University of South Carolina
School of Law

Alumni Job Opportunities

The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, genetics, sexual orientation, or veteran status. The University of South Carolina has designated as the ADA Title II, Section 504, and Title IX coordinator the Executive Assistant to the President for Equal Opportunity Programs. The Office of the Executive Assistant to the President for Equal Opportunity Programs is located at 1600 Hampton Street, Suite 805, Columbia, SC; telephone 803-777-3854.

Accordingly, the Law School’s facilities are available only to employers whose practices are consistent with this policy.

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

www.law.sc.edu

(Scroll down for complete job listings)
ATTENTION! USC LAW SCHOOL ALUMNI

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

wattssw@law.sc.edu

**********Disclaimer**********

The University of South Carolina School of Law Office of Career Services posts job opportunities as a service to alumni and employers, and does not validate or guarantee the accuracy of the information posted. Further, the Office of Career Services does not endorse or make any representation concerning the opportunities posted or the people or organization posting them. Applicants are encouraged to research employers and employment opportunities independently as part of the job search process. For Real Estate postings please pay special attention to the South Carolina Supreme Court requirements for closing attorneys.

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Jobs are posted in the order received. Postings will remain on website for approximately three (3) months unless deadline dates are included or employers request removal of postings. Permanent postings and websites are listed at the end.

U.S. Attorney’s Office – (alumni)

Attorney – USAO Western District of North Carolina

This and other attorney vacancy announcements may be found at: http://www.justice.gov/legal-careers/attorneys-vacancies

Posted: 03/31/16. Job Listing #065.

U.S. Securities and Exchange Commission – (alumni)

For all employment opportunities please go to https://www.usajobs.gov/JobSearch/Search/GetResults?organizationid=SE00&PostingChannelID=USASearch&ApplicantEligibility=all
Posted: 03/31/16. Job Listing #064.

City of Chicago Department of Law – (alumni)
Chicago, IL

The City of Chicago Department of Law is hiring. The full job postings, with additional requisite information, can be found at www.cityofchicago.org/careers. Applications must be submitted in accordance with the posting. No email applications will be accepted.

Posted: 03/31/16. Job Listing #063.

SC Attorney General’s Office – (alumni)
Richland County, SC

Attorney II position available. To view the full job posting for any opening at State of South Carolina, click here:

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

Posted: 03/31/16. Job Listing #062.

Legal Aid Justice Center – (alumni)
VA

Two Full-Time JustChildren Attorney Positions Open

The Legal Aid Justice Center (LAJC) is a nationally recognized, non-profit organization providing free civil legal assistance from four offices throughout Virginia. LAJC’s dynamic staff of more than 30 advocates pursue systemic legal advocacy for low-income Virginians using a wide array of strategies. Through legal representation, community organizing and education, collaboration, research, and legislative and policy advocacy, LAJC staff work both to eliminate the immediate symptoms and to address the underlying causes of poverty in Virginia. For more information, visit www.justice4all.org.

Posted: 03/31/16. Job Listing #061.
Merritt Webb Wilson & Caruso PLLC – (recent graduates/alumni)
8910 Two Notch Road Suite 400
Columbia, SC 29229
Attention: Heather Caruso
Title: Managing Attorney
Email: hcaruso@merrittwebb.com
Website: www.merrittwebb.com
Type of Organization: Medium Firm
Phone calls? No

Deadline date to apply: April 30, 2016

Regional law firm seeks licensed SC attorney to work in its research department. This position requires someone that is resourceful, creative and organized. Applicants should have excellent research and writing skills. Salary commensurate with experience and includes a comprehensive benefits package. Please email cover letter, resume and writing sample for consideration.

Posted: 03/31/16. Job Listing #060.

Barnwell Whaley Patterson & Helms, LLC – (alumni)
P.O. Drawer H
Charleston, SC 29402
Website: www.barnwell-whaley.com
Type of Organization: Medium Firm

Position description:
Barnwell Whaley Charleston - seeks Litigation Associate Attorney for immediate hire with five to eight years of hands-on experience in defense litigation to assist existing team. The successful candidate will demonstrate a teamwork-oriented attitude, strong work-ethic and desire to provide outstanding client service. Must be admitted to SC Bar. NC Bar Admission a plus. EOE. No phone calls, please. Please send resume & cover letter to Firm Administrator, Judith Carberry at bwph@barnwell-whaley.com. For more info: www.barnwell-whaley.com

Posted: 03/31/16. Job Listing #059.

Hanna Law – (recent graduates/alumni)
1661 Glenns Bay Road
Surfside Beach, SC 29575
Attention: Bill Hanna, Owner
Email: bill@hannalawpa.com
No Phone Calls
**Deadline date to apply:** June 1, 2016  
**Position start date:** Immediate

Position description:  
Sole practitioner looking to retire in the near future and hates to close the doors and walk away. Seeking young attorney to share office space and eventually take over practice. Mr. Hanna will front all expenses. If interested, please email resume, cover letter, and 2 references.

**Posted: 03/30/16. Job Listing #058.**

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**Rogers Townsend & Thomas, PC – (alumni)**  
220 Executive Center Drive  
Columbia, SC 29210

Rogers Townsend & Thomas, PC, is a full-service law firm providing counsel to corporations, financial institutions, mortgage servicers and title companies. The firm handles commercial transactions, foreclosure, bankruptcy, eviction, REO sales and general litigation. We have the following open position in our Columbia, SC office.

**Attorney**  
3 to 5 years of experience handling REO and other real estate matters. The ideal candidate will have superior oral and written communication skills, be detail oriented, organized, and be able to work independently and/or in a collaborative team environment. The candidate must also have excellent client relations and business development skills as related to the REO industry, which requires an in-depth understanding of the origin of referrals. Must have the ability to develop relationships required to retain clients and attract prospective clients.  
SC Bar required; NC Bar a plus.

Candidates are asked to submit a statement of interest, resume and salary requirements. To apply, please go to:  
[http://newton.newtonsoftware.com/career/JobIntroduction.action?clientId=8acf169147ec62990147ef478ca74337&id=8a7886f853b719780153becd511463ee&source=Indeed](http://newton.newtonsoftware.com/career/JobIntroduction.action?clientId=8acf169147ec62990147ef478ca74337&id=8a7886f853b719780153becd511463ee&source=Indeed)

**Posted: 03/30/16. Job Listing #057.**

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**Cole Schotz P.C. – (alumni)**  
NJ or NY
CORPORATE/TRANSITIONAL ASSOCIATE- NEW JERSEY OR NEW YORK OFFICES:

3-5 years experience, mergers and acquisitions, joint ventures, business and succession planning, finance, and transactional practice. Securities and private equity and real estate fund experience a plus. NJ and NY bar admission required. Strong academic credentials, excellent oral and written communication skills required. We offer an excellent compensation package and comprehensive benefits program. Please e-mail resume, with salary requirements, to:

Gayle P. Englert
Chief Human Resources Officer
Cole Schotz P.C.
Court Plaza North
25 Main Street, P.O. Box 800
Hackensack, NJ 07602-0800
genglert@coleschotz.com

Please visit us at our website. www.coleschotz.com
NEW JERSEY/NEW YORK/DELAWARE/MARYLAND/TEXAS
Cole Schotz is an Equal Opportunity Employer

Posted: 03/24/16. Job Listing #056.

Schiller & Hamilton LLC – (alumni)
PO Box 36365
Rock Hill, SC 29732
Contact Person: Michelle Walling
Title: Office Manager
Website: www.schillerhamilton.com
Type of Organization: Small Firm
Phone calls? No

Deadline date to apply: April 15, 2016

Position description:
Schiller & Hamilton, LLC is seeking a full-time associate for the real estate development, wills/trusts/estates, small business/corporate practice areas in our Beaufort, SC offices. Applicant must be admitted to practice in all courts of this state and should possess experience in most of the described practice areas. Strong ties to the state are preferred and the applicant must demonstrate a strong work-ethic as well as a desire to provide clients outstanding service. Please send cover letter, resume and references c/o Michelle Walling, HR Manager, at mwalling@schillerhamilton.com.

Wall Templeton & Haldrup, P.A. – (alumni)
Charleston, SC 29401
Attention: Graham Powell
Title: Founding Shareholder
Website: www.WallTempleton.com
Email: Graham.Powell@WallTempleton.com
Type of Organization: Small Firm
Phone calls? No
Position start date: ASAP

Job Description:
The Charleston office of Wall Templeton & Haldrup, P.A. is seeking an associate with 1-3 years of experience to join our expanding litigation practice group. Must have SC Bar license and trial experiences pursuant to SCACR 403 completed. If you want to be part of a growing and energetic firm, desire an opportunity to take and defend depositions, argue motions and try cases, please email your cover letter, resume, writing sample, and transcript.

Posted: 03/22/16. Job Listing #054.

U.S. Department of Justice – (alumni)
Various U.S. Locations

Attorney vacancy announcements may be found at: http://www.justice.gov/legal-careers/attorneys-vacancies. Cities in which available positions are located include (but not limited to) Orlando, Jacksonville, Arlington, and Pittsburgh.

Posted: 03/22/16. Job Listing #053.

Adam Bach – (alumni)
2201 Augusta Street, Ste 200
Greenville, South Carolina 29605
Attention: Heather Sholler, Office Manager
Telephone: 864-236-5013
Fax: 864-312-4191

Deadline date to apply: April 15, 2016

Position description:
Small firm in Greenville, SC seeking an Associate Attorney. Two years of experience in insurance litigation or a comparable field is preferred. NC Bar Association and SC Bar Association membership is, also, preferred but not required.
Overview
The U.S. Securities and Exchange Commission (SEC) is looking for the best and brightest to join our team. Our mission is to protect investors, maintain fair, orderly, and efficient markets, and facilitate capital formation. A career with the SEC offers work that is exciting, challenging and rewarding. You can contribute to securities regulation and enforcement while making a positive difference for the American investing public.

Duties
• Directing efforts focusing on continual review and assessment of new and emerging financial accounting and auditing principles.

• Providing leadership to the organization staff in improving the processes and procedures that enhances the effectiveness efficiency, and productivity of the program.

• Serving as an agency expert and consultant for cases involving unusual or controversial financial accounting characteristics.

• Serves as an experienced rule writer and project manager, has expert knowledge of various statutes such as the Administrative Procedures Act, Paperwork Reduction Act and others, as well the Commission's processes for conducting rulemakings.

• Directing the compilation of detailed financial accounting findings and conclusions utilized in SEC legal proceedings.

• Providing program direction and technical leadership.

• Establishing and maintaining effective contacts with staff and management within and outside of the SEC for the purpose of achieving work objectives, resolving problems, or exchanging information.

Qualifications
• J.D. or LL.B. degree
• Active membership of the bar in good standing in any state, territory of the United States, the District of Columbia, or the commonwealth of Puerto Rico.
• SK-17: Applicant must have at least four years of post J.D. work experience as a practicing attorney, three years of which includes experience interpreting, applying, and explaining the provisions of the laws, rules, and regulations that govern the securities industry, in particular, the Securities Exchange Act of 1934; providing guidance and expertise in the evaluation of legal and policy issues, addressing securities law issues, analyzing the factual and legal issues involved; explaining the application of legal principles and precedents, and developing and justifying recommendations or conclusions.

To Apply
To learn more about this employment opportunity, please visit http://go.usa.gov/cGvhR and apply online at https://sec.usajobs.gov/GetJob/ViewDetails/431757000/. For assistance, please contact the Office of Minority and Women Inclusion at (202) 551-6046 or omwi@sec.gov. The SEC is an equal opportunity employer.

Posted: 03/16/16. Job Listing #050.

McAngus Goudelock & Courie – (alumni)
PO Box 12519
Columbia, SC 29211
Attention: Stuart Moore
Title: Attorney
Website: www.mgclaw.com
Type of Organization: Medium Firm
Phone calls? No

Position description:
MGC is a growing, highly-respected regional law firm with twelve locations in the Southeast. Due to the firm’s exceptional work environment created through training, a comprehensive wellness initiative, and green business practices, the firm has been recognized as one of the Best Places to Work by the Chambers of Commerce in both North and South Carolina. MGC has progressive leadership, a SC Supreme Court Approved Mentoring Program, and an in-house educational program that offers CLE credits in both law practice economics and traditional continuing legal education. Employees are active in supporting local charities through the firm’s Charitable Giving Committee. Lawyers at all levels are encouraged to engage with clients and contribute to the growth of the firm.

MGC offers a dynamic workplace, long term career opportunities, and a generous compensation package for candidates motivated to achieve excellence in the business of law. All responses will be kept in strictest confidence.

Attorneys with at least two years of experience are encouraged to apply. Please send resumes and cover letters to scresumes@mgclaw.com.
Womble Carlyle Sandridge & Rice – (alumni)
Charlotte, NC 28202
Attention: Christy Olsen
Title: Attorney Recruiting Coordinator
Website: www.wcsr.com
Email: COlson@wcsr.com
Type of Organization: Large Firm
Phone calls? No

**Deadline date to apply: 6/1/16**
Position start date: ASAP

Job Description:
Womble Carlyle Sandridge & Rice, LLP is currently seeking a mid to senior level corporate and securities transactional associate in Charlotte, NC. The position is part of Womble Carlyle’s firm-wide Public Company Advisors Team, and the associate will work in a collaborative environment as part of a dynamic multi-office team representing the firm’s public company and other clients. Additional information about the firm's Public Company Advisors Team can be found at www.wcsr.com

Job Requirements:
Qualified candidates will have outstanding academic credentials and four to eight years of corporate and securities experience in a large regional or national law firm. Candidates will have experience with both 1933 and 1934 Act matters, specifically including securities offerings on Forms S-1, S-3, S-4 and S-8 as well as periodic reporting on Forms 8-K, 10-K and 10-Q, Section 16 reporting and Rule 144 compliance. Experience handling merger & acquisition transactions, corporate governance matters and exchange listing matters is preferred.

Please attach your resume, transcript, and cover letter on the application screen.

Womble Carlyle is committed to leadership in attracting, developing, and retaining a diverse workforce of highly talented professionals. EOE

An Equal Opportunity/Affirmative Action/Pro Disabled and Veteran Employer.

Please apply online at www.wcsr.com. Emailed application materials cannot be accepted.

**Posted: 03/09/16. Job listing #047.**

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Weaver, Bennett & Bland, P.A – (alumni)
Matthews, NC
Weaver, Bennett & Bland, P.A. is seeking lawyers to fill Associate Attorney positions in the areas of estate planning, elder law, business transactions & acquisitions, or commercial real estate. Candidates must be licensed in North Carolina with at least two years of experience practicing law in North Carolina.

A full-service law firm, Weaver, Bennett & Bland has served businesses and individuals in the Greater Charlotte, North Carolina area for over 30 years. Located in Matthews, North Carolina, our workplace is built upon the foundations of teamwork and a commitment to our core values: (1) achieve results for our clients; (2) maintain a commitment to community; (3) use trusted judgment; (4) demonstrate unwavering integrity; and (5) enjoy what we do – have fun. The high standards we hold ourselves to in our legal practice dictate the high standards we require when seeking hard-working, self-motivated, amazing people to join Weaver, Bennett & Bland. We want attorneys at Weaver, Bennett & Bland who can hit the ground running. If you have an excellent work ethic that matches our core values, have a positive attitude with a sense of humor, and believe you’re a candidate with the qualifications, experience and enthusiasm to join our team, then please submit your information using the form on this page, or send your resume to David Bland at jobsatwbb@gmail.com. All applications will be kept 100% confidential.

Check out our website at www.wbblawyers.com for more information. Weaver, Bennett & Bland is an Equal Opportunity Employer, hiring solely on the basis of candidate qualifications. We offer salary commensurate with experience to include bonus compensation, and a comprehensive benefits package which includes: medical, dental, life, vision, disability insurance; paid time off (PTO); 401(k) safe harbor plan, partnership track, and more.

**Posted: 03/08/16. Job Listing #046.**

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**Anastopoulo Law Firm – (alumni)**
2557 Ashley Phosphate Road
North Charleston, SC 29418
Attention: Casey Van Valkenburgh
Title: Managing Attorney
Website: www.akimlawfirm.com
Type of Organization: Medium Firm
Phone calls? No

**Deadline date to apply: 3/31/16**
Position start date: ASAP

**Associate Attorney**
Prominent personal injury law firm with offices throughout the state of SC is seeking a licensed SC attorney to work in the pre-litigation department. Applicants need to have a dynamic
personality and work well as part of a team. Prior experience in personal injury is preferred, however we would be willing to train the right candidate. This is a position that is very fast paced and the right candidate will need to be highly motivated. Please attach a cover letter to your response and let me know what sets you apart from other candidates.

Please email a cover letter, resume, and your contact information to: resumes.akimlaw@gmail.com. You must be a current member of the SC Bar.

**Posted: 03/08/16. Job Listing #045.**

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**Children’s Legal Services – (alumni)**

Miami, FL

Children’s Legal Services, a division of the Department of Children and Families (DCF), is seeking an **experienced litigation attorney** (admitted to Florida Bar for a minimum of two years) for our **Miami**, Florida office.

Attorneys for Children’s Legal Services represent the people of the State of Florida, through DCF, and advocate for the best interests of Florida’s children in dependency proceedings under Chapter 39, Florida Statutes. The successful applicant will have a strong interest in child advocacy, good academic credentials, strong writing skills, excellent communication skills, a keen interest in courtroom litigation, excellent critical thinking skills, ability to work independently, a positive attitude, and be a member of the Florida Bar. Applicants with a track record of successful litigation experience are encouraged to apply. Moot court, trial team, litigation clinic, advocacy certificate, and/or law review participation in law school are a plus.

The starting salary is $52,000 per year, and includes an excellent benefits package with health benefits, life insurance, dental benefits, four weeks paid vacation, paid state holidays, a personal day, paid sick leave, and a state retirement package.

Children’s Legal Services: Strong Leadership, a New Paradigm, and New Opportunities!

Come and be part of an exciting cutting edge statewide law firm with a vision focused on providing exceptional advocacy to children and families of Florida by achieving permanency, stability and security for abused, neglected and abandoned children.

To apply, please visit PeopleFirst or click this link: https://jobs.myflorida.com/viewjob.html?optlink-view=view-869736&ERFormID=newjoblist&ERFormCode=any

Thank you for your interest in Children’s Legal Services!

**Posted: 03/03/16. Job Listing #043.**

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Murray Law Offices, PA – (recent graduates/alumni)

3876 Renee Drive
Deadline date to apply: 3/31/2016
Position start date is negotiable.

Busy Real Estate firm looking for a high energy, friendly associate to handle real estate transactions, wills, trusts, estates, and business formations. No experience necessary. Must be SC Licensed attorney. Please email resume and 2 references.

Posted: 03/02/16. Job Listing #042.

South Carolina Victim Assistance Network (SCVAN) – (recent graduates/alumni)
Greenville, SC

BILINGUAL VICTIM ADVOCATE
LEGAL ASSISTANCE TO VICTIMS PROGRAM, IMMIGRANT VICTIM PROGRAM
OFFICE LOCATION: GREENVILLE, SOUTH CAROLINA
FULL-TIME: 37.5 HOURS PER WEEK

Background:

Established by the SC General Assembly in 1984, the SC Victim Assistance Network (SCVAN) provides coordination for representatives of all agencies involved in victim services through its collaboration, public awareness, advocacy and victim assistance functions. SCVAN serves as the voice for all victims of crime in South Carolina and the people who serve them. Through its programs and services, SCVAN seeks to fulfill three main objectives: 1) ensure ALL crime victims receive access to and assistance from the criminal justice system; 2) improve the quality of services provided to crime victims by victim advocates; and 3) ensure the criminal justice system adequately serves crime victims. SCVAN currently manages five programs that provide services and resources to our state's crime victims and the professionals who serve them: 1) Annual SC Victims’ Rights Week Conference; 2) Emergency Financial Assistance Fund; 3) Legal Assistance to Victims (Priority Programs: Immigrant Victim Program, Native American Survivors of Domestic Violence and Sexual Assault & Survivors of Human Trafficking); 4) Statewide Forensic and Sexual Assault Nurse Examiner Project; and 5) Crime Victim Information Program.

The Position

We are currently seeking a full-time, Bilingual Victim Advocate to directly the support the Legal Assistance to Victims Program’s outreach and direct legal services to immigrant victims of violent crimes. This position is funded by an annual grant from the SC Department Public
Safety. The primary focus of this grant is to 1) provide information and referral resources to immigrant victims of crime, 2) encourage inter-agency collaboration by hosting quarterly meetings of the Statewide Immigrant Victim Coalition; 3) offer trainings and technical assistance to professionals on the rights of immigrant survivors and 4) provide direct legal services to immigrant victims primarily in the areas of victim’s rights enforcement and immigration benefits.

The primary responsibilities of the Bilingual Victim Advocate are: 1) to provide information, referrals and criminal justice advocacy to immigrant survivors of crime, which includes information about victim’s rights and the criminal justice system and referrals to other victim service providers and supportive resources; 2) conduct intakes for victims seeking direct legal representation; 3) provide case management support to the two staff attorneys responsible for providing direct legal services to immigrant victims, and 4) coordinate the quarterly meetings of the Statewide Immigrant Victim Coalition.

PRIMARY RESPONSIBILITIES:

**Information, Referral and Criminal Justice Advocacy**
- Respond to calls from immigrant survivors of crime seeking information about the criminal justice system and availability of culturally and linguistically competent resources
- Provide criminal justice advocacy to victims, if necessary

**Legal Intake and Case Management Support**
- Provide intake for program legal clients
- Schedule client appointments and meetings with attorneys
- Correspondence and follow up with legal clients
- Coordinate document collection from law enforcement agencies, victim service providers and clients
- Maintain client records through a case management database
- Provide and/or make arrangements for translation and interpretation services for Limited English Proficient clients

**Coordinate Statewide Immigrant Victim Coalition Meetings**
- Develop and maintain listserv of Coalition members
- Secure and coordinate meeting location, date and times
- Prepare and send regular meeting announcements to Coalition

**QUALIFICATIONS:**
- Bachelor’s Degree in social work, criminal justice or other related field
- Experience working in victim services or the criminal justice system
- Fluency in oral and written English and Spanish required
- Excellent writing and organizational skills
- Computer proficiency, including Microsoft Office
- Experience and competency in working with immigrant populations
Commitment to working with and advocating for the rights of immigrant victims of crime

TO APPLY FOR THIS POSITION: Interested candidates should send a cover letter and resume to jobs@scvan.org. For questions regarding the position, please contact Patricia Ravenhorst at 864-312-6453.

BILINGUAL LEGAL ADVOCACY COORDINATOR/JUNIOR ATTORNEY
LEGAL ASSISTANCE TO VICTIMS PROGRAM, DOMESTIC VIOLENCE AND
SEXUAL ASSAULT SURVIVORS
OFFICE LOCATION: GREENVILLE, SOUTH CAROLINA
FULL-TIME: 37.5 HOURS PER WEEK

Background:
Established by the SC General Assembly in 1984, the SC Victim Assistance Network (SCVAN) provides coordination for representatives of all agencies involved in victim services through its collaboration, public awareness, advocacy and victim assistance functions. SCVAN serves as the voice for all victims of crime in South Carolina and the people who serve them. Through its programs and services, SCVAN seeks to fulfill three main objectives: 1) ensure ALL crime victims receive access to and assistance from the criminal justice system; 2) improve the quality of services provided to crime victims by victim advocates; and 3) ensure the criminal justice system adequately serves crime victims. SCVAN currently manages five programs that provide services and resources to our state’s crime victims and the professionals who serve them: 1) Annual SC Victims’ Rights Week Conference; 2) Emergency Financial Assistance Fund; 3) Legal Assistance to Victims (Priority Programs: Immigrant Victim Program, Native American Survivors of Domestic Violence and Sexual Assault & Survivors of Human Trafficking); 4) Statewide Forensic and Sexual Assault Nurse Examiner Project; and 5) Crime Victim Information Program.

We are currently seeking a full-time, bilingual Legal Advocacy Coordinator to directly support the Legal Assistance to Victims Program’s outreach and direct legal services to victims of sexual assault, domestic violence, harassment and stalking. This position is funded by a grant from the federal Office of Violence Against Women. The target populations of this grant are victims of sexual assault (including sex trafficking), and victims of domestic violence and sexual assault from Native American and immigrant communities.

The primary responsibilities of the Legal Advocacy Coordinator are: 1) to provide direct case management support to the two staff attorneys responsible for providing direct legal services to victims in the areas of victim’s rights, immigration and family law and 2) to coordinate services and strengthen relationships with sexual assault agencies, attend meetings of regional Sexual Assault Response Teams and help organize trainings and resource materials for sexual assault providers on the legal rights of sexual assault survivors and needs of immigrant survivors.

PRIMARY RESPONSIBILITIES:
Legal Case Management Support

- Provide intake for program legal clients
- Schedule client appointments and meetings with attorneys
- Correspondence and follow up with legal clients
- Coordinate document collection from law enforcement agencies, victim service providers and clients
- Prepare immigration and other legal petitions for filing under the direction of the staff attorneys
- Maintain client records through a case management database
- Provide and/or make arrangements for translation and interpretation services for Limited English Proficient clients

Partner Collaboration and Training

- Establish and maintain relationships with sexual assault program coordinators at partner agencies
- Attend meetings of Sexual Assault Response Teams
- Help coordinate the development of trainings and training materials for sexual assault advocates at partner agencies on the legal rights and remedies of sexual assault survivors and immigrant and Native American survivors of domestic violence

QUALIFICATIONS:

- Bachelor’s Degree
- Paralegal or legal training and/or experience; immigration law experience preferred
- Fluency in oral and written English required
- Fluency in oral and written Spanish required
- Excellent writing and organizational skills
- Computer proficiency, including Microsoft Office
- Experience and competency in working with underserved populations, including Native Americans and immigrants
- Commitment to working with and advocating for the rights of immigrant victims of crime

TO APPLY FOR THIS POSITION: Interested candidates should send cover letter and resume to jobs@scvan.org. For questions regarding the position, please contact Patricia Ravenhorst at 864-312-6453.
Established by the SC General Assembly in 1984, the SC Victim Assistance Network (SCVAN) provides coordination for representatives of all agencies involved in victim services through its collaboration, public awareness, advocacy and victim assistance functions. SCVAN serves as the voice for all victims of crime in South Carolina and the people who serve them. Through its programs and services, SCVAN seeks to fulfill three main objectives: 1) ensure ALL crime victims receive access to and assistance from the criminal justice system; 2) improve the quality of services provided to crime victims by victim advocates; and 3) ensure the criminal justice system adequately serves crime victims. SCVAN currently manages five programs that provide services and resources to our state's crime victims and the professionals who serve them: 1) Annual SC Victims’ Rights Week Conference; 2) Emergency Financial Assistance Fund; 3) Legal Assistance to Victims (Priority Programs: Immigrant Victim Program, Native American Survivors of Domestic Violence and Sexual Assault & Survivors of Human Trafficking); 4) Statewide Forensic and Sexual Assault Nurse Examiner Project; and 5) Crime Victim Information Program.

The Position
We are currently seeking a part-time, bilingual paralegal to directly support the Legal Assistance to Victims Program’s outreach and direct legal services to immigrant survivors of violent crime. This position is funded by an annual grant from the SC Bar Foundation. The primary responsibility of this position is to provide direct case management support to the two staff attorneys responsible for providing direct legal services to immigrant victims in the areas of victim’s rights, immigration and family law.

PRIMARY RESPONSIBILITIES:
- Provide intake for program legal clients
- Schedule client appointments and meetings with attorney
- Correspondence and follow up with legal clients
- Coordinate document collection from law enforcement agencies, victim service providers and clients
- Prepare immigration and other legal petitions for filing under the direction of the staff attorney
- Maintain client records through a case management database
- Provide and/or make arrangements for translation and interpretation services for Limited English Proficient clients

QUALIFICATIONS:
- Paralegal training and/or experience; immigration law experience preferred
- Fluency in oral and written English & Spanish required
- Excellent writing and organizational skills
- Computer proficiency, including Microsoft Office
- Cultural competency with immigrant populations
- Commitment to working with and advocating for the rights of immigrant victims of crime

TO APPLY FOR THIS POSITION: Interested candidates should sending cover letter and
resume to jobs@scvan.org For questions regarding the position, please contact Patricia Ravenhorst at 864-312-6453.

Posted: 02/25/16. Job Listing #040.

University of South Carolina School of Law – (alumni)
Columbia, SC

Director of Admissions
Please go to following link to view details. The Requisition Number is 010105.
https://uscjobs.sc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1456165939665


The Peck Law Firm, LLC – (alumni)
2040 eWall Street, Suite G
Mount Pleasant, South Carolina 29464
Attention: Kenneth Peck, Manager
Email: mtpleasantfamilylaw@gmail.com
Website: http://thepeckfirm.com

Deadline date to apply: April 1, 2016
Position start date: April 2, 2016

Lowcountry Family Law Attorney

Charleston-area family law firm seeks an experienced divorce lawyer for its Summerville office. The firm has other offices in downtown Charleston and Mount Pleasant.

You must be licensed to practice law in South Carolina. You must also have a minimum of four years of experience as a practicing family law attorney.

You will receive a very competitive compensation package, which will include a significant monthly salary, quarterly bonuses, and paid vacation and holiday leave.

Please submit your application with a resume, writing samples, a summary of your litigation and/or family law experience, your expectation of compensation, and a statement of why you would be a good fit for this position.

Response Method: Email resume, cover letter, writing sample and 1 reference.

South Carolina Legal Services
Charleston, SC

Bilingual Migrant Attorney (Statewide Travel)
Full-time
Open until filled

SCLS seeks a bilingual migrant attorney for its Migrant Farmworkers Program to provide civil litigation to low-income migrant and seasonal farm workers and families residing or working in the state of South Carolina through extended and limited legal services. The primary areas of practice for the Migrant Program Attorney will include employment law, occupational safety and health law and civil rights. Attorney will assist in outreach to farm worker communities/camps and develop links with other providers serving farm workers. The position requires evening, weekend, and overnight work.

- Member of the SC Bar
- Must be able to speak and write English and Spanish fluently
- Demonstrated experience in the relevant areas of law
- Knowledge of the principles of civil practice and time management
- Excellent litigation and trial advocacy, research, and legal writing skills
- Strong oral, written and presentation communication skills;
- Excellent computer skills, including Windows and Microsoft Office
- Excellent relationship building skills and ability to collaborate effectively with other advocates
- Demonstrated competence in working with diverse clients and client communities
- Commitment to public interest/poverty law
- Valid driver’s license and good driving record

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

South Carolina Legal Services, Attn: Human Resources – Bilingual Migrant Attorney – Charleston Office
PO Box 1445
Columbia, SC 29202

or

by fax to 803-799-9420.

Columbia, SC  
Attention: Will Lee  
Title: Executive Director  
Website: www.gmlj.com  
Type of Organization: Medium Firm  
Phone calls? No

Position description:  
Columbia, SC office of an established, multi-state AV rated litigation firm, seeks an attorney to handle growing practice needs in Insurance Defense, including General Liability Defense and Construction Defects as well as Insurance Coverage matters.

The preferred candidate will have 3 – 5 years’ prior insurance defense/insurance coverage experience. The position requires South Carolina Bar Membership, outstanding law school academic credentials, clear and concise writing ability, confidence before a judge or jury and excellent computer skills (we are a paperless office).

EXCELLENT CAREER OPPORTUNITY. Competitive compensation and benefits with total compensation incentive based. Firm provides significant and early responsibility in dealing with all aspects of litigation.

Send cover letter, resume and salary history/requirements via email to Will Lee, Executive Director at wlee@gmlj.com.

Posted: 02/02/16. Job Listing #031.

South Carolina Legal Services – (alumni)  
Charleston, SC

Staff Attorney (full-time) starting Immediately. Job open until filled.

Provide a wide range of civil litigation to low-income individuals and families residing in South Carolina through extended and limited legal services. Civil litigation will primarily be in the areas of consumer, housing and family law, though the attorney may work in other priority areas of law depending on client needs. Litigation experience in these areas, plus experience with a broad range of other advocacy tools and community education, is strongly preferred. The position requires some evening, weekend, and overnight work.

- Member of the SC Bar  
- Demonstrated experience in the relevant areas of law  
- Knowledge of the principles of civil practice and time management  
- Excellent litigation and trial advocacy, research, and legal writing skills  
- Strong oral, written and presentation communication skills; bilingual skills a plus, but
not required
- Excellent computer skills, including Windows and Microsoft Office
- Excellent relationship building skills
- Demonstrated competence in working with diverse clients and client communities
- Commitment to public interest/poverty law
- Valid driver’s license and good driving record

Applicants interested in applying for this position may submit a Resume, 2 writing samples and three references with cover letter to:
South Carolina Legal Services, Attn: Human Resources – Staff Attorney – Charleston Office
PO Box 1445, Columbia, SC 29202 or by fax to 803-799-9420.

Posted: 02/01/16. Job Listing #030.

Clawson and Staubes, LLC – (alumni)
126 Seven Farms Dr., Suite 200
Charleston, South Carolina 29492
Attention: Peggy Urbanic, Attorney/Partner
Email: purbanic@clawsonandstaubes.com
Website: www.clawsonandstaubes.com
Phone calls? No

Position start date: TBD

Position description:
We are looking for a lateral hire for our workers' compensation group. We require at least 3 years experience. This position is for our Charlotte, NC, Greenville, SC or Columbia, SC office. Candidates should have experience managing their own case load and attending hearings at both the Single Commission and Full Commission level.

If interested please mail resume.

Posted: 02/01/16. Job Listing #029.

U.S. Department of Justice – (alumni)
Washington, D.C.

The Federal Bureau of Investigation (FBI) has General Attorney positions posted in both VA and DC.

To view new attorney vacancies in different U.S. locations, please go to http://www.justice.gov/legal-careers.

Pharr Law, PLLC – (alumni)
8 West Third Street, Suite 600
Winston Salem, NC 27101
Attention: Donna L. Black, PLS, Office Administrator

Boutique construction litigation firm seeking associate. One to two years of litigation experience helpful, though not required. Firm office is in Winston-Salem and firm handles cases throughout North and South Carolina. Generous benefits. Send resume, transcript and writing sample to associatelisting@gmail.com.


Shelly Leeke Law Firm – (alumni) (position location is Columbia, SC)
3614 Ashley Phosphate Road
North Charleston, SC 29418

Immediate opening for associate attorney position. Ideal candidate will have some experience in personal injury and/or worker's compensation law. This position requires a strong desire to work hard and learn fast. Candidate must be computer savvy and have some IT knowledge. Upbeat, positive personality is a must. We are a team, and require team players. Qualified candidates please email resume, cover letter (not a generic cover letter, those will be deleted immediately) and references to Sarah@LeekeLaw.com.

This position is for our new office in Columbia. Compensation is salary and commission. Some benefits offered.


Hilliard Law Firm LLC – (recent graduates/alumni)
P O Box 658
Georgetown, SC 29440
Attention: John Hilliard, Owner
Telephone: 843-543-0312
Fax: 843-527-1400
Website: www.hilliardlawfirm.com
Email: john@hilliardlawfirm.com
Type of Organization: Small Firm

Position start date: Now

Opportunity to develop practice in 15th circuit. Immediate participation in criminal, injury, family and other litigation.
Response Method: Email resume, cover letter, and 2 references. May also telephone.  
Posted: 01/26/16. Job Listing #024.

U.S. Attorney’s Office – (alumni)  
FL

The United States Attorney’s Office (USAO), Middle District of Florida (MDFL), is seeking experienced attorneys interested in trial work for the position of Assistant United States Attorney. The MDFL is headquartered in Tampa and has branch offices in Orlando, Jacksonville, Fort Myers and Ocala.

Justice seeks to attract, retain, and promote individuals of exceptional ability and talent from all walks of life. The work environment and atmosphere is open, diverse, collegial, and inclusive. There are active affinity groups for African-American; Asian-American; Hispanic; lesbian, gay, bisexual and transgender (LGBT); and Native American employees, which are open to all DOJ employees regardless of background. Justice fosters a work environment where people of all backgrounds and experiences may reach their full potential.

This and other attorney vacancy announcements can be found at: http://www.justice.gov/careers/legal/attvacancies.html.

Posted: 01/20/16. Job Listing #020.

Collins & Lacy, PC – (alumni)  
Columbia, SC

Collins & Lacy’s Construction Practice Team is seeking an associate in the firm’s Columbia office. The successful applicant will be admitted to practice in all courts of this state and possess at least 1-3 years of litigation-related experience. Experience in a defense-based practice and a judicial clerkship are preferred qualifications. The attorney must have a demonstrated track record of accomplishment, an attention to detail, a client and team-first attitude, and an enduring relationship to the Midlands. Please send letters of interest, resume, and references to Christian Stegmaier, Hiring Partner, at cstegmaier@collinsandlacy.com. Collins & Lacy, PC is an equal opportunity employer.

Posted: 01/15/16. Job Listing #014.

Bissell Companies – (alumni)  
13860 Ballantyne Corporate Place Suite 300  
Charlotte, NC 28277  
Attention: Jessica Lewis  
Title: Recruiting Manager
Position description:
This document is intended to describe the primary responsibilities and duties for a Landlord Representative position with Bissell. The Landlord Representative’s (Leasing Agent) overall objectives are to:

- Always perform at a Top 5% level.
- Provide a full-time single-minded focus on our properties.
- Initiate and foster close relationships within the tenant representative community.
- Engage and collaborate with ownership to obtain, and publish where and when appropriate, offering terms associated with Bissell properties.
- Place great emphasis on renewing existing tenants.
- Maintain a system to track other’s right to space such as rights of first refusal, expansion rights etc., so that there are no errors.
- Maintain a system to track lender lease approval requirements and a system to insure we comply and have no errors.
- Prepare and maintain marketing presentations that are current as to technology, maximizes our graphic support team capabilities and is best in class within the marketplace. Personalize such presentations to the maximum extent reasonably possible.
- Engage Marketing and Communications team to insure we are maximizing opportunities to promote new product, leasing activities, BCP improvements, etc.
- Collaborate with other team members to maximize in office coverage of properties (e.g., coordinate vacations, out of office professional development, etc.).
- Identify and actively participate in opportunities to promote other Bissell services.
- Be timely, accurate and thorough in reporting and communication responsibilities to all other Bissell departments and divisions.
- Read all leases and insure execution copies are complete in all respects including exhibits.
- Prepare complete, timely and accurate internal lease routing and associated internal documents.
- Effectively utilize support staff and be engaged and responsive to insuring we have excellent people in support roles. Supervise them fairly while motivating them to perform at top 5% levels.
- Be knowledgeable about standard lease terms for our product type and make recommendations to ownership on changes to our standard terms that benefit ownership.
- Conform to and abide by all laws, rules and regulations and codes of ethics applicable to the real estate profession and to being a part of Bissell.
- Be actively involved in the community as a good citizen and active in various professional and community organizations.
- Maintain in good standing a NC real estate license and membership in the Charlotte Region Commercial Board of Realtors.
• Do not participate in any real estate venture as an active or passive investor or in exchange for services rendered unless approved by BCOS prior to such participation.
• Initiate the preparation and presentation of the Quarterly Leasing Meeting (Exhibit A)
• Initiate the timely preparation and presentation of the various items set forth in the Leasing Metrics Reporting document (Exhibit B)

To apply: Email Resume, Cover Letter, Writing Sample

**Posted: 01/15/16. Job Listing #013.**

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**Veterans’ Career Fair – (alumni)**

Last year was the launch of the nation's first Veterans' Legal Career Fair. The event was a tremendous success, with the participation of 45 employers including AmLaw 100 firms, in-house legal departments and government agencies. The inaugural event attracted more than 150 experienced attorneys from around the world, and the candidate pool was comprised of attorneys with military service before beginning their legal careers, military spouses, and active duty JAG officers planning for their transition to the private sector.

Based on the interest last year and the continuing need to support our nation's veterans, we are holding the event once again this year on **April 29-30, 2016 in Washington, D.C.** This is the only career fair that is held specifically for experienced lawyers who have served in the U.S. military and those who are transitioning out of military service, as well as lawyers who are military spouses.

Orrick is honored to partner with The American Legion; corporate founding sponsors Microsoft Corporation, Morgan Stanley and ALM Media; and private practice sponsors Shearman & Sterling and the D.C. Diverse Partners Network to create this event. As you may know, Orrick is no stranger to developing innovative hiring programs - in 2005, Orrick founded the Bay Area Diversity Career Fair for diverse law students, a successful program with a ten year history. We are excited to leverage our experience to produce a distinctive event geared toward experienced attorneys who have served our nation in the Armed Forces in any capacity.

**Posted: 01/13/16. Job Listing #012.**

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**Barnwell Whaley – (alumni)**
P.O. Drawer H
Charleston, SC 29402
Attention: Judith Carberry
Title: Firm Administrator
Email: bwph@barnwell-whaley.com
Website: http://barnwell-whaley.com/about/careers/
Type of Organization: Medium Firm
**Patent Attorney**
Position description:

The successful candidate will be registered to practice before the United States Patent and Trademark Office and have sufficient experience to prepare and successfully prosecute a US Patent Application to issue with minimal supervision in a broad range of technologies. Candidates should have at least $150,000 per annum portable business. Trademark prosecution experience is a plus. Attorneys with substantial portable business will be considered for special counsel or member status.

CONFIDENTIAL Inquiries, resumes, and cover letters may be emailed or mailed to firm administrator Judith Carberry. No phone calls, please.

**Posted: 01/08/16. Job Listing #008.**

**Spann Wilder Law, LLC – (alumni)**
PO BOX 70488
CHARLESTON, SC 29415
Attention: Cheryl Leone, Administrator
Fax: (919) 882-9548
Email: cheryl@catalystgroupinc.com
Type of Organization: Small Firm
Phone calls? No

**Deadline date to apply: Will fill when right candidate emerges**
Position start date: Immediate Opening

Position description:
Small Charleston based personal injury firm seeking an energetic, self-motivated and compassionate attorney with at least 2 years experience in personal injury work on either side of the aisle (Workers' Compensation experience is a plus!)

Must have:
*Graduated from an ABA accredited law school *Rule 403 requirements completed *Great organizational ability & time management skills *Strong computer skills *Strong Legal Research skill *Excellent oral and written communication skills *Pay commensurate with experience and level of production

Response Method: Fax or Email
Materials Requested: Resume, Cover Letter, and 2 References

Responses via fax and email only - no calls or direct mail.

**Posted: 01/06/16. Job Listing #004.**
Womble Carlyle Sandridge & Rice, LLP – (alumni)
5 Exchange Street
Charleston, South Carolina 29401
Attention: Billie Oliver, Recruiting Scheduler
Email: lateralrecruiting@wcsr.com
Website: www.wcsr.com
Type of Organization: Medium Firm
Phone calls? No

Deadline date to apply: March 29, 2016
Position start date: ASAP

Position description:
Mass Torts Staff Attorney (Req #1477)

Womble Carlyle Sandridge & Rice, LLP seeks a highly qualified staff attorney to join its Mass Torts Practice Group in the Firm’s Charleston office.

Candidates must have one year or more of law firm experience. Experience is preferred in the following areas of complex litigation: construction, employment, and personal injury. Judicial clerkship experience is preferred. Excellent interpersonal skills, strong writing skills, and solid academic credentials are required. Candidate must be licensed in South Carolina.

Womble Carlyle is committed to leadership in attracting, developing, and retaining a diverse workforce of highly talented professionals. EOE. No search firms.

To apply, visit the recruiting page on www.wcsr.com. Please attach your resume, transcript, and cover letter on the application screen.

Posted: 01/06/16. Job Listing #002.
Position description:

**Mass Torts Project Attorney (Req #1478)**

Womble Carlyle Sandridge & Rice, LLP seeks a highly qualified project attorney to join its Mass Torts Practice Group in the Firm’s Charleston office.

Candidates must have one year or more of law firm experience. Experience is preferred in the following areas of complex litigation: construction, employment, and personal injury. Judicial clerkship experience is preferred. Excellent interpersonal skills, strong writing skills, and solid academic credentials are required. Candidate must be licensed in South Carolina.

This part-time opportunity will be approximately 15-25 hours a week. Flexible work arrangements are available.

Womble Carlyle is committed to leadership in attracting, developing, and retaining a diverse workforce of highly talented professionals. EOE. No search firms.

To apply, visit the recruiting page on [www.wcsr.com](http://www.wcsr.com). Please attach your resume, transcript, and cover letter on the application screen.

**Posted: 01/06/16. Job Listing #001.**

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**Rogers Townsend, PC – (alumni)**

Columbia, SC

**Associate Attorney Position**

For all information, please go to: [http://www.indeed.com/viewjob?jk=5f8d015cb7496b56&q=attorney&l=lexington,+SC&tk=1a5m99kse1ppvb62&from=ja&alid=06b3a7ac64771446&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts](http://www.indeed.com/viewjob?jk=5f8d015cb7496b56&q=attorney&l=lexington,+SC&tk=1a5m99kse1ppvb62&from=ja&alid=06b3a7ac64771446&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Posted: 12/09/15. Job Listing #260.**

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

1330 Lady Street Suite 503

Columbia, SC 29201

Website: carolinalegalassoc.com

Email: attorneys@carolinalegalassoc.com

Position start date ASAP

**Associate Attorney (Asbestos Litigation):**
Regional law firm has an immediate opening in their Charleston office for a South Carolina licensed attorney with asbestos litigation experience. Ideal candidates would have a minimum of 2-3 years’ experience. All inquiries will be held in strict confidence. Excellent opportunity to grow with an established firm! Excellent salary and benefit package! Qualified candidates can submit current resume along with three (3) professional references to Attorneys@CarolinaLegalAssoc.com. Please reference Asbestos Attorney in the subject line.

Posted: 11/30/15. Job Listing #256.

Carolina Legal Associates – (recent graduates/alumni)
1330 Lady Street Suite 503
Columbia, SC 29201
Website: carolinalegalassoc.com
Email: attorneys@carolinalegalassoc.com

Position start date: ASAP

Contract Attorney (Document Review):

Immediate opportunities available in Columbia and Charleston, SC for both experienced attorneys and recent law school graduates! Attorneys needed to work on document review projects. Both short and long term projects available with flexible hours and opportunity for bonuses. Prior document review experience helpful, but not required. Resumes will be held in strict confidence and should be forwarded along with three (3) professional references to msilver@carolinalegalassoc.com or tkelley@carolinalegalassoc.com for consideration. For additional information, please contact our office @ (803) 799-8835.

Posted: 11/30/15. Job Listing #255.

CAROLINA LEGAL ASSOCIATES – (alumni)
1330 Lady Street, Suite 503
Columbia, SC 29201
Attention: Marsha Silver, President

Carolina Legal Associates has an immediate need for contract attorneys to assist with a document review project starting within the next two weeks for a well-known, national law firm in Columbia, SC. Contract attorneys should expect to work 40 hours a week in a fast-paced, deadline-driven work environment.

Qualifications:
• Candidates must be licensed and in good standing in at least one state
• Recent JD grads waiting to take a Bar exam or on Bar exam results will also be considered
• Candidates should be well organized and detail-oriented
• Must be willing to commute to Columbia for the duration of the project

Responsibilities:
• Review and code documents for relevance and privilege.
• Identify useful information in the reviewed documents and communicate that information to project managers.

Preferred Skills:
• Previous E-discovery experience
• Knowledge of Relativity software

All resumes will be held in strict confidence and should be sent to attorneys@carolinalegalassoc.com.

Please submit your resume now for immediate consideration!

Posted: 11/06/15. Job Listing #237.

CAROLINA LEGAL ASSOCIATES – (alumni)
1330 Lady Street, Suite 503
Columbia, SC  29201
Attention: Marsha Silver, President

We are currently seeking contract attorneys fluent in Spanish for large, ongoing document review projects in Charleston, SC.
Qualified candidates must:
  • Be admitted and in good standing, in any state
  • Have the ability to multi-task efficiently and effectively
  • Have excellent communication and interpersonal skills
  • Be fluent in Spanish

All resumes will be held in strict confidence and should be sent to attorneys@carolinalegalassoc.com

Posted: 10/15/15. Job Listing #228.

PERMANENT POSTINGS

State of New York Unified Court System – (alumni)
NY

For all postings and information go to: http://www.courts.state.ny.us/careers/statewide
**Permanent Posting**

**Veteran Employment Opportunities**

Veterans may access future job opportunities on our VA for Vets website; from the right side of the homepage, scroll to the end under the header -- Featured Jobs: [http://vaforvets.va.gov/](http://vaforvets.va.gov/).

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**Permanent Posting**

**Carolina Legal Associates – (recent graduates/alumni)**
1330 Lady Street, Suite 503
Columbia, SC 29201
Attention: Marsha Silver, President

**Carolina Legal Associates** specializes in the placement of attorneys for private law firms, corporate legal departments, and governmental entities on a permanent or contractual basis. We can offer you increased exposure in areas in the legal profession that you may not have considered or did not previously have an opportunity. After evaluating your qualifications and needs, we can assess the best positions for you based on your experience and interest. There is never a fee to you to work with Carolina Legal Associates. For more information and additional job opportunities, please visit our website [www.carolinalegalassoc.com](http://www.carolinalegalassoc.com) or contact our office at (803) 799-8835.

**Contract Attorneys** (Document Review) **Carolina Legal Associates** is actively seeking licensed attorneys and recent law school graduates to work on ongoing and upcoming document review projects. Short and long term projects are available in Charleston and Columbia, SC. These projects are full-time with flexible hours to include possible weekend hours and opportunities for bonuses. Previous document review and Relativity experience is helpful, but not required. Resumes will be held in strict confidence and should be forwarded along with three (3) professional references to msilver@carolinalegalassoc.com, tkelley@carolinalegalassoc.com or knewton@carolinalegalassoc.com for immediate consideration.

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**Permanent Posting**

**United States Department of Justice – (alumni)**
Washington, D.C.

To learn more about Justice and our legal careers, please visit our website: [www.justice.gov/careers/legal](http://www.justice.gov/careers/legal). We encourage all interested applicants to apply; however, please note that due to temporary funding restrictions we may not be able to fill all of the currently advertised positions.
Permanent Posting

City of Chicago Department of Law – (recent graduates/alumni)
Chicago, IL

PLEASE GO TO www.cityofchicago.org/careers FOR A COMPLETE LISTING OF JOB ANNOUNCEMENTS AND INFORMATION.

****No email applications will be accepted****

Permanent Posting

LinkedIn (Search for Jobs)
www.linkedin.com
LinkedIn has a Jobs section and people seeking jobs are encouraged to join. A PROFESSIONAL picture is needed. Please contact the Career Services Office if you have any questions.

Permanent Posting

American Civil Liberties Union Foundation
Various Locations

Please go to http://www.aclu.org/careers to view all open positions, including Staff Attorney – Racial Justice Program, NY and Legislative Counsel/Lobbyist in Washington Legislative Office, Washington, D.C.

Permanent Posting

University of South Carolina – (recent graduates/alumni)
Columbia, SC

If you are interested in applying for University of South Carolina jobs please go to https://uscjobs.sc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1373390131001

Permanent Posting

WEBSITE INFORMATION
Federal Bureau of Investigation

Job postings for this agency are continually listed at www.fbijobs.gov Please visit website for information.

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

USAJOBS link for the tax attorney positions:


Millennium Challenge Corporation (MCC)

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

South Carolina Government Jobs – (recent graduates/alumni)

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

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

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

USDOJ – (alumni)

Various Locations

Attorney Vacancies at the U.S. Department of Justice

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

To learn more about Justice and our legal careers, please visit our website:
BarBri Bar Review
http://www.barbri.com

Department of Justice
http://www.usdoj.gov

Directories/Job Boards
http://www.airsdirectory.com

Earthjustice Legal Defense Fund
http://www.earthjustice.org

Equal Employment
http://www.eeoc.gov

Federal Communications Commission
http://www.fcc.gov/jobs

Find a Firm Profile
http://www.lawperiscope.com

Florida State Jobs
https://peoplefirst.myflorida.com

Glassdoor
https://www.glassdoor.com/index.htm

Institute for Justice
http://ij.org

Landmen
www.landmen.net

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

National Labor Relations Board
http://www.NLRB.gov

North Carolina Conference of District Attorneys
http://www.ncdistrictattorney.org/jobopportunities.html

Richland County Bar Association
http://www.richbar.org

Political and Legislative News
www.rollcall.com

South Carolina Bar
http://www.scbar.org

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

Top Nonprofits
www.topnonprofits.com

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

United States Court of Appeals for the Ninth Circuit

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

END OF ALUMNI JOB OPPORTUNITIES BULLETIN