



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

***May 7, 2012 – Issue 1***

***Alumni Job Opportunities***

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*The University of South Carolina School of Law is committed to a policy of nondiscrimination on the basis of race, color, religion, national origin, sex, sexual orientation, age, handicap, or disability. Accordingly, the law school's facilities are available only to employers whose practices are consistent with this policy.*

*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*

*#050 -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.***

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

***New listings are added to current postings. Jobs are posted for approximately three (3) months unless a deadline date is included or employer requests removal of the posting.***

[Law Firms](#)  
[Business](#)  
[Public Interest](#)  
[Government](#)  
[Academic](#)  
[Miscellaneous](#)  
[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. **For Real Estate postings please pay special attention to the South Carolina Supreme Court requirements for closing attorneys.***

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

**NEW** Job Listings for May Issues

### **ISSUE 1**

- #081 – Nolo – Pleasanton, CA
- #082 – Coats & Bennett, PLLC – Cary, NC
- #083 – Finklea Law Firm – Florence, SC
- #084 – USC Children’s Law Center – Columbia, SC

- #085 – Law Office of Sabrina N. Hannam, LLC – Rosedale, NY
- #086 – Law Office of Marcia B. Parsons – Augusta, GA
- #087 – Clawson and Staubes, LLC – Charleston, SC
- #088 – South Carolina Legal Services – Greenville, SC
- #089 – South Carolina Legal Services – Florence, SC
- #090 – SBA Legal – Myrtle Beach, SC
- #091 – Merritt, Webb, Wilson & Caruso, PLLC – Columbia, SC
- #092 – Beacon Hill Staffing Group – Atlanta, GA
- #093 – Law Office of Leah B. Moody, LLC – Rock Hill, SC

## ISSUE 2

### CLOSED Job Listings for May Issues

#### ISSUE 1

- #015 – Dynamic Recovery Solutions – Greenville, SC
- #021 – Gregory G. Williams, Attorney, LLC – Columbia, SC
- #024 – Blind Ad – Columbia, SC
- #025 – McKay Cauthen Settana & Stublely – Columbia, SC
- #026 – Clawson & Staubes, LLC – Charleston, SC
- #031 – Harvey & Vallini, LLC – Mount Pleasant, SC
- #032 – Upstate Mediation Center – Greenville, SC
- #034 – South Carolina Department of Revenue – Columbia, SC
- #035 – Barnwell Whaley Patterson & Helms, LLC – Charleston, SC
- #037 – Carolina Closing Services, LLP – West Columbia, SC
- #039 – Axelrod & Associates, P.A. – Myrtle Beach, SC
- #077 – Michael C. Tanner L.L.C. – Bamberg, SC
- #078 – Maring & Moody, LLC – Georgetown, SC

#### ISSUE 2

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### LAW FIRMS

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#### Beacon Hill Legal – (recent graduates/alumni)

New York, NY

Beacon Hill Legal Staffing is seeking candidates who are fluent in the Japanese language for document review projects at major law firms in NYC. Admittance to the Bar in NYS Jurisdiction a must. All candidates must be fluent in Japanese for a document review position. This position is slated to start as soon as possible. **To Apply:** Please **email** resume to Aridny Rosario at [arosario@beaconhillstaffing.com](mailto:arosario@beaconhillstaffing.com)

**Posted: 02/23/12. Job Listing #043.**

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**Beacon Hill Staffing Group – (recent graduate/alumni)**

5 Concourse Parkway, Suite 3000

Atlanta, GA 30328

Attention: Cat Osorio, Legal Staffing Consultant

Looking for JDs and licensed attorneys to begin a document review project in Columbia, South Carolina with a national law firm. The project is long-term and the work is unlimited! Nice review center and a collegial atmosphere. Recent grads are encouraged to apply.

**To Apply:** Fax (404-303-1755) or email [cosorio@beaconhillstaffing.com](mailto:cosorio@beaconhillstaffing.com) resume. May also telephone (404-901-0046).

**Posted: 05/07/12. Job Listing #092.**

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**Blind Ad**

Columbia, SC

Two person litigation firm is seeking a contract associate with experience in attending motion hearings, depositions, and drafting and responding to discovery requests and related litigation matters. Applicants must be willing to travel. **To Apply:** Reply to P.O Box 7632, Columbia, SC 29202.

**Posted: 04/19/12. Job Listing #073.**

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**Blind Ad – (recent graduates/alumni)**

Columbia, SC

Established law firm located in the downtown Columbia area seeks a new foreclosure attorney. Primary responsibilities will include but are not limited to the following: reviewing various legal documents; preparing files to go to hearing; attending foreclosure hearings throughout the state.

Successful candidate will be well-organized and able to prioritize multiple deadlines simultaneously. He or she will also be a member of the SC Bar Association and have at least 2 years previous foreclosure experience. This position is full-time and offers a competitive benefits package. **To Apply:** Please submit your resume to [colalawfirm@yahoo.com](mailto:colalawfirm@yahoo.com). In the subject line, please enter “foreclosure attorney.”

**Posted: 03/08/12. Job Listing #055.**

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**Carolina Attorney Network – (recent graduate/alumni)**

4458 Augusta Road

Suite 2D

Lexington, SC 29073  
Attention: Dianne J. Temple, Manager

Looking for SC Licensed attorneys to close real estate closings in accordance with SC law. Must have reliable transportation and a flexible schedule. All closings will be performed outside the office.

**Requirements Include:**

Must be a SC Notary/ Notary Certificate/Notary Stamp required.

Must have valid Driver's License.

Must have a reliable mode of transportation.

Must be willing to work flexible hours and travel long distances if needed.

Recent graduates as well as experienced attorneys are encouraged to apply and full training will be provided if needed.

**To Apply: Email** resume and cover letter to [dtemple@carolinaattorneynetwork.com](mailto:dtemple@carolinaattorneynetwork.com)

**Posted: 03/22/12. Job Listing #066.**

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**Carolina Legal Associates – (recent graduates/alumni)**

915 Lady Street

Columbia, SC 29201

Attention: Marsha Silver, President

Firm has immediate opportunities for both experienced attorneys and recent law school graduates to assist with upcoming projects. Eligible applicants would be licensed in good standing. SC License preferred, but will consider licenses from other states. This is an excellent opportunity for growth! Resumes will be held in strict confidence.

**To Apply: Email** [msilver@carolinalegalassoc.com](mailto:msilver@carolinalegalassoc.com) resume, cover letter, and 3 references. May also **telephone** (803-799-8835).

**Posted: 04/19/12. Job Listing #075.**

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**Carolina Legal Associates – (alumni)**

915 Lady Street

Columbia, SC 29201

Attention: Marsha Silver, President

Established mid-sized firm located in Columbia, SC is looking to grow their practice and has an immediate opening for an Associate to join their team. Qualified candidates must have a minimum of 2-3 years litigation experience. Candidates with a high law school class ranking and strong research and writing skills are encouraged to apply. Business Litigation experience helpful, but not required.

**To Apply:** Email [msilver@carolinalegalassoc.com](mailto:msilver@carolinalegalassoc.com) resume, cover letter, and 3 references. May also telephone (803-799-8835).

**Posted: 04/19/12. Job Listing #076.**

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**Clawson and Staubes, LLC – (alumni)**

126 Seven Farms Drive, Suite 200  
Charleston, SC 29492  
Attention: Tim Domim, Member

Commercial Real Estate/Transactional attorney with 5-10 years experience. Commercial Real Estate closing, bank loan workouts, general business transactions. **To Apply: Email** resume, cover letter, and 2 references to [tdomin@clawsonandstaubes.com](mailto:tdomin@clawsonandstaubes.com).

**Posted: 05/07/12. Job Listing #087.**

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**Coats & Bennett, PLLC – (alumni)**

1400 Crescent Green, Suite 300  
Cary, NC 27518  
Attention: Lisa Freer, Human Resources

Coats and Bennett, PLLC is a full service intellectual property law firm providing patent, trademark, copyright, licensing, trade secret services, and all levels of IP litigation and dispute resolution, in federal and state courts. We are conveniently located in the Triangle region of North Carolina, near Raleigh, Durham, Chapel Hill, and the Research Triangle Park (RTP). We are currently seeking a Patent Attorney with a degree in Electrical Engineering. Candidates should have at least 2 years of patent preparation and prosecution experience with strong written and communication skills. Portable business is a plus but not required. Please forward resumes to [careers@coatsandbennett.com](mailto:careers@coatsandbennett.com). **Deadline Date: July 30, 2012.**

**Posted: 05/07/12. Job Listing #082.**

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**DiCenzo Personnel Specialists – (alumni)**

8110 Ohio River Blvd.  
Pittsburgh, PA 15202

We have positions available throughout the United States in many areas of law. To obtain a list please send an email to [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com) and type "ALL" in subject line. A list will promptly be sent to you.

**Posted: 02/23/12. Job Listing #042.**

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**Dougall & Collins – (alumni)**

1700 Woodcreek Farms Road

Elgin, SC 29045

Attention: Thomas Dougall, Partner

Seeking an associate for a small insurance defense firm that handles a wide variety of types of cases from bodily injury to construction defects. Prefer a graduate with some experience (1-2 years) but will consider a recent graduate. Any applicant must have completed all Rule 403 requirements.

**To Apply:** Fax (803-865-8944), email [tdougall@dougallfirm.com](mailto:tdougall@dougallfirm.com) or mail resume and cover letter. The start date is as soon as possible.

**Posted: 02/23/12. Job Listing #046.**

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**Finklea Law Firm – (alumni)**

P.O. Box 1317

Florence, SC 29503

Attention: Gary I. Finklea, Esquire

Part-time associate or of Counsel relationship sought for an experienced attorney to assist clientele with wills, trust and estate planning. This position could grow to full time as this practice area is developed and/or the attorney is willing to assist in another practice areas such as family law, social security disability or bankruptcy. **To Apply:** Fax (843-317-4910) resume, cover letter, and 3 references. Immediate start date.

**Posted: 05/07/12. Job Listing #083.**

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**Gallivan, White & Boyd, P.A.**

**55 Beattie Place, Suite 1200**

**Greenville, SC 29601**

Attention: C. William McGee, Managing Shareholder

Gallivan, White & Boyd, P.A., one of the Southeast's leading litigation and business law firms with offices in Greenville and Columbia, SC and Charlotte, NC, is seeking experienced attorneys for the following positions:

1. An attorney with two to four years of litigation experience to join our Complex Litigation Group in the **Greenville, SC** office.
2. An attorney with two to four years of business or commercial litigation experience to join our Business & Commercial Group in the **Greenville, SC** office.

3. An attorney with two to four years of litigation experience to join our Complex Litigation Group in the **Columbia, SC** office.
4. An attorney with two to four years of workers compensation experience and portable business to join our Workplace Practices Group in the **Charlotte, NC** office.

**To Apply:** All candidates must have excellent writing and interpersonal skills, as well as an outstanding academic record. Compensation packages are based upon experience. To apply, please forward a cover letter, resume, and transcript or grade report to [bmcgee@gwblawfirm.com](mailto:bmcgee@gwblawfirm.com).

**Posted: 02/07/12. Job Listing #040.**

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**Law Office of Sabrina N. Hannam, LLC – (alumni)**

One Cross Island Plaza, Ste. 208A  
Rosedale, NY 11422

The Law Office of Sabrina N. Hannam, LLC

**Business:** The Law Office of Sabrina N. Hannam, LLC

**Business Segment:** The Law Office of Sabrina N. Hannam, LLC Staff

**Posted Position Title:** Contract Attorney

**Function:** Legal

**Location:** United States

**Provinces:** New York

**Relocation Expenses:** None

**Role Summary/Purpose:**

The Law Office of Sabrina N. Hannam, LLC has an opening for a lawyer with 3+ years of experience from a top firm and possess excellent academic background and superior client service skills. All candidates should be a litigator with experience with depositions, court appearances and brief writing.

**Qualifications:**

Juris Doctorate, New York State bar membership; New Jersey State bar membership

The lawyer is expected to work in a collaborative fashion with the other departmental members and members of related departments.

Team player

**Requirements:**

Applicants must submit the following to [legal@hannamlaw.com](mailto:legal@hannamlaw.com) when applying: résumé, cover letter, two professional references and a writing sample based on a topic provided to the

applicant by the Law Office of Sabrina N. Hannam, LLC.

No phone calls please.

The Recruiting Committee will contact you if your qualifications meet our needs.

The Law Office of Sabrina N. Hannam, LLC is an Equal Opportunity Employer.

**Additional Eligibility:**

The Law Office of Sabrina N. Hannam, LLC will only employ those who are legally authorized to work.

**Posted: 05/07/12. Job Listing #085.**

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**Hire Counsel – (alumni)**

Charlotte, NC

## **Job Summary**

Our client, a large global law firm is seeking an attorney with corporate and commercial real estate transactional experience. Securitization experience is also helpful. Large law firm experience is a plus, but not required. We are seeking attorney candidates with experience in acquisitions, debt and equity financing, joint venture formation, syndicated loans, and reorganizations. Candidates need to be barred in NC or be willing to sit for the NC Bar. If you are an attorney with solid corporate, commercial real estate, finance experience, please apply now for immediate consideration. We are seeking focused, detail oriented, attorney candidates for this important assignment. For fastest consideration please apply online at [www.hirecounsel.com](http://www.hirecounsel.com) by clicking on "Register/Update Resume

## **Required Experience**

- 3-5 years of corporate, commercial real estate transactional, and securitization experience
- Licensed to practice in NC or be willing to sit for the NC Bar
- Must live in (or be willing to commute to) Charlotte, NC
- Immediate availability

**\*\*\*Require excellent academic record and large firm or corporate experience\*\*\***

## **Project Details**

- Start Date: Within the next few weeks
- Duration: 4-6 months
- Pay Rate: Very competitive
- Schedule: 40 + hours per week, 5 Days per week

## **About Hire Counsel**

Hire Counsel is proud to be a 100% employee owned company through the HCMC Legal, Inc. Employee Stock Ownership Plan (ESOP). This unique corporate structure allows for equity participation by our temporary employees through the ESOP, provided they meet the Plan requirements. As a qualifying employee, you will become part of a growing family of legal contract professionals participating in a precedent setting employee benefit.

The ESOP benefit is in addition to our generous benefits packages including medical, dental and disability insurance, 401(k) plan, as well as holiday and bonus pay.

Qualified candidates should forward their resume as a Word attachment to [CLT3@hirecounsel.com](mailto:CLT3@hirecounsel.com).

All resumes are held in strict confidence. We NEVER forward your resume anywhere without

obtaining your authorization first.

At Hire Counsel we take great pride in the professional, courteous and congenial manner in which we work with all of our employees. We recognize our success is due to the efforts of our talented pool of hardworking temporary employees.

Hire Counsel is a national legal staffing organization dedicated to providing our clients with the finest candidates available. We keep this promise by offering our candidates an industry-leading benefits package and by hiring smart, experienced staff, all of whom are attorneys and paralegals committed to responsive, active service.

**Refer a friend and receive a bonus.**

For details visit <http://www.hirecounsel.com/employee-referral-bonus-program>.

For additional opportunities visit [www.HireCounsel.com](http://www.HireCounsel.com)

**Posted: 02/23/12. Job Listing #044.**

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**Hire Counsel – (recent graduates/alumni)**

575 Madison Avenue

New York, NY 10022

Jodie Turbyfill – Mercereau, Recruiter

Hire Counsel is working with a prestigious law firm in Columbia that is anticipating a need for admitted attorney and non-licensed J.D. candidates in the next two weeks. This is an excellent opportunity to work on a fast paced discovery matter with the potential for heavy hours. Prior document review or practice experience is not required, and recent graduates are encouraged to apply.

**Required Experience**

•Active bar admission in any US jurisdiction •JD from a ABA accredited law school •Live in or be willing to commute to Columbia, SC

**Project Details**

•Start Date: Within the next few weeks  
•Schedule: 40 to 60 hours per week, Monday through Friday  
•Duration: 1-2 months  
•Pay Rate: Market rate

**Available Benefits**

•Equity participation through Employee Stock Ownership Plan, provided meeting plan requirements •Highly competitive hourly rates/compensation •Direct Deposit  
•401(k)  
•Medical, Dental, Disability Insurance among others •Holiday Pay •Bonus Pay

About Hire Counsel

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The ESOP benefit is in addition to our generous benefits packages including medical, dental and disability insurance, 401(k) plan, as well as holiday and bonus pay.

At Hire Counsel we take great pride in the professional, courteous and congenial manner in which we work with all of our employees. We recognize our success is due to the efforts of our talented pool of hardworking temporary employees.

Hire Counsel is a national legal staffing organization dedicated to providing our clients with the finest candidates available. We keep this promise by offering our candidates an industry-leading benefits package and by hiring smart, experienced staff, all of whom are attorneys and paralegals committed to responsive, active service.

All resumes are held in strict confidence. We NEVER forward your resume anywhere without obtaining your authorization first.

#### How To Apply

Please use the apply online feature or send your resume via email as a MSWord attachment to: [columbiaattorneyjobs@hirecounsel.com](mailto:columbiaattorneyjobs@hirecounsel.com)

**Posted: 02/07/12. Job Listing #033.**

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#### **Hire Counsel – (recent graduates/alumni)**

Columbia, SC

Jodie Turbyfill – Mercereau, Recruiter

Hire Counsel has an immediate need for admitted attorney candidates for an upcoming long term review in **Columbia**, South Carolina. This is a chance to work with an important, first-class client in a beautiful setting. There is an opportunity for extended hours and this gives you a chance to gain invaluable, e-discovery experience. If you are not from the area, Hire Counsel can provide you with the best prices for extended stay options. Come enjoy all the Southern hospitality that Columbia offers. It is a beautiful, Southern town with palmetto trees lining the streets. Enjoy the gorgeous Spring weather while working on this important review.

Prior document review and/or practice experience is not required but is preferred.

Required Experience

- Active bar admission in any US jurisdiction
- Detail oriented and focus
- Live in or be willing to commute to Columbia, SC

Project Details

- Start Date: Within the next few weeks
- Schedule: 40 to 60 hours per week, Monday through Friday
- Duration: Long Term
- Pay Rate: Market rate

#### Available Benefits

- Equity participation through Employee Stock Ownership Plan, provided meeting plan requirements
- Highly competitive hourly rates/compensation
- Direct Deposit
- 401(k)
- Medical, Dental, Disability Insurance among others
- Holiday Pay
- Bonus Pay

#### About Hire Counsel

Hire Counsel is proud to be a 100% employee owned company through the HCMC Legal, Inc. Employee Stock Ownership Plan (ESOP). This unique corporate structure allows for equity participation by our temporary employees through the ESOP, provided they meet the Plan requirements. As a qualifying employee, you will become part of a growing family of legal contract professionals participating in a precedent setting employee benefit.

The ESOP benefit is in addition to our generous benefits packages including medical, dental and disability insurance, 401(k) plan, as well as holiday and bonus pay.

At Hire Counsel we take great pride in the professional, courteous and congenial manner in which we work with all of our employees. We recognize our success is due to the efforts of our talented pool of hardworking temporary employees.

Hire Counsel is a national legal staffing organization dedicated to providing our clients with the finest candidates available. We keep this promise by offering our candidates an industry-leading benefits package and by hiring smart, experienced staff, all of whom are attorneys and paralegals committed to responsive, active service.

All resumes are held in strict confidence. We NEVER forward your resume anywhere without obtaining your authorization first.

**To Apply:** Please use the apply **online** feature or send your resume via **email** as a MSWord attachment to: [jodie1@hirecounsel.com](mailto:jodie1@hirecounsel.com)

**Posted: 02/23/12. Job Listing #047.**

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**Mike Kelly Law Group, LLC – (alumni)**  
500 Taylor Street, 4<sup>th</sup> Floor  
Columbia, SC 29201  
Attention: Brad Hewett, Esquire

Seeking an attorney for office in **Myrtle Beach, South Carolina** with at least 3 yrs. experience practicing in such areas as civil litigation, workers' compensation, social security disability, insurance bad faith and personal injury.

Would prefer an attorney with trial experience or who has appeared before administrative agencies, including but not limited to the Workers' Compensation Commission and Social Security Administration.

Would prefer an individual with the following, though not required:

Licensed to practice in North Carolina and South Carolina.

Fluent in Spanish.

Willing to practice in the area of criminal defense.

**To Apply:** Email resume, cover letter, and 2 references to [bhewett@mklawgroup.com](mailto:bhewett@mklawgroup.com)

**Posted: 02/23/12. Job Listing #052.**

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**Lonon Law Firm, LLC – (alumni)**

P.O. Box 1984 (29304)

134 Oakland Avenue

Spartanburg, SC 29302

Spartanburg law firm has an immediate need for an associate attorney with at least two years of experience in foreclosures, collections and/or general civil litigation. A strong real estate background is preferred but not required. Compensation will be based on experience and we do offer health benefits.

**To Apply:** Please send a cover letter and resume, including starting and ending compensation with prior and current employers (if currently employed), along with compensation requirements to [jlonon@lononlawfirm.com](mailto:jlonon@lononlawfirm.com). No phone calls please.

**Posted: 04/02/12. Job Listing #069.**

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**Martineau King PLLC – (recent graduates/alumni)**

P.O. Box 31188

Charlotte, NC 28231

Attention: Elizabeth A. Martineau, Esquire

Boutique Charlotte based defense litigation firm seeks S.C. licensed attorney (N.C. a plus) to join its growing South Carolina practice. This position requires a SC licensed attorney who likes responsibility and challenge and is willing to travel throughout the state of S.C. The ideal candidate will possess excellent legal reasoning and writing skills and be interested in

construction and other business litigation. **To Apply:** Please send resume and salary requirements to [resume@martineauking.com](mailto:resume@martineauking.com)

**Posted: 03/08/12. Job Listing #058.**

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**McDonnell and Associates, PA – (alumni)**

2442 Devine Street  
Columbia, SC 29205  
Attention: Jonathan G. Howell, Esquire

Our firm seeks to hire a real estate attorney for the following areas: **Aiken, Beaufort/ Bluffton, Charleston, Columbia, Florence, and/or Greenville.** Those with foreclosure experience are encouraged to apply. South Carolina license is required, with preference given to those with Georgia and/or North Carolina license(s). The right candidate will be willing to work nights and weekends, travel, and work hours that will vary day to day. The attorney will manage their own schedule. You must be able to obtain a notary public certification. Completion of Rule 403 is not required. You will be provided with an office, transportation, laptop, and cell phone. Full training and continuous support provided as needed. Recent graduates as well as experienced attorneys are encouraged to apply. All inquires will be kept strictly confidential. **To Apply: Email** resume and 2 references to [career@mcdonnelllawfirm.com](mailto:career@mcdonnelllawfirm.com).

**Posted: 04/05/12. Job Listing #070.**

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**Merritt, Webb, Wilson & Caruso, PLLC – (alumni)**

Post Office Box 11879  
Columbia, South Carolina 29211  
Attention: Heather B. Caruso

Merritt Webb law firm is seeking a motivated attorney with a broad fund of legal knowledge to serve large and diverse individual and corporate client base. Applicants must be licensed in SC and have a minimum of two (2) years experience as a practicing attorney. Our office environment is fast-paced, hard working and collegial. Salary commensurate with experience and includes a comprehensive benefits package. **To Apply:** Interested candidates should forward their resumes, cover letter and references to Heather Caruso via e-mail to [hcaruso@merrittwebb.com](mailto:hcaruso@merrittwebb.com)

**Posted: 05/07/12. Job Listing #091.**

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**Law Office of Leah B. Moody, LLC – (alumni)**

Post Office Box 1015  
Rock Hill, SC 29730  
Attention: Leah B. Moody, Esquire

Small Rock Hill-based firm seeking PT/Contract Attorney to assist in a general practice with an emphasis on civil and criminal litigation. At least 3-4 years post-JD experience with strong writing skills and courtroom experience preferred. Must be licensed in South Carolina. Work to be performed in Rock Hill office. **To Apply: Fax** (803-329-1344) or **mail** resume, cover letter, writing sample, 2 references and 2 letters of recommendation. **Deadline Date: June 10, 2012.**

**Posted: 05/07/12. Job Listing #093.**

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**Moore & Van Allen PLLC – (alumni)**

100 N. Tryon Street, Suite 4700

Charlotte, NC 28202

Attention: Ms. Taylor Grayson, Manager of Professional Recruiting

- 1- Moore & Van Allen PLLC, a large southeastern law firm with a national practice, is seeking an attorney for its **Intellectual Property** team. Qualified applicants should have 1-3 years of experience in areas of patent prosecution, patent clearance, patent due diligence and litigation support. Experience in IP licensing and technology contract is a plus. Qualified individuals should have a degree in either electrical, computer or mechanical engineering. Excellent academic background and interpersonal skills are required. Patent bar registration is preferred but not required.
- 2- Moore & Van Allen PLLC, a prominent southeastern business and litigation law firm with 250+ attorneys is seeking a **tax attorney** to work in our Charlotte, NC office. The associate will perform a variety of duties in order to provide income tax expertise to clients of the firm. Qualified candidates will have 2-4 years of experience in the transactional tax area. Candidates holding a degree in accounting are preferred.
- 3- The Charlotte office of Moore & Van Allen is seeking an **associate attorney to join its Wealth Transfer group**, one of the East Coast's largest and most experienced private wealth practices. Applicants should have a minimum of three to five years of general trusts and estates background with experience in drafting wills, trusts and other related documents. Knowledge of Federal estate and gift taxes is required. Preferred candidates would have experience with estate administration, partnerships, corporations, charitable planning, closely-held business planning and sophisticated tax planning for entities and individuals. Excellent work and academic credentials, including strong research, writing, presentation and general interpersonal skills are essential.

**To Apply: Email** [taylorgrayson@mvalaw.com](mailto:taylorgrayson@mvalaw.com) or **mail** resume, cover letter, and transcript.

**Posted: 10/15/11. Job Listing #161.**

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**Norris & St. Clair, P.C. – (alumni)**

2840 South Lynnhaven Road  
Virginia Beach, VA 23452

Seeking an associate attorney with 2 - 4 yrs. experience in civil/commercial litigation. Norris & St. Clair, P.C. is AV rated in Virginia Beach. The firm specializes in complex commercial and tort litigation including construction, securities, condemnation, malpractice and products liability. <http://norrisstclairlawfirm.com/>

**Posted: 03/08/12. Job Listing #054.**

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**Law Office of Marcia B. Parsons – (recent graduate/alumni)**

336 Telfair Street  
Augusta, GA 30901  
Attention: Marcia B. Parsons, Attorney/Owner

Need someone for solo practitioner well established social security disability practice. Duties include meeting with clients, completing forms required by the SSA, doing appeals, preparing medical summaries and eventually appearing before Administrative Law Judge to do hearings. Do not need to be an attorney or pass the Bar to practice law before SSA. Need someone who can work independently, ambitious, compassionate dealing with sick and disabled clients.

**Medical background preferred.**

30 hours a week with salary negotiable. 90 day probationary period; flexible work schedule (9:00 until 3:00). Please go to [www.marciaparsonslaw.com](http://www.marciaparsonslaw.com) if interested prior to responding to ad.

**To Apply:** Email [sappeshka@aol.com](mailto:sappeshka@aol.com) or mail resume, cover letter, writing sample, 2 references, and 2 letters of recommendation.

**Posted: 05/07/12. Job Listing #086.**

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**PartnerJD – (recent graduates/alumni)**

401 North Tryon Street  
Suite 1037  
Charlotte, NC 28202  
Attention: John Neal Manning, Recruiting Manager

PartnerJD is currently seeking both licensed (any jurisdiction) and unlicensed contract attorneys **fluent in Spanish**, both verbal and written.

Additional key details/requirements include:

- The project will likely be conducted in Madrid, Spain with a potential to work in England and Belgium as well
- Ability to travel/reside overseas for the entire project duration
- A Valid United States Passport

- PartnerJD's firm client will cover travel and lodging expenses
- A seven week document review assignment
- The review is scheduled to begin on November 12, 2011 and the estimated end date is December 31, 2011
- Prospective reviewers will be tested for language skills, native level fluency highly preferred
- Hourly pay rate TBD, competitive national market pay rate expected

Interested candidates should please e-mail a Microsoft Word version of your resume to [recruiting@partnerjd.com](mailto:recruiting@partnerjd.com) to schedule an interview with our management team including Jamie Shield, Managing Partner (804-955-1503), Rob Hunter, Recruiting Manager (804-955-1502), and John Neal Manning (704-998-2537). Please note that your resume will not be submitted without your express permission.

Please visit our website at [www.partnerjd.com](http://www.partnerjd.com) for further information on PartnerJD. We look forward to working with you!

**Posted: 11/01/11. Job Listing #177.**

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**John D. Rinehart, Jr., PC – (recent graduate/alumni)**

1339 Ebenezer Road  
Rock Hill, SC 29732  
Attention: Karen Field, Paralegal

Small untraditional law firm looking for an licensed South Carolina attorney having 1-10 years experience in residential and commercial real estate, tax, estate and planning, business transactions. Having a business degree would also be helpful but not required.

**To Apply:** Email [Karen@rinehartlawsc.com](mailto:Karen@rinehartlawsc.com) resume, cover letter, and 3 references.

**Posted: 04/19/12. Job Listing #080.**

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**SC Signing Agents, LLC – (recent graduates/alumni)**

325 Clearview Drive  
Columbia, SC 29212

SC Signing Agents, LLC is currently seeking attorneys to perform real estate closings in all counties of South Carolina. **To Apply:** Please send all inquires/resume and cover letter to [lisa@scsigningagents.com](mailto:lisa@scsigningagents.com)

**Posted: 03/22/12. Job Listing #067.**

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**Scott Law Firm, P.A. – (alumni)**

2712 Middleburg Drive, Suite 200

Columbia, SC 29204

Established Columbia Law Firm involved with mortgage banking matters seeks dedicated and focused attorney with strong work ethic. Candidates should have a minimum of two (2) years real estate and/or mortgage foreclosure experience.

**To Apply:** Please **email** your resume and cover letter to [HumanResources@scottlaw.com](mailto:HumanResources@scottlaw.com).

**Posted: 04/05/12. Job Listing #068.**

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**BUSINESS**

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**American Credit Acceptance, LLC (recent graduates)**

961 East Main Street

Spartanburg, SC 29302

Attention: Christopher S. Strickland, Esquire

**Position:** Staff Attorney

Entry-level attorney will be responsible for all state filings and business licensing for company and affiliate entities. Candidate will be exposed to numerous aspects of consumer finance and commercial lending industries, including regulatory compliance, business transactions, and litigation management, with opportunities for future advancement in these and other areas. Duties will include:

- Analysis of license requirements for all aspects of nationwide company operations.
- Preparation of filings for license applications and renewals, contact with state regulating agencies to resolve application/renewal issues, coordination with outside counsel and executive team to obtain necessary documentation, and maintenance of filings and records in an organized and accessible manner.
- Delivery of summary licensing status information to executive team.

Candidate should have excellent analytical skills, strong sense of organization, and an ability to communicate clearly with internal and external parties. Start date is immediate for this full-time position.

**To Apply: Email** resume to [chris.strickland@acacceptance.com](mailto:chris.strickland@acacceptance.com)

**Posted: 03/08/12. Job Listing #057.**

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**Blind Ad – (alumni)**

Batesburg, SC

Small company located in Batesburg, SC is seeking a professional to fill the position of in house legal counsel/attorney. Collections experience preferred but not required. Real Estate experience preferred but not required. Ability to travel (day travel) within a 120 mile radius of Batesburg, SC. Some telecommuting possible. Salary and benefits available. (No relocation benefits provided.) **To Apply: Email** resume and brief introductory letter to [steelgrapes@gmail.com](mailto:steelgrapes@gmail.com)

**Posted: 02/23/12. Job Listing #049.**

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### **Edward Jones**

130 Edward Jones Boulevard  
Maryland Heights, MO 63043

### **Financial Advisor**

Individuals from a variety of backgrounds including those with prior financial services or sales experience, military veterans and people of influence in the community have found new success at Edward Jones. By becoming an Edward Jones Financial Advisor, you can run your business, determine your compensation, and redefine your future.

We take a personal approach to business that starts with a face-to-face meeting between a Financial Advisor and an individual investor. As we continue to grow in the United States, we are looking for individuals who have the capability of autonomously building a business in their local community.

What leads to success as a Financial Advisor?

When starting out, our Financial Advisors spend most of their time in the communities they serve, making face-to-face contacts in neighborhoods and with businesses, introducing themselves and Edward Jones. They spend time getting to know their clients, their investment needs and their objectives. Then they deliver the appropriate investments and services on an individual and personal basis.

Individuals who possess a strong work ethic, demonstrate a track record of professional success and are proven leaders perform well at Edward Jones. We frequently find that those with solid inter-personal skills thrive because they understand the commitment and relationship building skills that are crucial to establishing long-term clients.

As an Edward Jones Financial Advisor you will:

- Be trained in financial products to suit a variety of objectives and risk levels
- Build your business by identifying and cultivating prospective clients
- Have the autonomy to run your own neighborhood office by helping clients to determine financial and investment needs, and recommend suitable financial products

Benefits of becoming an Edward Jones Financial Advisor:

- Earn commissions, bonuses, and incentive travel based on your production

- Receive world-class financial and business development training
- Have a full-time branch office assistant who manages client service and marketing activities
- Participate in profit sharing
- Have the potential opportunity to be offered partnership in the firm

This is a unique and exciting opportunity for the right type of person. The financial gains can be great — but it takes a dedicated individual to capitalize on the potential. Visit our website today to read success stories of current Financial Advisors and submit your profile.

Edward Jones

[www.careers.edwardjones.com](http://www.careers.edwardjones.com)

Edward Jones is an equal opportunity, committed to developing an inclusive culture. We believe that diverse ideas, opinions and perspectives are good for building business.

**Posted: 03/22/12. Job Listing #059.**

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**Nolo – (recent graduate/alumni)**

7031 Koll Center Parkway

Pleasanton, CA 94566

Attention: Leilani Drost, Production Coordinator

Nolo, the oldest and foremost publisher of self-help legal books and software for consumers, and Internet Brands, a leader in online publishing for vertical markets, are seeking writers with a strong legal background to contribute well-written, informative articles to our portfolio of legal websites. These articles will require the ability to read and understand specific legal issues and statutes, and translate them into plain English for a general audience. Demonstrated legal expertise is required.

This is a 100% freelance, telecommuting position. Assignments, writing, editing, and submissions are all handled through our online system. All you need is a computer, internet access, and the ability to deliver clean, concise copy on a variety of legal topics.

Requirements include:

- Ability to write in a professional, authoritative tone.
- Legal experience is a must. (Please see below for specifications)
- Strong research and fact checking skills.
- Attention to detail and the desire to help provide accurate legal information to the online audience.

We are currently looking for strong writers with expertise in the following areas:

- Bankruptcy Law – Must have a law degree and bankruptcy experience (preferably Chapter 7 or Chapter 13), be able to read and understand specific legal statutes, and write articles on the subject in an easily digestible style.
- Criminal Defense Law - Must be a lawyer with experience as a prosecutor or criminal defense attorney, able to understand statutes and case law, and capable of writing articles for a lay audience.
- Disability Law - Must have disability law experience (lawyer, paralegal, etc.), be able to read and understand specific legal statutes, and write articles on the subject in an easily digestible style.
- Family/Divorce Law – Must have divorce/family law experience, either as a lawyer or a paralegal with at least three years in the field of family law. Must be able read and understand legal materials, and translate statutes and other legalese into plain English for non-lawyers, in the form of articles and FAQs.
- Foreclosure Law - Must have foreclosure law experience (lawyer, paralegal, etc.), be able to read and understand specific legal statutes, and write articles on the subject in an easily digestible style.
- Immigration - Must be actively engaged in immigration law practice (as a lawyer or paralegal), be familiar with immigration-related codes, regulations, and current policies, and be able to write articles on the subject in an easily digestible style for laypersons.
- Landlord/Tenant Law - Must have landlord/tenant law experience (lawyer, paralegal, etc.), be able to read and understand specific legal statutes, and write articles on the subject in an easily digestible style.
- Personal Injury Law - Must have personal injury law experience (lawyer, paralegal, etc.), be able to read and understand specific legal statutes, and write articles on the subject in an easily digestible style.
- Real Estate Law - Must have real estate law experience (lawyer, paralegal), be able to understand identified legal statutes, and write articles on the subject in an easy-to-understand style.
- Small Business Law - Must be a lawyer with small business law experience. Must understand business law issues and be able to write articles that are legally accurate, relevant, and comprehensive.
- Tax Law - Must be a lawyer with tax law experience. Must understand tax law issues and be able to write articles that are legally accurate, relevant, and comprehensive.

**To Apply:** Click the following link: <https://www.knowledgewriting.com/>. (Make sure to submit to one of the specialty areas listed above.)

Rates vary from \$25 to \$75 based on assignment. If you have any other questions, feel free to send an e-mail to [applications@nolo.com](mailto:applications@nolo.com).

**Posted: 05/07/12. Job Listing #081.**

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**GOVERNMENT**

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**Commission on Indigent Defense – (alumni)**

1330 Lady Street, Suite 401  
Columbia, SC 29201

Job Title: Attorney IV

Agency: Commission on Indigent Defense

Opening Date: Tue. 04/03/12

**Closing Date/Time: Mon. 04/30/12 5:00 PM Eastern Time**

State Salary Range: \$54,540.00 - \$57,500.00 annually

Agency Hiring Range: Min: \$54,540.00 Max:\$57,500.00

Job Type: FTE - Full-Time

Location: Richland County, South Carolina

Normal Work Schedule: Monday - Friday (8:30 - 5:00)

Job Responsibilities: Represent clients convicted of criminal offenses on direct appeal and post conviction relief appeals before the South Carolina Court of Appeals and the South Carolina Supreme Court.

Requirements: A juris doctor degree from an accredited law school and experience as a practicing trial or appellate attorney. Admission to the South Carolina Bar and all Rule 403, SCACR requirements accomplished.

Preferred Qualifications: Knowledge of criminal laws and procedures for South Carolina. Knowledge of general case, statutory and common law. Knowledge of judicial and quasi-judicial procedures and rules of practice. Ability to interpret and apply laws in court decisions. Ability to express conclusions and arguments clearly and to orally argue cases in a highly effective manner.

**To Apply:** A writing sample is required. Capital experience looked upon favorably. Go to [www.jobs.sc.gov](http://www.jobs.sc.gov) for more information to apply.

Minimum office hours of 8:30 – 5:00 Monday through Friday must be maintained. Incumbent is expected to independently manage his/her caseload to assure high quality legal representation is provided. Some overnight travel may be required.

**Posted: 04/05/12. Job Listing #071.**

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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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### **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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### **Federal Bureau of Investigation**

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

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### **IRS Office of Chief Counsel – (recent graduate/alumni)**

USAJOBS link for the tax attorney positions:

<http://jobsearch.usajobs.gov/jobsearch.asp?jbf522=&fn=4466&q=&FedEmp=N&sort=rv&vw=d&jbf574=TR93&brd=3876&ss=0&FedPub=Y&caller=%2Fa9trirs.asp&SUBMIT1.x=102&SUBMIT1.y=6>

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### **The Honorable John D. McLeod – (recent graduate/alumni)**

South Carolina Administrative Law Court  
1205 Pendleton Street, Suite 224  
Columbia, SC 29205

Seeking Judicial Law Clerk for a term of at least 2 years. Hiring date is TBD (probably no sooner than June 2012).

As a Judicial Law Clerk, you will be responsible for all facets of managing the office as well as performing substantive legal research and writing. Office Management includes such responsibilities as managing the Court docket, acting as the liaison between parties and the Judge, scheduling hearings, and processing mail as well as other clerical tasks. Substantive legal research and writing may require performing adhoc research or drafting substantive orders.

**To Apply:** Please **mail** resume and reference to the address provided above. Or, **email** to [agoldman@scalc.net](mailto:agoldman@scalc.net)

**Posted: 03/08/12. Job Listing #056.**

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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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### **South Carolina Government Jobs – (recent graduates/alumni)**

To view the full job posting for any opening at State of South Carolina, click here:

<http://agency.governmentjobs.com/sc/default.cfm>

Click on a job title to view the complete job posting of any position listed. After you have reviewed the job posting, you can apply for the position by clicking on the "Apply" button and completing the online application.

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### **USDOJ – (alumni)**

Various Locations

Attorney Vacancies at the U.S. Department of Justice

There are current attorney vacancies at the United States Department of Justice. We encourage all interested applicants to apply; however, please note that due to temporary funding restrictions we may not be able to fill all of the currently advertised positions.

To learn more about Justice and our legal careers, please visit our website:

[www.justice.gov/careers/legal/](http://www.justice.gov/careers/legal/).

**Posted: 03/22/12. Job Listing #064.**

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### **United States District Court Northern District of Georgia – (recent graduates/alumni)**

Atlanta, GA

The United States District Court for the Northern District of Georgia is recruiting to fill a **Judicial Law Clerk** position for Magistrate Judge Justin S. Anand. The position is stationed in

the Atlanta division and the appointment is for a two year term, beginning June 2012. The appointment may be renewed upon expiration of the initial two year term.

**Representative Duties:**

Judicial law clerks are responsible for legal research and the preparation of orders, memoranda and draft opinions. A law clerk will work primarily on Title VII employment discrimination, Fair Debt Collection Practices Act, Truth in Lending Act, and Social Security disability cases as well as some criminal cases. This position consists of significant administrative duties for which good organizational skills and a working knowledge of WordPerfect X3 are required.

**Qualifications:**

Applicants must be from the top 15% of their law school class and must have passed the Bar and acquired Bar membership. Preference will be given to applicants who possess prior judicial law clerk experience, have served on the editorial board of a law review, or practiced law. Applicants also must have excellent legal research and writing skills. The job responsibilities require significant interaction with judges, attorneys, law clerks, and other chambers staff. The ability to communicate effectively, both verbally and in writing, is critical. Excellent interpersonal and organizational skills, including the ability to manage multiple tasks in a timely manner, are essential.

**Salary Standards:**

The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable Judicial Salary Plan (JSP) grade levels. Legal work experience is progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience received after graduation from law school.

**JUDICIAL LAW CLERK TO  
UNITED STATES MAGISTRATE JUDGE  
STARTING SALARY: JSP 11-JSP 13  
\$59,987 - \$85,500  
DEPENDING UPON EXPERIENCE  
Judicial Law Clerk (#12-03)**

JSP Grade	Yrs. Of Legal Exp.	Bar Membership
11	0	No
12	1	Yes
13	2	Yes

JSP Grade 11 salary: \$59,987  
JSP Grade 12 salary: \$71,901  
JSP Grade 13 salary: \$85,500

**Application Process:**

Applications will be accepted commencing immediately and will continue to be accepted until the position is filled. To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78 (available from the Court's website at <http://www.gand.uscourts.gov/employment>); 2) a cover letter addressing

qualifications and relevant experience; 3) a chronological resume including education, employment and salary history; 4) a writing sample; and 5) transcript. Completed package should be submitted electronically to [HR\\_GAND@gand.uscourts.gov](mailto:HR_GAND@gand.uscourts.gov) or via mail to: **United States District Court, Attn: Human Resources Manager, Vacancy #12-03, 75 Spring Street, SW, Room 2013, Atlanta, GA 30303- 3309.**

All applicants will be screened to identify the best qualified and suitable candidate. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable. Applicants selected for an interview may be required to provide an additional writing sample at the time of the interview. The United States District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants to review upon request. Applicants are subject to a criminal background investigation. This position is subject to EFT (direct deposit of salary earnings).

**Posted: 03/08/12. Job Listing #053.**

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**USC Children's Law Center – (recent graduate/alumni)**

1600 Hampton Street, Suite 502  
Columbia, SC 29208

**Court Liaison Program Coordinator II**

Children's Law Center, USC Law School, Band 06.  
\$40,524 – \$55,000 depending upon qualifications.  
State benefits included.  
Requisition 004438.

Provides assistance to the family courts and DSS by tracking child protection and TPR cases and expediting the legal processing of these cases. Requires a master's degree and 3 years relevant program experience, or bachelor's degree and 5 years relevant program experience. Strongly prefer experience in the South Carolina family court system. Prefer degree to be in a related field. Must have a valid South Carolina driver's license. Position will be located in Laurens, S.C. USC requires individuals to complete an online application. You may access USC Jobs Online Employment site at <http://uscjobs.sc.edu>. Materials Requested: Resume, cover letter, application form.

**Posted: 05/07/12. Job Listing #084.**

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**PUBLIC INTEREST**

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

Post Office Box 1445  
Columbia, SC 29202  
Attention: Shirley Henry, Management Administrator

The VOCA staff attorney position provides a wide range of legal representation and advocacy to victims of domestic violence, sexual trauma and stalking under the VOCA (Victims of Crime Act) grant. Legal representation may also be required in other civil areas. The position requires some evening and weekend work. It may also require overnight trips.

**QUALIFICATIONS:**

Member of the SC Bar

Knowledge of the Rules of Civil Procedures, Rules of Evidence, Rules of the Family Court, and Rules of Appellate Procedure.

Knowledge of the principles of civil practice and time management

Excellent research and legal writing skills.

Strong oral, written and presentation communication skills.

Bilingual skills a plus, but not required.

Excellent relationship building skills.

Ability to collaborate effectively with other advocates and client groups.

This position is located in the **Greenville** office of South Carolina Legal Services.

**To Apply:** Applicants interested in applying for this position may submit a resume, 2 writing samples and three references with cover letter to:

South Carolina Legal Services

Attn: Human Resources VOCA Staff Attorney Greenville Office

P.O. Box 1445

Columbia, SC 29202

or by fax to 803-799-9420

Start Date: May 30, 2012 or June 15, 2012.

**Posted: 05/07/12. Job Listing #088.**

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

Post Office Box 1445

Columbia, SC 29202

Attention: Shirley Henry, Management Administrator

Provide a wide range of civil litigation to low-income individuals and families residing in South Carolina through extended and limited legal services. Civil litigation will primarily be 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. The position requires some evening and weekend work. It may also require overnight trips.

**QUALIFICATIONS:**

Member of the SC Bar

Knowledge of the Rules of Civil Procedures, Rules of Evidence, Rules of the Family Court, and Rules of Appellate Procedure.  
Knowledge of the principles of civil practice and time management.  
Excellent research and legal writing skills.  
Strong oral, written and presentation communication skills.  
Bilingual skills a plus, but not required.  
Excellent computer skills, including Windows and Microsoft Office.  
Excellent relationship building skills.  
Demonstrated competence in working with diverse clients and client communities.  
Commitment to public interest/poverty law.

This position is located in the **Florence** office of South Carolina Legal Services.

**To Apply:** Applicants interested in applying for this position may submit a resume, 2 writing samples and three references with cover letter to:

South Carolina Legal Services  
Attn: Human Resources "Staff Attorney Florence Office"  
P.O. Box 1445  
Columbia, SC 29202  
or by fax to 803-799-9420

Start Date: May 30, 2012 or June 15, 2012.

**Posted: 05/07/12. Job Listing #089.**

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## ACADEMIC

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### **Charlotte School of Law – (alumni)**

Charlotte, NC

#### **Academic Success Counselor**

Charlotte School of Law (CharlotteLaw) seeks applications for an experienced Academic Success Counselor.

Charlotte School of Law (CharlotteLaw) is seeking applications for multiple Academic Success Counselors to build its growing cadre of Academic Success professionals.

These are non-faculty full time administrative positions starting Spring 2012-Summer 2012, at a salary commensurate with qualifications and experience.

Academic Success Counselors report directly to the Director of the CharlotteLaw Program for

Academic Success and ultimately to the Assistant Dean for Academics. They will work with students seeking to improve academic performance or experiencing academic difficulty. The Academic Success Counselor performs other academic support functions essential to promoting students' success in law school and to the success and growth and of the institution.

The school is a member of The InfiLaw System, a consortium of independent law schools committed to making legal education more responsive to the realities of new career dynamics. Its mission is to establish student-centered, American Bar Association (ABA) accredited law schools in underserved markets that graduate students with practice-ready skills, and achieve true diversity programs aimed at student academic and career success.

### **Primary Duties & Responsibilities:**

- Teaches required courses designed to improve students' academic performance through development of study and exam skills, as well as prepares and presents Academic Success labs or workshops, whether as supplements to those courses or independently.
- Assists in counseling and advising students (including those considered "at risk") on various academic issues, including academic achievement, academic probation, and the petition process to obtain reinstatement.
- Tracks the academic progress of assigned "at risk" students. Updates and maintains spreadsheets used for tracking and provides periodic reports on assigned students' progress.
- Attends seminars and conferences to improve ability to provide appropriate services at the law school.
- Assists in planning and presenting the Academic Success portion of New Student Orientation.
- Assists students in reviewing answers to practice exams.
- Assists in maintaining Academic Success website, TWEN site and Desire2Learn platforms associated with Academic Success.
- Participates in Best Practices Meetings for Academic Outcomes, attends meetings as necessary within the law school (including faculty meetings) and provides assistance on an "as available" basis to the efforts of the Bar Exam Preparation department during bar exam season.
- As requested, provides recommendations and feedback to the Academic Outputs and Standards Team on students considered for reinstatement.
- Other Duties as may be reasonably related to Academic Success functions assigned by immediate supervisor, skip level manager or Dean of the Law School.

### **Qualifications:**

Education:

- Applicant must be a licensed attorney with one to three years of legal experience.
- Prior academic support experience (either professional or as part of a graduate or law school program) or teaching experience (i.e., legal writing or comparable teaching experience in writing and analytical skills training) is preferred.

Salary is commensurate with experience. CharlotteLaw offers a full benefits package. For more information about Charlotte School of Law, please visit [www.charlottelaw.edu](http://www.charlottelaw.edu).

If helping others and working in a dynamic workplace is what you feel passionate about and you are looking for a new challenge and a chance to put your experience to work in an innovative environment – Charlotte School of Law may be the place for you.

Please send a resume, the names of three references (including addresses and phone numbers) to [humanresources@charlottelaw.edu](mailto:humanresources@charlottelaw.edu) or via mail to:

**Charlotte School of Law**

*Human Resources*

2145 Suttle Avenue

Charlotte, NC 28208

Charlotte School of Law is an Equal Opportunity Employer.

**Posted: 02/23/12. Job Listing #051.**

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**Valparaiso University Law School – (alumni)**

**Valparaiso, IN**

**Associate Director, Career Planning Center**

Valparaiso University Law School invites applicants for the position of Associate Director of Career Planning, Alumni Engagement.

Valparaiso University Law School is located in northwest Indiana and is part of a residential community with excellent public schools and other resources. It is approximately ten miles from Lake Michigan and the Indiana Dunes National Lakeshore as well as one hour from downtown Chicago. The law school is an integral part of Valparaiso University, a Lutheran-affiliated institution founded in 1859 and known for its outstanding liberal arts education and professional programs. For more information about Valparaiso Law School, see: <http://www.valpo.edu/law/>.

The Associate Director, Alumni Relations, - Career Planning Center at the School of Law is an integral member of the Career Planning management team developing and administering programs to strengthen the relationship between Alumni and the School of Law community (locally, nationally, and internationally). The Associate Director will establish and implement

programs that involve students, faculty, staff, employers and Alumni that include the Alumni Mentor program, Distinguished Alumni Lunches, Monthly CPC Presentations, Receptions, and more. The Associate Director will also assist CPC and OIA with management of the School of Law Alumni Boards including but not limited to Alumni Council, Regional Alumni Councils and other School of Law Alumni boards/groups.

***Responsibilities include:***

Developing and managing the alumni relations program  
Developing, managing, and marketing the alumni mentor program  
Collaborating with faculty, staff, student, employers, and alumni  
Assisting with data collection and maintenance of databases  
Representing the Career Planning Center and Valparaiso University Law School at various (internal and external) events and activities  
Managing and maintaining office administrative responsibilities such as special projects, monthly reports, etc.

***Qualifications:***

Bachelor's degree in relevant field is required  
J.D. degree from an A.B.A. accredited law school or M.B.A. is preferred  
2 years related experience is preferred  
Demonstrated proficiency with presentation programs, spreadsheets and data bases  
Excellent verbal, written, and interpersonal communication skills  
Experience with event planning and social media marketing preferred  
Effective use of planning, organizational, and project management skills with attention to detail and follow through  
Demonstrated commitment to cultural diversity and the ability to work with individuals or groups from diverse backgrounds  
The search will remain open until the position is filled. Please submit an electronic cover letter, résumé, and references to:

**[Human.Resources@valpo.edu](mailto:Human.Resources@valpo.edu) or fax to 219-464-6887.**

**Posted: 04/05/12. Job Listing #072.**

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**William & Mary Law School**

Williamsburg, VA

Associate Dean for Career Services. Please go to <http://jobs.wm.edu> for all information.

**Posted: 04/19/12. Job Listing #074.**

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## **MISCELLANEOUS**

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### **Carolina Intermediaries – (recent graduates/alumni)**

164 Market Street, Suite 307  
Charleston, SC 29401

### **MIDLANDS SOLO PRACTICE:**

Midlands solo practice with outstanding local and statewide reputation. Owner plans to retire and would like to turn over practice to attorney who will continue to provide specialized legal services and will grow the firm. Majority of practice is providing legal services to municipalities, counties, special purpose districts, regulated and non-regulated utilities, and other public bodies.

Secondary area of practice of the firm is business law-related. Owner will continue to practice and will mentor new attorney and provide primary owner-financing over 3-4 year period.

### **CRIMINAL DEFENSE FIRM FOR SALE:**

Very reputable and profitable Upstate law firm specializing in Criminal Defense. Attorney is retiring in several months and is anxious to find a buyer. Attorney will provide financing with up-front payment. Strong preference for purchaser with several years of experience in criminal defense.

**Email** C. Roland Jones at [Info@CarolinaIntermediaries.Com](mailto:Info@CarolinaIntermediaries.Com) or **mail** resume. You may also **telephone** (843-560-9791) for details. Visit website: [www.CarolinaIntermediaries.com](http://www.CarolinaIntermediaries.com)

**Posted: 04/19/12. Job Listing #079.**

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### **Christopher P. Biering – (recent graduates/alumni)**

**Attorney at Law, P.C.**

116 South Railroad Avenue  
Moncks Corner, SC 29461

[Chris@bieringlawfirm.com](mailto:Chris@bieringlawfirm.com)

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

Ph: 843-761-4888

Fax: 843-899-9015

### **Office Sharing Opportunity**

OFFICE SPACE AVAILABLE IN MONCKS CORNER, SC. OFFICE LOCATED ON HIGH TRAFFIC STREET IN MONCKS CORNER. PRIVATE OFFICE, SHARED MULTIPLE CONFERENCE ROOMS, COMMON WAITING AREA. REFERRALS AVAILABLE FROM GENERAL PRACTICE CURRENTLY LOCATED AT SITE. LEASE WILL INCLUDE UTILITIES. LESSOR WILL BE REQUIRED TO MAINTAIN THEIR OWN PHONE.

**Posted: 09/01/11. Job Listing #142.**

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**Joe R. North and David E. Taylor, Attorneys**

P.O. Box 21248

Columbia, SC 29221

Attention: Joe North, Esquire

OFFICE SPACE AVAILABLE INC CONFERENCE ROOM, EQUIPPED WITH FURNISHINGS AND OFFICE EQUIPMENT, REFERRALS AVAILABLE FROM ATTORNEYS ON SITE, BROAD RIVER ROAD AREA NEAR I-20 AND I-26, WILL MAKE RENT VERY REASONABLE.

PLEASE EMAIL [joenorthlaw@bellsouth.net](mailto:joenorthlaw@bellsouth.net) INITIALLY IF INTERESTED. WILL BE GLAD TO DISCUSS IN PERSON OR OVER PHONE THEREAFTER. GREAT OPPORTUNITY FOR NEW ATTORNEY OR ANYONE WHO MAY WANT TO SET UP PRACTICE IN AREA.

**Posted: 10/01/11. Job Listing #156.**

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**SBA Legal – (recent graduate/alumni)**

9629 N. Kings Highway

Myrtle Beach, SC 29572

Attention: Nichole Oechsle

We are a company based Myrtle Beach, SC looking for attorneys throughout the southeast to work on a contractual basis when needed. Our clients have potentially been misrepresented by various timeshare companies and need attorneys to work with in-house counsel on drafting demand letters. We will pay per client and there will be a split on a large contingency fee between all attorneys involved. If you are interested in working from home or as a side project and would like to make extra income, please email a cover letter highlighting any experience you feel would be advantageous along with a resume to [sba.legal@yahoo.com](mailto:sba.legal@yahoo.com).

**Posted: 05/07/12. Job Listing #090.**

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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 Communications Commission**

<http://www.fcc.gov/jobs>

**Find a Firm Profile**

<http://www.lawperiscope.com>

**Institute for Justice**

<http://ij.org>

**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.scb.org>

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

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

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

**U.S. Patent & Trademark Office**  
<https://oedci.uspto.gov/OEDCI/>

**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>

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