th>Salary</th>
<th>Closing Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal Deputy Chief</td>
<td>Voting</td>
<td>ES-0905-00</td>
<td>$119,554 - $179,700</td>
<td>6/4/2010</td>
<td></td>
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<tr>
<td>Deputy Chief</td>
<td>Housing and Civil Enforcement</td>
<td>GS-15</td>
<td>$123,758 - $155,500</td>
<td>6/11/2010</td>
<td></td>
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<tr>
<td>Chief</td>
<td>Employment Litigation</td>
<td>ES-0905-00</td>
<td>$119,554 - $179,700</td>
<td>6/18/2010</td>
<td></td>
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<tr>
<td>Principal Deputy Chief</td>
<td>Criminal</td>
<td>ES-0905-00</td>
<td>$119,554 - $179,700</td>
<td>6/18/2010</td>
<td></td>
</tr>
<tr>
<td>NEW Trial Attorney</td>
<td>Disability Rights</td>
<td>GS-12/15</td>
<td>$74,872 - $155,500</td>
<td>6/18/2010</td>
<td></td>
</tr>
<tr>
<td>NEW Federal Career Intern - Procurement Analyst</td>
<td>Administrative Management</td>
<td>GS-5/7</td>
<td>$34,075 or $42,209</td>
<td>6/16/2010</td>
<td></td>
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</tbody>
</table>
NEW Federal Career Intern - Paralegal Specialist
Disability Rights GS-5/7 $34,075 or $42,209 6/17/2010

NEW Federal Career Intern - Paralegal Specialist
Special Litigation GS-5/7 $34,075 or $42,209 6/24/2010

In addition, please direct your law school and undergraduate contacts to the Division’s new Volunteer Internship Opportunities page, http://www.justice.gov/crt/vol_intern_opps.php, for information on available internships for the fall 2010 term.

**Washington, DC – Executive Director**

Women Empowered Against Violence, Inc. (WEAVE) is seeking an entrepreneurial executive director to start our next chapter building on our innovative holistic service model and exceptional 14-year record of working closely with adult and teen survivors of relationship violence and abuse. WEAVE provides an innovative range of legal, counseling, economic and educational services that leads survivors to utilize their inner and community resources, achieve safety for themselves and their children and live empowered lives. WEAVE was founded in 1997 by American University law students staffing the domestic violence clinic, who realized their clients needed more than temporary protection orders, and found they needed social service intervention for counseling, housing and public assistance along with long-term legal representation. WEAVE grew at first as a legal service provider, adding case management and counseling programs in 1999. WEAVE's holistic, client-centered model is an innovative approach to domestic violence services. WEAVE continues to be on the cutting edge of developing effective, empowering services and programs to prevent domestic, dating and sexual violence and abuse, and to help survivors achieve safe, productive lives.

Since that time WEAVE has provided a full range of tools necessary for clients to achieve safety and self-sufficiency including:

- Safety and Needs Assessments
- Full Legal Representation (through in house attorneys and a significant pro bono attorney network)
- Advice and Mentoring for Self Representation
- Group and Individual Counseling
- Client Advocacy, Case Management and Economic Empowerment
- Teen Dating Violence Services, Education and Training
- LGBTQ Survivor Outreach and Services
- Corazón Program focused on Latina Survivors
- Technical Assistance and Training for Attorneys
- Development of Policy and Legislation
- Referrals for Other Services

Looking for a leader to partner with 15 staff members and our board to build a new chapter of service and accomplishment. More information on WEAVE may be found at: www.weaveincorp.org.

Reporting to the board of directors, the executive director will provide leadership to the organization and manage its day-to-day affairs, including: program development and administration, communications/collaboration, staff development and supervision, budgeting and financial management, fund development, and board relations. Ideal candidates for this position will share the commitment to and belief in WEAVE’s philosophy on domestic violence and holistic approach to providing services, and will bring a variety of experiences and attributes to WEAVE, including:
An interest in becoming a champion for WEAVE’s mission and the clients served, with a track record of effective advocacy in human services. A background working with survivors of domestic violence is preferred. A proven track record of leadership and management, ideally in a community-based organization or other multi-disciplinary situation, with at least five years of senior management experience. Experience managing and supervising a staff with diverse/multi-disciplinary training and expertise. A record of recruiting and developing a talented and diverse staff. Solid fundraising capabilities and a track record of building fruitful relationships with government and private funders. Financial management capabilities including cash flow management, grants management, and budgeting. A record of successfully facilitating change and innovation, with a demonstrated ability to grow and develop an organization and further its effectiveness in strategic, visionary ways. Outgoing nature and politically savvy. An independent self-starter who can balance, negotiate and inspire teamwork among the staff, the community and the board of directors. Exceptional written and oral communication skills. Integrity, entrepreneurial spirit, indomitable energy and a sense of humor. A style with colleagues and staff that is at once direct and decisive, as well as collegial and approachable, with an inclination to solve problems collaboratively, coupled with the willingness to act resourcefully, authoritatively and resolutely when necessary. Bachelors degree required. Advanced degree in law, social work or other related field is preferred.

To apply, please email your resume, cover letter and salary requirements to: WEAVEexecdir@gmail.com.

Applications from women and persons of color are encouraged.
Resume reviews begin in June.

Washington, DC – Assistant Director of Outreach
The American Constitution Society for Law and Policy, one of the nation’s leading progressive legal organizations, seeks a talented, energetic and versatile Assistant Director of Outreach. The Assistant Director for Outreach will support and promote ACS’s growing network of lawyers, law students, scholars, and policymakers by connecting ACS members with professional opportunities, working to promote professional development and career advancement for future progressive leaders, and planning chapter programs on issues of top organizational priorities. The Assistant Director for Outreach will report to the Associate Director for Outreach and will also work closely with the Associate Director for Lawyer Chapters and the organization's leadership.

Specific job responsibilities include:

- Assisting in the coordination and facilitation of various ACS projects and initiatives aimed at promoting and strengthening the ACS network;
- Working closely with allied organizations on areas of mutual interest;
- Planning ACS chapter programming on a select set of critical issues;
- Facilitating the co-sponsorship of ACS programs by specialty and minority bar associations;
- Assisting in the cultivation of junior leaders by connecting them with networking opportunities, planning conference calls, and organizing networking sessions;
- Coordinating ACS members on specific ACS initiatives; and
- Providing research and developing programmatic initiatives on priority issues.

The ideal candidate must be organized, self motivated, detail oriented, have strong research and writing skills, excellent interpersonal skills, impeccable judgment and knowledge of current legal and public policy issues. Knowledge about the U.S. court system, judicial nominations, the public policy process; event planning experience; exposure to the ACS network; and a law degree are all desired. Campaign, Hill, Administration, and/or judicial clerking experience will all be viewed favorably.
ACS values diversity and is an equal opportunity employer; women, people of color, people with disabilities and gay, lesbian, bisexual and transgender people are encouraged to apply. Interested applicants should e-mail a cover letter and resume to jobs@acslaw.org or fax them to (202) 393-6189 (Attention: Office Manager).

**Newark, NJ – Associate Director/Health Law & IP Administrator**
The Associate Director/Health Law & IP Administrator will report to the Assistant Dean of Career Services and the Director of Career Services. The Associate Director will advise JD students and alumni about legal careers, including private practice, government and public interest, as well as alternative careers. The responsibilities will include providing one-on-one counseling to students and alumni; reviewing and critiquing resumes and cover letters; conducting mock interviews; and maintaining continuous contact with students and alumni regarding employment opportunities. The Associate Director will assist the Office of Career Services in preparing career-related materials; presenting programs and workshops; developing initiatives and job search strategies; conducting ongoing employer outreach; and staying apprised of current market news, among other duties. In addition, as the Health Law & IP Administrator, the Associate Director will identify and counsel students who are concentrating in Health Law or IP; will establish strong business relationships with Health and IP employers; will initiate and create programs specific to those areas of concentration; and will stay current on new legal developments in those areas. In this capacity, the Associate Director will work closely with the Assistant Dean of Career Services, Faculty and the Administration to further expand and market these areas. Projects will be assigned as needed. This position is full-time with attendance at occasional evening and/or weekend events required.

**Associate Director/Health Law & IP Administrator:** The candidate must have a J.D., at least five years of practice/counseling experience combined, and demonstrated strong interpersonal, writing, administrative and organizational skills. In addition, the candidate must demonstrate the ability to develop and cultivate strong business relationships with employers, possess initiative and creativity, and be proactive and enthusiastic when working with students, alumni, employers, faculty and law school administration; and must be able to work independently as well as within a team. While a background in health law and/or IP is not required, it is preferred. Compensation is commensurate with experience, and includes a comprehensive benefits package and generous tuition remission program.

**The Career Counselor** position will report to the Assistant Dean of Career Services and the Director of Career Services. The career counselor will advise JD students and alumni about legal careers, including private practice, government and public interest, as well as alternative careers. The responsibilities will include counseling students and alumni; reviewing and critiquing resumes and cover letters; conducting mock interviews; and maintaining continuous contact with students and alumni regarding employment opportunities. In addition, the career counselor will assist the Office of Career Services in preparing career-related materials; presenting programs and workshops; developing initiatives and job search strategies; and staying apprised of current market news, among other duties. Projects will also be assigned as needed. This position is a temporary full-time position starting immediately and continuing until early November. Attendance at occasional evening and/or weekend events will be required.

**Career Counselor:** The candidate must have a J.D., at least three years of practice or practice/counseling experience combined; demonstrated strong interpersonal, writing, administrative and organizational skills; and possess initiative, enthusiasm and creativity when working with students, alumni, employers and law school faculty and administration. Compensation is commensurate with experience. Interested candidates should forward a cover letter, resume and list of references to:
Janice Maganello, Esq.
Assistant Dean of Career Services
Seton Hall University School of Law
One Newark Center
Newark, NJ 07102
Janice.maganello@shu.edu
Deadline: June 18, 2010
New York, NY – Paralegal
PARALEGAL [LGLF-57] - National Security Project, NY

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. The National Security Project of the National office in New York City is seeking applicants for the full-time position of Paralegal.

OVERVIEW - The National Security Project is part of the ACLU’s newly created Center for Democracy, which works to strengthen democratic institutions and values and advocates for government transparency and accountability. The Center for Democracy includes, in addition to the National Security Project, the ACLU’s Human Rights Project and Project on Speech, Privacy, and Technology.

One of the ACLU’s central concerns today is the effect of the government’s national security policies on civil liberties and human rights. The National Security Project’s litigation docket is active and diverse. For example, attorneys in the Project represent victims of the CIA’s “rendition” program in a lawsuit against a private corporation that facilitated the program. They represent a Muslim charity in a challenge to the government’s unconstitutional seizure of its assets. They represent a prisoner held at Guantánamo Bay in a challenge to his indefinite detention without charge or trial. On behalf of a broad coalition of human rights, media, and legal organizations, they have challenged the constitutionality of dragnet wiretapping conducted under the amended Foreign Intelligence Surveillance Act. And they are litigating suits under the Freedom of Information Act for information about the legal basis for the government’s use of drones to conduct “targeted killings” both on and far from conventional battlefields; about the treatment of prisoners held by the United States in detention centers overseas; and about the government’s use of new surveillance laws. The Paralegal will be an integral member of the Project and will attend regular staff meetings to have the opportunity to learn about these and other current threats to human rights and civil liberties stemming from the government’s national security policies.

Roles and Responsibilities -

- Respond to individuals who contact the Project for legal assistance; utilize and maintain the intake database to respond to requests; and provide support to the attorneys with client and witness interviews, as needed.
- Conduct Internet and other factual research and collaborate with attorneys in preparing background memoranda on selected policy issues.
- Cite check, edit, format, produce and serve litigation documents, including briefs, memoranda, and correspondence.
- Draft, edit, and prepare affidavits, Freedom of Information Act requests, reports, and other legal or public education documents.
- Review and organize documents related to Freedom of Information Act requests and discovery.
- Assist in the development and maintenance of National Security-related portions of the ACLU website.
- Oversee the work of Legal Administrative Assistants; oversee training of new administrative assistants.

Requirements and Qualifications -

- A Bachelor’s degree, plus one year of paralegal, or related experience, preferred.
- Excellent research, including Internet research, and writing skills
- Must take initiative, be highly organized, detail-oriented and possess strong interpersonal skills
- Ability to work independently as well as within a team
- Strong computer skills with advanced knowledge of Microsoft Word including creating tables of contents, tables of authorities, mail merges, and creating/inserting macros
- Basic knowledge of Access, Excel, WordPerfect and Westlaw is preferred
- A commitment to assisting the ACLU in its mission to defend civil rights and civil liberties
- A demonstrated interest in human rights and civil liberties issues relating to national security issues is preferred
Compensation - The ACLU offers a generous and comprehensive compensation and benefits package, commensurate with experience and within parameters of the ACLU compensation scale.

How to Apply - Please submit letter of interest, resume, names and telephone numbers of two references, and writing sample by email to hrjobs@aclu.org - reference [LGLF-57/DIV] in the subject line or mail to:

Human Resources
American Civil Liberties Union Foundation
RE: [LGLF-57/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 9, 2010. Please indicate where you learned of this job posting.

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

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 – 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 - 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, 18th 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.”

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 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 referencing the position title and Job #S2010051.

**Concord, NH – Assistant Dean for Career Services & Professional Development**
Franklin Pierce Law Center invites applications for Assistant Dean for Career Services and Professional Development. The Assistant Dean will report to the Associate Dean for Academics. The Assistant Dean will lead the Career Services Office in strategic planning, employer development, marketing, budget development, program design and implementation, use of technology, development of policies and procedures, and compilation and analysis of data. The Assistant Dean will also coordinate the professional development team which includes the Externship Director, faculty advisors and the Academic Success Director. Day to day responsibilities include: counseling students and graduates about career planning, employment options, job search strategies, resume and cover letter preparation, and interview skills; conducting programs and workshops; engaging in employer outreach; and assisting students in obtaining employment.

A law degree is required. Substantial experience in one or more of the following areas is preferred: legal career services, law school administration, legal recruiting, and/or professional development, practice of law. Helpful additional criteria include broad knowledge of legal career opportunities and alternative careers; knowledge of employment trends and professional development issues in the legal profession; excellent public speaking and writing skills; the capacity to work constructively and to build effective relationships with diverse constituencies; and the ability to work independently and in a collaborative team environment. The job requires a excellent organizational skills.
Candidates should submit the following materials electronically to msheffer@piercelaw.edu: resume, reference list with three professional references, and a cover letter addressed to Mary Sheffer, Chair, Career Services Search Committee, Franklin Pierce Law Center, 2 White Street, Concord, NH 03301. Deadline to apply is July 1, but job will remain open until filled.

**Washington, DC – Legislative Analyst**

Legislative Analyst, Office of Legislative Information Congressional Research Service, Washington DC  
GS-12 ($74,872-$97,333)  
The Congressional Research Service (CRS) seeks a Legislative Analyst to serve in the Office of Legislative Information.  
The Office of Legislative Information is the organization within CRS and the Library of Congress that is mandated by statute to provide digests of all legislation introduced in the United States Congress. These bill digests are considered to be authoritative summaries of Federal legislation; they are consulted widely by lawmakers, policymakers, academics, and members of the public who are seeking accurate, objective descriptions of both new and amended Federal legislation.  

This position is at the GS-12 level ($74,872-$97,333). Interested applicants must apply online at www.loc.gov/crsinfo and refer to vacancy #100116 in all correspondence. **Applications must be received by July 12, 2010.**

Drawing on his/her knowledge of Federal law and legislation as well as knowledge of specific subject fields (e.g., criminal law, environmental law and regulation, international law, etc.), the Legislative Analyst: analyzes newly-introduced and amended Federal legislation to determine the legislation’s meaning, intent, and impact, if any, on existing law; prepares official digests and other summaries and abstracts of Federal legislation; communicates and collaborates with the CRS research community to ensure integration of legislative analysis and research products; and consults with congressional staff and committees to resolve questions regarding legislative intent and/or errors or omissions in legislative drafting. The Legislative Analyst performs this work in a digital online environment. 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 -- and welcomes and encourages minorities, women, and persons with disabilities to apply.

**Wheeling, WV – Human Resources Manager**

Excellence, integrity, cooperation, individual respect, enthusiasm and pursuit of improvement. At Orrick, these core values make for a great place to work. Currently have an excellent opportunity in our Global Operations Center in Wheeling WV for a Human Resources Manager. Under the direction of the HR Director of Operations, the HR Manager will be responsible for Legal and Staff Recruiting, maintain an effective program of compliance by implementing programs, policies, and practices to ensure that all locations are in compliance with federal, state, and local regulatory requirements, Employment/Employee Relations issues, compensation matters and recommendations, and employee benefit matters. Other responsibilities include to manage the HR budgets, plan and participate in staff activities and training programs, and promote a work environment that fosters productivity, teamwork, quality service, open communication and high morale. Requirements: A bachelor’s degree required. Master's degree preferred. PHR/SPHR certification desirable. A minimum of eight years as an HR manager for a professional service organization. Minimum of four years of Compliance Management experience in a multi state professional services organization. Proven recruiting experience required. Experience with Affirmative Actions Plans required. Advanced knowledge and experience with federal, state and local employment laws/regulations required. Strong leadership, excellent organizational and interpersonal skills are a must. Proactive and articulate communication is required. Proven writing skills required. Strong decision-making and problem-solving expertise. Excellent communications skills, both written...
and verbal, are required, as is the ability to exercise discretion and independent judgment in solving personnel issues. Familiarity with employment laws. Ability to multi-task in a complex and fast paced work environment. Strong integrity and leadership ability. The ability to motivate people and to be an effective coach and counselor. Ability to work with a significant degree of autonomy, creativity, flexibility and negotiating skills. Must demonstrate an orientation to high quality service. Ability to interact with all levels of personnel. Orrick offers a friendly work environment, competitive salary, and excellent benefits. Please visit www.orrick.com for more information about the firm. Please send resume and a cover letter including your salary expectations to jobs@orrick.com Submissions without salary expectations will not be considered. No phone calls please.
AA/EOE
Deadline: July 3, 2010

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