



***University of South Carolina  
School of Law***

***April 30, 2008 - Issue 2***

***VOL. #30***

***Alumni Job Opportunities***

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*The University of South Carolina and the School of Law provide equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status. The University of South Carolina has designated as the ADA Title II, Section 504 and Title IX coordinator the Executive Assistant to the President for Equal Opportunity Programs. The Office of the Executive Assistant to the President for Equal Opportunity Programs is located at 1600 Hampton Street, Columbia, SC; telephone 803-777-3854.*

**Office of Career Services  
University of South Carolina School of Law  
Suite 139, 701 South Main Street  
Columbia, SC 29208  
Phyllis B. Burkhard, Director  
803-777-8479/fax 803-777-8565**

[www.law.sc.edu](http://www.law.sc.edu)

**(Scroll down for complete job listings)**

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**ATTENTION! USC LAW SCHOOL ALUMNI**

*IF YOU HAVE A NEW HOME ADDRESS or a NEW WORK ADDRESS PLEASE notify the Career Services Office by sending the information to the following e-Mail address - Please include your class year and current telephone numbers.*

[watts@law.law.sc.edu](mailto:watts@law.law.sc.edu)

New listings are added to current posting. Jobs are posted for three (3) months.

[Business](#)  
[Government](#)  
[Law Firms](#)  
[Miscellaneous](#)  
[Office Space](#)  
[Public Interest](#)  
[Website Information](#)

**Disclaimer**

*The University of South Carolina School of Law Office of Career Services posts job opportunities as a service to alumni and employers, and does not validate or guarantee the accuracy of the information posted. Further, the Office of Career Services does not endorse or make any representation concerning the opportunities posted or the people or organization posting them. Applicants are encouraged to research employers and employment opportunities independently as part of the job search process.*

**Scroll down to see description of Job Listing.**

**NEW** Job Listings for April Issues

**ISSUE 1**

- #064 - Nexsen Pruet Adams Kleemeier, LLC - Columbia, SC
- #065 - Nexsen Pruet Adams Kleemeier, LLC - Charleston, SC
- #066 - Merritt, Flebotte, Wilson, Webb & Caruso, PLLC - (office space)- Columbia, SC
- #067 - Young Lawyers Inner Circle - Phoenix, AZ
- #068 - Consumer Legal Services America - San Diego, CA
- #069 - Environmental Jobs.com - Charleston, SC and Greenwood Village, CO
- #070 - Office of Disciplinary Counsel, South Carolina Supreme Court - Columbia, SC

**ISSUE 2**

- #071 - Mastagni, Holstedt, Amick, Miller, Johnsen & Uhrhammer - Sacramento, CA
- #072 - U.S. Department of Health and Human Services (HHS) - Rockville, MD
- #073 - SC Signing Agents - Lexington, SC
- #074 - Environmental Jobs.com - Various US locations
- #075 - Emory University School of Law - Atlanta, GA
- #076 - United States Court of Appeals Eleventh Circuit - Atlanta, GA
- #077 - City Attorney's Office - Columbia, SC
- #078 - Geoly at Law - Greenwood, SC
- #079 - Fosbinder & Van Kampen, PLLC - Charlotte, NC
- #080 - Hagood & Kerr, PA - Mt. Pleasant, SC
- #081 - The Honorable Lee S. Alford - York, SC
- #082 - Jeffcoat Law Firm, LLC - Myrtle Beach, SC
- #083 - Joye Law Firm - North Charleston, SC

**CLOSED** Job Listings for April Issues

**ISSUE 1**

- #422 - John E. Miles, Sr. - Sumter, SC
- #429 - Warner Norcross & Judd LLP - Grand Rapids, MI
- #430 - Theodore W. Law III - Columbia, SC
- #433 - Elko County Public Defender's Office - Elko, NV
- #435 - Law Office of Ronald J. Talbert - Andrews, SC
- #445 - Douglas M. Schmidt A.P.L.C. - Graniteville, SC
- #446 - Payne and Associates, LLC - Columbia, SC
- #051 - Southern Environmental Law Center - Chapel Hill, NC
- #058 - Law Office of John B. Miller, LLC - Fayetteville, GA
- #059 - South Carolina Employment Security Commission - Columbia, SC

**ISSUE 2**

- #410 - Shenandoah Life Insurance Company - Roanoke, VA
- #002 - Charlotte School of Law - Charlotte, NC
- #008 - District of Columbia Commission on Human Rights - Washington, DC
- #014 - Stetson Law School - Gulfport, FL
- #018 - The Mullins Law Firm, P.C. - Augusta, GA
- #022 - Morris Hardwick Schneider - Atlanta, GA
- #040 - American Finasco, Inc. - Conroe, TX

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**LAW FIRMS**

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**Barnwell Whaley Patterson & Helms, LLC - (alumni)**

885 Island Park Drive  
 Charleston, SC 29492  
 Attention: Scott St.Clair, Chief Operating Officer

**Position Description:**

One of Charleston's oldest law firms, Barnwell Whaley Patterson & Helms, is seeking associates or special counsel to join its outstanding civil litigation team. Our firm includes some of South Carolina's most distinguished attorneys, who are known for defending our professional clients

with exceptional zeal and effectiveness. Successful candidates will have 3 to 8 years of litigation experience, with significant trial experience and expertise in the preparation of discovery, pleadings, memoranda and briefs. A strong work ethic, and excellent writing and research skills are required.

Barnwell Whaley offers competitive compensation, excellent benefits (401(k), bonus program, health insurance) and the opportunity for unlimited growth. The firm provides an excellent working environment with strong support services to let you focus on your clients. **To Apply:** Interested applicants should forward their resume, cover letter and writing sample, to [s\\_stclair@barnwell-whaley.com](mailto:s_stclair@barnwell-whaley.com). We are an equal opportunity employer. **Deadline Date: May 31, 2008. Posted: 03/26/08. Job Listing #063.**

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**Brian Boger - (recent graduate/alumni)**

P.O. Box 65  
Columbia, SC 29202  
Attention: Brian Boger or Sara Printz

Seeking a part-time attorney to handle real estate closings. This position does not have an "office". We are a small firm and need help with closings on a part time basis. **To Apply:** Email [brian@brianboger.com](mailto:brian@brianboger.com) resume. Start date is early May. **Posted: 03/10/08. Job Listing #044.**

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**Carolina Attorney Network, LLC - (recent graduate/alumni)**

Lexington, SC 29073

Position Description: South Carolina, North Carolina, Georgia licensed attorneys needed to perform real estate loan closings in compliance with state guidelines. Real Estate experience is preferred but not necessary. Must be a notary with reliable transportation. Part time and full time positions available in all areas. **To Apply: Fax (440-540-2048) or email [Dtemple@CarolinaAttorneyNetwork.com](mailto:Dtemple@CarolinaAttorneyNetwork.com) resume. Posted: 03/10/08. Job Listing #047.**

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**Carolina Litigation Associates, LLC - (alumni)**

Post Office Box 1880  
Bluffton, SC 29910

Position Description: Lowcountry associate position: Immediate opening for trial attorney, 3+ yrs. experience, in small civil defense firm, Bluffton, SC. **To Apply: Fax cover letter/resume to 843-815-7801. Posted: 03/10/08. Job Listing #049.**

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**Clawson & Staubes, LLC - (recent graduate/alumni)**

126 Seven Farms Drive, Suite 200  
Charleston, SC 29492  
Attention: David Cleveland

Position Description:

Construction Litigation attorney position. 3-5 years experience preferred in Construction litigation or background exp. in construction or engineering with less litigation experience. Salary negotiable. Health, Dental, & Life Ins. provided, 401K. Excellent location on Daniel Island.

**To Apply: Mail** resume to David Cleveland, Clawson & Staubes, LLC, 126 Seven Farms Drive, Suite 200, Charleston, SC 29492 or **fax** to 843 722-2967. **Posted:** 03/26/08. **Job Listing** #052.

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**Fosbinder & Van Kampen, PLLC - (recent graduate)**

1307 W. Morehead St., Suite 201  
Charlotte, NC 28208  
Attention: Joshua Van Kampen, Partner

Plaintiff-side employment law firm seeks a Spanish-speaking recent law graduate to groom for possible partnership as part of our Firm's efforts to serve the Spanish-speaking population in Charlotte. Our goal is to expeditiously build the candidate's expertise in employment law through extensive mentorship to enable him/her to develop our firm's practice in the Spanish speaking community. Initial duties will include screening potential clients, witness interviews, legal research, brief writing, and assistance with depositions and/or trial. Passion for enforcing employment laws, entrepreneurial spirit, strong writing skills and desire to live in Charlotte long-term are critical. **To Apply: Fax** (704-333-1431) or **email** [josh@charlotteemploymentlaw.com](mailto:josh@charlotteemploymentlaw.com) resume, cover letter, transcript, 2 references, and 2 letters of recommendation. **Posted:** 04/30/08. **Job Listing** #079.

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**Geoly at Law - (recent graduate/alumni)**

P.O. Box 336  
Greenwood, SC 29648  
Attention: Stephen Geoly, Esquire

Seeking an associate. **To Apply: Fax** (864-388-0925) or **email** [geoly70@yahoo.com](mailto:geoly70@yahoo.com) resume and cover letter. **Posted:** 04/30/08. **Job Listing** #078.

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**Jeffcoat Law Firm, LLC - (alumni)**

P.O. Box 3678  
Myrtle Beach, SC 29577  
Attention: Mary Jeffcoat, Firm Administrator

**Positions:**

Associate attorney licensed in both South Carolina and North Carolina with 2 - 3 years experience in residential real estate, estate planning, probate and business transactions. Will work out of the main office in Myrtle Beach, meeting with clients in our Calabash satellite office as necessary. Must be a self-starter, have a good work ethic, and be willing to work with a team of other attorneys and paralegals.

Associate attorney licensed in South Carolina (NC license a plus) with 3 - 7 years of litigation experience in commercial real estate, probate and business. Will work out of the main office in Myrtle Beach, meeting with clients in 3 satellite offices as needed. Must be a self-starter, have a good work ethic, and be willing to work with a team of other attorneys and paralegals.

The Jeffcoat Law Firm is a small, well-respected firm operating out of 4 offices along the Grand Strand, including Calabash, NC. The main office is in Myrtle Beach; the other offices in Pawleys Island, North Myrtle Beach and Calabash are for client convenience. The owner of the firm, Allen Jeffcoat, has been practicing law along the Grand Strand for over 30 years. The firm

currently employs 4 attorneys and 11 support staff and wants to add 2 attorneys to help serve the firm's clients in: Commercial and residential real estate, business transactions, estate planning and probate. **Deadline Date: May 30, 2008.**

**To Apply:** Fax (843-213-5448), email [mjeffcoat@jeffcoatlaw.com](mailto:mjeffcoat@jeffcoatlaw.com) or mail resume and cover letter. **Posted:** 04/30/08. **Job Listing #082.**

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**Joye Law Firm - (recent graduate/alumni)**

5861 Rivers Avenue  
North Charleston, SC 29406  
Attention: Mark Joye, Partner

Immediate position available for civil associate handling personal injury files. 0 - 2 years experience. **To Apply:** Fax (843-529-9180) or email [markjoye@joyelawfirm.com](mailto:markjoye@joyelawfirm.com) resume and cover letter. **Posted:** 04/30/08. **Job Listing #083.**

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**Hagood & Kerr, PA - (alumni)**

P.O. Box 220  
Mt. Pleasant, SC 29465  
Attention: Robert A. Kerr, Jr., Managing Partner

Business Law firm in Mount Pleasant, SC, is seeking an associate with at least two years experience in bankruptcy, creditor rights, and business litigation. Salary commensurate with experience. All inquiries will be kept confidential. **To Apply:** Mail resume, cover letter, 2 references, and 2 letters of recommendation to Administrator at above address. **Posted:** 04/30/08. **Job Listing #080.**

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**Keaveny Law Firm, LLC - (alumni)**

445 Folly Road  
Charleston, SC 29412  
Attention: Patricia Stebbins, Administrative Assistant

**RARE OPPORTUNITY IN CHARLESTON**

Small insurance defense firm seeks to hire a litigation attorney. The ideal candidate will be responsible, motivated, self-starter with 2-4 years of litigation experience, be able to try cases in both state and federal court, have strong verbal, research and writing skills and enjoy working closely with others in a small firm environment. **To Apply:** Fax (843-225-2823), email [pstebbins@keavenylawfirm.com](mailto:pstebbins@keavenylawfirm.com) resume, cover letter, transcript, writing sample, and 3 references. **Posted:** 03/26/08. **Job Listing #053.**

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**Robert N. Lerner**

**Attorney at Law**

5313 8<sup>th</sup> Avenue  
Brooklyn, NY 11220  
Attention: Robert Lerner, Esquire

Attorney Position. General solo practice, storefront law office in the Chinese section of Brooklyn. Unique opportunity to become acquainted with solo, general practice. Practice includes: probate, criminal, personal injury, immigration, matrimonial, real state law, and civil

litigation. Most of the clients are Chinese and have limited English skills, so the primary requirement is that the applicant be fluent in Chinese.

Hours: Flexible

Responsibilities: General Practice Assistance

Legal research, document drafting, court appearances.

Language Skill: Fluent Chinese - required

Salary: Negotiable

**To Apply: Email** RNL.LERNERLAW@GMAIL.com or **fax** (718-853-9549) resume and cover letter. **Posted:** 03/26/08. **Job Listing #055.**

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**Debra A. Matthews Attorney at Law LLC - (recent graduate)**

P.O. Box 447

Winnsboro, SC 29014

Attention: Debra A. Matthews, Esquire

**Position Description: Assistant/Associate to Attorney in small firm:**

-willing to prepare own documents

-must type at least 75 wpm

-willing to handle all aspects of casework

-assist in trial prep, and eventually handle own case load and trials

-must be articulate and self motivating

This is an excellent opportunity for recent graduate who is self motivated and willing to learn, to move into an Associate position and possible Partnership position in a General Practice Law Firm. Family Court, Real Estate, Bankruptcy, Probate, Social Security, Tort and Personal Injury.

**To Apply: Fax** (803-635-0033), **email** [Debra@debramatthewslaw.com](mailto:Debra@debramatthewslaw.com) or **mail** resume and cover letter. **Posted:** 03/26/08. **Job Listing #057.**

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**Mastagni, Holstedt, Amick, Miller, Johnsen & Uhrhammer - (alumni)**

19121 Street

Sacramento, CA 95914

AV-rated Sacramento, CA law firm seeks a civil litigation attorney with 2-5 years experience.

Firm practice areas are personal injury, labor/employment law and state and federal trial

litigation. **To Apply: Email** resume to David Mastagni at [kmastagni@mastagni.com](mailto:kmastagni@mastagni.com) **Deadline**

**Date: May 2, 2008. Posted:** 04/30/08. **Job Listing #071.**

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**McDonnell and Associates, PA - (recent graduate/alumni)**

2445 Devine Street

Columbia, SC 29205

Attention: Ed McDonnell, Managing Attorney

Expanding Carolina Real Estate Law Firm is seeking SC/NC licensed attorney to perform loan closings in compliance with SC Supreme Court guidelines. Full and Part Time positions are available in: **Florence and Rock Hill/Fort Mill** areas.

Real Estate or foreclosure experience is preferred but not necessary. Upon employment we will provide in depth hands on training. Full-time position benefits include health insurance, dental insurance, a 401 k and transportation.

Must be SC notary. Part time position is ideal for experienced candidates who are looking for supplemental income. Send resume to Ed McDonnell, Managing Attorney at [Ed@McDonnellLawFirm.com](mailto:Ed@McDonnellLawFirm.com) No phone calls please. **Posted:** 03/26/08. **Job Listing #062.**

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**McNair Law Firm, P.A. - (alumni)**

P.O. Box 11390

Columbia, SC 29211

Attention: Bonnie Nelson, Recruiting Coordinator

Southeast – The **Anderson** Office of an established regional law firm with offices in North and South Carolina seeks a motivated attorney with 3 - 8 years litigation experience. The focus of this practice is business and local government law but candidates should be willing to handle a variety of interesting matters, large and small. Candidates must be licensed to practice in South Carolina. This is an opportunity to combine a rewarding practice with an enhanced quality of life in the upstate of South Carolina. Salary commensurate with experience and includes a comprehensive benefits package. **To Apply:** Send resume to Bonnie Nelson, Recruiting Coordinator, McNair Law Firm, P.A., P.O. Box 11390, Columbia, SC 29211.

[bnelson@mcnair.net](mailto:bnelson@mcnair.net) **Posted:** 02/01/08. **Job Listing #023.**

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**McWhirter, Bellinger & Associates, P.A. - (alumni)**

1807 Hampton Street

Columbia, SC 29201

Attention: Stacey Meyer

**Personal Injury Litigation Attorney**

The law firm of McWhirter, Bellinger & Associates, P.A. is seeking an attorney for its Columbia and Lexington offices with 5 plus years of personal injury litigation experience. Candidates must be licensed to practice in SC and have considerable experience with pleadings, filings and all aspects of trial litigation. Compensation is dependent on experience. **To Apply: Mail** copy of resume to Stacey Meyer, 1807 Hampton St., Columbia, SC 29201 or **e-mail** to [resume@mcwhirterlaw.com](mailto:resume@mcwhirterlaw.com).

**Workers' Compensation Attorney**

The law firm of McWhirter, Bellinger & Associates, P.A. is seeking an attorney for its Columbia and Lexington offices with 1 - 2 plus years experience in handling Workers' Compensation. Additional experience with Auto Accident cases a plus. Candidates must be licensed to practice in SC. Compensation is dependent on experience. **To Apply: Mail** resume to Stacey Meyer, 1807 Hampton St., Columbia, SC 29201 or **e-mail** to [resume@mcwhirterlaw.com](mailto:resume@mcwhirterlaw.com)

**Posted:** 01/18/08. **Job Listing #019.**

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**Merritt, Flebotte, Wilson, Webb & Caruso, PLLC - (alumni)**

2525 Meridian Parkway, Suite 300

Durham, NC 27713

Attention: J. Brad Rhyne, Director of Administration

The law firm of Merritt, Flebotte, Wilson, Webb & Caruso, PLLC is seeking a general litigation attorney for its Columbia, SC office with at least 2 years experience. Candidates must be licensed to practice in SC. This full-service law firm offers a friendly and dynamic environment

with excellent opportunities for career growth. Position immediately available. Salary commensurate with experience and includes a comprehensive benefits package. **To Apply:** **Email** resume to [jwebb@carotennlaw.com](mailto:jwebb@carotennlaw.com). **Posted:** 03/26/08. **Job Listing** #060.

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**Nexsen Pruet Adams Kleemeier, LLC - (alumni)**

Post Office Drawer 2426

Columbia, SC 29202-2426

Attention: Summer Slaughter, Recruiting Coordinator

**Intellectual Property Attorney - Columbia, SC**

Experience Needed: Applicants must have at least 2-5 years experience in patent prosecution, a technical background in mechanical/electrical, and excellent academic credentials. The applicant should be productive, detail-oriented and interact well with clients and other attorneys.

Admission to the SC bar, trial experience, or special technical qualifications viewed favorably.

The Intellectual Property Team of Nexsen Pruet, LLC seeks highly qualified intellectual property attorneys with partnership potential.

**To Apply:** **Fax** (803-253-8277), **email** [sslaughter@nexsenpruet.com](mailto:sslaughter@nexsenpruet.com) or **mail** resume, cover letter, and transcript. **Posted:** 04/14/08. **Job Listing** #064.

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**Nexsen Pruet Adams Kleemeier, LLC - (alumni)**

1441 Main Street, Suite 1500

Columbia, SC 29201

Attention: Summer Slaughter, Recruiting Coordinator

**Position Description:**

Nexsen Pruet's **Charleston** office is seeking a corporate/tax associate with at least three years experience. This position involves general tax and estate planning, as well as corporate and transactional work. The attorney would work with the real estate, tax and corporate attorneys in the Charleston office. An L.L.M. in Taxation is required.

**To Apply:** **Email or mail** resume, cover letter, and copy of law school transcript to: Recruiting Coordinator Summer Slaughter at [sslaughter@nexsenpruet.com](mailto:sslaughter@nexsenpruet.com) or

Attn: Summer Slaughter

Nexsen Pruet Adams Kleemeier, LLC

Post Office Drawer 2426

Columbia, South Carolina 29202-2426

**Posted:** 04/14/08. **Job Listing** #065.

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**Pennington Law Firm, LLP - (recent graduate/alumni)**

P.O. Box 2844

Columbia, SC 29202

Attention: Meredith L. Gammon, Marketing and Communications Manager

The associate will assist the Firm in its representation of wireless communications providers. The Firm is well recognized for its successful efforts in all aspects of the build-out of the wireless infrastructure in the Southeast. Experience in real property transactions or commercial transactions a plus. Salary based on experience. Benefits to include relocation assistance, 401(k) retirement plan, health insurance, and life insurance. Licensed in South Carolina or willing to take SC Bar a plus. **To Apply: Mail** or **email** [meredithgammon@pennlawfirm.com](mailto:meredithgammon@pennlawfirm.com) resume, cover letter, transcript, and 3 references. **Posted:** 03/10/08. **Job Listing** #048.

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### **SC Signing Agents - (recent graduate, alumni)**

719 Parkhurst Lane

Lexington, SC 29072

Attention: Lisa Darnell

Attorneys needed to perform supervised mortgage closings in the state of South Carolina. Must also be a SC Notary or be able to obtain your notary certificate. No experience is required. Training is available. **To Apply: Fax** (803-520-6769), **email** [scsigningagents@aol.com](mailto:scsigningagents@aol.com) or **mail** resume. May also **telephone** (803-477-6920). **Posted:** 04/30/08. **Job Listing** #073.

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### **Sheriff Law Firm - (recent graduate/alumni)**

307 W. Main Street

Lexington, SC 29072

Attention: William Scotty Sheriff, Esquire

Position Description: Full time SC licensed attorney position in our Lexington Branch. Position to include a mixture of Real Estate, Personal Injury, and Criminal Law. Ideal merger opportunity for an attorney with a smaller practice.

Position Description: SC licensed attorneys to close real estate loans in accordance with all applicable SC laws. Must be licensed Notary with reliable transportation. Part time and full time positions available: **Florence, Allendale/Bamberg area, Hilton Head Island, Myrtle Beach, and Rock Hill**. Applicants are encouraged to visit our office in Lexington. Visit website: [www.sherifflawfirm.com](http://www.sherifflawfirm.com)

**To Apply: Mail** or **email** [scotty@sherifflawfirm.com](mailto:scotty@sherifflawfirm.com) resume and cover letter. **Posted:** 03/10/08. **Job Listing** #038.

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### **Sterling Attorney Search Firm – (alumni)**

[www.sterlingattorney.jobs](http://www.sterlingattorney.jobs)

Attention: Yvonne Sterling, President

**Trust & Estate Associate for Mid Atlantic Law Firm in Richmond**

1-3 years T&E experience, CPA or LLM preferred. Firm prefers applicants with prior law firm experience, although will consider accounting background COUPLED with TOP ACADEMIC CREDENTIALS. VA Bar preferred.

**MENTORING OPPORTUNITY AVAILABLE.** Expand your T&E, personal estate and trust administration experience working on sophisticated cases. Competitive salary + bonus offered.

**To Apply:** Email cover letter, resume AND transcripts (JD and LLM) to

[Yvonne@sterlingattorney.jobs](mailto:Yvonne@sterlingattorney.jobs) **Posted:** 03/26/08. **Job Listing #056.**

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**The Law Office of Angela Theodoridis, PLLC - (alumni)**

3575 Piedmont Road, Building 15, Suite 700

Atlanta, GA 30305

Attention: Angela Theodoridis, Managing Partner

Our law firm has office locations in Boston, Massachusetts, Atlanta, GA and is starting to do business in South Carolina. We are looking for a SC licensed attorney who is also a notary to do Residential Real Estate Closings (attorney must already have passed the Bar Exam). Prior Experience Preferred but not required. The Pay is \$100 per closing. The attorney will work from home and will travel to the individual Borrowers to conduct closings - All expenses paid for by the firm. Please email resumes and cover letters to the following email address. Start Date: April 2008. **To Apply:** Fax (866-231-0453), email [angela@loatma.com](mailto:angela@loatma.com) or mail resume, cover letter, and 1 reference. **Posted:** 03/10/08. **Job Listing #045.**

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**The Van Winkle Law Firm - (recent graduate/alumni)**

P.O. Box 7376

Asheville, NC 28802

Attention: Anne Dickens, HR Manager

With a distinguished history, an accomplished staff, and an enduring commitment to the sound and responsible handling of clients' needs, The Van Winkle Law Firm is a recognized leader in Western North Carolina. The Firm encourages public service, especially pro bono representation, and our attorneys dedicate significant time to local, state, and national legal services organizations. Currently, we seek a motivated individual to enhance our well respected Trust and Estates team in Asheville, NC.

In this role, you will provide estate and tax planning and consulting, create and file related documentation, and advise existing and new clients about trust and estate related issues.

This position calls for a stable focused attorney with experience in gift and estate tax planning, administration of large estates, probate documents and court filings, estate and fiduciary tax returns and business succession planning. Excellent communication and leadership skills, a strong work ethic and a desire to make a long-term commitment to the Asheville community desired. LLM degree in tax or estate planning and 2+ years experience within the Trust and Estates arena preferred.

In return for your commitment to excellence, The Van Winkle Law Firm offers competitive compensation, a bonus program, a generous employee welfare program including medical, prescription, dental, life, and disability programs, dependent and supplemental life coverage, vacation and sick leave, and an employee assistance program, as well as, comprehensive investment programs including 401(k). **To Apply:** Interested applicants should forward their resume, cover letter and writing sample, to [adickens@vwlawfirm.com](mailto:adickens@vwlawfirm.com). We are an equal opportunity employer. **Deadline Date: May 31, 2008. Posted: 02/20/08. Job Listing #033.**

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### **BUSINESS**

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#### **Young Lawyers Inner Circle - (recent graduate, alumni)**

2 North Central Avenue, Suite 107-501

Phoenix, AZ

Attention: Barbara Harper

The Young Lawyers Inner Circle (<http://www.younglawyersinnercircle.com>) is seeking two entrepreneurial recent law school graduates to fill the position of Regional Marketing and Content Manager.

The successful individual will enjoy the freedom of working from home, but frequent travel may be required. Although we are willing to consider other arrangements, we are seeking one candidate based in a major metropolitan area on the east coast, and another on the west coast.

Prior real world sales experience is preferred, excellent writing skills are absolutely necessary, and a willingness to learn and grow with us is desired. We are offering a competitive starting salary and the opportunity for substantial bonus income. **Start Date: July 1, 2008. Deadline Date: July 1, 2008.**

**To Apply:** If you think you will be an asset to our organization, please **email** a detailed letter of interest (and a resume if you must) to [barbara @ younglawyersinnercircle.com](mailto:barbara@younglawyersinnercircle.com), or **fax** to 480-361-8751. **Posted: 04/14/08. Job Listing #067.**

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### **GOVERNMENT**

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#### **The Honorable Lee S. Alford - (recent graduate/alumni)**

Moss Justice Center

1675-1J York Highway

York, SC 29745-7434

Judge Alford is seeking a law clerk to start in May and continue working through mid-August. Any interested applicant must have already passed the bar. If interested, please **mail** resume to Judge Alford at the address below.

Sixteenth Judicial Circuit

Moss Justice Center

1675-1J York Highway

York, South Carolina 29745-7434

**Posted:** 04/30/08. **Job Listing** #081.

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**City Attorney's Office - (alumni)**

P.O. Box 147

Columbia, SC 29217

The purpose of this entry-level position involves representing the City as a prosecutor in Municipal Court and when necessary the City legislative and administrative officials in all legal matters before State and Federal Courts and administrative bodies. The employee, with limited supervision, exercises professional judgment and skill in preparing legal memoranda, reviews documents, represents the City in municipal court, civil cases, appeals and administrative matters. The employee consults with and advises departmental staff or participates in departmental matters requiring legal assistance. Employee must be prepared to work beyond a forty-hour-work week. Employee will manage a criminal docket for Municipal Court and possibly a civil and administrative caseload as well as document review assignments.

Entry level position; ABA accredited law school graduate with a Juris Doctorate degree; two or more years preferred in criminal prosecution, governmental, construction, tort, contract, real estate & workers' compensation law & knowledge of appellate practices & procedures. Licensed to practice law in the State of South Carolina & eligible for admission to the U.S. Court of Appeals. Salary DOQ. Excellent City benefits. **To Apply:** Submit a writing sample and a City of Columbia application available at City Hall or on line at [www.columbiasc.net](http://www.columbiasc.net) to the City of Columbia Employment Office, PO Box 147, Columbia, SC, 29217. EOE. NO PHONE CALLS PLEASE. **Posted:** 04/30/08. **Job Listing** #077.

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**Defense Intelligence Agency**

Job postings for this agency are continually listed at [www.avuedigitalservices.com](http://www.avuedigitalservices.com) Please visit website for information.

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**Department of Commerce**

Job postings for this agency are continually listed at [www.avuedigitalservices.com](http://www.avuedigitalservices.com) Please visit website for information.

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**Drug Enforcement Administration**

Job postings for this agency are continually listed at [www.avuedigitalservices.com](http://www.avuedigitalservices.com) Please visit website for information.

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**Eighth Circuit Solicitor's Office - (recent graduate/alumni)**

P.O. Box 516

Greenwood, SC 29648

Attention: Jami Steifle, Office Administrator

**2 Positions:**

- Violence Against Women Prosecutor
- Family Court Prosecutor

Visit website: [www.scsolicitor8.org](http://www.scsolicitor8.org)

**To Apply:** Email [jamis@co.greenwood.sc.us](mailto:jamis@co.greenwood.sc.us) or mail resume, cover letter, and 3 references.

**Posted:** 01/18/08. **Job Listing #011.**

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**United States Court of Appeals Eleventh Circuit - (recent graduate/alumni)**

Atlanta, GA

STARTING SALARY: \$56,478 LOCATION: Atlanta, Georgia

OPENING/CLOSING DATES: The Staff Attorneys Office is accepting applications for current and future staff attorney position openings on an ongoing basis.

AREA OF CONSIDERATION: All Sources Nationwide

The types of cases the office presently handles include (1) direct criminal appeals involving sentencing guidelines and guilt/innocence issues, (2) social security and black lung appeals, (3) all pro se appeals, including collateral attacks on criminal convictions by state and federal prisoners, and civil rights suits under 42 U.S.C. § 1983, (4) employment discrimination cases, and (5) immigration cases. There are also three specialized units within the office. The Jurisdiction Unit assists the Court in the initial review of all appeals filed for the purpose of determining appellate jurisdiction. The Issue Tracking Unit serves to track and catalog relevant legal issues. The Motions Unit processes certain substantive motions, including those for in forma pauperis status, certificates of appealability for 28 U.S.C. §§ 2254 and 2255 appeals, transcripts at government expense, and motions to appoint, withdraw, and/or substitute counsel. Staff attorneys work in a highly collegial environment with other recent law school graduates and lawyers coming from judicial clerkships or private practice, as well as with more experienced supervisory staff attorneys and senior management. Employment with the office offers a generous benefits package, civil and criminal law experience at the federal court level, and an environment providing significant responsibility and challenge.

Requirements: Applicants must possess a Juris Doctor from a law school accredited by the American Bar Association and have excellent academic credentials. They must also have superior analytical, research, and writing skills and be proficient in computer-assisted research and WordPerfect. Good communication and interpersonal skills are essential.

Apply immediately by submitting a resume (including law school class rank and/or percentile if available), cover letter, law school transcript, self-edited writing sample, and a list of at least three professional references to Sara Gilibert, Manager for Recruiting, Training, and Professional

Development, Eleventh Circuit Court of Appeals, Staff Attorneys Office, 56 Forsyth Street, N.W., Atlanta, Georgia 30303-2289. Third year law students are encouraged to apply. It is very important that we receive a complete application package (cover letter, resume, three professional references, law school transcript, and writing sample, and law school class rank and/or percentile) in their first mailing. Incomplete application packages cause delays in processing. **Deadline Date: July 31, 2008. Posted: 04/30/08. Job Listing #076.**

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### **Federal Air Marshal Service**

Job postings for this agency are continually listed at [www.avuedigitalservices.com](http://www.avuedigitalservices.com) Please visit website for information.

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### **Millennium Challenge Corporation (MCC)**

The MCC is a U.S. Government corporation whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing counties that demonstrate a commitment to just and democratic governance, economic freedom, and investments in their citizenry. Website: [www.mcc.gov](http://www.mcc.gov) Job postings for this agency are listed at [www.avuedigitalservices.com](http://www.avuedigitalservices.com) Please visit website for information.

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### **Office of Disciplinary Counsel, South Carolina Supreme Court - (alumni)**

1015 Sumter Street  
Columbia, SC 29201  
Attention: Lesley M. Coggiola, Esquire

Job description: Commission Counsel

Appointed by the Supreme Court on recommendation of the Commission on Lawyer Conduct and the Commission on Judicial Conduct.

Interviews conducted by Disciplinary Counsel

#### **Attorney II or III**

#### Duties:

Advise the hearing panel during deliberations and draft decisions, orders, reports and other documents on behalf of the hearing panel;

Manage the Commissions' dockets;

Supervise other staff necessary to the performance of the Commissions' duties;

Perform other duties at the direction of the Commissions;

Assist the Attorneys to Protect in their appointed responsibilities;

Appear on behalf of the Commissions in reinstatement/readmission proceedings before the Committee on Character and Fitness;

Maintaining the advertising files;

Monitor and enforce compliance with conditions of admission, reinstatement deferred discipline and other sanctions;

#### Training and Experience:

Juris doctorate degree, admission to practice law in the state of South Carolina, and a member in good standing of the S.C. Bar.

#### Preferred knowledge, skills and abilities

Substantial litigation experience, whether jury, non-jury, or administrative; demonstrated legal writing skills to be used in the preparation of correspondence, reports and pleadings; familiarity with online database operations; knowledge of applicable professional rules of conduct;

experience in areas that are frequent sources of complaints and other skills that are needed by the Commissions; and a proven ability to work well with others.

**To Apply:** Go to [www.sc.gov](http://www.sc.gov) Job is Attorney II or III under S.C. Judicial Department. Apply online.

Salary expectation: \$60,000 to 65,000

**Posted:** 04/14/08. **Job Listing #070.**

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**Sixteenth Circuit Solicitor's Office - (alumni)**

**York County**

Attention: Betty A. Miller, Deputy Solicitor

Seeking attorney with experience in prosecution of sexually related offenses. Only those with prior prosecution experience will be considered. Salary for this position commensurate with experience.

Presently, we are looking for an attorney to join forces with a 20 year prosecution veteran in prosecuting all sexually related offenses that come into York County. The Sixteenth Circuit Solicitor's Office has earned a reputation as an innovative and dynamic office that constantly seeks to improve itself. Our attorneys are afforded a great deal of independence in the handling of their caseloads. The Solicitor prefers not to micromanage the day to day affairs of the assistant solicitors. Rather he trusts his staff to exercise their authority appropriately and to know when they need to ask for help. Assistant Solicitors in this office are a team that work tremendously well together and constantly provide help to each other to achieve our overall goal of providing equal and fair justice to this community.

**To Apply:** If you want to practice law in an environment that fosters growth, professionalism, teamwork, and innovation please **email** your resume and cover letter to Deputy Solicitor Betty A. Miller at [betty.miller@yorkcountygov.com](mailto:betty.miller@yorkcountygov.com) **Posted:** 02/01/08. **Job Listing #028.**

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**State of GA Office of Planning and Budget - (recent graduate/alumni)**

Fulton County, GA

Attorney I or Attorney II Level - The mission of the Governor's Office of Consumer Affairs is to enforce Georgia's Fair Business Practices Act and other criminal and civil consumer protection laws. For details regarding position go to

<http://www.TheJobSite.State.Ga.US/jobsearch/jobdetail.asp?ReqNum=422-95014ag>

**Posted:** 03/26/08. **Job Listing #061.**

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**United States Bankruptcy Court - (recent graduate/alumni)**

1100 Laurel Street

Columbia, SC 29201

Attention: Cheryl Hughes, Human Resources Administrator

Position Description:

Chief Deputy Clerk

United States Bankruptcy Court

\$91,781 - \$157,999 depending upon qualifications

The Chief Deputy Clerk is a senior level management position which functions under the direction of the Clerk of Court and is responsible to the Clerk and the Judges of the Court for the administration and supervision of the office. In the absence of the Clerk, the Chief Deputy

assumes the duties and responsibilities of the Clerk. The Chief Deputy Clerk assists in organizational planning, development and implementation of office procedures and management of daily operations including the following: case management, public services, courtroom services, statistical analysis and reporting, information technology, finance and procurement, budget, space and facilities projects and maintenance, human resources, and training. The Chief Deputy Clerk also assists the Clerk with management of the court's case management and electronic filing (CM/ECF) database, application of the Bankruptcy Code, Federal Rules of Bankruptcy Procedure and Local Rules, long-range and strategic planning and in other duties as assigned. Occasional travel to seminars and to non-staffed court locations in Charleston, South Carolina and Spartanburg, South Carolina, may be required.

#### QUALIFICATIONS:

Applicant must possess excellent communication and interpersonal skills and be able to work well in a fast-paced, progressive environment. Successful candidate will be self-motivated and have a proven track record of superior leadership and ability to understand, follow and direct procedure. A bachelor's degree from an accredited educational institution, plus six (6) years of progressively responsible experience in a position that afforded the candidate: a) management skills and familiarity with administrative processes, (b) the ability to exercise mature, professional judgment, and (c) skill in performance management and problem solving. Education may be substituted toward years of experience.

#### DESIRABLE QUALIFICATIONS:

Federal court experience, including significant management of court operations

J.D. Degree or Master's Degree in public, business, or court administration (or related field)

Proven ability to assist with implementation of new technology to improve business practices

Working knowledge of the Bankruptcy Code and Rules

Working knowledge of Bankruptcy Court processes

In-depth knowledge of electronic filing (CM/ECF) and maintenance of the electronic record

Exceptional organizational and project management skills

Demonstrated ability to effectively supervise and motivate staff

#### APPLICATION PROCEDURES:

Qualified individuals are requested to submit a resume which includes educational, employment and salary history (salary history may be submitted as an attachment to the resume); a cover letter that details applicant's qualifications as set forth above; a narrative describing the applicant's management philosophy; and three work references including phone numbers, marked CONFIDENTIAL to:

U.S. Bankruptcy Court  
Human Resources Administrator  
1100 Laurel Street  
Columbia, South Carolina 29201

Appointment to this position is provisional, contingent upon a background investigation and retention depends upon a favorable determination. All court employees are at will employees. This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net pay.

The United States Courts require employees to adhere to a Code of Conduct; persons selected for interview may request to review this Code at the time of the interview. Expenses for interviews or relocation are not authorized for reimbursement.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for interview.

THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER OFFERING FEDERAL GOVERNMENT BENEFITS. **To Apply: Mail** resume, cover letter, and 3 references. **Posted: 03/26/08. Job Listing #054.**

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**U.S. Department of Health and Human Services (HHS)**

**Office of the General Counsel**

**Public Health Division**

**Public Health and Science Branch**

Rockville, MD

The U.S. Department of Health and Human Services (HHS) Office of the General Counsel, Public Health Division, Public Health and Science Branch in Rockville, Maryland, is seeking candidates for an attorney position. This position, which offers a broad range of experience, significant responsibility and intellectually engaging work, requires creative legal thinking and strong communication skills.

This attorney will have direct client contact, interact with colleagues throughout the Office of the General Counsel and officials at other government agencies, and negotiate and work cooperatively with outside counsel. The Public Health and Science Branch provides a full array of legal services to the HealthResources and Services Administration (HRSA), the Assistant Secretary for Health, the Office of Public Health and Science (OPHS), the Substance Abuse and Mental Health Services Administration (SAMHSA), the Agency for Healthcare Research and Quality (AHRQ), and the Program Support Center's (PSC) Federal Property Assistance Program. The Branch also advises the Office of the Secretary's Office on Disability and the Office of Global Health Affairs concerning relevant public health issues. For more information about HRSA, see [www.hrsa.gov](http://www.hrsa.gov).

For more information about OPHS, see <http://www.osophs.dhhs.gov/ophs/>.

For more information about SAMHSA, see [www.samhsa.gov](http://www.samhsa.gov).

For more information about AHRQ, see <http://www.ahrq.gov>.

For more information about the PSC's Federal Property Assistance Program, see <http://www.psc.gov/aos/federalprop>.

A strong record of relevant academic or other professional achievement, a government law background, a background in the health care field, and/or litigation experience would be helpful. Successful applicant will be asked to provide evidence of excellent communication and analytic skills. Salary will be based on experience and qualifications of the successful applicant.

Interested applicants should send (1) a cover letter specifically indicating the applicant's interest, (2) a resume, (3) two writing samples, and, (3) if less than five years in practice, a law school transcript by the **Deadline Date: Friday, May 2, 2008** to:

Ms. Cynthia Shabazz-Spurr

Re: Public Health & Science Attorney

HHS Office of the General Counsel

Public Health Division

5600 Fishers Lane, Suite 4A-53

Rockville, Maryland 20857

[cynthia.shabazz-spurr@hhs.gov](mailto:cynthia.shabazz-spurr@hhs.gov)

**Posted: 04/30/08. Job Listing #072.**

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### **PUBLIC INTEREST**

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#### **Citizens Opposed to Domestic Abuse (CODA) - (recent graduate/alumni)**

P.O. Box 1775

Beaufort, SC 29901

Attention: Denise Collins, Coordinator of Victim Services

Citizens Opposed to Domestic Abuse (CODA) seeks a Staff Attorney.

CODA is a non-profit organization that provides comprehensive services to victims of domestic violence and their families in the lowcountry. The vast majority of CODA's legal clients are low income; therefore, CODA is seeking a Staff Attorney to provide a wide range of legal services, primarily in family, housing and consumer law. The ideal Staff Attorney will have the desire to advocate for victims and will be able to work with diverse populations.

#### **QUALIFICATIONS:**

Member of the SC Bar, recent graduate, or alumni

Excellent organizational, communication, leadership and interpersonal skills

Commitment to public service

Ability to work well with others

Bilingual skills a plus, but not required

Salary is competitive. CODA offers an attractive benefits package, including a generous amount of paid leave time.

CODA is committed to providing equal employment opportunities for all employees and job applicants. Recruiting, promotion practices, and other conditions of employment shall be maintained and conducted in a manner that does not discriminate on the basis of age, disability, race, color, sex, gender, sexual orientation, pregnancy, religion or national origin. CODA believes its employees and clients should be free from harassment of any kind based on the individual's sex, gender, sexual orientation, pregnancy, race, color, religion, national origin, age or disability. CODA is committed to maintaining a safe and healthy environment for all employees, clients and Board members. Consistent with this commitment, CODA is committed

to maintaining a workplace free of the influence of illegal drugs or alcohol.

**To Apply:** Mail resume, cover letter, and a short writing sample.

**Posted:** 03/10/08. **Job Listing #050.**

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**South Carolina Legal Services - (recent graduate/alumni)**

P.O. Box 1445

Columbia, SC 29202

Attention: Director of Human Resources - Staff Attorney

South Carolina Legal Services (SCLS) is a non-profit organization established to provide free legal services to eligible low income residents of South Carolina. SCLS has approximately 49 attorneys working in 13 offices located throughout the state.

SCLS' **Orangeburg** and **Columbia** offices each seek a Staff Attorney to provide a wide range of advocacy, primarily in the areas of consumer, housing and family law, though the attorney may work in other priority areas of law depending on client needs. Litigation experience in these areas, plus experience with a broad range of other advocacy tools and community education, is strongly preferred.

**QUALIFICATIONS:**

Member of the SC Bar

Demonstrated experience in the relevant areas of law

Excellent relationship building, leadership and research skills

Demonstrated competence in working with diverse clients and client communities

Strong oral, written and presentation communication skills; bilingual skills a plus but not required

Commitment to public interest/poverty law

Ability to collaborate effectively with other advocates and client groups

**SALARY/BENEFITS:**

Salary is dependent on experience. An attractive benefits package, including medical, disability and retirement is available.

**APPLICATIONS:**

**SEND RESUME, REFERENCES AND 2 WRITING SAMPLES TO:**

South Carolina Legal Services

Attn: Human Resources – Staff Attorney

P.O. Box 1445

Columbia, South Carolina 29202

South Carolina Legal Services (SCLS) is committed to a policy of equal opportunity. It strives to foster an environment free of barriers and discriminatory practices for its clients, Board and staff. Our policy is that equal employment opportunity be provided to all present and prospective employees regardless of race, color, national origin, gender, age, religious preference, marital status, sexual orientation, sensory mental or physical abilities and veteran status. SCLS actively promotes mutual respect, acceptance, teamwork and productivity.

**Posted:** 02/20/08 **Job Listing #032.**

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**MISCELLANEOUS**

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**Cleveland-Marshall College of Law - (alumni)**

Cleveland, OH

## Manager, Student Affairs

**Duties:** Develops and directs the student affairs program of the College of Law. Provides direct academic, career and professional development advice to students enrolled in the Juris Doctor program. Monitors student academic and personal progress and employs intervention strategies as necessary. Develops and coordinates academic and career programs for students. Develops, implements and administers programs and initiatives that reflect the University's commitment to diversity. Serves as administrative liaison to student organizations. Interacts professionally with all internal and external customers using strong interpersonal skills.

**Minimum Qualifications:** J.D. degree from an ABA accredited law school. Two years experience directly related to the specified duties and responsibilities, which may include student affairs, academic advising, teaching or practice experience. Knowledge of current and emerging career and professional development programs, services and resources. Excellent organizational, interpersonal, written and verbal communication skills, and the ability to present effectively to small and large groups. Ability to work effectively with a wide range of constituencies in a diverse community. PC proficiency. Ability to work evenings and weekends as required.

**Preferred Qualifications:** Admission to the practice of law. Experience working in a higher education setting in the area of student affairs, academic or career advising. Demonstrated proficiency with academic technology. Experience in program planning, implementation and assessment. Experience working with programs or services designed to enhance student retention. Strong data analysis capability.

**To Apply: Mail** cover letter, resume and three professional references to Associate Dean Phyllis Crocker, 2121 Euclid Avenue, LB 138, Cleveland, OH 44115.

We will begin reviewing applications on February 15, 2008, open until filled. More information is available from the University's employment website at

<http://www.csuohio.edu/HRD/employment.html>. **Posted:** 02/01/08. **Job Listing #026.**

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### **Consumer Legal Services America - (recent graduate/alumni)**

6540 Lusk Blvd.

San Diego, CA 92121

Attention: Ira Frazier, President and Founder

#### Position Description:

Are you admitted to practice law in a jurisdiction other than California? Do you have a computer and a telephone? Are you interested in part-time legal work that you can do from anywhere at almost any time of the day or night? If you answered yes to all of these questions, you may be a person we are looking for. Someone admitted in South Carolina and/or North Carolina are a top priority.

We are looking for lawyers who are admitted outside of California to work with a California law firm and consumers outside of California in the area of debt settlement. You would affiliate with a nationwide legal network serving clients all over the United States. No experience with debt settlement needed. We will provide training. You can perform the work from your home, your office or any location in the world. All you will need is access to a computer and a telephone.

This a perfect opportunity for those who have left the work force to raise a family, retired lawyers looking to keep active, recent law school graduates, lawyers looking to start their own practice, people who have relocated to a jurisdiction where they are not admitted and people looking to augment their current practice. There may also be an opportunity for other work in other areas including bankruptcy and litigation. Initially, this is a part-time arrangement of less than 5 hours a month. If you were interested and only if you are interested there could be opportunities for more hours. You will have complete flexibility.

While compensation will depend on the number of files handled, we estimate the effective hourly rate to be around \$500. In addition, all lawyers will also participate in a profit sharing pool.

We have openings for multiple lawyers and are especially interested in lawyers admitted in practice in one or more of the following states and US territories: Hawaii, Arizona, Washington, Oregon, Montana, Wyoming, Nebraska, Idaho, Indiana, North Dakota, South Dakota, Montana, Kansas, Iowa, Kentucky, Oklahoma, New Mexico, Virginia, West Virginia, Alabama, Louisiana, Puerto Rico, Guam, US Virgin Islands, Maine, Utah, Vermont, Rhode Island, North Carolina, South Carolina, Georgia and Mississippi.

Please contact Ira Frazer U Mich. Law 1980 at [ifrazer@san.rr.com](mailto:ifrazer@san.rr.com). Make sure to include the state where you are admitted in the re line of your e-mail as well as a phone number and the time you can be reached by telephone. The organization is located in Southern CA, but the lawyer can live anywhere in the world and do the work from anywhere in the world. The only requirements other than admission to a state is telephone and internet access.

Response information:

Ira Frazer

[ifrazer@san.rr.com](mailto:ifrazer@san.rr.com)

fax: 858-456-1078

**Posted: 04/14/08. Job Listing #068.**

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**Emory University School of Law - (alumni)**

1301 Clifton Road

Atlanta, GA 30322

Attention: Kevin Moody

Emory University Law School seeks director of Barton Child Law and Policy Clinic

Title: Clinical Instructor; Barton Clinic Director

Reports to: Law School Dean

Classification: clinical instructor, contract position

Posting Number: 5277BR

Salary range: Commensurate with experience; Emory University has a generous benefits package

Start date: late spring or early summer 2008

Position Summary:

Emory Law School seeks a Clinic director with significant experience in child welfare and juvenile justice policy development and client representation, teaching and student supervision,

and management and fundraising.

About the Barton Child Law and Policy Clinic at Emory University:

- \* Established in March 2000
- \* Mission: to promote and protect the well-being of neglected, abused and court-involved children in the state of Georgia and to inspire excellence among the adults responsible for protecting and nurturing these children, and to prepare child advocacy professionals.
- \* Work: The clinic assists individuals and organizations involved in child abuse, neglect, delinquency and other juvenile court matters with legal research, policy development, legislative drafting and analysis, training, sociological and statistical research and analysis, and litigation matters. The clinic represents juvenile clients in juvenile court, administrative proceedings, and other settings.
- \* Structure: In-house law clinic with three distinct clinical offerings for students: juvenile defender clinic (fall and spring), public policy clinic (fall), legislative clinic (spring). Staff consists of three clinical instructors (attorneys), a post-graduate fellow in law, and two part-time programmatic/administrative staff. Each clinical offering enrolls 4-8 students per semester and the Emory Summer Child Advocacy Program includes 20 students.

Specific Duties and Responsibilities:

The clinic director oversees the operations of the clinic, including supervising faculty and staff working in the Clinic, developing curriculum, teaching students in a classroom setting, supervising students in a clinical setting, participating in local, state, and national policy development, fundraising for Clinic operations, managing and implementing grant awards, and managing the Clinic budget.

As the lead faculty member of the Clinic, the Director develops the curriculum and accompanying syllabus for the classroom seminar on child abuse and neglect and the public policy and legislative clinical offerings, teaches a weekly seminar class, and leads one clinic student meeting a week. The Clinic Director supervises the Clinic staff which includes three attorney positions, a postgraduate fellow in law, and two part-time administrative support positions. The Director also personally supervises clinic students in the performance of their duties. The Clinic Director is expected to develop relationships with organizations and individuals in Atlanta, Georgia, and nationally that work on matters closely related to the Clinic's mission. The Director, in coordination with law school and university development staff, is required to raise sufficient funds for the Clinic budget, the sources for which include major and minor donor solicitation and grant applications. The Director, as a member of the law school faculty, will also be expected to perform regular faculty duties including participation in faculty meetings, participation on faculty committees, support for law school recruitment efforts as well as outreach to the law school and broader legal communities through participation in conferences and panels.

Qualifications:

- \* A J.D. degree and legal experience are required. M.S.W. or Ph.D. in related field preferred.
- \* Experience managing and teaching in children's law clinic settings preferred.

- \* Experience in relevant aspects of children's law.
- \* Significant experience in public policy development and legislative work.
- \* Solid intellectual grounding in the law related to child abuse, juvenile justice, status offenses, foster care and other related areas of children's law, as well as related regulations.
- \* Bar membership in Georgia by August 2009.
- \* Strong connections to local, statewide and national non-profit organizations, government and industry to facilitate development of clinical projects preferred.
- \* Excellent written and oral communication skills.
- \* Superb analytical, research, and organizational skills.
- \* High degree of professionalism in dealings with staff, colleagues and opponents.
- \* Interest in mentoring and supervising students in clinic work.
- \* Ability to handle a flexible but demanding work schedule.
- \* Ability to fundraise with donors and foundations.
- \* Excellent management skills, including experience managing budgets.

**To Apply:**

Send a cover letter highlighting your qualifications, a full resume, writing sample, and list of references to:

Kevin Moody  
 Emory Law School  
 1301 Clifton Road  
 Atlanta, Georgia 30322

Or by **email:** [kmoody@emory.edu](mailto:kmoody@emory.edu)

Applications will be reviewed as they are received and position will remain open until the right candidate is hired. Emory University is an EEO/AA employer. **Posted:** 04/30/08. **Job Listing #075.**

**Environmental Jobs.com – (alumni)**

**High Seas Conservation Project Director**

<[http://environmentaljobs.com/jobs\\_details.php?sec=2&aid=19691](http://environmentaljobs.com/jobs_details.php?sec=2&aid=19691)>

**Washington DC, Bellevue, WA or Glen Ellen, CA**

Marine Conservation Biology Institute (MCBI) champions ocean conservation and combines the latest science with policy advocacy to secure protection for ocean ecosystems

**Environmental Sustainability Coordinator**

<[http://environmentaljobs.com/jobs\\_details.php?sec=3&aid=19679](http://environmentaljobs.com/jobs_details.php?sec=3&aid=19679)>

**Vail CO**

The Town of Vail, Colorado, the premier mountain community and international resort, is seeking a highly motivated and experienced environmental sustainability coordinator, to join our fast paced and rewarding Community Development Department.

**Center Director - National Wind Technology Center**

<[http://environmentaljobs.com/jobs\\_details.php?sec=3&aid=19655](http://environmentaljobs.com/jobs_details.php?sec=3&aid=19655)>

**Golden CO**

The National Renewable Energy Laboratory is currently searching for a qualified applicant to fill the position of Director of the National Wind Technology Center

**Director for Environmental Health & Safety**

<[http://environmentaljobs.com/jobs\\_details.php?sec=5&aid=19680](http://environmentaljobs.com/jobs_details.php?sec=5&aid=19680)>

**Durango CO**

Fort Lewis College (FLC) is currently accepting applications for the position of Director for Environmental Health & Safety

**Posted: 04/30/08. Job Listing #074.**

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**University of Oregon School of Law - (alumni)**

Eugene, OR

The University of Oregon School of Law, located in the beautiful Willamette Valley, invites applications for the position of Assistant Dean and Director of Career Services. We seek a creative, ambitious, energetic, and personable individual who can bring vision and leadership to the Office of Career Services with the ultimate goal of increasing student placement, both within Oregon and nationally. The successful applicant will be capable of combining the roles of adviser, administrator, marketer, and employer liaison, and will be able to articulate and execute on a positive, compelling vision of the office and its programs. Successful candidate must have strong interpersonal skills sufficient to inspire and work effectively with diverse groups of students, faculty, alumni, and members of the Bar Association. Salary is commensurate with skills, experience and aptitude, with a minimum salary of \$70,000 and a generous benefits package. Travel is required. JD, MBA or appropriate master's degree required; 4-5 years of relevant professional experience required. Review of applications will begin on 03/06/08 and continue until the position is filled. See the University of Oregon website <http://hr.uoregon.edu> for a complete list of job requirements, job description and application procedures. The University of Oregon is an AA/EO/ADA institution strongly committed to cultural diversity.

**Posted: 03/10/08. Job Listing #41.**

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**University of Richmond School of Law - (alumni)**

Richmond, VA

The University of Richmond School of Law is seeking qualified applicants for the position of Associate Director, Law School Career Services Office (CSO).

The Associate Director provides a comprehensive career services program to students, alumni, and other constituencies served by the CSO. The CSO seeks an enthusiastic and outgoing professional to prepare students for the job search, manage the judicial clerkship program, and represent the office and market students to legal employers. Reporting to the Associate Dean for Career Services, the position works successfully as part of a team including counselors, a recruiting coordinator, and other staff.

Ideal candidates will have a J.D., or other advanced degree; minimum 2 years working in a law firm, legal employer or law career services office; ability to work with numerous constituencies;

excellent communication and interpersonal skills; dedication to high-quality customer service; and leadership skills confirmed by prior success in relevant experience.

The University of Richmond ([www.richmond.edu](http://www.richmond.edu)) is a nationally ranked liberal arts university offering a unique combination of undergraduate and graduate programs through its schools of Arts and Sciences, Business, Leadership Studies, Law, and Continuing Studies, with approximately 3,000 undergraduate students.

To review the complete job description and to apply, visit [www.urjobs.org](http://www.urjobs.org) We value diversity in our employees and student body. EOE. **Posted:** 03/10/08. **Job Listing #039.**

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**University of South Carolina - (alumni)**

University Development

1600 Hampton Street, 738Q

Columbia, SC 29208

Attention: Eleanor Foster Swarat, Esquire

Job Title: Alumni/Development Manager 1

(Internal Title: Assistant Director of Development - Gift Planning)

Under supervision of the Director of Gift Planning and Legal Liaison to University Foundations, the Assistant Director of Development - Gift Planning procures planned gifts, both deferred and major tax-advantaged, for the University of South Carolina. Identifies, cultivates, solicits and closes such gifts from alumni and friends of the University. Provides follow-up and stewardship on completed gifts. Conducts research on legal and tax issues for closing planned gifts.

A law degree is highly preferred; Minimum requirements are a bachelor's degree and three (3) years of fundraising/related experience or equivalency of education and experience. Requires thorough knowledge of University program goals and objectives, thorough knowledge of principles, procedures and objectives pertaining to planned giving operations, thorough knowledge of the principles and methods of planning and conducting large scale fundraising program, ability to establish good working relationships with alumni, students, donors, businesses, and the general public; ability to relate fundraising programs to University goals and objectives.

Apply online at <http://hr.sc.edu/employ.html>, click on "USC Jobs", then "Search Positions" Requisition 043871. **Posted:** 01/18/08. **Job Listing #015.**

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**University Specialty Clinics**

Columbia, SC

University Specialty Clinics, the clinical practice plan of the USC School of Medicine, seeks an Assistant Director of Legal Affairs to provide legal representation and counsel to its administrators and clinical units.

Please visit:

<https://uscjobs.sc.edu/applicants/jsp/shared/frameset/frameset.jsp?time=1202418384499>

Website: <https://uscjobs.sc.edu/applicants/jsp/shared/frame>

**Posted:** 02/20/08. **Job Listing #035.**

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**OFFICE SPACE**

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**Blind Ad**

Columbia, SC

Attorney office space for lease within Real Estate Law Firm. Rent will include use of phone, copier, furnished conference room, voice mail, telephone answering, fax machines, utilities and desk. Quick access to downtown and courthouse. Please call Jason at (803) 794-2621 for more information. **Posted:** 12/17/07. **Job Listing #447.**

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**Merritt, Flebotte, Wilson, Webb & Caruso**

Conveniently located at Lady and Main Streets in the heart of Downtown Columbia, the 12-story NBSC Building offers a quality office address ideal for doing business in the city's Central Business District. Within walking distance of a variety of downtown services and amenities, the NBSC Building is one block from the State Capitol and close to a variety of city, state and federal government complexes as well as the University of South Carolina campus and the Palmetto Baptist Hospital complex.

This large suite on the 5<sup>th</sup> floor offers 9,500 sq ft of "A" office space and includes 8 very large offices, 9 smaller offices, space for cubicles and a shared lobby/conference rooms area. The shared lobby/conference room area totals 3500 sq ft and has 1 large conference, two smaller conference rooms and a showplace lobby. The conference room/lobby area is shared with the sub-lessor tenant and equally available at one half the quoted rate (\$8.25/sq ft) making the actual effective rate for the entire 9500 sq ft only 13.50. Covered and beneath-the-building parking is available through the sub-lessor. On site security is included. Property is available 8/1/08. Please contact Brad Rhyne at 800-556-8404 or brhyne@mfwvc.com.

**Posted:** 04/14/08. **Job Listing #066.**

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**WEBSITE INFORMATION**

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**Attorney Jobs**

<http://www.attorneyjobs.com>

**BarBri Bar Review**

<http://www.barbri.com>

**Corporate Counsel**

<http://www.acca.com>

**Department of Justice**

<http://www.usdoj.gov>

**Directories/Job Boards**

<http://www.airsdirectory.com>

**Earthjustice Legal Defense Fund**  
<http://www.earthjustice.org>

**Equal Employment**  
<http://www.eeoc.gov>

**Federal Bureau of Investigation**  
<http://www.fbi.gov>

**Federal Communications Commission**  
<http://www.fcc.gov/jobs>

**Find a Firm Profile**  
<http://www.lawperiscope.com>

**Institute for Justice**  
<http://ij.org>

**Judges**  
<https://lawclerks.ao.uscourts.gov>

**Lawyers Weekly**  
<http://www.lawyersweekly.com>

**Martindale-Hubbel Law Directory**  
<http://www.martindale.com>

**National Labor Relations Board**  
<http://www.NLRB.gov>

**Ohio State Legal Services Association**  
<http://www.oslsa.org>

**South Carolina Bar**  
<http://www.scbar.org>

**South Carolina State Government**  
<http://www.state.sc.us/jobs>

**South Carolina Job Application Form**  
<http://www.state.sc.us/jobs/application>

**The Law Clerk Hiring Plan**  
<http://www.cadc.uscourts.gov>

**The American Society for the Prevention of Cruelty to Animals**  
<http://www.aspca.org>

**TRC Staffing of Columbia**  
<http://www.workincolumbia.com>

**United States Court of Appeals for the Ninth Circuit**  
<http://www.ca9.uscourts.gov>

**United States Office of Personnel Management**  
<http://www.usajobs.opm.gov>

**United States Bankruptcy Court - District of South Carolina**  
<http://www.scb.uscourts.gov>

**Wachovia**  
<http://wachovia.com/careers>

**West Legal Directory**  
<http://www.lawoffice.com>

**Job Bank (Various State Court Systems)**  
<http://www.whohascourtjobs.com>

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