



UNIVERSITY OF  
**SOUTH CAROLINA**

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School of Law

## *Alumni Job Opportunities*

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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  
1525 Senate Street  
Columbia, SC 29208  
Phyllis B. Burkhard, Director  
803-777-8479/fax 803-777-8565

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

(Scroll down for complete job listings)

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**ATTENTION! USC LAW SCHOOL ALUMNI**

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

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

**\*\*\*\*\*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.***

**\*\*\*\*\***

**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.**

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

8910 Two Notch Road, Suite 400

Columbia, South Carolina 29229

Attention: Heather Caruso

Title: Managing Attorney

Email: [hcaruso@merrittwebb.com](mailto:hcaruso@merrittwebb.com)

Website: [www.merrittwebb.com](http://www.merrittwebb.com)

Type of Organization: Medium Firm

Phone calls? No

**Position description:**

Regional law firm is seeking a full-time attorney licensed in South Carolina with at least 2 years of experience handling traffic and/or criminal law matters to join our Columbia office.

Compensation based on experience. Comprehensive benefits package includes medical, vision, life insurance, 401(k), firm paid attorney Bar Association dues and CLE expenses.

Response Method: Email  
Materials requested: Resume, Cover Letter

**Posted: 06/23/17. Job Listing #103.**

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**City of Columbia – (alumni)**  
Columbia, SC

<https://www.indeed.com/jobs?q=city+attorney&l=Columbia%2C+SC>

**ASSISTANT CITY ATTORNEY (LITIGATION) - LEGAL  
117**

**\$68,706.00 - 87,600.00**

**JOB SUMMARY**

This position performs legal work assisting the City Attorney and will involve preparing ordinances, resolutions and opinions; prepares legal memoranda; reviews documents; with the primary responsibility of representing the City in civil cases, appeals and administrative matters; and performs related work as required. The incumbent works within a general outline of work to be performed, and develops work methods and sequences under general supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Consults with and advises and represents the City and all City legislative and administrative officials in all legal matters, litigation and appeals in State and Federal courts;
- Manages a civil caseload; an administrative caseload; document review assignments; and criminal docket, if assigned to Municipal Court;
- Prepares cases and represents or assists in representing the City in problems of a legal nature;
- Analyzes and evaluates lawsuits, writs, and other litigation related matters in all stages of litigation and determines legal strategy;
- Attends and participates in depositions, mediations, hearings, and trials as appropriate;
- Engages in pretrial, trial, post-trial and appellate practice as required by cases;
- Prepares written legal opinions and gives legal advice as required;
- Recommends action to be followed on complaints and claims by or against the City and represents the City in such cases;
- Reviews and prepares legal documents;
- Assists in resolving cases, and prepares and presents settlement recommendations;
- Attends training, seminars, workshops, etc., as required to maintain job knowledge and skills; and
- Performs other related duties as assigned.

### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- Juris doctorate degree;
- Four (4) years of relevant prior experience in litigation and appeals in State and Federal Courts;
- Valid South Carolina Class “D” Driver’s License;
- Licensed to practice law in South Carolina and a member in good standing with the South Carolina Bar.

### **SPECIAL REQUIREMENTS:**

- Must be admitted to practice before or eligible to become admitted to practice before the U.S. Federal Courts within six months of hiring;
- Experience and skill in listening to testimony, taking and defending fact and expert witness depositions;
- Extensive experience in general litigation with motion practice, discovery dispute, and trial preparation;
- Significant, wide-ranging, investigation, litigation and enforcement experience and expertise;
- First or second chair responsibility in a minimum of three trials or substantial evidentiary hearings;
- Experience in or with the public sector is desired;
- Knowledge of applicable federal, state, and local laws, codes, regulations, and/or ordinances are advantageous;
- Should have knowledge of civil and criminal law; Rules of civil and criminal procedures and rules of evidence; legal research; legal ethics.

### **PHYSICAL DEMANDS:**

The work is considered sedentary in nature and involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

**Posted: 06/19/17. Job Listing #102.**

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**Government of the District of Columbia Office of the Attorney General – (alumni)**  
Washington, D.C.

For all information and available positions: <https://oag.dc.gov/page/OAG-careers>

**POSITION TITLE:**  
**TRIAL ATTORNEY**  
(Environmental)

**DESCRIPTION OF DUTIES:** The Public Integrity Unit of the Public Advocacy Division of the Office of the Attorney General for the District of Columbia (OAG) is seeking an experienced environmental litigator to handle complex environmental law matters. The Public Advocacy Division investigates and litigates civil cases aimed at protecting the public interest. The Public Integrity Unit brings enforcement cases against companies and individuals that engage in unlawful commercial activity causing harm to the public or harm to the District Government itself. The Division prosecutes a wide range of cases, including cases seeking damages or injunctive relief for violations of the antitrust, environmental, anti-fraud, nonprofit, and charities laws. Recent enforcement actions have addressed a wide range of public interest issues, including diversion of funding from public charter schools, misuse of District grant funds, online lending to consumers, and airline competition at Reagan National Airport.

The successful candidate will have primary responsibility for OAG's environmental legal work. The District enters into, enforces, and complies with a number of consent decrees to clean up hazardous environmental sites. The successful candidate will evaluate these agreements, including assessing them for litigation potential, and litigating them when warranted. Further, the District has authority to enforce a number of local and federal environmental laws; for example, the Comprehensive Environmental Response, Compensation, and Liability Act, the Resource Conservation and Recovery Act, the Clean Water Act, and the Brownfield Act. The successful candidate will evaluate facts under these laws, recommend legal strategies, and implement those strategies. The successful candidate will work closely with the District's Department of Energy and Environment in assessing cleanups, determining strategy around consent decrees and litigation, and evaluating whether the District could be more aggressive in its enforcement of existing environmental authorities. The successful candidate will also be charged with understanding best practices in environmental litigation in other attorney general offices around the country, and suggesting improvements in the way the District does its environmental law business.

**QUALIFICATIONS:** A minimum of five years of relevant, environmental litigation experience is required. This experience should include handling complex matters with multiple parties involved. The candidate should also have excellent analytical, writing and litigation skills.

**ELIGIBILITY:** The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

**OTHER INFORMATION:** The selected candidate will be subject to a background investigation including reference checks.

**HOW TO APPLY:** Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to [OAG.RecruitmentAttorney@dc.gov](mailto:OAG.RecruitmentAttorney@dc.gov) by

**11:59pm of the closing date indicated above**, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

**EMPLOYMENT BENEFITS:** Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

**VETERANS' PREFERENCE:** Applicants claiming veterans' preference must submit official proof at the time of application.

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

**NOTICE OF NON-DISCRIMINATION:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 *et. seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL**

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**TRIAL ATTORNEY**  
(Tax and Finance)

**This position is in the collective bargaining unit represented by AFGE Local 1403 and you may be required to pay an agency service fee through direct payroll deduction.**

**DESCRIPTION OF DUTIES:** The Commercial Division provides legal advice and transactional and litigation support to the District Government in the core areas of community and economic development, real estate, procurement, tax, finance, bankruptcy, land use, and public works. The successful candidate will be one of five attorneys in the Tax and Finance Section handling the District's affirmative and defensive litigation concerning tax matters (real property, personal property, business franchise, income, recordation, transfer, estate, and inheritance).

The Tax and Finance Section litigates primarily in the Tax Division of the Superior Court of the District of Columbia and, with respect to tax sale foreclosure litigation, in the Civil Division. Section attorneys may also handle transactional work such as negotiating, drafting, and reviewing transactional documents involved in the District's issuance of bonds and notes (*e.g.* general obligation, revenue, and tax increment financing), including the negotiation of terms and conditions of the issuance and preparation of the Attorney General's opinions for the bond and note issuances, and provide advice on other municipal finance transactions. In addition, Section attorneys assist the Land Acquisition and Bankruptcy Section in the acquisition of real property for municipal purposes. The incumbent exercises independent judgment and handles a substantial case load.

**QUALIFICATIONS:** Applicants must have three or more years of litigation experience, preferably in area of tax, developable familiarity with property valuation concepts, and excellent oral and written communication skills.

**ELIGIBILITY:** The successful candidate must have a law degree and be an active member in good standing of the bar of any jurisdiction. If not a member of the District of Columbia Bar, the candidate must be sworn into the District of Columbia Bar within 360 days of his/her initial appointment with the Office of the Attorney General for the District of Columbia.

**OTHER INFORMATION:** The selected candidate will be subject to a background investigation including reference checks.

**HOW TO APPLY:** Candidates should e-mail one PDF file which includes: 1) a cover letter (must include the vacancy number) summarizing why you are interested and the skills and abilities you possess that will enable you to succeed in this position; 2) résumé; 3) list of three references; and 4) a writing sample to [OAG.RecruitmentAttorney@dc.gov](mailto:OAG.RecruitmentAttorney@dc.gov) by 11:59pm of the closing date indicated above, addressed to Arlyntha Love, Office of the Attorney General for the District of Columbia, 441 4th Street NW, Washington, DC 20001.

**PRIORITY CONSIDERATION:** Displaced Employee Priority Placement: Candidates who are eligible for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

**EMPLOYMENT BENEFITS:** Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered under the District of Columbia government's retirement plan. However, if selectee was previously employed in the District of Columbia's government under an appointment for which he/she was eligible for Civil Service Retirement (CSR), contributions to CSR will resume upon re-employment.

**VETERANS' PREFERENCE:** Applicants claiming veterans' preference must submit official proof at the time of application.

**DRUG-FREE WORKPLACE:** Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

**EQUAL OPPORTUNITY EMPLOYER:** All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, genetic information or political affiliation.

**NOTICE OF NON-DISCRIMINATION:** In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 *et. seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above



protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL**

**Posted: 06/19/17. Job Listing #101.**

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**Fidelity National Title Group – (recent graduates/alumni)**

2533 North 117th Avenue

Omaha, NE 68164

Contact Person: Rennae Ross

Email: [rennae.ross@fnf.com](mailto:rennae.ross@fnf.com)

Type of Organization: Other

**Deadline date to apply: 7/7/2017**

Position start date: 6/12/2017

**Position description:**

Fidelity National Financial, Inc. (NYSE:FNF), a Fortune 500 company, is the United States' largest provider of commercial and residential mortgage and diversified services. Fidelity National Title Group, a member of the Fidelity National Financial (NYSE: FNF) family of companies, is hiring Claims Counsels to fill multiple attorney positions in Omaha, Nebraska & Jacksonville, Florida.

**Responsibilities of the Claims Counsel role includes:**

- \* Investigating the facts and issues of a claim, including but not limited to communicating with title officers, escrow officers, lenders, claimants, and other counsel
- \* Determining whether coverage exists and evaluating loss under the title policy
- \* Developing and carrying out a plan to resolve the claim
- \* Negotiate settlements and resolutions with claimants, opposing counsels, and third parties
- \*Directing outside counsel on litigation strategy through the course of claim administration and litigation
- \*Appear as company representative in court proceedings, mediations, and settlement conferences
- \*Managing the claim budget, review and approve outside counsel invoices and other expenses, and determine settlement and expense reserves
- \*Identify and pursue sources for recovery

**Job Requirements:**

- \*Must possess excellent written and verbal communication, negotiation and organizational skills
- \*Law Degree required
- \*Licensed and in good standing to practice law in any state of the United States

**Additional Preferred Qualifications:**

- \* 0-3 years of experience
- \* Excellent academic credentials

The Claims Counsel position gives attorneys the ability to make independent analysis, utilize strategic thinking to resolve complex issues, and to further develop litigation expertise. The candidate does not need to have title claims experience.

Response Method: Email  
Materials requested: Resume, Cover Letter

**Posted: 06/07/17. Job Listing #100.**

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**DuBose Robinson, PC – (recent graduates/alumni)**

2725 Devine Street  
Columbia, SC 29205  
Contact Person: Jonathan M. Robinson  
Title: Attorney/Shareholder  
Email: [jon@duboselaw.com](mailto:jon@duboselaw.com)  
Website: [www.duboselaw.com](http://www.duboselaw.com)  
Type of Organization: Small Firm  
Phone calls? No

Deadline date to apply: Until position filled  
Position start date: Immediate

**Position description:**

Established defense firm seeks motivated attorney with 1-5 years of experience in its Columbia office. Position will focus on insurance coverage litigation and insurance defense. Full benefits offered as well as competitive salary.

Response Method: Email  
Materials requested: Resume, Cover Letter, and 2 References

**Posted: 06/07/17. Job Listing #099.**

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**SC Attorney General's Office – (alumni)**

1000 Assembly Street  
Columbia, SC 29201  
Contact Person: Krystal Hart  
Title: HR Specialist  
Website: [www.scag.gov](http://www.scag.gov)  
Type of Organization: Government

Position description:

Duties:

Under limited supervision, will work alongside auditors and investigators, handling all legal aspects of assigned investigations; will draft indictments, motions, legal memoranda and other paperwork. Will discuss possible criminal violations with investigators as well as review case reports. In conjunction with other states, may represent South Carolina in complex civil litigations. Prepares cases for trial and makes court appearances on behalf of the State of South Carolina. Prepares and responds to discovery requests and motions. Responds to citizen inquiries. Will perform other duties as assigned by the supervising Senior Assistant Deputy Attorney General and Chief Deputy Attorney General.

Knowledge/Skills/Abilities:

Must have excellent research and writing skills. Excellent trial skills and experience. Must be flexible to travel. Must be able to interpret laws and apply laws in court decisions. Must be capable of preparing spreadsheets and trial exhibits using Excel, Access, Word documents or other similar software.

Minimum Training and Experience:

J.D. degree and at least five years of practicing experience. Must have completed Rule 403 requirements and be a member of the SC Bar in good standing. Two years of practicing experience in a Solicitor's Office or Public Defender's Office preferred. Prefer familiarity and experience with civil cases. Federal practice experience preferred.

DRUG SCREENING, CREDIT CHECK, DELINQUENT TAX CHECK AND SLED BACKGROUND CHECKS REQUIRED.

Applications accepted via NeoGov at: [www.jobs.sc.gov](http://www.jobs.sc.gov) under Attorney General's Office.

**Posted: 06/07/17. Job Listing #098.**

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**Hire Counsel – (alumni)**

6135 Park South Drive

CHARLOTTE, North Carolina 28210

Contact Person: Thelma Brooks

Title: Associate Director of Recruiting

Email: [tbrooks@hirecounsel.com](mailto:tbrooks@hirecounsel.com)

Website: [www.hirecounsel.com](http://www.hirecounsel.com)

Type of Organization: Other

Phone calls? No

**Deadline date to apply: 06/30/2017**

**Position start date: 06/09/2017**

Position description:  
eDiscovery Document Review Attorney  
**Columbia, SC**

Are you motivated, talented, and ready for a great career opportunity with Hire Counsel? We work with the nation's most reputable corporations and law firms across the country, and seek candidates who are dedicated to Serving Today's New Legal Economy and have:

- A strong work ethic, keen business judgment, and a professional demeanor
- A passion for providing exceptional service and being a "Client Champion"
- Excellent communication skills, organizational ability, and attention to detail

#### Qualifications

- JD or LLM from an ABA approved law school
- Bar admittance in any U.S. jurisdiction-not required
- Experience with electronic document review-not required

#### Project Details

- Location: Columbia, SC- Work onsite
- Start Date - ASAP
- Duration: 2-4 weeks
- Compensation: Competitive market rate

If you have a friend who is interested in our job opportunity, refer them to us and you could earn a bonus of up to \$500! To learn more about our Referral Program, click

<http://www.hirecounsel.com/referral-program/>

#### About Hire Counsel

Over the past two decades, Hire Counsel has built strong, trusted client relationships with the nation's most reputable corporations and law firms, enabling us to bring the best opportunities to candidates like you. We are dedicated to Serving Today's New Legal Economy. Our professionals have the advantage of flexibility, competitive hourly rates, healthcare insurance, 401(k), as well as equity participation and profit sharing through our Employee Stock Ownership Plan. We hold all resumes in the strictest confidence. To apply, please click on the following link: <http://careers.hirecounsel.com/apply?jobId=9967>

Response Method: Email

Materials requested: Resume

**Posted: 06/06/17. Job Listing #097.**

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#### **Children's Legal Services - (alumni)**

FL

**Children's Legal Services** of the Department of Children and Families (DCF) is currently seeking to hire an attorney in Ft. Myers, FL.

Attorneys for Children's Legal Services represent the people of the State of Florida, through DCF, advocating for the best interests of Florida's children in dependency proceedings under Chapter 39, Florida Statutes. The position requires a strong interest in advocating for children's best interests, good academic credentials, strong writing skills, excellent communication skills, a strong interest in courtroom litigation, excellent critical thinking skills, the ability to work independently, a positive attitude and membership in the Florida Bar. Exceptional candidates will be considered prior to Florida Bar admission. Applicants with moot court, and/or trial team participation are encouraged to apply. Law review and/or a certificate in advocacy are a plus. Please also highlight your litigation clinic experience or other related experience.

The salary is based on qualifications. The preference is for a minimum of 2 years legal experience. Will consider an entry level attorney depending on previous law school internships and work experience.

The salary range is \$47,500 to \$52,000 per year, and includes an excellent benefits package with health benefits, life insurance, dental insurance benefits, four weeks paid vacation, paid state holidays off with pay, a personal day, paid sick leave, and a state funded retirement package.

**Children's Legal Services: Strong Leadership, a New Paradigm, and New Opportunities!!!** Come be part of an exciting and cutting edge statewide "law firm" with a vision focused on providing exceptional advocacy to the children and families of Florida achieving permanency, stability and security for abused, neglected and abandoned children.

To apply, please submit an online application that includes a cover letter, a resume, a law school transcript, a writing sample, and any additional documents you feel would assist the committee.

<https://jobs.myflorida.com/job/FORT-MYERS-ATTORNEY-60074224-FL-34104/410508000/>

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

**Posted: 06/06/17. Job Listing #096.**

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**Carolina Legal Associates – (alumni)**  
1330 Lady Street, Suite 503  
Columbia, SC 29201

**Contract Attorney (Document Review)- Charleston, SC**

Immediate opportunity for licensed attorneys to work on a document review project in Charleston, SC. Prior experience in antitrust or securities is encouraged but not necessary. Prior document review experience and knowledge of Relativity is also helpful, but not required. Must be well organized and detail-oriented. Please email your resume along with 3 professional references to [attorneys@carolinalegalassoc.com](mailto:attorneys@carolinalegalassoc.com). Resumes will be held in strict confidence.

**Posted: 06/01/17. Job Listing #094.**

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**State Accident Fund – (alumni)**

PO Box 102100  
Columbia, South Carolina 29221-5000  
Contact Person: Gerald Murphy  
Title: Manager, Administrative Services  
Type of Organization: Government  
Phone calls? No

**Deadline date to apply: 8/15/2017**

Position start date: 9/01/2017

Position description:

Assists Chief Counsel in all areas as required. Represents the State Accident Fund in complex litigated cases before the Workers' Compensation Commission, Circuit Courts, and Appellate Courts. Provides professional legal advice to the State Accident Fund on matters of a complex and technical nature, including providing opinions on legislative acts and court decisions. Conducts complex legal research within a highly technical and specialized area. Writes Orders, Briefs and memorandums of law. Negotiates settlements of workers' compensation claims involving the State Accident Fund. Acts as legal liaison between the State Accident Fund employees and attorneys on cases assigned to contract attorneys. Performs other legal duties as required.

Response Method: Mail  
Materials requested: Application Form  
References request: 2

For additional information, please visit the [www.jobs.sc.gov](http://www.jobs.sc.gov) website. Search for jobs at the State Accident Fund. The position is titled Assistant Chief Counsel. Please apply via the website.

**Posted: 05/31/17. Job Listing #093.**

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

126 Seven Farms Drive, Suite 200  
Charleston, SC 29492  
Contact Person: Betsy Clawson  
Title: Firm Administrator  
Telephone: 843 577-2026  
Fax: 843 722-2867  
Website: [www.clawsonandstaubes.com](http://www.clawsonandstaubes.com)  
Email: [info@clawsonandstaubes.com](mailto:info@clawsonandstaubes.com)  
Type of Organization: Medium Firm

Position description:

Associate needed for Charleston office with 3-5 years of experience in civil litigation, preferably insurance defense. Must have experience in taking fact witness depositions, expert witness depositions, and have tried case to jury Verdict. Excellent benefits.

Response Method: Email

Materials requested: Resume, Cover Letter, Writing Sample, 2 References

**Posted: 05/31/17. Job Listing #092.**

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**Sweeny, Wingate & Barrow, P.A – (alumni)**

1515 Lady Street

Columbia, SC 29201

Attention: Melissa Genova

Title: Human Resources Manager

Email: [mmg@swblaw.com](mailto:mmg@swblaw.com)

Website: [www.swblaw.com](http://www.swblaw.com)

Type of Organization: Medium Firm

Phone calls? No

Position start date: Immediately

**ABOUT THE COMPANY**

Sweeny, Wingate & Barrow, P.A. was started in 1993 when the named partners combined their litigation and transactional experience to create a firm committed to excellence, integrity, and service. Since that time, the Firm has grown to 16 lawyers of varying degrees of experience. Our firm is structured to meet the litigation and consulting needs of individuals, businesses, and insurance companies throughout South Carolina. Our practice is statewide and we regularly practice in each of the State's 46 counties. We work hard to build long standing relationships with those we represent.

**POSITION SUMMARY**

Our Columbia office is seeking an Associate to assist members of the firm with litigation matters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

- Advising and representing clients before tribunals on litigation matters
- Holding meetings with clients in order to discuss details of a case
- Conducting research and analysis of legal problems
- Analyzing the probable outcomes of cases, using knowledge of legal precedents
- Interpreting laws, rulings, and regulations for clients
- Writing and oral advocacy on behalf of clients
- Overseeing paralegal, law clerk, and legal assistant work
- Taking depositions
- Sitting as first, second, or third chair on bench or jury trials

- Performing other duties as assigned

#### MINIMUM REQUIREMENTS

- Juris Doctorate Degree from an ABA accredited institution
- Member of the South Carolina Bar
- Member of the United States District Court for the District of South Carolina
- Certificate of Completion of Rule 403 of the South Carolina Appellate Court Rules (SCACR)
- Minimum 3-5 years of experience in civil litigation
- Strong negotiation, analytical, writing, and oral advocacy skills
- Proficiency in legal research
- Strong computer skills and proficiency in MS Office applications
- Ability to work as a “self-starter” and handle litigation matters from pleadings to appeal
- Ability to be flexible, to adapt, and act quickly when urgent matters require it
- High ethical standards consistent with Rules of Professional Conduct
- Ability to maintain confidentiality consistent with Rules of Professional Conduct

#### HOW TO APPLY

For consideration, please send a resume and cover letter to [mmg@swblaw.com](mailto:mmg@swblaw.com)

While we sincerely appreciate all applications, only those candidates selected for interviews will be contacted.

The Company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.

Response Method: Email

Materials requested: Resume, Cover Letter

**Posted: 05/12/17. Job Listing #090.**

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**Federal Public Defender – (alumni)**

**District of South Carolina**

Charleston, SC

#### **POSITION ANNOUNCEMENT NO. 04**

#### **ASSISTANT FEDERAL PUBLIC DEFENDER**

**DISTRICT OF SOUTH CAROLINA**

**CHARLESTON, SC**

The Federal Public Defender, District of South Carolina, is accepting applications for the position of Assistant Federal Public Defender, based in the Charleston Office. The Federal Public



Defender organization operates under authority of the Criminal Justice Act, 18 U.S.C. §3006A, to provide defense services in federal criminal cases and related matters in the federal courts.

**Requirements.** Applicants must have at least two years of criminal trial experience and be licensed to practice in the District of South Carolina. The position may require travel throughout the district, some overnight travel, out of district training, irregular work hours, or working weekends and holidays when necessary. Applicants must have reliable transportation, a valid driver's license, and proof of insurance. Appointment is subject to a satisfactory background investigation, including an IRS tax check and an FBI name and fingerprint check.

**Duties.** The Assistant Federal Public Defender represents clients charged with federal criminal offenses and clients involved in other matters covered under the Criminal Justice Act. Applicants should have strong research and writing skills, a thorough knowledge of criminal law, a dedication to work with disadvantaged persons, an ability to articulate positions and demonstrate trial skills, negotiate, a commitment that the job comes first, extensive **computer hardware and software skills**, and an ability to work with others.

**Selection Criteria.** The successful applicant must have an established capacity or clearly demonstrate aptitude for excellence in criminal defense practice, a commitment to the representation of indigent accused persons, and a reputation for personal and professional integrity. Applicants must also hold the ability to communicate effectively with clients, witnesses, colleagues, staff and court personnel as part of their employment. Applicants should possess strong litigation skills and demonstrate proficiency with the federal sentencing guidelines, federal sentencing procedures, the Bail Reform Act, the Federal Rules of Criminal Procedure, and the Federal Rules of Evidence. Experience in handling federal criminal cases is preferred.

**Salary.** This is a position with growth potential and is subject to the availability of funds. Salary is by direct deposit.

Qualified persons may apply by forwarding a letter of interest, writing sample, three references and resume to:

Parks N. Small, Federal Public Defender  
District of South Carolina  
1901 Assembly Street, Suite 200  
Columbia, SC 29201

Submission by electronic PDF format may be sent to: [jonathan\\_freeman@fd.org](mailto:jonathan_freeman@fd.org). All emailed documents must be in PDF format. Other electronic forms will not be considered.

**Open until filled.**

**No telephone, fax or e-mail inquiries.**

**AN EQUAL OPPORTUNITY EMPLOYER**

**Posted: 05/10/17. Job Listing #088.**

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**Cozen O'Connor – (alumni)**

301 South College Street, STE 2100  
Charlotte, NC 28202  
Attention: Jill M. Caughie, Esq.  
Title: Associate Director of Legal Recruiting  
Email: [jcaughie@cozen.com](mailto:jcaughie@cozen.com)  
Website: [www.cozen.com](http://www.cozen.com)  
Type of Organization: Large Firm  
Phone calls? No

Position description:  
Litigation Attorney - Subrogation & Recovery Department

Cozen O'Connor seeks an associate with at least three years of litigation experience to join our Charlotte, North Carolina office's Subrogation and Recovery Department. Candidates should have experience drafting pleadings, discovery requests and responses, motions, and briefs; preparing for and attending court hearings; taking and defending depositions; and communicating with clients and opposing counsel. Candidates with experience investigating, analyzing, and litigating property subrogation and recovery claims and/or litigating the defense of property and product liability claims are ideal. Experience as a prosecutor is also a plus. This position offers the opportunity for the associate to develop and hone high level litigation and trial skills. Excellent academic credentials and strong research, writing, and oral advocacy skills are required. Candidates barred in both North Carolina and South Carolina are preferred.

Cozen O'Connor founded the subrogation and recovery practice in the early 1970s and remains the world's leading subrogation and recovery law firm. Our team of more than 100 attorneys represents the largest insurers and reinsurers in the United States, Canada, England, and other international venues. In addition to representing the insurance industry, we handle self-insured recovery claims for many Fortune 500 and Fortune 1000 companies. We recover in excess of \$200 million annually on behalf of our clients.

Interested candidates should submit their application materials at [www.cozen.com/careers/laterals](http://www.cozen.com/careers/laterals).

Cozen O'Connor is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex or any other unlawful factor.

Materials requested: Resume, Cover Letter, Unofficial Transcript

**Posted: 05/10/17. Job Listing #087.**

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**Hadden Law Firm, LLC – (alumni)**  
497 Bramson Court, Suite 103  
Mount Pleasant, South Carolina 29464  
Contact Person: Rob Hadden

Title: Owner

Email: [rhadden@haddenlawfirm.com](mailto:rhadden@haddenlawfirm.com)

Website: [www.haddenlawfirm.com](http://www.haddenlawfirm.com)

Type of Organization: Small Firm

Phone calls? No

**Deadline date to apply: As soon as possible**

Position start date: As soon as possible.

**Remote Attorneys (Full-time and Part-time)**

Position description:

A well-established Mount Pleasant, SC law office seeks experienced attorneys to grow its practice.

Open to adding transactional attorneys, lawyers offering legal advice/work product to clients and litigators.

Prefer candidates with a portable book of business/regular stream of paying clients; however, will consider attorneys practicing in an area of law with exciting growth potential.

Open to part-time attorneys and full-time attorneys. Prefer remote work situations with no need for a legal assistant/paralegal. Must be licensed to practice law in South Carolina and in good standing with the SC Bar.

Open to all practice areas. However, this opportunity would work well for an attorney who operates an advisory type practice, i.e., rendering employment law advice/preparing employee handbooks; working with companies on corporate formation and day-to-day business advice; helping companies with compliance issues and technology agreements; providing guidance on health care, privacy and cybersecurity issues; advising companies on energy/environmental issues, etc.

Compensation is a generous percentage of your collections. Office promotes flexible work schedule/vacation and work/life balance. No billable hour requirement.

This opportunity is perfect for someone who wants to gain control of their life again and enjoy a better professional career experience.

Potential candidates may include attorneys who:

- who are returning to practice after an absence;
- are scaling back their practice for a variety of reasons;
- work for a law firm paying them an unacceptable percentage of their collections;
- are sick of unrealistic billable hour requirements;
- want to escape their current firm culture and have quality of life;
- are tired of running/owning a law firm and want to focus on practicing law; and/or
- do not want to make the ongoing capital investment to open/run a law firm.

All inquiries kept strictly confidential. Interested candidates should send a cover letter or email, resume (or a link to your attorney bio) and contact information to Rob Hadden, [rhadden@haddenlawfirm.com](mailto:rhadden@haddenlawfirm.com)

**Posted: 04/10/17. Job Listing #086.**

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

8910 Two Notch Road, Suite 400  
Columbia, South Carolina 29229  
Attention: Heather Caruso  
Title: Managing Attorney  
Email: [hcaruso@merrittwebb.com](mailto:hcaruso@merrittwebb.com)  
Website: [www.merrittwebb.com](http://www.merrittwebb.com)  
Type of Organization: Medium Firm  
Phone calls? No

**Position description:**

Regional law firm seeks SC licensed attorney to work in its research department in the Columbia office. 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.

Response Method: Email

Materials requested: Resume, Cover Letter, Writing Sample

**Posted: 05/08/17. Job Listing #084.**

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**Downey & Cleveland, LLP – (alumni)**

288 Washington Avenue NE  
Marietta, GA 30060  
Contact Person: Kate Bell  
Email: [kate@downeycleveland.com](mailto:kate@downeycleveland.com)  
Website: [www.downeycleveland.com](http://www.downeycleveland.com)  
Type of Organization: Small Firm  
Phone calls? No

Deadline date to apply: None

Position start date: Immediate

**Position description:**

Downey & Cleveland, LLP is seeking an experienced attorney (no less than 2 years) for a full-time, permanent associate position with our firm. Our focus is in the trial of civil matters, concentrating in the defense of complex medical malpractice, automobile liability, bad

faith/direct action against insurer, and a variety of other civil litigation involving personal injury and insurance.

Response Method: Email

Materials requested: Resume, Cover Letter

**Posted: 05/04/17. Job Listing #083.**

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**Buchanan Ingersoll & Rooney PC – (alumni)**

One Oxford Centre, 301 Grant Street

Pittsburgh, PA 15219

Website: [www.bipc.com](http://www.bipc.com)

Type of Organization: Large Firm

Phone calls? No

Position description:

Litigation Associate – Buchanan Ingersoll & Rooney PC (Charlotte, NC)

We have an opening in our Charlotte office for a Litigation Associate with 4-6 years of commercial litigation experience and employment law experience (management side) in state and federal courts. North Carolina Bar admission required. Qualified candidates must have excellent academic credentials and strong research and writing skills. Please apply at our website at <http://www.bipc.com/lateral-attorneys>. All applications must be accompanied by a cover letter, transcript and a writing sample. If you have questions, please contact Donna Nolan, Manager of Attorney Recruiting, at [donna.nolan@bipc.com](mailto:donna.nolan@bipc.com).

Comments:

Please apply via our website at <http://www.bipc.com/lateral-attorneys>

**Posted: 05/01/17. Job Listing #082.**

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**Walker, Allen, Grice, Ammons & Foy – (recent graduates/alumni)**

P.O. Box 2047

Goldsboro, NC 27533-2047

Attention: Trey Foy

Title: Partner

Email: [attorneyposition@nctrialattorneys.com](mailto:attorneyposition@nctrialattorneys.com)

Website: [nctrialattorneys.com](http://nctrialattorneys.com)

Type of Organization: Small Firm

Phone calls? Yes

Deadline date to apply: N/A

Position start date: ASAP

Position description:

Busy civil litigation defense firm seeking full-time attorney to assist in establishing new Charleston office. Excellent opportunity for professional growth and income potential. Advantageous partnership track. 1 to 3 years of legal experience preferred, with trial experience a plus. Areas of practice include automobile defense, premises liability defense, construction defense, medical malpractice defense, and nursing home defense.

Response Method: Email, Mail

Materials requested: Resume and 2 References

**Posted: 04/25/17. Job Listing #079.**

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**Fortress Financial Services, Inc. – (recent graduates/alumni)**

1011 SW Emkay Dr, Ste. 201

Bend, OR 97702

Attention: Stephen K. Galgoczy

Title: President

Email: [sgalgoczy@taxfortress.com](mailto:sgalgoczy@taxfortress.com)

Website: [www.taxfortress.com](http://www.taxfortress.com)

Type of Organization: Business

Phone calls? No

**Deadline date to apply: ASAP**

Position start date: Immediate

Position description:

Leading national tax resolution firm is seeking an attorney in our Bend, Oregon office to represent taxpayers who are in collections with the IRS and/or various state taxing authorities. We have a casual office environment, as nearly all of our work is done over the telephone. Job involves heavy client contact via telephone and written correspondence. It also involves heavy contact with the taxing authorities via telephone and written correspondence. We settle tax debts, set up installment agreements, abate penalties, assist taxpayers in restructuring debt, represent taxpayers in appeals, and protect our clients from enforcement (i.e. bank levies, accounts receivable levies, tax liens, asset seizures, etc.). Our work is highly specialized and we deal with only a small fraction of the tax code. The vast majority of our attorneys' time is spent advocating for their clients, counseling clients, and engaging in verbal and written negotiations. The job involves minimal legal research and zero litigation. Almost all of our clients are small or medium sized businesses. Each attorney is provided with an assistant for administrative support. The work is a lot more fun than one might associate with the word "tax."

This is an excellent opportunity for someone who enjoys having a life outside of work. Weekly work schedule rarely exceeds 40 hours and our attorneys almost never work on weekends. Unlike typical law firms, we will comprehensively train the right candidate to be one of the best attorneys in this field.

Medical and dental insurance provided after 90 days. Employees are eligible for our 401(k) program, which includes company matching, after 1 year. Total annual compensation ranges from \$75,000-\$135,000.

Response Method: Email

Materials requested: Resume, Cover Letter, Unofficial Transcript, and Writing Sample

**Posted: 04/25/17. Job Listing #078.**

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**Carolina Legal Associates – (alumni)**

1330 Lady Street, Suite 503  
Columbia, SC 29201

**Remote Contract Attorney (Document Review)**

Immediate opportunity available for a licensed attorney to work remotely on a document review project for a firm based out of the DC area. Prior document review experience is helpful, but not required. The project is ongoing and expected to last several weeks. Must have the capability to work with technology from a remote location. Please email your resume along with 3 professional references to [attorneys@carolinalegalassoc.com](mailto:attorneys@carolinalegalassoc.com). Resumes will be held in strict confidence.

**Posted: 04/24/17. Job Listing #077.**

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**The Mike Kelly Law Group – (alumni)**

500 Taylor Street, Ste 400,  
Columbia, SC 29201

The Mike Kelly Law Group is an established litigation firm with offices in Columbia, Myrtle Beach, and Winnsboro, South Carolina. Our firm is seeking a full-time attorney licensed in South Carolina with at least 2 years of experience handling civil litigation and personal injury to join our Myrtle Beach office. Compensation is negotiable and includes benefits and health insurance. For consideration, please send a resume and cover letter to Amanda Swearingen at [amanda@mklawgroup.com](mailto:amanda@mklawgroup.com) and Brad Hewett, Esq. at [bhewett@mklawgroup.com](mailto:bhewett@mklawgroup.com).

**Posted: 04/20/17. Job Listing #076.**

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**Walker & Reibold**

3321 Forest Drive Suite 1  
Columbia, SC 29204

Website: [www.walkerreibold.net](http://www.walkerreibold.net)

Email: [info@walkerreibold.net](mailto:info@walkerreibold.net)

Type of Organization: Small Firm

Phone calls? No

Position description:

Small business litigation/insurance defense firm in Columbia seeks associate attorney, salary commensurate with experience. Please submit resume and writing sample(s).

Response Method: Email

Materials requested: Resume, Writing Sample, and 2 References

**Posted: 04/20/17. Job Listing #075.**

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**Cole Schotz P.C. – (alumni)**

Court Plaza North

25 Main Street, P.O. Box 800

Hackensack, NJ 07602-0800

**TAX ASSOCIATE- NEW JERSEY OR NEW YORK OFFICE:**

Prominent NJ based law firm with multiple regional offices seeks a Tax Associate with 5 plus years Transactional Tax, International Tax, and T&E experience to join our NJ or NY office. LLM in Taxation and NJ and/or NY Bar required. We offer competitive salary and comprehensive benefits program. Please send 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

[genlert@coleschotz.com](mailto:genlert@coleschotz.com)

Please visit our website [www.coleschotz.com](http://www.coleschotz.com)

**NEW JERSEY/NEW YORK/DELAWARE/MARYLAND/TEXAS/FLORIDA**

Cole Schotz is an Equal Opportunity Employer

**Posted: 04/18/17. Job Listing #072.**

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**McAngus Goudelock & Courie LLC – (alumni)**

55 E Camperdown Way Suite 300

Greenville, SC 29601

Attention: Courtney Williams

Title: Legal Recruiter

Email: [scresumes@mgclaw.com](mailto:scresumes@mgclaw.com)



Website: [www.mgclaw.com](http://www.mgclaw.com)

Type of Organization: Medium Firm

Phone calls? No

Deadline date to apply: N/A

Position start date: ASAP

MGC is a growing, highly-respected regional insurance defense firm with 13 locations in the Southeast. 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.

We are seeking a Litigation Attorney with at least 2 years of experience with established relationships in the insurance defense industry in our Greenville, SC office. Please send resumes to [scresumes@mgclaw.com](mailto:scresumes@mgclaw.com).

Find out more at [www.mgclaw.com](http://www.mgclaw.com). All responses will be kept in strictest confidence.

Response Method: Email

Materials requested: Resume, Cover Letter

**Posted: 04/10/17. Job Listing #069.**

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**Cogdill Law Firm – (alumni)**

1318 Haywood Road

Greenville, SC 29615

Attention: Chris Cogdill

Title: Attorney

Email: [chris@cogdill-law.com](mailto:chris@cogdill-law.com)

Type of Organization: Small Firm

Phone calls? No

Position start date: Immediate

Position description:

Immediate need for an estate planner and elder lawyer. Must have 2 - 3 years experience drafting trusts. Excellent opportunity to join an established firm in Upstate South Carolina with established business. 401K, fully paid health insurance and profit sharing.

To apply: Please email a resume and 3 references.

**Posted: 04/03/17. Job Listing #067.**

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**Lucas Group – (alumni)**

Columbia, SC

## **Real Estate Attorney**

Fantastic opportunity for a commercial real estate attorney to join a group of talented lawyers in their Columbia office. The ideal candidate will have 3 to 5 years of sophisticated commercial real estate transactional experience. Qualified candidates please send resumes to WHusby@lucasgroup.com

For all information and to apply go to:

[https://www.indeed.com/viewjob?jk=9d834102335e8533&q=lawyer&l=Columbia,+SC&tk=1bcmmcnk27ou9p9&from=ja&alid=582dc3700cf233d962b55521&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts&rgtk=1bcmmcnk27ou9p9](https://www.indeed.com/viewjob?jk=9d834102335e8533&q=lawyer&l=Columbia,+SC&tk=1bcmmcnk27ou9p9&from=ja&alid=582dc3700cf233d962b55521&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bcmmcnk27ou9p9)

**Posted: 04/03/17. Job Listing #066.**

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## **Thomson Reuters – (recent graduates/alumni)**

Various Locations

To access all available positions go to:

<http://jobs.thomsonreuters.com/ListJobs/All/Search/jobtitle/attorney/>

**Posted: 03/17/17. Job Listing #058.**

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## **South Carolina Department of Revenue – (alumni)**

PO Box 125

Columbia, SC 29202

Attention: Destiny Blue

Title: Human Resources Specialist

Telephone: 803-898-5458

Fax: 803-896-0023

Website: [www.dor.sc.gov](http://www.dor.sc.gov)

Email: [employment.scdor@dor.sc.gov](mailto:employment.scdor@dor.sc.gov)

Type of Organization: Government

Deadline date to apply: Until Filled

## **POSITION: STATE TAX ATTORNEY**

### **JOB RESPONSIBILITIES:**

Under limited supervision, provides the Agency with assistance in developing, analyzing, recommending, implementing, and disseminating policies and procedures. Makes recommendations to the Agency for the uniform legal interpretations and enforcement of the State's tax law. Researches, drafts, reviews, consults with those affected, recommends and

disseminates complex formal advisory opinions, and conducts public conferences on proposed advisory opinions.

Enhances voluntary compliance by writing, editing, and publishing legislative summaries, complex tax manuals, or publications; and by answering comprehensive questionnaires, etc. Represents the Policy Section or the Department in various meetings and conferences with government officials and others with respect to legislation, interpretations of legislation, and other tax and regulatory policy matters. Provides formal and informal legal and tax advice on legislation, proposed legislation, and/or technical interpretations with respect to complex issues and factual situations to tax and other professionals, taxpayers, other divisions within the Agency, and other state agencies.

Researches, develops, and drafts legislation and regulations and/or recommends changes to existing laws and regulations, with the objective of strengthening voluntary compliance, enhancing regional competitiveness, and enhancing uniformity and reciprocity of laws between states. Manages a specialized area of policy and taxation and trains others in the Policy Section with respect to these specialized areas.

#### MINIMUM AND ADDITIONAL REQUIREMENTS:

A juris doctor degree and four years practicing as an attorney in tax or related area. Must be a member in good standing with the SC Bar.

Law school transcripts and a writing sample required. These documents may be attached to the application, faxed to 803-896-0023, or emailed to [Employment.SCDOR@dor.sc.gov](mailto:Employment.SCDOR@dor.sc.gov).

Institutions of Higher Learning must be recognized by the Council for Higher Education Accreditation.

Response Method: Fax, Email

Materials requested: Resume, Unofficial Transcript, Writing Sample, Application Form

References request:

Comments:

\*\*\*Apply online at [www.jobs.sc.gov](http://www.jobs.sc.gov).\*\*\*

Submit law school transcripts and a writing sample. Complete the application to include all current and previous work history and education. A resume may be included but not substituted for completing the entire application.

**Posted: 03/16/17. Job Listing #056.**

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

Various Locations

## Associate Positions

For all information please go to:

<https://fragomen.wd1.myworkdayjobs.com/FragomenCareers/jobs>

**Posted: 03/13/17. Job Listing #054.**

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### **MLA Global – (alumni)**

West Columbia, SC

#### **Position: Associate General Counsel**

For all information please go to:

[https://www.indeed.com/viewjob?jk=f223b8d8e6b5f65b&q=legal&l=Columbia,+SC&tk=1ba9v4god1d54ftj&from=ja&alid=582dc36f0cf233d962b5551d&utm\\_source=jobseeker\\_emails&utm\\_medium=email&utm\\_campaign=job\\_alerts](https://www.indeed.com/viewjob?jk=f223b8d8e6b5f65b&q=legal&l=Columbia,+SC&tk=1ba9v4god1d54ftj&from=ja&alid=582dc36f0cf233d962b5551d&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts)

**Posted: 03/04/17. Job Listing #049.**

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### **Anderson Reynolds & Stephens, LLC – (recent graduates/alumni)**

P. O Box 87

Charleston, SC 29402

Attention: J. J. Anderson

Title: Member

Email: [janderson@arslawsc.com](mailto:janderson@arslawsc.com)

Website: arslawsc.com

Type of Organization: Small Firm

Phone calls? No

**Deadline date to apply: June 30, 2017**

Position start date: Immediate

Established Charleston Law Firm has an opening for an associate attorney to assist in very active litigation practice. The applicant must have excellent communication skills, ability to comprehend, and analyze a variety of complex issues in the medical, engineering, and construction fields. Associates are initially trained and supervised by a partner and will be expected to learn to draft pleadings, motions, and orders; prepare reports to clients and their insurance carriers that include the procedural status of the case, the opinions of experts, the summation and evaluation of witnesses from deposition testimony, and the potential financial impact of a case. Must be proficient in Microsoft Office Suite.

Applicants are to send a cover letter and resume in .pdf format to [jdunning@arslawsc.com](mailto:jdunning@arslawsc.com).

**Posted: 01/31/17. Job Listing #026.**

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## **PERMANENT POSTINGS**

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### **U.S. Department of Justice – (alumni)**

US Dept. of 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.

Attorney vacancy announcements may be found at: <http://www.justice.gov/legal-careers/attorneys-vacancies>.

### **Permanent Posting**

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### **U.S. Attorney’s Office – (alumni)**

For all employment opportunities please go to <http://www.justice.gov/legal-careers/attorneys-vacancies>

### **Permanent Posting**

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### **U.S. Office of the Attorney General – (alumni)**

Various Locations

To view all attorney positions please go to <http://oag.dc.gov/page/oag-careers>.

### **Permanent Posting**

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### **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>

### **Permanent Posting**

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**S.C. Commission on Indigent Defense – (recent graduates/alumni)**  
Columbia, SC

All information can be found on [www.jobs.sc.gov](http://www.jobs.sc.gov).

Job Title: Attorney II  
Agency: Commission on Indigent Defense  
Opening Date: Fri. 02/26/16  
Closing Date/Time: **Continuous**  
State Salary Range: \$52,530.00 / Year  
Agency Hiring Range:  
Job Type: FTE - Full-Time  
Location: Richland County, South Carolina  
Normal Work Schedule: Monday - Friday (8:30 - 5:00)

**JOB RESPONSIBILITIES:**

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

**MINIMUM AND ADDITIONAL REQUIREMENTS:**

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

**PREFERRED QUALIFICATIONS:**

Knowledge of substantive criminal law and criminal procedure in South Carolina. Knowledge of general case, statutory and common law. Exceptional writing and research skills required as well as an ability to orally argue cases in a very persuasive and highly effective manner.

**ADDITIONAL COMMENTS:**

A writing sample is required. Minimum office hours of 8:30 - 5:00 Monday through Friday must be maintained. Incumbent is expected to independently manage his/her case load to assure high quality appellate representation is provided. Some overnight travel may be required.

\*\*\*There is a performance evaluation after one year, and a raise from the starting salary is then an option\*\*\*

MUST APPLY ON [www.jobs.sc.gov](http://www.jobs.sc.gov); Job #2016005, Attorney II.

**Continuous Posting**

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**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**

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### **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/>.

## **Permanent Posting**

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### **George Sink, P.A. Injury Lawyers – (alumni)**

7011 Rivers Avenue Suite 105

North Charleston, South Carolina 29406

Attention: Melynda Toth, Director of Human Resources

Website: [www.sinklaw.com](http://www.sinklaw.com)

Email: [mtoth@sinklaw.com](mailto:mtoth@sinklaw.com)

Phone calls? No

Position start date: Immediately

Seeking a Pre-Litigation, Personal Injury Attorney to join our team! Positions available in Charleston, Greenville, and Columbia area.

Qualified applicants shall have a minimum of 2 years' experience as an Attorney and be licensed to practice in SC.

This position requires good writing skills and a willingness to litigate. Applicants must be a self-starter who possesses strong analytical, negotiation, organizational, interpersonal and communications skills. Must have a strong sense of urgency about problem solving, meeting challenging deadlines and achieving critical goals. Must be highly organized and able to manage multiple priorities and tight deadlines.

### **Preferred Skills:**

403's completed

Proficient with Microsoft Office, specifically Word, Outlook, and Excel

Familiar with case management software, preferably Needles

Workers Compensation experience a plus

To Apply: Email resume and cover letter.

## **Permanent Posting**

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**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 fulltime 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](mailto:msilver@carolinalegalassoc.com), [tkelley@carolinalegalassoc.com](mailto:tkelley@carolinalegalassoc.com) or [rwest@carolinalegalassoc.com](mailto:rwest@carolinalegalassoc.com) for immediate consideration.

**Permanent Posting**

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**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**

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

Chicago, IL

PLEASE GO TO [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers) FOR A COMPLETE LISTING OF JOB ANNOUNCEMENTS AND INFORMATION.



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

## **Permanent Posting**

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### **LinkedIn (Search for Jobs)**

[www.linkedin.com](http://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**

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### **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**

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### **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**

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## **WEBSITE INFORMATION**

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### **Federal Bureau of Investigation**

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

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

USAJOBS link for the tax attorney positions:

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

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

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

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

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

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

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

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### **USDOJ – (alumni)**

Various Locations

Attorney Vacancies at the U.S. Department of Justice

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

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

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

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### **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](http://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>

**New Jersey Court System**

<http://www.judiciary.state.nj.us/jobs/index.html>

**Richland County Bar Association**

<http://www.richbar.org>

**Political and Legislative News**

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

**South Carolina Bar**

<http://www.scbbar.org>

**The Law Clerk Hiring Plan**

<http://www.cadc.uscourts.gov>

**Top Nonprofits**

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

**U.S. Patent & Trademark Office**

<https://oedci.uspto.gov/OEDCI/>

**United States Court of Appeals for the Ninth Circuit**

<http://www.ca9.uscourts.gov>

**United States Bankruptcy Court - District of South Carolina**

<http://www.scb.uscourts.gov>

**END OF ALUMNI JOB OPPORTUNITIES BULLETIN**