Welcome to the Career Resource Center
Job Posting Listserv for the week of September 1st, 2015

IN THIS WEEK'S ISSUE

Florida
Part-time Staff Attorney (Miami)
Associate Attorney (Orlando)

Louisiana
Attorney (New Orleans)

Texas
Children’s Immigration Attorney (San Antonio)
Associate Attorney (Ft Worth)
Tax Attorney (Sugarland)
Personal Injury Attorney (Austin)
Assistant County Attorney (Greenville)
Misdemeanor Prosecutor (Victoria)
CPS Attorney (Caldwell)
Attorney (Huntsville)
Assistant City Attorney (El Paso)
Compliance Investigations Counsel (Houston)
Assistant General Counsel (Ft Worth)
Associate Immigration Attorney (Houston)
Contract Associate (Houston)

Washington DC
Constitutional Legal Fellowship

FLORIDA

EMPLOYER: Miccosukee Tribe of Indians of Fl
TITLE: Part-time Staff Attorney
POSTED: August 28, 2015
DEADLINE: Open until filled
LOCATION: Miami, FL
Miccosukee Police Department Staff Attorney

**Classification Responsibilities:** The Attorney will provide the Command Staff of the Miccosukee Police Department with legal advice on administrative and operational issues.

Specific duties include:

- Ensures departmental field procedures are in compliance with existing legal requirements;
- Responds to and provides legal counsel for criminal investigations, officer involved shootings, in-custody deaths, etc., involving department members;
- Serves as a liaison with the State Attorney's Office and the U.S. Attorney's Office;
- Conducts legal research;
- Supervises forfeiture litigation;
- Provides legal advice regarding the handling and disposition of evidence;
- Advises staff on personnel issues relating to: hiring, promotion, transfer, demotion, and termination;
- Reviews claims and lawsuits filed against the department to recommend courses of action. The employee must have and maintain active membership in the state Bar of Florida and the American Bar.
- Proficient with Tribal, Federal, State, and local criminal laws, traffic laws, legal procedures, and court decisions; the legal aspects and requirements of law enforcement activities including police powers, duties, and their limitations; the methods of legal research; supervisory techniques and practices; court procedures and rules of evidence; the procedures and practices followed by police departments.
- Ability to: determine alternative courses of action, the impact of such courses of action, and to recommend choices; independently investigate, analyze, appraise, and organize facts, precedents, court decisions, and legislative enactments and present such material effectively both orally and in writing;
- Determines the possible Courses of action of opponents and to judge their probable courses of actions; supervise litigation in forfeiture matters;
- Draft ordinances, policies, contracts, intergovernmental agreements, letters, and other correspondence in accordance with local and federal statutes and case law;
- Communicate effectively in writing, oral presentations, and classroom instruction;
- Establish and maintain effective working relationships with fellow employees, associate personnel, Tribal, county, state, and federal legal, judicial, legislative and law enforcement agencies and personnel.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the Miccosukee Police Department as the needs of the police department and requirements of the job change. This is not a full-time position.
EMPLOYER: Law Office of Patrick H. Willis
TITLE: Associate Attorney
POSTED: August 24, 2015
DEADLINE: Open until filled
LOCATION: Orlando, FL

DESCRIPTION:  
http://l.tx.bar.associationcareernetwork.com/JobSeeker/JobDetail.aspx?abbr=L.TX.BAR\ &jobid=4ca00bc7-269d-4294-b7c3-77c636f04411&stats=y

DOWNTOWN ORLANDO LAW FIRM seeks associate attorney with 0 - 6 years of experience in the areas of Condominium and Homeowners Association Law, Real Property Law and Commercial Litigation. Competitive salary and excellent benefits. All inquiries are kept strictly confidential. Please send resume, references and a writing sample as one attached document. The law firm is an Equal Opportunity Employer.

LOUISIANA

EMPLOYER: Roderick and Solange MacArthur Justice Center at New Orleans
TITLE: Attorney
POSTED: August 26, 2015
DEADLINE: Open until filled
LOCATION: New Orleans, LA

DESCRIPTION:  
http://www.idealista.org/view/job/HzffDJ7GxMJd/

The MacArthur Justice Center is seeking a senior staff attorney for its New Orleans office. The MacArthur Justice Center is a public interest law firm that brings high-impact cases targeted at reforming the criminal justice system. The New Orleans office litigates criminal justice reform cases in Louisiana and Mississippi. For more information on the MacArthur Justice Center, click here: http://www.macarthurjusticecenter.org/index.html or visit our Facebook page: https://www.facebook.com/pages/The-Roderick-MacArthur-Justice-Center/212936482054033
The Center is looking for a talented, dedicated attorney to litigate cases involving criminal justice issues, including, for example, police misconduct and structural criminal justice reform issues affecting poor people. Applicants should have substantial experience litigating civil rights cases, high academic qualifications, exemplary writing and oral argument skills, ability to work in a team, and a demonstrated commitment to the rights of poor persons in the criminal justice system. Membership in the Louisiana Bar is preferred, but persons eligible to take the Louisiana Bar examination within 6 months of hiring may apply.
The Roderick and Solange MacArthur Justice Center is a public interest law firm founded by the family of J. Roderick MacArthur to advocate for human rights and social justice through litigation. The MacArthur Justice Center is an equal opportunity employer and does not discriminate on the basis of gender, disability, age, marital status, status with regard to public assistance, religion, national origin, sexual orientation, race or ethnicity.
Applications will be accepted until the position is filled, but MacArthur seeks to fill the position as soon as possible.
How to apply

To apply, please submit a cover letter, resume and writing sample by e-mail to admin@macarthurjustice.org.

TEXAS

EMPLOYER: RAICES
TITLE: Children’s Immigration Attorney
POSTED: August 24, 2015
DEADLINE: September 15, 2015
LOCATION: San Antonio, TX

DESCRIPTION:
http://www.idealist.org/view/job/XjJgkJgkPBSW4bD/

RAICES seeks to hire a staff attorney to represent individuals pursuing benefits or seeking relief under the Immigration and Nationality Act. This position is located in San Antonio, TX.

Responsibilities and Duties:
- Conduct thorough intakes to ascertain immigration relief;
- Handle large caseload providing direct representation to individuals eligible for immigration relief;
- Provide representation to individuals in immigration removal proceedings as well as before the U.S. Department of Homeland Security, the San Antonio Immigration Court or Texas state courts if related to a client’s immigration case;
- Assume general administrative responsibilities, including detailed case management, supervision of a legal assistant, and timekeeping;
- Other duties, activities and responsibilities, as assigned.

Qualifications:
- J.D. from an accredited law school;
- Admission, or pending admission, to Texas State Bar preferred;
- Fluent in Spanish;
- Experience in immigration and family law preferred.

How to apply

Send cover letter, resume, short writing sample and references to Apply@RaicesTexas.org Please indicate "San Antonio Attorney" in the subject line.
For more information about RAICES: www.raicestexas.org

EMPLOYER: Boutique Law Firm – Texas Bar
TITLE: Associate Attorney
POSTED: August 28, 2015
DEADLINE: Open until filled
LOCATION: Ft Worth, TX
Associate position open for criminal defense firm. Looking for a people person: highly empathetic, gregarious and enjoys others’ company. This position requires excellent listening and sales skills.

60k, 2 weeks vacation, 5 sick days, 100k life insurance policy, firm pays 75% of health insurance policy (excellent PPO Blue Cross plan). Must be professional in appearance, court attire expected in the office, and must work well with others. Fun and established law firm looking for the right service oriented personality. Must be a current member of the Texas State Bar and in good standing. Bonus plans available based on longevity and performance.

Before applying please take these two tests and include them with your resume and cover letter.

**EMPLOYER:** Hrbacek Law Firm  
**TITLE:** Tax Attorney  
**POSTED:** August 27, 2015  
**DEADLINE:** Open until filled  
**LOCATION:** Sugarland, TX

Sugar Land area law firm focused on tax controversy, commercial litigation, real estate, business transactions, wills, trust and probate.

One to four years’ experience in tax controversy matters preferred, but will consider recent graduate with CPA certificate or LLM in tax and excellent credentials.

Candidate must have excellent drafting and communication skills.

**Job Requirements:**
Primarily transactional work involving: tax controversy matters, business law, real estate, contracts, estate planning and probate.

Must have excellent writing and drafting skills and be able to research, negotiate, draft and review complex legal documents involving various areas of tax, corporate, real estate law and related business transaction law.

**Education, training, experience:**
- J.D. from accredited law school.
- CPA or accounting background is a plus.
- Sugar Land area resident is a plus.
- Licensed to practice law in the State of Texas or had taken the taking July 2015 exam.
- Must be able to effectively draft legal memoranda and legal documents.
• Advanced and highly effective analytical, organizational, verbal, and written communications skills.
• Candidate must have strong computer skills, keen attention to detail.
• Must be able to work alone or with minimal supervision concentrating on tasks that must be completed accurately and comprehensively in tight timelines.
• All attorneys have required (but manageable) monthly billable hours.

Please send resume and salary requirements to the contact information provided once you are logged in.

EMPLOYER: Zinda & Davis PLLC
TITLE: Personal Injury Attorney
POSTED: August 27, 2015
DEADLINE: Open until filled
LOCATION: Austin, TX


Compensation & Benefits:
• CME
• Vacation Leave
• Personal Leave
• IRA Plan with Company Contribution Match
• Medical Insurance
• Discretionary Holiday Bonuses
• Excellent Working Environment
• Top-Notch Software and Systems that Work Efficiently and Consistently
• Opportunities for On-Going Training and Mentoring by Our Outstanding Team
• Opportunities to Advance and Grow within the Law Firm

Firm Philosophy: We treat everyone with dignity and respect. It is our firm belief that every member of our team is valuable and should have the opportunity for a financially and personally fulfilling career. Everyone who works here goes home at the end of the day knowing they have done a great job for our Clients and have made a positive contribution to the lives of others. Our law firm is a great place to work.

Position: Rapidly growing Austin law firm is seeking an ambitious litigator to work in our North Austin office in the personal injury section.

We have many complex cases and our clients expect top notch representation. We only want an attorney who aspires to become an elite trial attorney. There will be the opportunity for substantial litigation and trial experience in short order.

We are looking for someone with the following qualifications and experience:
1. 0-3 years of experience as a practicing attorney
2. Must be licensed and in good standing with the Texas State Bar
3. Bi-lingual in Spanish a plus, but not required
4. Experience drafting and responding to motions
5. Experience in presenting oral arguments at contested hearings and trials (bench and/or jury)
6. Excellent work ethic with the drive to “get the job done”
7. Great attitude and ability, MUST work well with support staff, and be very organized

The hired person will be:
• Organized
• "Think Outside the Box"
• Energetic
• Self-motivated
• Driven
• Ambitious
• High level of initiative

EMPLOYER: Hunt County Attorney’s Office
TITLE: Assistant County Attorney
POSTED: August 27, 2015
DEADLINE: Open until filled
LOCATION: Greenville, TX

DESCRIPTION: http://www.tdcaa.com/job_bank/assistant-county-attorney-17

The Hunt County Attorney’s Office is now accepting resumes for an Assistant County Attorney. The Hunt County Attorney’s Office is located 45 miles northeast of Dallas. Salary is between $53,000 to $60,000 depending on qualifications. The office employs seven attorneys, two investigators and four members of support staff. Duties include all aspects of misdemeanor prosecution, including, but not limited to, Justice of the Peace courts, mental hearings and protective orders.

Interested applicants should fax or email resumes to:
Amenda Henderson
Office Manager
Hunt County Attorney’s Office
P. O. Box 1097
Greenville, Texas 75403-1097
(903) 408-4112
(903) 408-4297 - Fax
ahenderson@huntcounty.net

EMPLOYER: Victoria County Criminal District Attorney’s Office
TITLE: Misdemeanor Prosecutor
POSTED: August 26, 2015
DEADLINE: Open until filled
LOCATION: Victoria, TX

DESCRIPTION:
**Misdemeanor prosecutor CRIMINAL DISTRICT ATTORNEY’S OFFICE:** The Victoria County Criminal District Attorney’s Office is seeking a misdemeanor prosecutor. Responsibilities will include all aspects of misdemeanor prosecution including: intake, negotiations, criminal motions practice, witness preparation, victim interaction, law enforcement interaction, trial preparation, bench & jury trial and appeal. The starting salary is **$56,000** per year.

**ENVIRONMENTAL FACTORS:** A prosecutor’s job is primarily indoors consisting of office activity or courtroom activity. Case investigation can require some outside activity such as inspecting crime scenes and interviewing witnesses. There is significant contact with the public, crime victims, witnesses, criminals, law enforcement, and courthouse personnel.

**Qualifications:**

**Minimum:** Applicant must be a Law school graduate, and a member of the State Bar of Texas and in good standing. Applicants’ must also have the aptitude to learn, the ability to work with others, and the desire to go to trial.

**Desired:** Selection preference is enjoyed by Applicants’ with greater trial experience, fluency in Spanish, prior law enforcement experience, and military veterans.

**Knowledge:** Applicants know the following Texas laws: Code of Criminal Procedure, Penal Code, Transportation Code (as relates to justification for detention and possible search), Health & Safety Code Chapters 481-485, Local Government Code Chap 87, Government Code § 44.335 and Family Code Chapters 51-61 and Texas Disciplinary Rules of Professional Conduct (particularly 3.01, 3.03, 3.04, 3.09 & 4.01).

**Character Traits:** Applicants’ personal and professional integrity must be beyond reproach; Applicants must possess moral clarity and moral courage; Applicants must be capable of analytical thinking, rapid judgments and decisive action; Applicants must be capable of effective and persuasive oral and written communication; Applicants must be able to work in a team or alone with equal comfort and certainty; Applicants must be loyal to the office then officers under which the applicant works and exercises authority; Applicants should have a healthy sense of humor.

*To be considered, interested candidates must submit a current resume (with at least three references) and a writing sample (law review article, trial/appellate brief) to:*

Ernest H. Guterrez Jr.,

V.C.C.D.A./Office Manager

205 N. Bridge St., Ste. 301
EMPLOYER: Criminal District Attorney of Caldwell, TX
TITLE: CPS Attorney
POSTED: August 27, 2015
DEADLINE: Open until filled
LOCATION: Caldwell, TX

DESCRIPTION:

http://www.tdcaa.com/job_bank/cps-attorney

Click on link above.

EMPLOYER: Civil Division of Special Prosecution Unit
TITLE: Attorney
POSTED: August 27, 2015
DEADLINE: Open until filled
LOCATION: Huntsville, TX

DESCRIPTION:
http://www.tdcaa.com/job_bank/attorney

Opening available for a litigator in the Civil Division of the Special Prosecution Unit. The position is litigation intensive, including all aspects of civil discovery through trials, scheduled approximately once per month in Conroe, Texas. The trials involve the civil commitment of sexually violent predators pursuant to Section 841 of the Texas Health & Safety Code. The office is located at 1300 11th Street, Suite 310, Huntsville, Texas 77340 (30 minutes north of The Woodlands/Conroe area.)

The ideal applicant will be a Texas licensed attorney with civil litigation experience, including written discovery, motions practice and depositions. Some travel required. Salary in the low to mid 70’s depending on experience.

Those interested should mail or fax resumes to:

Erin Faseler
Chief Prosecutor
Special Prosecution Unit – Civil Division
EMPLOYER:  City of El Paso  
TITLE:  Assistant City Attorney  
POSTED:  August 28, 2015  
DEADLINE:  September 15, 2015  
LOCATION:  El Paso, TX

DESCRIPTION:  
http://agency.governmentjobs.com/elpaso/default.cfm?action=viewJob&jobID=1227346

Candidate must have a Law Degree.

Licenses and Certificates: Texas Bar License.

General Purpose:
Under direction, prosecute Municipal Court cases and provide legal representation in various aspects of law as it relates to the best interest of the City of El Paso.

Typical Duties:
Prosecutes all actions in Municipal Court and represents the city in lawsuits and administrative hearings. Involves: represent the City in the prosecution of violations of City of El Paso ordinances and Class C misdemeanors. Handle property disposition hearings. Provide legal duties as assigned. Involves: drafting resolutions, ordinances, legal opinions and agreements. Work with departments to prepare agenda items. Represent the city in lawsuits and administrative hearings. Perform other job-related duties, within reason and capabilities as directed.

The above statements are intended to describe the general nature and level of work being performed by this position. They are not intended to be an exhaustive list of all responsibilities and duties required. All duties are subject to reassignment by the City Attorney.

General Information:
For a complete job specification click here.

Please note: This is an unclassified/appointed position.

EMPLOYER:  Weatherford  
TITLE:  Compliance Investigations Counsel  
POSTED:  August 24, 2015  
DEADLINE:  Open until filled  
LOCATION:  Houston, TX

DESCRIPTION:  
**JOB SCOPE:** The Investigations Group ("IG") has an opening for a Counsel position reporting to the Associate General Counsel for Investigations, based in Houston, Texas. The position includes various responsibilities relating to the compliance and investigations functions of the Office of Global Compliance, with particular focus on Compliance with Weatherford’s (“WFT”) Code of Business Conduct & Anti-Corruption Standards, as well as various anti-corruption laws, including the Foreign Corrupt Practices Act (“FCPA”).

**DUTIES & RESPONSIBILITIES:**

Assist in the identification and evaluation of WFT’s compliance risk areas  
Assist with conducting anti-corruption focused compliance reviews of WFT Global Business Units  
Assist in conducting internal investigations with focus on matters involving WFT’s compliance policies  
Assist with the coordination and management of WFT’s anti-corruption compliance process, including identification and remediation of non-compliant issues.  
Other compliance ad-hoc projects such as Mergers & Acquisitions and training.  
Assist with the coordination of the external Compliance Monitor and Auditor obligations

**QUALIFICATIONS**

**SKILLS & QUALIFICATIONS:**

Proficiency in Word, PowerPoint, Excel, and other relevant database skills  
Knowledge of FCPA principles and practices  
Experience with FCPA related internal investigations  
Ability to understand, interpret, and apply complex regulations or procedures  
Position may require up to 50% international travel  
Juris Doctorate is required. Candidate must have experience conducting fraud or anti-corruption related investigations.  
Outstanding legal research and writing skills.  
Spoken and written fluency in Spanish  
Advanced attention to details and the ability to multi-task & manage multiple projects and activities effectively  
Exceptional time management skills  
Strong organization skills and an ability to work in a team environment  
Strong communication skills  
Strong interpersonal and leadership skills  

*Preferred*

Familiarity with SAP and-or JDE Edwards a plus

**EMPLOYER:** TEXTRON  
**TITLE:** Assistant General Counsel
The Assistant General Counsel at Bell Helicopter provides a broad array of hands-on legal advice in the areas of U.S. Government contract law and related subcontract and commercial contract law. Responsibilities will include identifying risks and providing subsequent mitigation strategies, supporting complex transactions and providing expertise in the areas of Federal Acquisition Regulations (FAR) Part 12 and 15 requirements as a prime or major subcontractor.

The Assistant General Counsel will work directly with her/his business counterparts, other attorneys, other legal staff and the Bell General Counsel.

Position Responsibilities:

- Work directly with business counterparts, identify legal risks and issues raised in contractual pursuits and ongoing programs and develop risk mitigation strategies, as appropriate.
- Provide legal advice on terms and conditions for Part 12 and Part 15 government prime contracts and sub-contracts, teaming agreements, joint ventures and other business arrangements for both domestic and international business.
- Provide advice in the areas of FAR, Defense Federal Acquisition Regulation Supplement (DFARS), Uniform Commercial Code (UCC), and related laws and regulations affecting government contracting.
- Support Bell’s Contracts Department, Supply Chain Management and Product Lines in connection with requests for equitable adjustment (REAs), claims and contract negotiations.
- Support complex legal transactions for Bell’s programs and businesses in the U.S. and abroad to include direct commercial sales and FMS.
- Work with the Ethics professionals to investigate matters, perform revolving door reviews and help with training, as needed.
- Support efforts in response to audits and subpoenas, litigation and ethics investigations.
- Support other matters as assigned to fulfill the needs of the department.

Qualifications

Position Requirements:

- Must have a Juris Doctorate degree from an accredited law school.
- Must be a member of a state Bar in good standing.
- Must have the ability to travel globally and domestically on a limited basis.
- Extensive knowledge of and experience with FAR, DFARS, and other government laws and regulations and with analysis, drafting and negotiation of contracts and contract claims.
Eligibility to obtain at least a Secret security clearance is required.

Desired Traits:

- Must be a good strategic thinker with business acumen.
- Must have the ability to work cooperatively with other attorneys and employees.
- Must have the ability to effectively manage multiple assignments simultaneously with a minimum amount of supervision.
- Must be a team player with an open, mature and positive personality who is willing to share and communicate information effectively.
- Must have a strong work ethic and a desire to consistently perform at the highest levels of competence.

Textron is committed to providing Equal Opportunity in Employment, to all applicants and employees regardless of, race, color, religion, sex, age, national origin, military status, veteran status, handicap, physical or mental disability, sexual orientation, gender identity, genetic information or any other characteristic protected by law.

This position requires use of information which is subject to the International Traffic in Arms Regulations (ITAR) and/or the Export Administration Regulations (EAR). Non-U.S. persons selected must meet eligibility requirements for access to export-restricted information. The ITAR/EAR defines a U.S. person as a U.S. Citizen, U.S. Permanent Resident (i.e. 'Green Card Holder'), Political Asylee, or Refugee.

**EMPLOYER:** Buitron Law Firm  
**TITLE:** Associate Immigration Attorney  
**POSTED:** August 25, 2015  
**DEADLINE:** Open until filled  
**LOCATION:** Houston, TX

**DESCRIPTION:**
[Link to job page](http://careers.aila.org/jobs/7450799?utm_source=BoxwoodIndeed&utm_medium=Indeed&utm_campaign=Boxwood%2BIndeed%2BFeed)

Small Houston-based immigration law firm seeks an associate attorney to assist in various types of cases, including but not limited to removal and family-based immigration cases. Excellent analytical and writing skills. Fully bilingual in English and Spanish. Willingness to travel. Experience in immigration law preferred but not required.

**EMPLOYER:** Blind Posting through Craig’s List  
**TITLE:** Contract Associate  
**POSTED:** August 25, 2015  
**DEADLINE:** Open until filled  
**LOCATION:** Houston, TX

**DESCRIPTION:**
[Link to job page](http://houston.craigslist.org/lgl/5190629765.html)

Criminal defense attorney seeks associate to assist with appellate and post-conviction applications in state courts. Associate will work on contractual basis. Please submit resume for immediate consideration.
Americans United for Separation of Church & State — the nation's leading church-state advocacy organization — is accepting applications to join our seven-attorney legal team for a two-year Constitutional Litigation Fellowship starting in September 2016. We have a diverse litigation and amicus curiae practice addressing a wide variety of constitutional questions. We challenge religious activities in the public schools, public financing of religious institutions, and government-sponsored prayers and religious displays. We defend women's, LGBT, and other civil rights against religion-based discrimination and deprivation. Most of our cases involve novel, cutting-edge First Amendment and other constitutional issues.

Fellows participate in all aspects of litigation before trial and appellate courts across the country. Among other tasks, fellows may conduct research, draft pleadings and discovery, write briefs, work with clients and interview witnesses, communicate with co-counsel and opposing counsel, participate in settlement negotiations and mediations, screen incoming complaints, and assist with development of new cases. Fellows may also have opportunities to take depositions or conduct in-court examinations of witnesses. Fellows receive intensive training in trial and appellate litigation under the close supervision of our three experienced litigators.

**Eligibility and Requirements:** Third-year law students and recent law-school graduates are eligible to apply. Applicants must have strong research, writing, and analytical skills and an interest in First Amendment litigation.

For more information about Americans United's legal program, please access our website at [www.au.org](http://www.au.org).

**How to apply**

**How to apply:** Please email a cover letter, resume, law-school transcript, writing sample, and the names of three references to legaljobs@au.org. No faxes or telephone calls please.

**Deadline:** Open until filled. Candidates are encouraged to apply by November 1, 2015.
IN LAST WEEK’S ISSUE

**Arizona**
Attorney (Phoenix)

**Louisiana**
Attorney I (Baton Rouge)
Summer 2016 Law Clerkship (New Orleans)

**New York**
Crowley Fellowship

**Oklahoma**
Staff Attorney (Oklahoma City)

**Texas**
Associate Attorney (Austin)
Bilingual Associate Attorney (Houston)
Attorney (Fort Worth)
Associate Attorney (Arlington)
Real Estate Law Clerk (Houston)
Law Clerk/Entry-level Attorney (San Antonio)
Plaintiff Disability Attorney (Houston)
Bankruptcy Attorney (Dallas)

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**ARIZONA**

**EMPLOYER:** Maricopa County  
**TITLE:** Attorney
This position will need to integrate into an already established litigation team to assist the Maricopa County Sheriff's Office with matters stemming from an ongoing, complex litigation matter. This position will work closely with other attorneys to assist the Sheriff's Office with compliance of applicable Court orders and other matters impacting the Sheriff’s Office.

**Minimum education and/or experience:**
Doctor of Jurisprudence or Doctor of Law Degree from an American Bar Association accredited college or university.

**Specialized training, certifications, and/or other special requirements:**
Must possess or have the ability to obtain a current, valid AZ Driver License at time of hire. Must have current Arizona Bar license and number, and be in good standing with Arizona Bar Association

**Knowledge, Skills, and Abilities:**
Knowledge of, and ability to, apply laws, court decisions, and rules of evidence and procedure. Knowledge of presenting and arguing cases in court and to handle unanticipated problems smoothly. Knowledge of principles, methods, materials, practices, and references utilized in legal research. Skilled in communicating effective, orally with clients, judges, other agencies and members of the public by telephone or one-on-one or group setting. Skilled in applying legal analysis, research, and writing techniques and tools in order to draft clear, concise, and organized legal correspondence, memoranda, documents, and pleadings. Skilled in interviewing witnesses to obtain facts regarding case. Ability to apply independent judgment effectively and appropriately. Ability to competently handle trial work on related legal matters without supervision or mentoring, and act on sound legal strategies. Ability to analyze, appraise, and organize facts, evidence, and precedents to ascertain the determining aspects of cases and present material in a clear and logical form. Ability to maintain professional relationships with victims, witnesses, law enforcement agencies, and members of the community. Ability to effectively and efficiently negotiate the just resolution of assigned cases; confers with victim(s) and/or victim's family prior to case resolution. Ability to maintain CLE requirements imposed by State Bar of Arizona

**Preferred education and/or experience:**
Preference may be given to those with direct civil trial experience in Arizona.
**Working Conditions:**
Office and court room settings in high volume, fast-paced environment with frequent stressful situations. May require long periods of sitting while completing paperwork, standing and moving about during course of performing duties. Ability to travel to and from various county locations for court appearances, meetings and trainings, utilizing personal or county owned vehicle. Ability to move up to 20 pounds.

**LOUISIANA**

**EMPLOYER:** Louisiana Public Service Commission
**TITLE:** Attorney I
**POSTED:** August 13, 2015
**DEADLINE:** August 23, 2015
**LOCATION:** Baton Rouge, LA

**DESCRIPTION:**
[Link to job description](http://agency.governmentjobs.com/louisiana/default.cfm?action=viewJob&jobID=121888&hit_count=yes&headerFooter=0&promo=0&WDDXJobSearchParams=%3CwddxPacket%20version%3D%271.0%27%3E%3Cheader%2F%3E%3Cdata%3E%3Cstruct%3E%3Cvar%20name%3D%27CATEGORYID%27%3E%3Cstring%3E-%3C%2Fstring%3E%3C%2Fvar%3E%3Cvar%20name%3D%27PROMOTIONALJOBS%27%3E%3Cstring%3E0%3C%2Fstring%3E%3C%2Fvar%3E%3Cvar%20name%3D%27TRANSFER%27%3E%3Cstring%3E0%3C%2Fstring%3E%3C%2Fvar%3E%3Cvar%20name%3D%27FIND_KEYWORD%27%3E%3Cstring%3E%3C%2Fstring%3E%3C%2Fvar%3E%3C%2Fstruct%3E%3C%2Fdata%3E%3C%2FwddxPacket%3E)

As part of a Career Progression Group, vacancies may be filled from this recruitment as an Attorney 1, 2 or 3 depending on the level of experience of the selected applicant(s). The maximum salary for the Attorney 3 is $93,517.00. Please refer to the ‘Job Specifications’ tab located at the top of the LA Careers ‘Current Job Opportunities’ page of the Civil Service website for specific information on salary ranges, minimum qualifications and job concepts for each level.

No Civil Service test score is required in order to be considered for this vacancy.

To apply for this vacancy, click on the “Apply” link above and complete an electronic application which can be used for this vacancy as well as future job opportunities.

Applicants can check the status of their application at any time by selecting the ‘Application Status’ link after logging into their account. Below are the most common status messages and their meanings.

<table>
<thead>
<tr>
<th>Application Status Message</th>
<th>What it Means</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application received</td>
<td>Your application has been submitted successfully.</td>
</tr>
<tr>
<td>Checking for required test score</td>
<td>We are making sure you have an active, passing score for the required written test.</td>
</tr>
<tr>
<td>Evaluating experience</td>
<td>Your application is being reviewed by Human Resources to ensure you meet the minimum qualifications for the position.</td>
</tr>
<tr>
<td>Eligible for consideration</td>
<td>You are among a group of applicants who MAY be selected</td>
</tr>
</tbody>
</table>
Position filled | Someone has been selected for the position.
---|---
Position canceled | The agency has decided not to fill the position.

For further information about this vacancy contact:

Sarah Carls
LA Public Service Commission - Human Resources
sarah.carls@la.gov

Qualifications:
MINIMUM QUALIFICATIONS:
Possession of a license to practice law in the state of Louisiana.

Job Concepts:
Function of Work:
To assist an attorney of higher rank in the preparation of court cases and/or advisory opinions and may litigate and/or prepare advisory opinions in cases of a routine nature.

Level of Work:
Entry.

EMPLOYER: Orleans Public Defenders
TITLE: Summer 2016 Law Clerkship
POSTED: August 13, 2015
DEADLINE: Open until filled
LOCATION: New Orleans, LA

DESCRIPTION:
http://www.opdla.org/who-we-are/jobs-opd/89-opd-jobs/clerks-internships/187-summer-law-clerkship

OPD is seeking law students interested in criminal justice and indigent defense to participate in our 2016 summer clerk program. Law clerks assist attorneys in all aspects of criminal litigation including legal research, conducting factual investigation, drafting memoranda and motions, analyzing discovery materials and preparing briefs. The 11-week summer clerk program will begin May 31, 2016. As this is an unpaid position, we encourage you to obtain funding through your school or an outside source; we are happy to work with you to complete any necessary paperwork. Many schools also award academic credit for clerkships. If you are approved for academic credit, we will work with you and your school throughout the process. Law clerks are required to abide by OPD’s confidentiality policy and to act at all times in the best interest of OPD’s clients. Interested applicants should send a cover letter, resume, a writing sample, three references, and transcripts (unofficial transcripts are accepted) to Chasity Barksdale at 4
Applications are accepted on a rolling basis until all positions are filled.

NEW YORK

EMPLOYER: Leitner Center for International Law and Justice
TITLE: Crowley Fellowship
POSTED: August 20, 2015
DEADLINE: December 22, 2015
LOCATION: New York, NY

DESCRIPTION:
http://www.idealist.org/view/job/ChKWWHgkpCH4/

One of the oldest and largest law school–based human rights programs, the Leitner Center for International Law and Justice at Fordham Law School provides education and training to law students, facilitates capacity building and advocacy with activists and grassroots groups around the world, and contributes to critical research among scholars in international human rights. From its base at Fordham Law School in New York City, the Center develops long-term partnerships with local social justice organizations and other stakeholders across the globe. The Crowley Program in International Human Rights promotes human rights fact-finding, documentation, and advocacy across the globe. The Program's core elements include an annual two-week fact-finding project in another country, a human rights lecture and brown bag series, a summer internship program, and student research projects involving various human rights issues. The students involved in the project participate in course work, independent research, planning and conducting the project, and related follow-up work. The Program has conducted projects in Turkey (1998), Hong Kong (1999), Mexico (2000), Ghana (2001), Malaysia (2002), Bolivia (2003, 2012), Kenya (2004), Romania (2005), South Africa (2006), Malawi (2007), New Zealand (2008), Nepal (2009), Tanzania (2010), Cambodia (2011), Rwanda (2013), Bangladesh (2014), and Thailand/Myanmar (2015).

The Crowley Program is administered by a fellow who is a law school graduate. The Fellow will identify a human rights project to pursue and will teach a seminar in human rights in the Spring semester in preparation for two weeks of fact-finding with students. The additional responsibilities of the fellow are substantial: planning all substantive and logistical aspects of the project, writing and publishing a post-project report, and day-to-day administration of the program, including running a year-round lecture series, advising students seeking international human rights internships and post-graduation employment, and coordination with the human rights community.

The fellowship will begin in mid-August 2016, and will end on December 31, 2017, totaling a commitment of three semesters. The Fellow's annual salary is $55,000 for the first year and $60,000 for the final semester, and includes benefits.

How to apply

Applicants should send a statement of interest (including detailed description of international human rights experience, teaching/mentoring/advising experience, language skills, and how the fellowship will advance professional goals), a résumé/CV, a law school transcript (scans are acceptable), and at least two letters of recommendation by January 22, 2016 in one complete application package to LeitnerCenter@law.fordham.edu. Letters of recommendation may be emailed or mailed separately to: "2016 Fellowship" Crowley Program in International Human Rights
Leitner Center for International Law and Justice
Fordham University School of Law
150 W. 62nd Street, Room 7-134
New York, NY 10023

Only complete applications will be reviewed and only shortlisted candidates will be contacted.
In order to build the strongest possible workforce, the Leitner Center actively seeks a diverse applicant pool. Fordham University is an academic institution that in matters of employment complies with federal, state, and local employment laws and does not discriminate on the basis of race, color, creed, religion, age, gender, sex, national origin, marital status, sexual orientation, sexual preference, citizenship, alienage, veteran status, disability, genetic information, status as a victim of domestic violence or any other basis prohibited by law.

OKLAHOMA

EMPLOYER: Paycom
TITLE: Staff Attorney
POSTED: August 14, 2015
DEADLINE: Open until filled
LOCATION: Oklahoma City, OK

DESCRIPTION:

The Staff Attorney will assist the business in furthering its objectives, while trying to offer mitigation and prevention to the business' liability.

Responsibilities include:

1 - Conduct legal research on legal matters that arise.

2 - Reviewing and drafting complex contracts and real property leases.

3 - Advise company's management on a wide array of issue, including contracts, employment and corporate law.

4- Work with external counsel to assist in litigation management when needed.

Required:

- JD Degree
- Licensed Oklahoma Attorney
- 0-3 years of practicing law
- Legal research skills
- Contract drafting and negotiating
Preferred Experience:

- Tax Law
- Employment Law and/or Corporate Law
- Intellectual Property

TEXAS

EMPLOYER: Hawkins Parnell Thackston & Young LLP
TITLE: Associate Attorney
POSTED: August 20, 2015
DEADLINE: Open until filled
LOCATION: Austin, TX

DESCRIPTION:
http://l.tx.bar.associationcareernetwork.com/JobSeeker/JobDetail.aspx?abbr=L.TX.BAR&jobid=e1ce9450-8240-4fc5-b2b4-f5c1b3dd0a4c&stats=y

The firm offers a competitive salary and a package of benefits, including health, disability and life insurance, 401(k), and opportunities for profit sharing.

Hawkins Parnell Thackston & Young, LLP seeks an associate attorney for its Austin office with 1 - 3 years’ litigation experience in the areas of product liability and toxic tort defense to work in a national practice group. Substantial experience in depositions, discovery and trial preparation is required. Excellent academics and Texas bar license required.

The firm offers a competitive salary and a package of benefits, including health, disability and life insurance, 401(k), and opportunities for profit sharing.

EMPLOYER: Thomas J Henry Injury Attorneys
TITLE: Personal Injury Compliance Attorney
POSTED: August 19, 2015
DEADLINE: Open until filled
LOCATION: Corpus Christi, TX

DESCRIPTION:
http://l.tx.bar.associationcareernetwork.com/JobSeeker/JobDetail.aspx?abbr=L.TX.BAR&jobid=da4d8235-750a-4c4f-8505-dc4b0fac0e98&stats=y

Job Duties:
The Compliance Attorney will be responsible for reviewing files of associate attorneys to ensure court and statutory deadlines are met. Deadlines include but are not limited to:

- completion of discovery
- amendment of pleadings
- motions for summary judgment
- expert challenges
- designation of experts
• joinder of parties
• filing of medical and billing affidavits
• monitoring mail logs, calendared DCO’s, inbound MSJ’s, etc.
• tracking the case status of all litigation cases in the firm to ensure movement of docket
• review monthly status letters

Requirements:
• Must be licensed in Texas
• Must have knowledge of Texas Rules of Civil Procedure
• Must have excellent organizational and interpersonal communication skills
• Newly licensed attorneys are encouraged to apply

EMPLOYER: Alaniz & Schraeder LLP
TITLE: Bilingual Associate Attorney
POSTED: August 18, 2015
DEADLINE: Open until filled
LOCATION: Houston, TX

DESCRIPTION:

Description:
This position provides an excellent opportunity for a current attorney or new graduate seeking to become immersed in a rich, rewarding, and expanding field of the law; counsel corporate clients; and assume broad litigation responsibilities in federal courts across the country. Seeking an attorney who is fully bilingual (English/Spanish); self-motivated; possesses a strong work ethic, with the ability to not only solve problems after they arise, but also to anticipate others before they occur; has demonstrated writing skills; and has the desire and drive to win, as well as the ability to work well with a team.

About The Firm:
Alaniz Schraeder Linker Farris Mayes is a national labor and employment defense firm based in Houston, providing a full range of services for clients, who represent a cross-section of private and public employers, both with and without unions, ranging in size from family-owned businesses to large Fortune 500 corporations. We take a multi-faceted approach to client representation, including proactive counseling to identify potential legal issues and defending clients in federal and state courts and administrative proceedings.

We are looking for a new graduate or a current attorney with up to five years’ of experience. If you are interested, please submit a résumé and cover letter, including your law school GPA and LSAT score. E-mail submissions are preferred.

EMPLOYER: Tarrant County
TITLE: Attorney
POSTED: August 18, 2015
DEADLINE: September 5, 2015
LOCATION: Forth Worth, TX

DESCRIPTION:
http://agency.governmentjobs.com/tarrant/default.cfm?action=viewJob&jobID=1219116&hit_count=yes&headerFooter=1&promo=0&transfer=0&WDDXJobSearchParams=%3Cwd
- Prosecute and defend all manner of civil and criminal matters in various levels of trial and appellate courts and administrative forums.
- Provide written or verbal legal advice to individual or governmental clients and draft legal instruments or other written documents with legal implications.
- Investigate facts giving rise to legal issues and bring about solutions to clients' legal problems in a variety of forums.
- This licensed attorney generally handles criminal and civil matters of great complexity and gravity and performs substantial mentoring functions with less experienced attorneys.
- Attorney works under the general supervision of more experienced attorneys in an effort to build knowledge, skills, and expertise and consistently acts in place of a supervisor when an actual supervising attorney is unavailable or absent.

1. Makes decisions and counsels with clients, victims, or police concerning proceedings in court or related forums.
2. Drafts and files pleadings, answers, motions, briefs, and responses necessary to conduct litigation and proceedings in related forums.
3. Appears in court and forums to select juries, present and cross-examine evidence, make legal arguments, and act as an advocate.
4. Identifies, locates, and prepares witnesses to present testimony effectively in court or related forums.
5. Counsels and advises clients within the bounds of confidentiality, when applicable, regarding legal issues in all phases of litigation and in non-adversarial contexts.
7. Drafts legal instruments and documents with legal implications.
8. Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications.
9. Conducts and supervises investigations in civil and criminal discovery proceedings.
10. Develops knowledge, skill, and expertise in applicable areas of law to keep pace with current developments.
11. Strives for experience, knowledge, and skills.
12. Consistently acts in place of a supervisor when an actual supervising attorney is unavailable or absent.
13. Performs other related duties as assigned.

For more information, please click on the link above.
EMPLOYER: Perdue, Brandon, Fielder, Collins & Mott LLP
TITLE: Associate Attorney
POSTED: August 21, 2015
DEADLINE: Open until filled
LOCATION: Arlington, TX

DESCRIPTION:
https://pbfcm.applicantpro.com/jobs/265530-20679.html

Perdue, Brandon, Fielder, Collins and Mott LLP (PBFCM) was founded in 1970. We represent more than 2,000 governmental entities in Texas – school districts, cities, counties, hospital districts, appraisal districts and special districts. We have grown steadily every year. We currently have 12 offices across Texas, with over 50 attorneys and more than 400 employees. Founded on the principles of honesty and ethical conduct, our success is due to our refusal to deviate from these core values.

About the Opportunity
Our Arlington office is looking for a highly motivated Associate Attorney to represent our clients in the collection of ad valorem taxes and other governmental receivables.

Essential Duties:
Working with other attorneys and legal support staff under the direction of a partner on: Suit preparation and review, motion practice, discovery, trial work, appellate process, client development and client interaction. Travel required.
Preferred Experience:
Familiarity with collection of ad valorem taxes and other governmental receivables, open meetings, public information act and other law applicable to local government entities preferred, but not required.
Recently licensed, 0-5 years of experience, will consider exceptional candidates who are licensed with no experience.
Real estate experience in reading and analyzing land titles and mineral title are a plus
A successful candidate must have a strong work ethic, great organizational skills, superb interpersonal and social skills, and be a self-starter. Excellent analytical and writing skills and the ability to work with minimum direction a must. Computer skills also required.

EMPLOYER: Baker Hughes
TITLE: Real Estate Clerk
POSTED: August 20, 2015
DEADLINE: Open until filled
LOCATION: Houston, TX

DESCRIPTION:
http://www.indeed.com/jobs?q=attorney&l=texas&start=20

Overview:
Baker Hughes Incorporated has an immediate summer only opening for a Law Clerk – Real Estate, at the 2929 Allen Parkway office. As a leader in the oilfield services industry, Baker Hughes offers opportunities for qualified people who want to grow in our high performance organization. Baker Hughes provides products and services for the oil and gas industry. Our leading technologies – and our ability to apply them safely and effectively – create value for our customers and our shareholders. Engineers, scientists, technicians and business professionals can make their careers at Baker Hughes in
research, development, manufacturing, field operations, sales, finance, IT, marketing, and human resources.

**Job Duties and Responsibilities:**

This position will assist the Real Estate Paralegal with compiling and organizing paper and electronic legal records relating to real estate transactions and assisting real estate attorneys with various transactions. Under minimal supervision of legal department personnel:

- Organizing documents relating to sales, purchases and leases of real estate into permanent transaction binders and electronic files
- Assisting in organization of department records for long and short term storage
- Effectively communicating directly with legal assistant and attorneys as well as business personnel and title insurance companies.
- Understanding standard information relating to real estate transactions
- Limited general administrative duties
- Support of real estate attorneys in connection with miscellaneous transactions

**Skill Requirements:**

Knowledge of legal terminology and processes relating to the real estate industry; strong organizational ability; strong communication skills; highly productive. Demonstrated ability to manage a heavy docket and change focus with shifting priorities.

**Essential qualifications/requirements**

As well as fluency in English (assessment of your English proficiency may be part of the selection process) and the legal right to work in the country, in which you have applied, you will need:

- MUST be enrolled in law school.
- Strong Interest in Real Estate Law
- Completed or Taking Course in Real Estate Law a plus
- Demonstrated Legal Research Skills
- An overall GPA of 3.00 or higher

**Company overview**

Baker Hughes is a leading supplier of oilfield services, products, technology and systems to the worldwide oil and natural gas industry. By being the service company that best anticipates, understands and exceeds our customers’ expectations, Baker Hughes Advances Reservoir Performance. The company’s 58,000-plus employees work in more than 80 countries in geomarket teams that help customers find, evaluate, drill, produce, transport and process hydrocarbon resources. Baker Hughes’ technology centers in the world’s leading energy markets are pushing the boundaries to overcome progressively more complex challenges. Baker Hughes develops solutions designed to help manage operating expenses, maximize reserve recovery and boost overall return on investment through the entire life cycle of an oil or gas asset. Collaboration is the foundation upon which Baker Hughes builds our business and develops next-generation products and services for drilling and evaluation, completions and production, and fluids and chemicals. For more information on Baker Hughes’ century-long history, visit [http://www.bakerhughes.com/](http://www.bakerhughes.com/)
Would you like to join a dynamic, rapidly-growing legal team that helps veterans and the disabled repair their broken lives? Heard & Smith, LLP has a proven 30-year record of assisting those in need.

We are seeking a recent law school graduate (law clerk) or a recently-licensed attorney (staff attorney) to become a part of our Veterans’ Disability Benefits Department. We are seeking an individual with excellent administrative assistant skills, client relations ability, a strong work ethic, and a true desire to help others. Being part of the Heard & Smith team is more than a job; each day provides you with opportunities to change lives!

We offer:

- Fast-paced, professional environment;
- Fulfilling, challenging, and rewarding;
- Great team environment;
- Paid Holidays, Paid Time Off;
- Great Medical Benefits Package
- Competitive salary, 401k, and profit sharing

This is our entry-level attorney position for promising new law school graduates and new attorneys that would lead to more opportunity in the future. If you join the firm as a law clerk, the job title and salary will change to staff attorney after you pass the state bar exam.

Requirements:

- Law school graduate (Texas law license not required)
- Excellent writing ability (spelling, grammar, and punctuation ability is essential)
- Good working knowledge in computer technology and the Internet (MS Word, Excel, Outlook, PowerPoint) including the ability to learn new programs easily (proficiency in Excel strongly preferred)
- Reliable, positive, enthusiastic, energetic, respectful, outgoing, strong interpersonal/customer service skills
- Able to multi-task, understand and meet deadlines, prioritize, stay organized, and work well in a fast-paced environment
- Able to spot issues, analyze, gather and summarize data, and solve problems effectively
- Professional telephone, communication, and active listening skills
- Ability to take initiative to suggest improvements
- Attention to detail and accuracy
- Professional personal appearance

Preferred, but not required:
• Sales/marketing/customer service experience  
• Spanish speaking  
• Military background  
• Medical knowledge  
• Familiarity with Department of Veterans’ Affairs or other disability law

Duties/Expectations:  
This is not a typical “law practice” job for a new attorney. If you want to write memos and briefs, or go to court or attend hearings, this is not the job for you. You will, however, have an opportunity to exercise your issue-spotting and case evaluation skills. You will get hands-on experience with the VA’s administrative law process. You will have a rare opportunity to help disabled veterans in a very real and rewarding way. Veterans’ law is a growing area with significant potential. The knowledge and experience you can gain in this position will be both unique and marketable.

We are setting up a new project to assist our Social Security clients who happen to be veterans. Veterans can receive VA disability benefits concurrently with Social Security disability benefits, so our department’s goal is to make sure that all of our veteran clients are receiving all the VA benefits they deserve. We will be offering our Social Security clients a complimentary review of their VA claims and then directing them to the appropriate veteran service organization or one of our partner law firms for further assistance.

After being trained as the Veterans’ Benefits Department Law Clerk or Staff Attorney you will:

• Assist the managing attorney with maintaining a caseload of up to 120 clients  
• Manage outbound marketing calls to prospective clients (approximately 20 per day) guiding them through a screening process to evaluate their VA disability case  
• Perform various clerical and administrative duties including development and manipulation of reports from a database system using MS Excel  
• Handle inbound/outbound calls with VA, clients, and prospective clients (approximately 20 per day). Returning calls, voicemails, and e-mails as soon as possible (within 48 hours)  
• Manage incoming legal and medical documents for evaluation and prepare for attorney’s review  
• Monitor clients’ cases and update them regularly on their status  
• Follow-up with medical providers about requested records  
• Keep records of client interactions and record details of all actions taken  
• Remain current and up-to-date on all workloads including callbacks, follow-ups and other duties as assigned

If you are interested in becoming a part of our team visit our website at www.heardandsmith.com/careers.html and apply today! Please provide a cover letter and writing sample.

Principals only. Recruiters, please don't contact this job poster  
Please, no phone calls about this job!  
Please do not contact job poster about other services, products, or commercial interests

EMPLOYER:  Blind Posting through Craig’s List  
TITLE:  Plaintiff Disability Attorney  
POSTED:  August 12, 2015  
DEADLINE:  Open until filled  
LOCATION:  Austin, TX

DESCRIPTION:  
http://austin.craigslist.org/lgl/5172716640.html
Plaintiff Attorney wanted to serve as co-counsel, who is a member of the Federal Bar, admitted to Federal Court in the Middle District of Texas for Federal Court disability litigation.

**EMPLOYER:** Blind Posting through Craig’s List  
**TITLE:** Bankruptcy Attorney  
**POSTED:** August 16, 2015  
**DEADLINE:** Open until filled  
**LOCATION:** Dallas, TX

**DESCRIPTION:**  

Seeking associate attorney for bankruptcy law firm. Experience preferred. Candidate must be professional, polished with excellent communication and computer skills. Excellent organization, time management skills and the ability to work independently as well as working with others. Able to attend 341 meetings, Misc. hearings, meet with new and old clients. Be able to work at least 2 Saturdays a month. Be familiar with Northern District Dallas and Fort Worth as well as Eastern District Plano. Please send current resume in PDF FORMAT ONLY along with wage requirements.

**ACTIVE POSTINGS IN 8/17/15**

**Florida**  
Civil Rights/Constitutional Law Fellowship (Miami)  
Worker’s Compensation Attorney (Orlando)  
Associate Attorney (Tampa)

**Oklahoma**  
Staff Attorney (Ok City)

**Texas**  
Personal Injury Intake Attorney (Corpus Christi)  
Personal Injury Pre-litigation Attorney (Corpus Christi)  
Misdemeanor Prosecutor (San Antonio)  
Assistant District Attorney (Dallas)  
Misdemeanor Trial Prosecutor (Waco)  
Assistant District Attorney (Bryan)  
Contracts Analysis (Houston)  
Entry-level Attorney (Dallas)  
Staff Counsel (Dallas)  
Immigration Attorney (Dallas)  
Associate Attorney (Dallas)  
Associate Attorney (Austin)
The Miami Beach City Attorney’s Office has established a paid, full-time, one year fellowship for a recent law school graduate or experienced attorney to work in its civil rights and constitutional law litigation practice group. The field of civil rights and constitutional law litigation is notoriously difficult to enter without experience. The Fellowship is ideal for a recent law school graduate who wants to gain a foothold in the competitive arena of litigators trying impactful and complex civil rights cases from case inception to trial and appeal in federal court. Experienced attorneys with strong organizational, research, and writing skills are also welcome to apply. This is primarily a research and brief writing position with a significant component of discovery management. Deposition and court appearances are also part of the job. After successfully completing the Fellowship, the successful applicant may be considered for full-time employment in the City Attorney’s Office if a position is available. Regardless, successful completion of this Fellowship will secure for the attorney valuable experience and resume enhancement enabling them to better secure coveted employment practicing civil rights and constitutional law at nonprofit organizations, government agencies, or private law firms.

The City of Miami Beach is a cosmopolitan and fast-paced hub of entertainment, business and tourism. Movie stars, musicians, and sports heroes come here to live, work, and play. Two hundred thousand tourists follow them here every day. As a result, the City is faced with a broad array of high-profile civil rights litigation. In the last year, the City’s civil rights and constitutional law practice group has litigated a wide variety of constitutional issues in federal court. The City Attorney’s Office represents the Miami Beach Police Department, and defends the City against Fourth Amendment claims when police officers are
unjustly accused of using unconstitutionally excessive force or arresting a suspect without probable cause.

We frequently represent the City against claims of employment discrimination. We defend the City against First Amendment challenges to City ordinances and regulations in a variety of contexts. Last year, our attorneys appeared in every single Florida marriage equality lawsuit challenging Florida’s ban on same-sex marriage, arguing on behalf of seventeen Florida cities and counties that the law should be invalidated. We represented, pro bono, a gay unaccompanied minor in federal immigration court who fled Guatemala to seek asylum in the United States after his life was repeatedly threatened because he was gay. We advised the City Commission on the City’s right to restrict possession of firearms under the Second Amendment and its ability to regulate the sale of alcohol under the Twenty-First Amendment.

The Litigation Fellowship begins October 1, 2015 and ends September 30, 2016. The selected fellow will be paid an annual stipend of $40,000. Applicants for the fellowship must be a Florida licensed attorney or a recent law school graduate that has either passed the Florida Bar or is awaiting Florida Bar exam results. Out of state applicants must secure a Florida Bar license expeditiously. Applicants should submit a current resume and a recent writing sample to Deboraturner@miamibeachfl.gov. Questions about the fellowship should be directed to Robert Rosenwald, First Assistant City Attorney at: robertrosenwald@miamibeachfl.gov.

The City of Miami Beach is an equal opportunity employer and does not discriminate on the basis of an individual’s race, sex, condition related to sex (pregnancy), color, religion, national origin, age (40 and over), genetic information, disability, marital status, familial status, citizenship, intending citizenship status, gender identity and expression, and/or sexual orientation.

EMPLOYER: Shumaker, Loop, & Kendrick
TITLE: Associate Attorney
POSTED: August 12, 2015
DEADLINE: Open until filled
LOCATION: Tampa, FL

DESCRIPTION: http://www.legalstaff.com/JobSeeker/JobDetail.aspx?abbr=WWW3&jobid=ec514a08-07d7-41fd-8671-0f1952318428&stats=y

The Tampa, Florida office of Shumaker, Loop & Kendrick, LLP is currently seeking a qualified associate for its Community Association Practice Group to assist with lien foreclosure and enforcing covenants conditions and restrictions. Candidate must be a member in good standing with the Florida Bar. The position requires strong work ethic, attention to detail and a great attitude. The position offers sophisticated clients, challenging work, competitive compensation, benefits and an opportunity to gain general civil litigation experience. The ideal candidate will possess the ability to oversee a number of litigation files. Prior litigation experience is strongly preferred. Desired candidates must also be skilled in drafting pleadings and motions and be comfortable in appearing in Court.

EMPLOYER: Eraclides Gelman Hall Indek Goodman & Waters
TITLE: Worker’s Compensation Associate
POSTED: August 10, 2015
DEADLINE: Open until filled
LOCATION: Orlando, FL

DESCRIPTION:
Growing, energetic, Regional Insurance Defense firm with offices throughout FL, GA and TN seeking Workers’ Compensation Attorney with 0 – 3 years’ experience preferred. Very competitive compensation packages, excellent growth opportunity for someone with an outgoing personality, good sense of humor and marketing skills (a plus). We represent many top fortune 500 companies.

This opportunity will be for our Orlando office. Please ONLY apply online via the Career Center.

OKLAHOMA

EMPLOYER: State Department of Health
TITLE: Staff Attorney
POSTED: August 11, 2015
DEADLINE: August 25, 2015
LOCATION: Oklahoma City, OK


Description:
This position will provide legal services to the Oklahoma State Department of Health (OSDH).

Duties include, but are not limited to:
Providing legal representation to the OSDH in enforcement and other legal matters; providing advice and counseling on a wide variety of issues, including legal and policy issues, to the various Services and Divisions of the OSDH, as well as the County Health Departments in Oklahoma.

Knowledge, Skills and Abilities:
Ability to understand legal issues and concepts that fall within the jurisdiction of the OSDH; to work well with others; to communicate the OSDH’s position to the regulated community; and to communicate OSDH policies and procedures to health department employees.

Must be a member in good standing of the Oklahoma Bar Association with 0-3 years of experience or be a graduate from an ABA accredited law school, scheduled to take the Oklahoma Bar Examination in July 2015.

Employment for a graduate will be contingent upon passing the 2015 bar exam and being sworn in as a member of the Oklahoma Bar Association no later than the September 2015 swearing in ceremony.

TEXAS
EMPLOYER: Thomas J Henry Injury Associates
TITLE: Personal Injury Intake Attorney
POSTED: August 12, 2015
DEADLINE: Open until filled
LOCATION: Corpus Christi, TX

DESCRIPTION:

Job Duties:

• General client intake
• Daily client communication (via phone, email, video call)
• Drafting client correspondence
• Maintaining client information databases
• Document review
• Report writing
• Medical research
• Manage and direct a team of intake specialists
• Periodic reports and updates to senior management

Job Pay/Benefits:

• Salary starting at $45K
• Medical, dental, vision, and supplemental insurance available
• Eligible for discretionary bonus depending on performance
• Paid vacation and holidays
• Gym membership

Requirements:

• Must be licensed to practice in Texas
• Must have excellent customer service skills
• Must have excellent data management skills
• Must have ability to maintain client confidentiality
• Must have demonstrated mastery of Excel and Outlook
• Must be willing to be on-call after hours
• Drafting skills a plus

EMPLOYER: Thomas J Henry Injury Attorneys
TITLE: Personal Injury Pre-litigation Attorney
POSTED: August 12, 2015
DEADLINE: Open until filled
LOCATION: Corpus Christi, TX

DESCRIPTION:
http://l.tx.bar.associationcareernetwork.com/JobSeeker/JobDetail.aspx?abbr=L.TX.BAR&jobid=7aa7d726-d0c7-4eda-ba72-6819d281fcb7&stats=y
**Job Duties:**

Conduct intake meetings with new clients  
Explain and execute Attorney-Client contracts  
Provide clients with frequent case status updates  
Handle clientele requests and demands accordingly  
Manage docket of cases according to office policy  
Communicate daily with insurance companies re: status of claims, demands, and offers  
Manage assigned Case Manager (CM) and assigned Medical Clerk (MC)  
Communicate daily with firm's president using multiple mediums (ie. Email, written reports, one on one presentation, etc.) to address any case building or case settling issues and performance of assigned team

**Job Benefits**

Salary plus incentive-based bonus program  
Medical, dental, vision, and supplemental insurance available  
Gym membership  
Paid vacation and holidays

**Requirement:**

Must be licensed in Texas (newly licensed attorneys encouraged to apply)  
Must pass a criminal background check  
Exceptional customer service experience a plus (please include any experience gained prior to your law degree)

**EMPLOYER:** Bexar County Criminal District Attorney’s Office  
**TITLE:** Misdemeanor Prosecutor  
**POSTED:** August 12, 2015  
**DEADLINE:** Open until filled  
**LOCATION:** San Antonio, TX

**DESCRIPTION:**


**Essential Functions:**  
Under general supervision, is responsible for determining case merit; ascertains facts; develops case plan; represents the State in legal actions; and performs related duties as required.  
1. Reviews felony police reports, misdemeanor files and prior case judgments;  
2. Interviews witnesses and law enforcement personnel involved in felony and misdemeanor cases;  
3. Researches criminal statute and case law issues and revises legal documents to reflect new legislation;  
4. Drafts case documents such as subpoenas and petitions for forfeiture;  
5. Examines felony and misdemeanor video, file and medical evidence;  
6. Confers with defense attorneys regarding case information and defendant pleadings;  
7. Prosecutes civil and criminal cases;  
8. Edits legal documents prepared by the clerical and paralegal staff;  
9. May supervise Paralegals and Office Assistant I’s;  
10. Performs related duties as required.
Position Specifications:
Requires the following:
1. Graduation from an accredited college or university with a Doctorate of Jurisprudence.
2. Knowledge of civil and criminal prosecution procedures and techniques; knowledge of plea bargaining and negotiation.
3. Ability to organize and present facts and supporting logic; ability to ascertain factual information from conflicting or purposely inaccurate data; ability to communicate effectively with hostile, abusive or irrational individuals; ability to communicate effectively, both verbally and in writing; ability to operate personal computer and basic office equipment; ability to establish and maintain effective working relationships with co-workers, County employees, attorneys, law enforcement officers and the general public.
4. Physical requirements include lifting/carrying of 5-10 lbs. frequently; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Subject to sitting, standing, walking, reaching, handling and climbing to perform essential functions.
5. Must be licensed to practice law in the State of Texas; must secure and maintain a favorable background investigation from the Bexar County District Attorney’s Office.
6. May be required to work more than 40 hours during the workweek.

Working Conditions:  Working conditions are primarily in an office environment.

Individual Office/Department Conditions:  Tasks and special requirements unique to an individual office or department may be addressed through a separate list of detailed specifications prepared by that office/department and subject to approval by Human Resources and the Civil Service Commission. Office/department specifications may not be more complex nor at a higher level of responsibility than any of those contained in this position description. The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Candidates whose disabilities make them unable to meet these requirements will still be considered qualified if they can perform the Essential Functions of the job with reasonable accommodation.

Monthly salary is $4,386.00 per month. Applicants should submit their resume and cover letter to the attention of: Mr. LaHood, Bexar County Criminal District Attorney. Please fax your documents to 210.335.0789.

EMPLOYER:  Dallas County District Attorney’s Office
TITLE:  Assistant District Attorney
POSTED:  August 11, 2015
DEADLINE:  Open until filled
LOCATION:  Dallas, TX

DESCRIPTION:
http://www.tdcaa.com/job_bank/assistant-district-attorney-appellate
The Dallas County District Attorney’s Office is seeking applicants, who desire to make appellate prosecution their long-term career path, for two positions in its Appellate Division. The Appellate Division handles post-conviction litigation ranging from misdemeanor to capital murder cases.

Both Positions:  Assistant District Attorney – Appellate (Grade 3)

Duties:  Preparing and filing briefs on direct appeal and presenting oral argument on direct appeal; preparing article 11.07 writ responses and representing the State in writ hearings; and providing support to trial prosecutors.

Qualifications:  Current license to practice law in the State of Texas; member in good standing with the State Bar of Texas; at least one year of experience practicing law; and must pass background check and drug test.

Preferences:  Familiarity with Texas criminal law (both substantive and procedural); strong legal research, writing, and editing skills; experience drafting briefs or opinions on direct appeals; experience drafting writ responses or court orders and findings on 11.07 writs; experience responding to post-conviction motions for DNA testing, Public Information Act requests, and expunction petitions; familiarity with out-of-state witness subpoenas and extradition proceedings; willingness to assume at least one of the extra duties that the Appellate Division handles; and oral argument experience before state or federal appellate courts.


Submit resumes and cover letters to:

Lori Ordiway, Appellate Chief
Dallas County District Attorney’s Office
Frank Crowley Courts Building
133 N. Riverfront Blvd., LB-19
Dallas, Texas 75207-4399
Lori.ordiway@dallascounty.org

EMPLOYER:  Human Resource Office at McLennan County
TITLE:  Misdemeanor Trial Prosecutor
POSTED:  August 5, 2015
DEADLINE:  Open until filled
LOCATION:  Waco, TX

DESCRIPTION:
http://www.co.mclennan.tx.us/hr/posting21.aspx

Salary Range:  $4,526.54 - $5,158.58
Misdemeanor Trial Prosecutor

- Prepare and conduct Misdemeanor Trials
- Prepare and conduct Pretrial Hearings
- Misdemeanor trial and court appearances
- Misdemeanor Case evaluation and negotiation
- Education and research
- Other prosecution duties designated by Division Chief or Court Chief

LIMITATIONS AND DISCLAIMER: The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position

Required: Applicant must be a Law school graduate, licensed or awaiting license by the State Bar of Texas and in good standing.

ENVIRONMENTAL FACTORS: Mainly indoor activity, except when investigating cases, interviewing witnesses, or preparing for trial, which requires some outdoor activity. Presentation of cases in a courtroom environment. Significant contact, with public, crime victims, witnesses, persons accused or convicted of crime, police officers, law enforcement or courthouse personnel. Courtroom appearances.

PHYSICAL DEMANDS REQUIREMENTS: Some light lifting, bending, standing, walking (trial presentations/on-scene investigations) and prolonged sitting. Vision (ability to read police reports, law book, and normal printed material), understandable coherent speech and hearing.

EMPLOYER: Brazos County District Attorney's Office
TITLE: Assistant District Attorney
POSTED: August 14, 2015
DEADLINE: Open until filled
LOCATION: Bryan, TX

DESCRIPTION: http://www.tdcaa.com/job_bank/assistant-district-attorney-24

Prepares for and takes to trial assigned cases; performs new case intake and screening, including determining type of indictment, gathering evidence, conferring with witnesses and law enforcement officials, and preparing subpoenas; requests assistance from investigators assigned to cases; prepares for and attends arraignments, grand juries, pre-trial hearings, and revocation hearings; makes plea bargain offers to defendants; and prepares paperwork required for court proceedings. This is a position that periodically rotates through all office divisions, including trial court, intake, appellate and juvenile.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Prepares and presents assigned cases to Grand Jury for indictment;

Prosecutes felony criminal cases before juries and District Courts, including preparation of instructions and papers;
Handles all pretrial matters in cases, including appearing at all arraignments for assigned cases, prosecuting applications for denial or reduction of bail, filing witness list for trials, filing all notices required by law, negotiating plea bargain offers with the defense attorney, providing defense attorneys with all discovery required by law, and prosecuting all examining trials and applications for dismissal;

Answers all pretrial motions, motions to suppress, and challenges to the constitutionality of statutes under which the defendant is prosecuted;

Leads case investigations, including reviewing police reports and statements of witnesses, determining if an offense was committed and the grade of the offense, determining needs for further investigation, and making requests to investigator;

Prepares assigned cases for bench or jury trial, including drafting motions, preparing writs, drafting witness questions, preparing charts, diagrams, and exhibits for the trial of the case, and preparing opening and closing statements;

Performs investigative functions, including locating and interviewing victims and essential witnesses, preparing the witnesses to testify, and obtaining information by subpoenas and warrants;

Performs legal research regarding the offense and issues surrounding a case, including preparing memoranda for the court on legal issues that arise in the course of a trial;

Performs responsibilities related to Grand Jury, including preparing indictments, presenting cases, meeting Grand Jury's requests for further investigation or witnesses' testimony, and processing the judgments;

Prepares orders for the trial court on pretrial matters, such as suggested findings of fact and conclusions of law;

Requests subpoenas for witnesses, records, and evidence for Grand Juries, pretrial hearings, and trials;

Makes applications for bench warrants for witnesses incarcerated out of the county;

Performs post-trial procedures, such as answering motions for new trial, arguing cases on a motion for new trial, and interviewing jurors on issues of jury misconduct;

Researches and writes appellate briefs;

Reviews probation revocation issues with Adult Probation office staff; and

Reviews docket with court staff.

For more information, click on the link above.

EMPLOYER: Champion Energy Services
TITLE: Contracts Analyst
POSTED: August 12, 2015
DEADLINE: Open until filled
LOCATION: Houston, TX

DESCRIPTION: http://www.indeed.com/jobs?q=attorney&start=50
Responsible for processing commercial/residential renewals as well as addressing other issues pertaining to contracts, including but not limited to, customers transferring services, manual contracts, missing contracts, and contract changes/updates. Research and resolve questions or issues relating to commercial/residential contracts via the contract inbox, ensure quality control over all contracts being entered, and provide backup for other areas within operations department.

**Job Functions**

- Process Commercial/Residential Contracts.
- Answer contract inbox emails within 24 hour time frame.
- Generate and work daily/weekly/monthly metrics reports.
- Provide backup for other operations responsibilities.
- Audit and/or QC of contracts.

**Education & Experience**

- 1 -- 2 years of related experience preferred.
- Experience in MS Office Suites and MS Excel skills required, advanced MS Excel skills preferred.
- Experience in Energy specific industry preferred.
- Knowledge of REP, ERCOT, PJM, MISO, NYISO, NEISO, PUC and/or TDSP/TDU standards preferred.
- High School Diploma or Equivalent Degree Required

**EMPLOYER:**  JBABB Criminal Defense Attorneys  
**TITLE:**  Entry-level Attorney  
**POSTED:**  August 12, 2015  
**DEADLINE:**  Open until filled  
**LOCATION:**  Dallas, TX

**DESCRIPTION:**

http://www.indeed.com/cmp/JBABB-Law/jobs/Entry-Level-Attorney-630d7c109c906dd1?q=attorney

Immediate opportunity for an attorney to gain experience in the criminal defense field by posting bonds and going to court, Monday through Friday, and a 24 hour on-call shift every fourth weekend. No experience necessary.

This is an entry-level position with the opportunity to develop into more. Work with our rapidly growing law firm located in Downtown Dallas, Fort Worth, and Denton. We seek a hard-working, dedicated individual to serve as a key member of our team. The sole job initially is to post bonds for the firm's clients at various jails/courts as well as attend court settings on behalf of the firm throughout the Metroplex.

Candidate must be able to work mornings-afternoons-evenings from our office and navigate quickly between the various jails/courts throughout the Metroplex. We offer a very friendly working environment, the opportunity to gain experience, and to grow with our expanding law firm.

Car and gas will be provided by the firm for posting bonds. This is a full-time position which requires the attorney to only work for this firm.

Profit sharing is available after initial probationary period is completed.

Must have active Bar Card - Texas license date.
Salary: $36,000.00 /year

Required license or certification:

**EMPLOYER:** The Ortiz Law Firm  
**TITLE:** Immigration Attorney  
**POSTED:** August 13, 2015  
**DEADLINE:** Open until filled  
**LOCATION:** Dallas, TX

**DESCRIPTION:**
[http://dallas.craigslist.org/ftw/lgl/5170015256.html](http://dallas.craigslist.org/ftw/lgl/5170015256.html)

The Ortiz Law Firm is seeking a bilingual (Spanish/English) attorney with previous immigration experience specifically in the area of immigration courtroom proceedings (Minimum 1 year). The attorney will also carry a large caseload with the assistance of paralegals. Must be able to provide excellent customer service to clients, interview prospective clients as scheduled and attend USCIS interviews. The attorney will also need to have time management skills and excellent legal writing skills, provide professionalism and work well in a fast paced environment.

**EMPLOYER:** Blind Posting through Craig’s List  
**TITLE:** Associate Attorney  
**POSTED:** August 11, 2015  
**DEADLINE:** Open until filled  
**LOCATION:** Dallas, TX

**DESCRIPTION:**
[http://dallas.craigslist.org/dal/lgl/5168087279.html](http://dallas.craigslist.org/dal/lgl/5168087279.html)

Looking for associate attorney for small civil firm in downtown Dallas. Our ideal candidate will have excellent writing skills, organizational skills, and work well with people. This is a very friendly environment with excellent quality of life (no weekends or constant late nights.) Attorney will work on pleadings and be in contact with clerks, sheriff/constable offices, and opposing counsel. This is an excellent chance to build courtroom skills with motion hearings.

If you have experience with the following, please detail in a cover letter or expound on it in your resume:
- heavy case load  
- proofreading  
- small office/company  
- drafting pleadings  
- efiling  
- Federal debt collection laws

Ideal candidate will have 0-3 years experience.

We cover 100% of parking, and employee’s medical and dental. There are no billable hour requirements.
Texas license not required now, but it must be a goal. No mobile book of business required.

In order to be considered, please submit a resume with a salary history and reason for leaving previous jobs.

**EMPLOYER:** Blind Posting through Craig's List  
**TITLE:** Associate Attorney  
**POSTED:** August 14, 2015  
**DEADLINE:** Open until filled  
**LOCATION:** Austin, TX

**DESCRIPTION:**
[http://austin.craigslist.org/lgl/5171245432.html](http://austin.craigslist.org/lgl/5171245432.html)

Sablatura Williams PLLC is searching for an associate to handle family, criminal, and immigration matters within Travis & Williamson Counties. We have offices in both Round Rock & Austin.

Compensation is a base salary with a percentage bonus for work brought in.

Please PDF your resume to us, and we'll take a look!

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**IN LAST WEEK'S ISSUE**

**Arizona**  
Assistant Director of Compliance (Phoenix)

**Texas**  
Personal Injury Pre-Litigation Attorney (San Antonio)  
Trial Associate (Austin)  
Entry-level Attorney (Austin)  
Assistant Attorney General (Dallas)  
Attorney I (Austin)  
Oil & Gas Analyst (Houston)  
Assistant City Attorney (Odessa)  
Attorney I (Dallas)  
Contracts Attorney (San Antonio)  
Conflicts Analyst (Houston)

**Washington DC**  
Gupta Wessler Fellowship
ARIZONA

EMPLOYER: Grand Canyon University
TITLE: Assistant Director of Compliance
POSTED: August 6, 2015
DEADLINE: Open until filled
LOCATION: Phoenix, AZ

DESCRIPTION:
http://www.indeed.com/jobs?q=attorney&start=50

Grand Canyon University is currently seeking a full-time Assistant Director of Compliance. Reporting to the Sr. Associate Athletic Director for Compliance and Administration, the Assistant Director will manage all aspects associated with Bylaw(s) 11, 13, 16, and 17.

Responsibilities:

- Assists with a comprehensive rules compliance program for internal and external constituents.
- Executes specified Conference reporting/exceptions and NCAA waivers.
- Assists with, investigates and reports NCAA infractions.
- Other duties as assigned.

Qualifications:

- Bachelor’s degree required. Master’s or Law degree preferred.
- A minimum of one year relevant full-time experience required. Division I experience, Division I Conference Office, or the NCAA, preferred.
- Excellent written and oral communication skills.
- Strong attention to detail.
- Excellent working knowledge of NCAA Division I rules required.
- Ability to work evenings and weekends.
- Sound working knowledge of word processing, spreadsheets, databases, and LSDBi, NCAA Compliance Assistant necessary.

Why Grand Canyon University?

Grand Canyon University continues on a path of unprecedented growth as a leading higher education institution – and we invite you to help shape the future successes of both our students and school. Founded in 1949, Grand Canyon University is Arizona’s regionally accredited, private, interdenominational Christian university offering premier bachelor’s, master’s and doctoral degrees in extensive college programs.

TEXAS
EMPLOYER: Thomas J Henry & Associates
TITLE: Personal Injury Pre-Litigation Attorney
POSTED: August 7, 2015
DEADLINE: Open until filled
LOCATION: San Antonio, TX

DESCRIPTION:
&jobid=90ba7327-ba7c-4880-ad2d-86c48a10560e&stats=y

Starting at $45,000
Medical Insurance
Paid Vacation
Paid Holidays
Free Gym Membership

Duties:
- Conduct intake meetings with new clients
- Explain and execute Attorney-Client contracts
- Provide clients with frequent case status updates
- Handle clientele requests and demands accordingly
- Manage docket of cases according to office policy
- Communicate daily with insurance companies re: status of claims, demands, and offers
- Manage assigned Case Manager (CM) and assigned Medical Clerk (MC)
- Communicate daily with firm's president using multiple mediums (ie. Email, written reports, one on one presentation, etc.) to address any case building or case settling issues and performance of assigned team

Benefits:
- Conduct intake meetings with new clients
- Explain and execute Attorney-Client contracts
- Provide clients with frequent case status updates
- Handle clientele requests and demands accordingly
- Manage docket of cases according to office policy
- Communicate daily with insurance companies re: status of claims, demands, and offers
- Manage assigned Case Manager (CM) and assigned Medical Clerk (MC)
- Communicate daily with firm's president using multiple mediums (ie. Email, written reports, one on one presentation, etc.) to address any case building or case settling issues and performance of assigned team

Requirements:
- Must be licensed in Texas (newly licensed attorneys encouraged to apply)
- Must pass a criminal background check
- Exceptional customer service experience a plus (please include any experience gained prior to your law degree)

EMPLOYER: Law Offices of Alex Hernandez Jr.
TITLE: Trial Associate
POSTED: August 4, 2015
DEADLINE: Open until filled
LOCATION: Austin, TX

DESCRIPTION:
As the firm continues to grow and meet the needs of our clients, our continued success depends on having dedicated and experienced personnel. At the Law Offices of Alex R. Hernandez Jr. PLLC we are always looking for dynamic, aggressive legal professionals to join our firm. We offer great career path opportunities, contact us today to make your next step in life.

Why work for us?

Alex R. Hernandez Jr. is a member of the Million Dollar Advocates Forum:
This is an honor only permitted to attorneys who have achieved settlements in litigation that total over $1 million. The Million Dollar Advocates Forum is recognized as one of the most prestigious groups of trial lawyers in the United States and less than 1% of U.S. lawyers are members. Our aggressive and relentless method of litigation has allowed us to win million dollar settlements for our clients. We will strive to earn you a satisfactory and compensatory settlement that is beyond what you even hoped.

Alex R. Hernandez Jr. is Rated "Superb" 10/10 by Avvo:
Avvo provides a forum for client reviews and peer recommendations. We have pleased so many clients and impressed so many attorneys that Alex R. Hernandez Jr. has been able to achieve a perfect Avvo rating. Clients have described us as "excellent," "passionate," "honest," "the best attorney," "the best in Texas," "caring and trustworthy," and their "go to guy." One of our former clients says it best, "when we fight, we fight to win!" More important than credentials is our reputation that our law firm is one that cares.

Some of our practice areas include:
- Personal injury
- Auto accidents
- Criminal defense
- Probate
- Civil law
- Business law
- Real estate law
- Estate planning
- Family law and divorce matters
- Other matters

We handle the everyday cases, we are not a Personal Injury mill firm, we have clients who come back consistently because life is problematic and any day may be filled with a day of legal troubles. We care about our clients.

EMPLOYER:  State Goverment
TITLE:   Entry-level Attorney
POSTED:  July 16, 2015
DEADLINE:  Open until filled
LOCATION:  Austin, TX
DESCRIPTION:

Performs entry-level attorney work. Work involves interpretation of laws governing public access to government information and drafting of informal open records letter rulings and formal open records decisions; educating citizens and public servants regarding their rights and obligations under the Public Information Act; reviewing and analyzing requests for rulings and researching and rendering legal opinions involving requests for public information; participating in public speaking at open government conferences; assisting in drafting bills for legislative consideration and analyzing proposed legislation. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

Drafts, edits, and revises formal opinions and rulings, memoranda, correspondence, and publications. Participates in public speaking at open government conferences held throughout the state. Attends work regularly in accordance with agency leave policy. Complies with all agency policies and procedures, including but not limited to applicable security and safety rules, regulations and standards.

MINIMUM QUALIFICATIONS
Graduation from an accredited law school with a J.D. Licensed as an attorney by the State of Texas. Member in good standing with the State Bar of Texas. Knowledge of laws and legal principles and practices. Skill in using a computer for word-processing and data entry/retrieval. Skill in effective oral and written communication [Writing sample required at time of interview, if selected]. Skill in working cooperatively with other attorneys, supervisors and support staff. Ability to handle stressful situations. Ability to work with others in a collegial office environment. Ability to receive and respond to constructive feedback. Ability to lift 25 lbs. Ability to work over 40 hours per week as needed. Ability to provide excellent customer service.

EMPLOYER: Attorney General’s Office – Child Support
TITLE: Assistant Attorney General
POSTED: August 5, 2015
DEADLINE: Open until filled
LOCATION: Dallas, TX

DESCRIPTION:
Performs entry-level/routine/moderately complex/complex (depending on AAG level) attorney work for the Child Support Division. Work involves representing the state’s interest in judicial and administrative matters, and providing legal advice, consultation and technical assistance to the Child Support Program and staff. Works under close/moderate/general (depending on AAG level) supervision, with minimal/limited/moderate (depending on AAG level) latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS
Represents the State of Texas at legal proceedings to locate, establish, enforce, modify or terminate court orders for child support and medical support
Represents the State of Texas in administrative hearings
Provides legal advice, consultation and technical assistance to the Child Support Program
Develops and delivers training
Attends work regularly in accordance with agency leave policy
Works 8 a.m. – 5 p.m., Monday through Friday
Works over 40 hours per week as needed
Provides excellent customer service
Maintains a valid driver’s license
Uses personal vehicle for business-related travel
Complies with all agency policies and procedures including, but not limited to, applicable security and safety rules, regulations and standards

MINIMUM QUALIFICATIONS
Graduation from an accredited law school with a Juris Doctor (J.D.) degree
Licensed as an attorney by the State of Texas
Member in good standing with the State Bar of Texas
Knowledge of Family Law and the Texas Family Code
Skill in legal writing, mediation and negotiation
Skill in serving as a trial lawyer, preparing sound opinions, conducting investigations and performing legal research
Skill in using a personal computer for word-processing and data entry/retrieval
Skill in establishing and maintaining effective working relationships with other employees and the public
Skill in working under pressure and meeting deadlines
Ability to work 8 a.m. – 5 p.m., Monday through Friday
Ability to work over 40 hours as needed
Ability to obtain and maintain a valid driver’s license
Ability to use personal vehicle for business-related travel
Ability to provide excellent customer service
Ability to lift 25 lbs.

AAG II MINIMUM QUALIFICATIONS
All of the above qualifications for an AAG I, PLUS
One year of full-time legal experience as a licensed attorney

EMPLOYER: Railroad Commission of Texas
TITLE: Attorney I
POSTED: August 7, 2015
DEADLINE: Open until filled
LOCATION: Austin, TX
DESCRIPTION:
http://agency.governmentjobs.com/texasrrc/default.cfm?action=viewJob&jobID=1213815

Performs responsible legal work in the Enforcement Section of the Office of General Counsel, handling enforcement cases involving Commission Oil and Gas, LP Gas, Alternative Fuels and Pipeline Safety rules, including Commission underground pipeline damage prevention rules. Interacts with Commission staff to gather and evaluate evidence and develop cases. Drafts correspondence, pleadings, orders and settlement agreements. Communicates and negotiates with attorneys representing enforcement defendants. Appears at hearings before agency examiners, presenting enforcement actions or representing staff in other proceedings. Assists the Attorney General's Office as required in the preparation of district court, appellate and bankruptcy cases. Prepares legal documents and memoranda concerning proposed statutes and Commission rules as assigned and the effect or application of such statutes and rules on or to particular circumstances related to prosecuting enforcement actions.

L.L.B. or J.D. degree from an accredited law school (COPY OF TRANSCRIPT REQUIRED WITH APPLICATION). Licensed to practice law in Texas. Experience in school and/or previous employment with Texas oil and gas law and the Administrative Procedure Act. Ability to evaluate and organize evidence, apply the evidence to particular laws and rules, present a case, negotiate, and timely produce finished documents using word processing software. Ability to develop effective relationships with all Commission personnel.

Salary is up to $55,000 per year based on qualifications and experience. Writing sample must accompany application. Highly motivated self-starter with willingness to handle a large caseload and exercise sound judgment preferred. Ability to interact with the public is preferred. Appearing at hearings requires sitting for long periods of time. Ability to analyze complex legal problems and present sound opinions orally and in writing. Skill and experience working on a PC and using Microsoft Office products is required. Experience in the use of WordPerfect X5 is strongly preferred.

EMPLOYER: KeyBank
TITLE: Oil & Gas Analyst
POSTED: August 5, 2015
DEADLINE: Open until filled
LOCATION: Houston, TX

DESCRIPTION:
http://www.indeed.com/jobs?q=attorney&start=10

ABOUT THE BUSINESS: Key Corporate Bank is a full-service corporate and investment bank serving the needs of mid- to large-sized businesses and focusing principally on middle market clients in six industry sectors: consumer, energy, healthcare, industrial, public sector, and real estate.

About the Job
Reporting to the Head of Oil & Gas Investment and Corporate Bank. The Analyst position in KBCM act as the primary day-to-day leaders for analytical support, including financial statement analysis and model development; valuation analysis; industry research; and the preparation of various presentations and documents including descriptive memorandum, management presentations, new business and other.
Analysts interact daily with other bankers and clients, prospective buyers/money sources, attorneys and accountants. Experienced Analysts learn to play more of an Associate role in helping manage transactions and interface directly in presentation, negotiation, capital-raising and closing. They play a central role in coordinating the activities of all team members.

**ESSENTIAL JOB FUNCTIONS**

- Work with corporate finance investment bankers and product partners on O&G, strategic corporate finance, and capital raising transactions. Generate ideas and analytical materials in support of new client meetings.
- Perform financial modeling and valuation analysis on public and private companies: comparable company analysis, precedent transaction analysis, leveraged buy-out analysis and discounted cash flow analysis.
- Develop marketing materials for topics such as company positioning, financing alternatives, and M&A/Strategic alternatives.
- Develop knowledge of relevant information resources: Bloomberg, FactSet, Capital IQ, Thomson Financial.
- Continually build knowledge and capabilities within the industry segment and stay abreast of competitive trends.
- Assist with attracting a quality workforce, i.e. college recruiting activities.
- Maintain required licensing.
- Demonstrate the Key Values - Teamwork, Respect, Accountability, Integrity, and Leadership.

**REQUIRED QUALIFICATIONS**

- Undergraduate Degree in Business (Accounting, Finance, Business Admin, Economics, etc.)
- Series 79 & 63 (within 18 months of employment)
- Strong quantitative skills, including financial modeling and financial statement analysis.
- Quantitatively and financially-oriented, possessing the ability to succinctly express ideas.

**FLSA STATUS:** Exempt

KeyCorp is an Equal Opportunity and Affirmative Action Employer committed to engaging a diverse workforce and sustaining an inclusive culture. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

**EMPLOYER:** City of Odessa

**TITLE:** Assistant City Attorney

**POSTED:** August 6, 2015

**DEADLINE:** Open until filled

**LOCATION:** Odessa, TX

**DESCRIPTION:**


Under general supervision, acts as legal advisor to City staff; reviews documents and operational issues, and provides legal opinions and advice; analyzes legislation and operational impact, minimizes risk and liability, reviews contracts, advises on legal intervention strategies, and manages assigned legal issues.
Responsible for providing professional legal services as needed by the City specializing in prosecution of cases in Municipal Court and other criminal matters within the jurisdiction of the City.

**Job Duties:**

- Prepares and prosecutes municipal court cases and other attendant duties of the criminal division in absence of the attorneys there or as requested by the City Attorney.
- Serves as legal advisor to City staff on civil issues; reviews documents and provides legal opinions and advice; works independently and makes appropriate decisions based on knowledge of City policies, legal standards, and scope of authority; duties may vary according to job assignment.
- Composes, reviews, and approves contracts, resolutions, ordinances, public communications, and a wide variety of legal documents for City staff and the City Attorney’s Office (CAO).
- Manages assigned CAO functions, including professional civil legal work, legal counsel and education, technical and legal documents, legislative assistance, and representation before courts, boards, and administrative hearings; protects the legal rights of the City, and reduces liability risk.
- Conducts legal research on operational and contractual issues, documents results and findings, provides legal advice and information, and presents recommendations.
- Exercises independent judgment within CAO policy guidelines; evaluates legal issues, and recommends solutions to minimize risk and safeguard the City’s operations.
- Reviews, approves, and negotiates legal issues; assures that legal issues are resolved within City policy; reviews and evaluates City decisions, policies, regulations, and other legal matters; assures effective communication of legal issues and strategies with the City Attorney.
- Manages the case preparation and resolution of litigation, negotiations, settlements, prosecutions, and other municipal legal proceedings; develops legal assessments and strategies; conducts factual and legal analysis to determine whether legal issues should be prosecuted or defended, based on the facts of law and evidence; conducts conferences with opposing parties concerning settlement of cases.
- Monitors changes in state and federal regulations, standards, and legislation governing municipalities; assists City departments to develop revised policies to meet compliance requirements for new legislation.
- Assigns and reviews the work of professional and administrative staff.
- Must have and maintain a cell phone for City use to hold this position.
- Supports the relationship between the City of Odessa and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information.
- Performs other duties as required or assigned, including criminal prosecution.

**EMPLOYER:** District Attorney’s Office  
**TITLE:** Attorney I  
**POSTED:** August 6, 2015  
**DEADLINE:** Open until filled  
**LOCATION:** Dallas, TX

**DESCRIPTION:**
Working under immediate supervision, performs entry-level legal work of a routine nature. Work involves litigation and legal research; drafting legal documents; and interpreting laws, rules, and regulations OR prosecutes misdemeanor cases in assigned court. Performs case evaluation, preparation and management; represents the state/client in pre-trial and evidentiary hearings and jury/court trials; and ensures effective communication with defense attorneys, court personnel, victims and family members, witnesses and other interested parties. Receives level of oversight, training and supervision based on experience and expertise in misdemeanor prosecution.

Evaluates assigned cases or lawsuits by: • reviewing documentation, • conducting necessary legal research on applicable laws, • interviewing witnesses or persons with knowledge of the cases, • gathering evidence, and • determining most appropriate action(s) to be taken. Drafts, files and responds to necessary motions, briefs or other legal documents for trials and/or hearings. Explains legal process to potential witnesses, prepares witnesses for court testimony, and ensures clients or victims/families are kept informed on status of cases. Gathers, prepares and presents evidence, exhibits and related material for trials or hearings. Represents the State and client in trials and hearings by: • conducting jury selection, • presenting opening statements, • conducting direct and cross-examinations of witnesses, and • presenting closing arguments. Participates in settlement or plea-bargain negotiations. Prepares necessary legal documents if settlement or plea-bargain agreement is reached and ensures signatures are secured and documents filed as required. Performs other duties as assigned.

Graduation from an accredited law school. No experience required. Requires a current license to practice law in the State of Texas.

EMPLOYER: Sirius Computer Solutions
TITLE: Contracts Attorney
POSTED: August 6, 2015
DEADLINE: Open until filled
LOCATION: San Antonio, TX


You’ve invested time and hard work to get where you are, and you want to work alongside people who’ve done the same and will motivate you to be better every day. You are looking to be challenged and grow professionally, and you need to be valued and recognized for your contributions. If this is you, Sirius is for you.

Sirius helps companies become more competitive by taking advantage of technology solutions across the data center and throughout the enterprise. We focus on best-of-breed IT solutions that are built on today’s leading technologies, from the world's top technology innovators, and delivered by certified technology experts.

Our over 1,450 talented employees work across the US, designing,
implementing, and supporting solutions from leading manufacturers, including Cisco, Citrix, CommVault, Dell, EMC, Hitachi, HP, IBM, NetApp, VMware, and many more. As a nationally recognized solutions provider with a 35-year history of success, we are known for cultivating the best talent, providing a positive work environment, and offering a compensation and benefits package designed to help our employees thrive both personally and professionally.

If it’s time to get Sirius about taking the next step in your career, contact us today.

Position Summary:
The primary purpose for this position is to ensure all customer contracts are created, negotiated, and maintained in accordance with corporate and industry accepted guidelines and objectives as well as the review, maintenance, and tracking of a variety of vendor and other contracts.

Primary Duties & Responsibilities
• Reviews and analyzes contract/agreement drafts for acceptability of proposed changes, to include redlining documents, and performs formatting, proof-reading, and content editing of these documents
• Drafts alternative language for complex non-standard corporate contract documents, government RFPs, and Statements of Work (SOWs)
• Assists in the negotiation of complex corporate contract documents, government RFPs, and SOWs
• Analyzes vendor agreements and other corporate contracts for potential legal risks and makes recommendations
• Creates Sirius Negotiated Agreement Forms (SNAF) to identify key legal and business contract issues that are agreed upon as well as not agreed upon
• Recognizes key business issues and takes necessary steps to safeguard corporate exposure and interests
• Utilizes a contracts database or other suitable tool to organize contract documents to include reviewing documents to identify key triggers such as termination dates, notice clauses, penalties, escalations, etc.
• Maintains, prepares, and coordinates execution of standard approved Agreement forms as necessary
• Communicates regularly and effectively with field sales representatives and customers, making them aware of the status of contract documents and potential issues

For more information, click on the link above.

EMPLOYER: Special Counsel
TITLE: Conflicts Analyst
Special Counsel is searching for a Conflicts Analyst for our client in the Houston area. The ideal candidate will have 1-2 years experience working in a law firm conflicts department or in a research role.

Duties:
Assist firm attorneys and members of the firm’s management in the identification and resolution of conflicts of interest.
Conduct database research and analysis of the data;
Assist in the preparation, review and application of waivers and/or consents;
Assist with maintenance and update of the conflicts database;
Assist Conflicts Manager and Supervisor with the training of new Conflicts Analyst Assistants and Conflicts Analysts;
Become proficient in understanding and utilization of Conflicts Database;
Assist the New Business Conflicts & Compliance Department with a wide range of research requests and other projects as may be assigned.

REQUIRED SKILLS
At least one (1) year of Conflicts researching experience preferred. Conflicts analysis and resolution experience a plus. Elite database or comparable database experience preferred. If no prior conflicts experience, at least two (2) years of legal background as a legal assistant or other comparable position consisting of researching and database experience preferred.
Must have strong organizational skills, be multitasked, have strong analytical and writing and communication skills. Strict attention to detail is a must. Must be responsible for completing tasks and following through with the resolution of issues; including, the ability to meet deadlines and work in a fast paced environment. Must have Word processing and Excel skills.

EDUCATION, CERTIFICATIONS AND/OR EXPERIENCE
Bachelor’s degree and at least one year working in an office environment preferred.

EMPLOYER: Law Office of Domingo Garcia
TITLE: Personal Injury Attorney
POSTED: August 7, 2015
DEADLINE: Open until filled
LOCATION: Houston, TX

DESCRIPTION:
http://houston.craigslist.org/lgl/5161521255.html

Law Offices of Domingo Garcia, a Personal Injury Law Firm, seeks an attorney with 1-3 years of experience to work up and negotiate pre-litigation personal injury and car accident cases. The candidate
must be willing to work in a high-paced work environment. Bilingual in Spanish/English required. Compensation will include bonuses and salary based upon experience.

WASHINGTON DC

EMPLOYER: Gupta Wessler PLLC
TITLE: Gupta Wessler Fellowship
POSTED: August 6, 2015
DEADLINE: October 5, 2015
LOCATION: Washington DC

DESCRIPTION: http://www.idealist.org/view/job/ppDW4cZhwGnp/

Gupta Wessler PLLC is the only firm of its kind--a private firm, unaffiliated with any advocacy group, specializing in Supreme Court, appellate, and complex litigation on behalf of plaintiffs and public-interest clients nationwide.
Our cases span an unusually wide range of issues, including consumers' and workers' rights, class actions, the First Amendment, gun control, and civil rights. In these and other areas, we work with law firms, scholars, and advocacy groups to help shape the law in ways that enhance justice and improve people's lives.

About the Fellowship
We seek an outstanding new attorney for a one-year fellowship in appellate and constitutional litigation to begin in September 2016.
Fellows are fully integrated into all aspects of the firm's work and receive significant responsibility for cutting-edge appellate, constitutional, and complex litigation. They are expected to hit the ground running by researching and drafting briefs under close supervision and mentorship by the firm's attorneys. Fellows will also play a critical role in monitoring developments in the U.S. Supreme Court and other courts, and in analyzing potential new cases for the firm.

Qualifications
We are looking for a new attorney with exceptional writing ability, the capacity to think creatively about the law, strong advocacy instincts, and a genuine passion for public interest work. A judicial clerkship and experience in both public interest and appellate litigation are strongly preferred.
The fellowship is ideally suited for a current or recent judicial law clerk interested in embarking on a career as a public interest litigator.

Our inaugural 2015-2016 Fellow, Neil Sawhney, will join the firm from a clerkship with Judge Marsha Berzon of the U.S. Court of Appeals for the Ninth Circuit, and will clerk for Justice Goodwin Liu of the Supreme Court of California following his fellowship. Neil graduated from Stanford Law School, where he was an editor of the Stanford Law Review and received the Thelton Henderson Prize for Outstanding Performance in Supreme Court Clinic Practice. During law school, Neal worked at the ACLU of Northern California and spent two quarters in Stanford's Supreme Court Clinic.

How to apply

Interested applicants should email a cover letter, resume, transcript, a list of three references, and more than one writing sample to fellowship@guptawessler.com.
Applications will be considered on a rolling basis, but should arrive by September 15, 2015 to ensure full consideration. We are committed to considering applicants from all schools and backgrounds, and we actively seek applications from women and underrepresented groups.

Writing samples are the most important part of the application process. We prefer writing samples that reflect a candidate's most challenging and ambitious work so far, not cookie-cutter assignments for legal writing courses. Scholarly papers are welcome but we would also like to see at least one in-depth advocacy piece or legal memorandum, such as a bench memo (if chambers policy permits, and redacted as necessary). We prefer to see whole documents rather than excerpts. Samples that have been edited or commented upon by others are perfectly fine so long as that fact is noted. We also welcome non-legal writing samples that reveal a candidate's general analytical and writing ability.

No telephone inquiries, please.

ACTIVE POSTINGS IN 8/3/15

WASHINGTON DC

EMPLOYER: National Women's Law Center

TITLE: Legal Fellowship

POSTED: July 29, 2015

DEADLINE: Open until filled

LOCATION: Washington DC

DESCRIPTION:

http://www.idealist.org/view/job/MF74GkcJp9MD/

For over 40 years, the National Women's Law Center has expanded the possibilities for women and girls in our country. The Center uses the law in all its forms: getting new laws on the books; litigating ground-breaking lawsuits all the way to the Supreme Court; and educating the public about how to make the law and public policies work for women and their families. The Center's experienced staff take on the issues that cut to the core of women's and girls' lives in education, employment, health and reproductive rights, and family economic security, with special priority given to the needs of low-income women and their families. For more information on the Center, visit www.nwlc.org.
The Center is now recruiting rising third-year law students, judicial clerks, and other recent law school graduates interested in applying for Skadden, Equal Justice Works, or other law fellowships to begin in September 2016, to discuss their interest in basing a fellowship project at the Center. Applications will be considered on a rolling basis with priority given to those received earliest.

Description
The fellow will support the Center's work in one or more of the following program areas: Health and Reproductive Rights or Family Economic Security (including child care). Some specific project ideas are described below, but applicants may draft their own project descriptions for consideration. Responsibilities may include researching and analyzing policy and legal issues; drafting a variety of materials, such as memos, fact sheets, reports, comments on regulations, and legal briefs; and working with national and state-based coalitions. Excellent benefits, including four weeks of vacation.

Qualifications
Law degree required. Experience working in a research, advocacy, or policymaking environment preferred. Must have excellent analytical, oral and written communications and organizational skills, attention to detail, and a commitment to women's issues.

Project Ideas for 2016
Supports for Working Families Project
Now more than ever, working families, and especially young working families, are struggling to make ends meet. Recent research highlights the difficulty that millennial families face in paying for the child care they need to work, especially as compared to their parents' generation. The fellow would work with the Center during a critical time in the development and implementation of policies to improve low-income working families' resources with regard to child care and early education. Specifically, the fellow would (1) develop and advocate for improved federal and state tax policies to help families pay for child care; (2) if such tax policies are adopted, either on the federal or state levels, work on implementation and public education; (3) help families access the tax benefits for which they are currently eligible; (4) and develop and advocate for child care and early education policies at the state and federal levels that focus on the needs of low-income working families, whose often unpredictable and inflexible schedules make it difficult for them to access the child care they need to work. The fellow may also work on other policies targeting the needs of low-income working families, including tax benefits for victims of domestic violence, same-sex married couples, and (depending on upcoming court cases) immigrant families; tax benefits for low-income families under the Affordable Care Act (ACA); and state or federal minimum wage increases.

Improving Access to Reproductive Health Care Services
Recent trends in health care have led to increasing hospital consolidations as well as a shift from individual or small medical practices to larger hospital based practices. Some of the largest health care systems in the country are religiously affiliated and do not provide basic reproductive health care services, including abortion, birth control, counseling for HIV and other STD prevention, sterilization, and in vitro fertilization. These health care systems are also purchasing medical practices, leaving some areas of the country with few providers who offer comprehensive reproductive health care. As a result, there are some places where not only are there no hospitals that provide these basic reproductive health services, but there also might not be clinics or primary care providers that offer these services. This project would focus on improving and protecting access to comprehensive reproductive health care services. The fellow would:

- Identify places where consolidations of hospitals and medical practices have reduced the number of available providers who offer comprehensive reproductive health care services.
- File complaints with appropriate agencies if these restrictions on services violate state or federal law.
- Advocate to ensure that insurance companies include providers in their networks that provide comprehensive reproductive health care services.
• File complaints with appropriate agencies if insurance companies do not have enough providers in their network to provide comprehensive reproductive health care services.
• Engage in other advocacy to protect access to reproductive health care services, particularly in low-income and rural communities.

**Improving Women's Access to Healthcare**

In this project, the fellow will work with our Health and Reproductive Rights team to help women access health care guaranteed to them under law. The Affordable Care Act (ACA) makes dramatic improvements for women's health coverage and women's health care by ending discriminatory health insurance practices, making health coverage more affordable and easier to obtain, and improving coverage for the essential health services women need. Unfortunately, we have found that many health insurance plans are violating the law and women are not receiving needed medical care. This project expands on the research we have done into health plan coverage and experience we have gained in assisting women access birth control and breastfeeding support and supplies to provide services to women who are denied coverage for health services they should receive under the ACA. The fellow will provide assistance to women through the appeals and complaints process as well as working with state advocates, health insurers, and state and federal regulators to correct violations so other women do not face the same barriers to care.

**How to apply**

If you are interested in joining the NWLC team, submit a cover letter, resume, transcript, writing sample, and three references. Electronic submissions are preferred. Please send materials to humanresources@nwlc.org and include position title in the subject line. Hard copies may be addressed to: Human Resources Department, National Women's Law Center, 11 Dupont Circle NW, Suite 800, Washington, DC 20036, FAX: 202-588-5185.

**EMPLOYER:** Department of Justice  
**TITLE:** Entry-level Attorney  
**POSTED:** July 31, 2015  
**DEADLINE:** September 8, 2015  
**LOCATION:** Washington DC

**DESCRIPTION:**  
[https://www.usajobs.gov/GetJob/ViewDetails/411693900](https://www.usajobs.gov/GetJob/ViewDetails/411693900)

Duties vary according to the mission of the hiring office. For more information, visit [http://www.justice.gov/legal-careers/honors-program-participating-components](http://www.justice.gov/legal-careers/honors-program-participating-components) and select the links for the hiring offices.

The Honors Program has specific eligibility requirements. For details, visit [http://www.justice.gov/legal-careers/honors-program-eligibility](http://www.justice.gov/legal-careers/honors-program-eligibility). Incoming hires must have a law degree (J.D. or equivalent) and be eligible for admission to the bar (any U.S. jurisdiction) at the time of entry on duty. Some hiring offices require applicants to be admitted to a bar or to have recently taken a bar exam with results pending as a condition of consideration. Certain U.S. Attorneys Offices may require incoming hires to become admitted to the bar of the state where the office is located. The Indian Country Fellowship may require admission to a tribal bar.
TECHNICAL QUALIFICATIONS:
Applications will be accepted from all groups of eligible and qualified individuals. For details, see http://www.justice.gov/legal-careers/honors-program-eligibility. U.S. citizenship is required.

For more information, click on the link above.

ACTIVE POSTINGS IN 7/27/15

Louisiana
Immigration Staff Attorney (Baton Rouge)

New York
EJWA Disaster Fellow (New York City)
Public Interest Fellowship (New York City)
Fellowship Candidate (New York City)

Texas
Transactional Attorney (Abilene)
Associate Attorney (Ft Worth)

LOUISIANA

EMPLOYER: Catholic Charities of the Diocese of Baton Rouge
TITLE: Immigration Staff Attorney
POSTED: July 24, 2015
DEADLINE: Open until filled
LOCATION: Baton Rouge, LA

DESCRIPTION:
http://www.idealist.org/view/job/ZhmZHCF3BKh4/

The Immigration Staff Attorney works to meet the needs of indigent immigrants for immigration legal services by providing direct representation and assistance in applying for immigration benefits before
USCIS and direct representation services for immigrants and their families facing immigration removal proceedings at the Oakdale and New Orleans Immigration Courts in Louisiana. The Staff Attorney shall also provide non-representative Legal Orientation Program (LOP) services to immigration detainees in rural Louisiana.

Core Values of Staff:

- **Compassion**: We treat others as our brothers and sisters. We are one human family regardless of our national, racial, ethnic, economic and theological backgrounds.
- **Teamwork**: As employees of Catholic Charities, we act as members of one team to accomplish our mission.
- **Respect**: We serve our clients and interact with our fellow employees, treating them with dignity and respect.
- **Integrity**: We perform our work honestly to promote the highest trust and confidence in our services.
- **Customer Service**: We strive to exceed the expectations in the level of services that are provided within the scope of our mission to our clients.
- **Justice**: Our basic moral test is how the most vulnerable members of our community are faring and how we are serving them within our mission.

II. MINIMUM QUALIFICATIONS:

A. Education, Experience & Certifications:
   a) Education: J.D. from an accredited ABA institute
   b) Preferred Experience: 1-2 years of general immigration law practice experience – law school clinic work, externships, or other similar training may be counted towards the minimum requirement. However, experience with criminal defense or litigation and willing to learn immigration law will also be considered.
   c) Certification/Licensure: Louisiana license preferred. Admitted to practice law in any state or the District of Columbia is acceptable.
   d) Language(s): Spanish reading, writing and speaking fluency required.

B. Other Qualifications:
   - Working knowledge of Microsoft Office platform.
   - Ability to work with diverse population and needs and handle deadlines and other court demands as needed.

C. Physical Demands:
   - Must be able to lift 5 to 20 lbs. occasionally for 5 to 30 minutes; the position requires the employee to walk, stoop, lift, bend, squat, kneel, climb, handle, talk, drive and see for 5 minutes to an entire work day of seven (7) hours depending on the task at hand and can occur on an occasional to frequent basis. Sitting for five to six hours a day is expected for this position.
   - Travel by automobile is expected at least twice a month to rural communities and may be 3 days or more.
   - Occasional travel by plane may be required for continuing legal education and training purposes.
   - Standing for 2-4 hours a day may be required while facilitating the LOP at the detention centers.

D. Working Environment:
The general physical environment or surroundings in which the job must be performed, shall be in a climate controlled indoor office. Attention to detail, responding to client needs and being assertive with strong-willed persons are critical.
Also, the detention center environment shall be indoors, and probably windowless, and entail interaction amongst a detained population. Acute alertness and awareness of the environment is required.

III. ESSENTIAL JOB DUTIES/PERFORMANCE STANDARDS:
1. Essential Job Duty: Direct Court and Federal Agency Representation (Weight: 30%) Standards: Under the supervision of the Managing Attorney, the Staff Attorney shall represent clients before Executive Office of Immigration Review’s Immigration Courts in New Orleans and Oakdale, Louisiana and the United States Citizenship and Immigration Services ("USCIS"); the Staff Attorney shall work on VAWA, U visas and asylum cases among others types of matters related to immigration removal and family based petitions. Representation may be extended to persons with mental health concerns who may face possible incompetency hearings.
2. Essential Job Duty: Legal Orientation Program ("LOP") (Weight: 50%) Standards: The Staff Attorney shall conduct group rights presentations at detention centers in Louisiana and non-advisal individual orientations to detainees; the candidate shall assist and provide support to the Managing Attorney in terms of preparation of workshops to be conducted at LaSalle, fulfill reporting requirements for funders, develop pro bono network inside and outside of Louisiana, identify potential cases for such pro bono participation, prepare materials for training pro bono counsel.
3. Essential Job Duty: Community Outreach (Weight: 10%) Standards: The Staff Attorney shall be expected to engage with law enforcement and other non-profits which may provide legal services to the immigrant population within Louisiana and directly with the immigrant community regarding immigration subject matters and rights. Further, the Staff Attorney will participate and coordinate in efforts of planning for Comprehensive Immigration Reform.
4. Essential Job Duty: Administrative and Other Duties as Assigned (Weight: 10%) Standards: The ISA shall allocate time to administrative duties as assigned, including but not limited to time keeping.

How to apply

We are requesting a cover letter, resume, three references and a short writing sample (less than 5 pages) to be sent to aallen@ccdiobr.org. We will continue to receive application materials until the position is filled.

NEW YORK

EMPLOYER: New York Legal Assistance Group
TITLE: EJWA Disaster Fellow
POSTED: July 22, 2015
DEADLINE: Open until filled
LOCATION: New York City, NY

DESCRIPTION:
http://www.idealist.org/view/job/32PWcZHgtkCcp/

The Storm Response Unit of the New York Legal Assistance Group is seeking a recent law school graduate or newly admitted attorney to practice disaster relief law under a Fellowship sponsored by Equal Justice Works and AmeriCorps. Equal Justice Works and AmeriCorps have partnered to provide Disaster Legal Fellowships to aid the ongoing legal needs of New Yorkers impacted by Superstorm Sandy. The
Fellowship will be based in NYLAG's headquarters in downtown Manhattan, but may require travel to impacted communities through New York City and Long Island. Compensation for the Fellowship is comprised of an AmeriCorps living allowance and supplemental benefits paid by NYLAG for qualifying housing, student loan, relocation, professional dues, life and disability insurance and retirement plan expenses. Maximum combined compensation will be $50,000. The Fellow will also be eligible for a $5,730 AmeriCorps Segal Education Award upon successful completion of service, as well as NYLAG fringe benefits as available to other staff, including health insurance, flexible spending plans, paid sick leave and paid vacation days. Other potential benefits include AmeriCorps-provided childcare assistance, student loan forbearance and interest accrual payment for eligible loans upon successful completion of service, and participation in Equal Justice Works training opportunities and conferences, as applicable.

Based on Equal Justice Works AmeriCorps guidelines, the term of service will begin between August 15 - September 15, 2015, and last for 1 (one) year. The position requires completion of NSOPR and state criminal background checks, as well as compliance with all CNCS Federal Regulations throughout the Fellowship program.

**Essential Duties and Responsibilities:**
The Fellow will work on a range of disaster-related legal issues, including flood insurance claims and reexaminations, foreclosure prevention, consumer issues, such as contractor fraud and mechanic's liens, and access to federal recovery programs. The Fellow will conduct case consultations, carry a caseload of direct representation and engage in community education and outreach.

**Qualifications:**
NYLAG seeks a highly motivated individual with demonstrated commitment to public interest law and service to vulnerable populations. Applicants should have excellent oral and written communication skills, as well as strong interpersonal and organizational skills. Preference will be given to those applicants with bilingual ability in Spanish, Russian or another prevalent language. Applicants must be pursuing admission or be recently admitted to practice law in New York State and must have graduated from an Equal Justice Works member law school.

**Must be a graduate of an EJW member law school and either admitted or pursuing admission to the NYS Bar.**
Preference will be given to those applicants with bilingual ability in Spanish, Russian or another prevalent language.

**How to apply**

To be considered for this position, applicants should send an email with a resume and cover letter to hr@nylag.org. Applicants must reference “EJWA Disaster Fellow” in the subject line of the email or the application will not be properly processed. No phone calls please. Principals only. Please note that only those candidates selected for interviews will be notified.

NYLAG is an equal opportunity, affirmative action employer. As NYLAG's mission is to provide civil legal services to the most underprivileged members of our society, NYLAG does not countenance any form of discrimination of clients or employees based upon age, color, handicap or disability, ethnic or national origin, race, religion or religious creed, gender, marital or parental status, sexual orientation or veteran status.

**EMPLOYER:** American Civil Liberties Union  
**TITLE:** Public Interest Fellowship  
**POSTED:** July 22, 2015  
**DEADLINE:** Open until filled  
**LOCATION:** New York, NY
DESCRIPTION:
http://www.idealist.org/view/job/W7CFM9tSfBJd/

For nearly 100 years, the ACLU has been our nation's guardian of liberty, working in courts, legislatures, and communities to defend and preserve the individual rights and liberties guaranteed by the Constitution and laws of the United States. Whether it's ending mass incarceration, achieving full equality for the LGBT community, establishing new privacy protections for our digital age, or preserving the right to vote or the right to have an abortion, the ACLU takes up the toughest civil liberties cases and issues to defend all people from government abuse and overreach. With more than a million members, activists, and supporters, the ACLU is a nationwide organization that fights tirelessly in all 50 states, Puerto Rico, and Washington, D.C., for the principle that every individual's rights must be protected equally under the law, regardless of race, religion, gender, sexual orientation, gender identity or expression, age, disability or national origin.

The Immigrants' Rights Project (IRP) of the ACLU seeks applicants for a sponsored fellowship such as Skadden, Equal Justice Works, or other public interest fellowships to begin in the fall of 2016. IRP is interested in sponsoring one candidate in either its New York or San Francisco office to work on projects addressing immigrants' rights. Proposed projects often combine litigation and advocacy with community outreach and public education. IRP staff will work with candidates to develop their proposals for submission.

OVERVIEW

The Immigrants' Rights Project (IRP) is a national project of the American Civil Liberties Union with offices in New York City and California. Using targeted impact litigation, advocacy and public outreach, the Project carries on the ACLU's commitment to protecting the rights and liberties of immigrants. In federal district and appellate courts, including the Supreme Court, the Project conducts the nation's largest impact litigation program dedicated to defending and expanding the rights of immigrants, enforcing the guarantees of the Constitution, and achieving equal justice under the law.

The Project has focused on challenging laws that deny immigrants access to the judicial system, impose indefinite and mandatory detention, and constitute discrimination on the basis of "alienage" by governmental and private entities. In addition, the Project has been challenging constitutional abuses that arise from immigration enforcement at the federal, state, and local levels, including litigation against worksite and home raids, local anti-immigrant employment and housing laws, and improper enforcement of federal immigration laws by local sheriffs. IRP's efforts in the enforcement arena seek to ensure the constitutional protections of the Fourth, Fifth and Fourteenth Amendments, combat racial profiling arising from actual or pretextual immigration enforcement that subjects immigrant communities to racism and hostility, and challenge government policies and practices that undermine or deny immigrants' ability to effectuate their existing legal rights.

DESIRED EXPERIENCE AND QUALIFICATIONS

- J.D. or expected to receive a J.D by the spring of 2016.
- A federal judicial clerkship is preferred, but not required.
- Demonstrated commitment to public interest law, civil liberties, immigrants' rights, and racial and social justice.
- Excellent research, writing, and verbal communication skills.
- Demonstrated ability to conduct complex legal analysis and fact-finding.
- Excellent interpersonal skills and a proven ability to work independently as well as within a team.
- Self-motivated with the ability to take initiative, manage a variety of tasks and see projects through to completion.
- Commitment to the mission and goals of the ACLU.
How to apply

Individuals interested in being sponsored by the Immigrants' Rights Project should send a letter of interest, a resume, a transcript the names and telephone numbers of two legal references, and a legal writing sample to hrjobsIRP@aclu.org. Please reference [Fall 2016 IRP Fellow/ACLU-W] in the subject line. Please note that this is not the general ACLU email address. This email address is specific to Immigrants' Rights Project postings. In order to ensure your application is received please make certain it is sent to the correct e-mail address.

Please indicate in your cover letter where you learned of this career opportunity.

We encourage applicants to send materials as soon as possible. Applications will be accepted on a rolling basis until the position is filled.

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. The ACLU reserves the right to change the description and/or posting at any time without advance notice.

The ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.

The ACLU undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions.

We encourage applicants with disabilities who may need accommodations in the application process to contact: hrjobsincl@aclu.org. Correspondence sent to this email address that is not related to requests for accommodations will not be reviewed. Applicants should follow the instructions above regarding how to apply.

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

EMPLOYER: Center for Family Representation
TITLE: Fellowship Candidate
POSTED: July 21, 2015
DEADLINE: Open until filled
LOCATION: New York City, NY

DESCRIPTION:
http://www.idealist.org/view/job/fp5sH8t26pw4/

The Center for Family Representation, Inc. (CFR) an innovative legal services organization representing indigent parents charged with neglect in Family Court, seeks fellowship candidates from the following groups: rising third year law students, judicial law clerks, and, where appropriate, recent law school graduates. We are interested in sponsoring post-graduate public interest law fellowships, including but not limited to Equal Justice Works, Skadden, Liman, and Kirkland & Ellis to begin in the Fall of 2016. CFR has been the primary indigent family defense provider in Manhattan Family Court since 2007 and in Queens Family Court since 2011. Every year CFR serves more than 2,000 clients. We also train more than 500 professionals each year in the city, state, and around the country and we advocate locally and nationally for policies that promote parent engagement and family preservation. Each parent is assisted by a Lawyer, a Social Worker, and a Parent Advocate. Our Parent Advocates are trained professionals who
experienced the child welfare system first hand, and they can empathize with and mentor parents struggling to preserve their families.

The parents we serve struggle with the reality of living in poverty in New York City: a job loss can result in homelessness; a medical emergency may force a parent to leave a child unattended because they cannot afford child care; untreated mental health or substance abuse issues can lead to instability in a child's home. It is an exciting time to join CFR's practice as we work on expanding our ability to address these collateral roots of family instability. As of July 2015, we will have a housing attorney on staff as part of the Poverty Justice Solutions Fellowship program. This is only one step in our commitment to providing comprehensive and holistic representation to our clients.

**The Fellowship:**
CFR invites students who are interested in strengthening the representation or interests of parents involved with child welfare matters. CFR is interested in sponsoring candidates with proposals that support CFR’s mission and extend our work in innovative ways. We are open to discussing any strong proposal, but are particularly interested in sponsoring fellows to (1) work with our immigrant population on the intersection of immigration and family law; (2) grow our civil legal services practice, especially around issues of housing, public benefits, and economic self-sufficiency; and (3) expand our practice to include concurrent criminal court and family court representation.

A fellowship at CFR offers interested candidates the opportunity to work with parents impacted by child welfare investigations and family court proceedings. It creates an opportunity to ensure that a parent’s challenging circumstances neither contribute to children being placed in foster care nor delay their safe reunification with their families. CFR sees fellows as tremendous resources to build its expertise in a wide array of areas. In addition to legal and advocacy work, fellows will have the opportunity to integrate their work into CFR’s internal training and develop and deliver presentations to other advocates and professionals and pertinent community groups who also serve our clients.

**Past Successful Fellowship Proposals:**
- Direct representation of clients aged 25 or younger who have current mental health issues or a history of mental health diagnoses, and are either in foster care or have a history of foster care placement. The fellowship also included creating sample motion papers, developing a resource bank of services, creating "Know-Your-Rights" trainings, and hosting a policy forum highlighting issues impacting this specific population, attended by a variety of legal and advocacy organizations (Equal Justice Works).
- Direct representation of parents experiencing the child welfare system and whose children are facing educational difficulties in Family Court and Department of Education administrative meetings and hearings. The fellowship also included the creation of training tools and advocacy materials for both parents and CFR staff around educational advocacy issues (Skadden).
- Direct representation of parents experiencing the child welfare system who also have concurrent housing related issues. The fellow represents our clients in housing court and other administrative proceedings in order to prevent eviction, obtain necessary repairs, and ensure that housing instability does not become a basis for the removal of children. The fellowship also includes the creation of training, screening, and advocacy materials for both CFR staff and community providers (Poverty Justice Solutions).

**How to Apply:**
To apply, please email Rebecca Horwitz (rhorwitz@cfrny.org) and provide a cover letter, resume, writing sample, transcript, and a list of three references (including phone and email contacts), preferably by September 1, 2015. In your email, please provide a brief overview of your proposed Fellowship ideas. Please write "Fellowship Applicant" in the subject line. No phone inquiries please. Please note we are not able to respond directly to each applicant to acknowledge receipt of materials. Applicants who are bilingual are strongly encouraged to apply. Applicants should be able to demonstrate strong interpersonal and communication skills, an ability to work as part of a team, and a desire to share in both the exhilaration and challenges of a growing endeavor.

Diverse candidates are encouraged to apply; CFR is an EOE.
TEXAS

EMPLOYER: McMahon, Surovik, Shuttle PC
TITLE: Transactional Attorney
POSTED: July 23, 2015
DEADLINE: Open until filled
LOCATION: Abilene, TX

DESCRIPTION:
http://l.tx.bar.associationcareernetwork.com/JobSeeker/JobDetail.aspx?abbr=L.TX.BAR&jobid=d043d33c-0f0f-4f5d-8200-d41df33fe786&stats=y

McMahon Surovik Suttle, P.C., a full service law firm in Abilene with a strong and growing transactional practice, is looking for an attorney with three or more years of experience in complex business transactions. The ideal candidate shall have extensive experience with entity formation strategies, asset and equity purchase and sale transactions, real estate transactions, contracting, and lending transactions.

The candidate must have strong communication skills, the ability to work well with a team and good judgment, be detail oriented, and have strong drafting and negotiating skills, the ability to handle multiple projects and the ability to analyze and articulate legal strategies and courses of action. Candidates should have a Texas bar license and a desire to live in West Texas.

EMPLOYER: Paradigm Partners
TITLE: Associate Attorney
POSTED: July 20, 2015
DEADLINE: Open until filled
LOCATION: Houston, TX

DESCRIPTION:
http://www.indeed.com/viewjob?jk=96d5df996fd405f8&q=attorney&l=Houston&tk=19r0p7mn5a39kavi

Associate Attorney Primary Responsibilities Paradigm Partners is a national tax consulting and patent services firm seeking to hire an attorney with a hard science (Engineering, Computer Science, Bio/Chem, Physics, etc.) background for an Associate position. Duties of an Associate include, but are not limited to, the following:

- Conduct on site or teleconference technical interviews with company executives and high level engineers.
- Review and analyze the technical activities of companies from various industries such as engineering, software development, and manufacturing.
- Effectively quantify research and development tax benefits.
- Research applicable state and federal tax laws.

Requirements
• J.D. REQUIRED;
• LLM in Taxation PREFERRED;
• Bachelor’s Degree in either engineering, computer science, physical science, or any other type of science REQUIRED;
• Tax experience preferred;
• Excellent communications skills – both verbal and written;
• Ability to pay specific attention to minute details;
• Available for minimal travel.

Benefits

• Casual dress work environment.
• Health and Dental Insurance available.
• Awesome work environment with a rapidly growing, well managed company who care about its people and being great is considered the norm not the exception.

ACTIVE POSTINGS IN 7/20/15

Georgia
Attorney Advisor (Atlanta)

Texas
Assistant District Attorney (Llano)

GEORGIA

EMPLOYER:  Time Warner
TITLE:  Associate Counsel
POSTED:  July 10, 2015
DEADLINE:  Open until filled
LOCATION:  Atlanta, GA
DESCRIPTION:

Duties: Turner Broadcasting s Legal Department seeks junior to mid-level attorney in the Atlanta office with 1 year on point experience to handle legal support of advertising, research, marketing and promotions with a focus on digital media. This role represents a challenging opportunity that combines technology and data knowledge, legal acumen and skilled interaction with business clients, operating in a demanding and fast-paced global environment.

Primary job responsibilities include advising Turner Ad Sales business clients across all Turner networks and websites and interacting with internal and external stakeholders on wide range of advertising, technology, intellectual property, and marketing matters. Responsibilities include drafting and negotiating technology, vendor and media buying agreements as well as advising on data and regulatory issues related to all types of advertising and marketing on multi-media platforms, training clients on relevant media issues and advising on social media terms of service and privacy policies. Will collaborate with clients and colleagues in developing and/or implementing forward-looking data strategy, privacy policies and industry best practices, and tools related to advertising and research.

Qualifications: Requirements: Candidate must have excellent academic credentials, solid references, and experience in technology, privacy and data matters and transactions. Experience in new media advertising platforms and advertising transactions is a plus. With the business outpacing the law in digital media, a successful candidate must be able to analyze both for current and potential legal issues and effectively communicate any risks with stakeholders. Strong drafting, negotiating, writing, and computer skills required, as well as the ability to problem solve in a business-friendly, creative manner. Must be organized, detail oriented with sound judgment, superior interpersonal skills and interact well with all levels of personnel. Ideal candidate will be highly motivated with positive team-oriented attitude, ability to develop and lead a team and to balance multiple priorities in fast-paced environment. Title and salary commensurate with experience.

Turner Broadcasting System, Inc. and its subsidiaries are Equal Opportunity Employers Minorities/Females/Sexual Orientation/Gender Identity/Protected Veterans/Disabled.

TEXAS

EMPLOYER: 33rd and 42nd Judicial District Attorney’s Office
TITLE: Assistant District Attorney
POSTED: July 17, 2015
DEADLINE: Open until filled
LOCATION: Llano County

DESCRIPTION:
http://www.tdcaa.com/job_bank/assistant-district-attorney-20

Assistant District Attorney for felony prosecution, 33rd and 424th Judicial District Attorney’s Office, located in the Hill Country/Highland Lakes Area—Blanco, Burnet, Llano, and San Saba Counties.

Experienced prosecutor with trial experience preferred. Job functions include all areas of felony prosecution, including screening cases, handling court, presenting cases to grand jury and plea negotiations.

Professional staff includes District Attorney and 7 ADA positions. Includes excellent county benefits.

To be considered, interested candidates must submit a resume to the District Attorney’s Office: W.B. “Sonny” McAfee, DA, P.O. Box 725, Llano, TX 78643, or fax resume to 325-247-5274, or email to staff@33districtattorney.com. Only those selected for interview will be contacted. EOE.

ACTIVE POSTINGS IN 7/13/15

Florida
Human Rights Attorney (Sarasota)

Texas
Assistant District Attorney (Centerville)
Assistant City Attorney (Missouri City)

FLORIDA

EMPLOYER: Fair Food’s Standards Council
TITLE: Human Rights Attorney
DESCRIPTION:
http://www.idealist.org/view/job/dM4P7P9px32D/

About FFSC The mission of the Fair Food Standards Council (FFSC) is to monitor the development of a sustainable agricultural industry that advances both the human rights of farmworkers and the long-term interests of growers through implementation of the Fair Food Program (FFP), a unique worker-led, market-driven social responsibility program which emerged from the Coalition of Immokalee Workers' successful Campaign for Fair Food. The FFP has become the gold standard for social responsibility in US agriculture, recognized by longtime labor and human rights observers as "the best workplace monitoring program in the US" and "one of the great human rights success stories of our day."

To learn more, please see the FFSC's annual report or the New York Times' 2014 article on the Fair Food Program.

About the Position Attorneys make findings of fact and apply the Fair Food Code of Conduct to those facts, draft comprehensive reports, negotiate corrective action plans; carry out complaint intake, investigation and resolution through negotiation or formal decision drafting; conduct legal research; prepare memoranda of law on issues affecting farmworker rights; and make presentations to staff and director, as well as the public.

FFSC is based in Sarasota, FL, with work-related travel throughout the Southeast and Mid-Atlantic. Salary and benefits are competitive within the non-profit sector.

Qualifications/Skills

- Fluency in Spanish or Haitian Creole;
- Strong communication and interviewing skills;
- Strong writing and documentation skills, including attention to detail;
- Ability to connect facts and discern patterns;
- Ability to interact well with people of different nationalities, gender, and education levels;
- Comfort working in rural areas, including onsite at farms (outdoors);
- Willingness to work irregular hours and "do what is necessary";
- Ability to work well as part of a team, as well as independently;
- Discipline and initiative; and
- Valid drivers' license.

The FFSC is an equal opportunity employer committed to developing a workforce that reflects and can relate easily to the diverse populations involved in the Fair Food Program.

How to apply

To Apply
Applicants should send a resume/CV and a cover letter indicating interest in the position to Judge Laura Safer Espinoza at info@fairfoodstandards.org. The subject line of the email should read FFSC Attorney Position. Applications will be accepted until the positions are filled.

TEXAS
EMPLOYER: Leon County District Attorney’s Office  
TITLE: Assistant District Attorney  
POSTED: July 9, 2015  
DEADLINE: Open until filled  
LOCATION: Centerville, TX  

DESCRIPTION:  
http://www.tdcaa.com/job_bank/assistant-district-attorney-felony-prosecution

Job Title: Assistant District Attorney – Felony Prosecution

Salary Level: Salary is commensurate with experience and/or qualifications. A full benefits package includes payment of Texas Bar dues, MCLE and 100% county paid health, dental and life insurance for employee.

Location: Centerville (Leon County) Texas, a rural community with approximately 16,000 residents. Centerville is half-way between Dallas and Houston on Interstate 45. There are seven incorporated cities within the county.

Applicant must be independent enough to manage a docket, try cases and work as a team player, establish and maintain a good rapport and effective working relationships with law enforcement agencies, judges, defense counsel, other government and social services agencies, crime victims and the general public.

Duties include, but are not limited to, screening, reviewing, researching, analyzing and processing case packets for each criminal case filed by law enforcement. Attend docket calls, conduct plea bargain negotiations, have the ability to make prompt decisions while keeping current on changes in laws affecting criminal cases.

Qualifications: A background check will be conducted on applicants. Leon County policies, including drug testing, will apply.

Education and/or Experience: Must be licensed to practice law in the State of Texas. J. D. or L.L.B. degree from an accredited law school. A qualified candidate will have some trial experience and be experienced in all aspects of handling cases from screening and reviewing to researching and analyzing, to pleading, to presenting them in court in a professional manner.

Submit resume to: Hope L. Knight, Leon County District Attorney, Post Office Box 1010, Centerville, Texas 75833; Fax (903) 536-8000 or email hope.knight@co.leon.tx.us.

EMPLOYER: City of Missouri City  
TITLE: Assistant City Attorney  
POSTED: July 8, 2015  
DEADLINE: Open until filled  
LOCATION: Missouri City, TX  

DESCRIPTION:  
http://agency.governmentjobs.com/missouricitytx/default.cfm?action=viewJob&jobID=1166734

This is a professional staff, full-time position in the City's Legal Division. An individual in this position will report to the City Attorney and will provide legal services to the City of Missouri City.

Examples of Work:
• Conduct legal research;

• Draft and review contracts, ordinances, resolutions, deeds, easements, and similar documents as directed or as necessary;

• Advise City departments and attend City Council and other meetings as assigned;

• Maintain knowledge of new laws and changes in existing laws;

• Provide legal advice in the processing of requests for public information and draft briefs to be presented to the Texas Attorney General relating to public information requests;

• Represent the City in various courts as necessary; and

• Perform other related duties as assigned.

Experience and Education Requirements:
Doctorate of Jurisprudence Degree, State Bar of Texas license, and at least three years relevant professional experience as a licensed attorney are required. Significant municipal law and litigation experience are strongly preferred.

ACTIVE POSTINGS IN 6/22/15

Louisiana
Foreclosure Defense Attorney (Baton Rouge)

LOUISIANA

EMPLOYER:  Chimento Law
TITLE: Foreclosure Attorney
POSTED: June 13, 2015
DEADLINE: Open until filled
LOCATION: Baton Rouge, LA

DESCRIPTION:
Seeking attorneys to represent clients who are having mortgage related issues. Counsel would speak to their prospected clients to ensure that they qualify for assistance. Clients would be fully represented by you. We offer all back-end support in your behalf. This includes speaking with the client, negotiating with the lender, collecting and reviewing all documentation, and full client support.

Build a solid caseload while we assist with all the paperwork.

Potential to make a solid income based on residual payments. Candidates need to be in good standings with the bar. Ideal candidate should be admitted to the bankruptcy court, but not necessary.

Please send resume for consideration.

ACTIVE POSTINGS IN 5/25/ISSUE

Fellowships:
Legal Fellowship (Baltimore, MD)

FELLOWSHIPS:

EMPLOYER: Tahirih Justice Center
TITLE: Legal Fellowship
POSTED: May 22, 2015
DEADLINE: September 18, 2015
LOCATION: Baltimore, MD
DESCRIPTION:
http://www.idealist.org/view/job/8HT4CNZBcJ74/

Fellowship Program: Tahirih has successfully sponsored applicants for competitive post graduate public service fellowships, including Equal Justice Works and Skadden Foundation, and law-school sponsored fellowship programs. Each year we seek applicants with a demonstrated commitment to providing high quality, client-centered legal services to immigrant women and girls fleeing gender-based violence.

Position Summary: Tahirih seeks to host in our Baltimore Office a recent law school graduate or judicial law clerk who is interested in applying for the Equal Justice Works, Skadden Fellowship Program or other law school sponsored fellowship program, to begin in the Fall of 2016. The fellow will work in our Baltimore office assisting vulnerable undocumented women in need of representation in humanitarian immigration matters.

The Fellow will advance legal protections for immigrant women and girls who are fleeing gender-based harms such as domestic violence, other forms of physical and sexual violence, honor based violence and/or forced marriage, and human trafficking. The Fellow will provide legal representation to immigrant women and girls in need of protection through the use of various available forms of relief for victims of gender-based violence including self-petitions under the Violence Against Women Act (VAWA), the U visa for victims of crime, the T visa for victims of human trafficking, Special Immigrant Juvenile Status applications for unaccompanied minor victims and asylum protection for victims of gender-based persecution.

Qualifications:
The ideal candidate will have the following qualifications:

- Familiarity with immigration law, including experience representing immigrant women in asylum, VAWA, SIJS, T visa, and/or U visa cases
- Experience working with survivors of trauma who are from diverse cultural backgrounds
- Excellent legal analysis, written and oral communication skills
- Spanish or French language skills highly desired
- Detail oriented, with meticulous organizational habits
- Highly responsible, self-motivated, and focused
- Ability to manage large amounts of information, multitask, establish priorities and meet deadlines

Application Instructions:
Please prepare a detailed cover letter clearly articulating your qualifications and interest in working for the Tahirih Justice Center. Email your cover letter, resume, transcript, a list of three references, and an unedited writing sample (no longer than 8 pages) to baltimore@tahirih.org with "Fellowship Application - Baltimore" in the subject line.

Applications will be considered on a rolling basis and will be accepted through September 18th, 2015. The Tahirih Justice Center is an equal opportunity employer which does not discriminate on the basis of race, national origin, religion, age, color, sex, sexual orientation, disability or veteran's status, or any other characteristic protected by local, state or federal laws, rules or regulations. Tahirih's policy applies to all terms and conditions of employment. Men are particularly encouraged to apply.

How to apply:

Application Instructions:
Please prepare a detailed cover letter clearly articulating your qualifications and interest in working for the Tahirih Justice Center. Email your cover letter, resume, transcript, a list of three references, and an
unedited writing sample (no longer than 8 pages) to baltimore@tahirih.org with "Fellowship Application - Baltimore" in the subject line. Applications will be considered on a rolling basis and will be accepted through September 18th, 2015. The Tahirih Justice Center is an equal opportunity employer which does not discriminate on the basis of race, national origin, religion, age, color, sex, sexual orientation, disability or veteran’s status, or any other characteristic protected by local, state or federal laws, rules or regulations. Tahirih’s policy applies to all terms and conditions of employment. Men are particularly encouraged to apply.