



UNIVERSITY OF
SOUTH CAROLINA

School of Law

Alumni Job Opportunities

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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

(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.***

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.

SC Department of Revenue – (alumni)

300 Outlet Pointe Blvd., Suite A

Columbia, SC 29210

Contact Person: Angela Stroud

Title: Recruitment Manager

Email: employment.scdor@dor.sc.gov

Website: www.jobs.sc.gov

Type of Organization: Government

Phone calls? No

Position description:

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.

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 Ba

Materials requested: Writing Sample, Application Form, and 2 References. Apply online: www.jobs.sc.gov.

Posted: 10/18/17. Job Listing #180.

The Peck Law Firm, L.L.C. – (alumni)

622 Johnnie Dodds Boulevard

Mount Pleasant, SC 29464

Attention: Kenneth E. Peck, Esquire

Divorce Attorney – Charleston Area

This is truly a great opportunity if you want a successful career in family law.

WHAT IS THE PECK LAW FIRM

With seven attorneys, the Peck Law Firm, LLC is the largest divorce and family law firm in the Charleston area. Attorneys at the firm have received numerous awards and recognition from various local, regional, and national organizations. For more information, see our website at <https://thepeckfirm.com/>

Most recently, the readers of the Charleston Post and Courier newspaper voted for the Peck Law Firm as the “best family law firm” in the Charleston area for 2017. The Peck Law Firm had won the same award in 2016.

Divorce and family law are the only things we do.

From our offices in Charleston, Mt. Pleasant, and Summerville, we represent only clients with divorce, legal separation, child custody, child support, alimony, paternity, property division, and other family law cases. We do not represent clients in personal injury, business, real estate, criminal, DUI, or probate cases.

Our working conditions are among the best. The firm’s attorneys are supported by a team of experienced paralegals, as well as a skilled marketing and financial staff. We feature state of the art computer technology and software. And, our offices are tastefully furnished with original oil paintings and traditional wooden furniture

Our lawyers and paralegals work together in a warm firm culture that stresses teamwork. We

value loyalty, integrity, and hard work. Lawyers with attitudes need not apply.

Instead of having to research complex legal questions or call a friend to learn about a judge, the attorneys at the Peck Law Firm typically just speak to the attorney in the next office or down the hall. You will get the benefit of the collective wisdom and skill of our team members, who will always be looking out for your best interest. The collective wealth of knowledge within the firm makes each day interesting and intellectually stimulating.

The firm operates under a systems-based business model that assures its long-term success. When someone joins the firm, we hope and expect it will be for the long term.

JOB DESCRIPTION

Are you a lawyer with a passion for helping hurting people? If you are, you will fit well with the team at the Peck Law Firm.

The attorneys at the Peck Law Firm are not expected to generate new clients or market their services. Instead, the attorneys devote themselves to doing what they enjoy and do best – helping hurting people, who are facing difficult divorce, child custody, alimony, property division, and other complex family law problems.

This position offers a competitive starting salary, a generous quarterly bonus plan that is based on the amount collected by each lawyer, and 22 days of paid time off each year.

QUALIFICATIONS

The ideal candidate for this position will possess the following qualifications at a minimum :

- J.D. degree from an accredited law school
- Licensed to practice in all South Carolina courts
- Four years of family law experience preferred
- Significant courtroom experience
- No suspensions or disciplinary history
- Familiar with 21st century legal tools

HOW YOU APPLY

If this is the job that you have always wanted, you should start by applying now.

Please send us in writing:

- Your cover letter,
- Your resume, and
- Your salary/compensation requirements.

Address your application to mtpleasantfamilylaw@gmail.com

We look forward to hearing from you soon.

Job Type: Full-time

Posted: 10/17/17. Job Listing #179.

SCBar.org – (recent graduates/alumni)
Columbia, SC

For all attorney/legal positions posted with the South Carolina Bar please go to the following link:

<https://www.scbar.org/careers-classifieds/>.

Posted: 10/13/17. Job Listing #178.

Sodoma Law – (alumni)

211 East Blvd

Charlotte, NC 28203

Contact Person: Amy Cintron

Title: Human Resources Manager

Email: info@sodomalaw.com

Telephone: 704-442-0000

Website: www.sodomalaw.com

Type of Organization: Medium Firm

Position description:

We are a family-focused and family-driven firm located just minutes from the courthouse in Charlotte, North Carolina in the historic Walter Brem House, the historic G.G. Galloway House and a satellite location in south Charlotte at Ballantyne. We were voted one of Charlotte's Best Places to Work in 2012, 2013 and 2014. We are seeking an ambitious and experienced family law attorney.

We are looking for someone with the following qualifications and experience:

1. Licensed and in good standing with the North Carolina State Bar for more than five years;

2. Excellent work ethic with the drive to “get the job done.”;
3. Great attitude and ability;
4. MUST work well with support staff and be very organized;
5. Ability to maintain and build the practice area; and
6. Also a must – a sense of humor.

We take pride in being an advocate for our clients and maintaining a reasonable case load with reasonable goals. This approach allows us to provide just that kind of concierge service our clients need and expect.

The hired person will be:

- Organized,
- “Think Outside the Box”,
- Energetic,
- Self-motivated,
- Driven,
- Ambitious,
- High level of initiative.

Response Method: Email

Materials requested: Resume, Cover Letter, Writing Sample, and 3 References

Posted: 10/12/17. Job Listing #177.

Indeed.com Listings – (alumni)

Various Locations

Managing Foreclosure Litigation Attorney

The Geheren Firm, P.C. - Columbia, SC

https://www.indeed.com/viewjob?jk=45f3e96ba3ea1a36&q=attorney&l=Columbia,+SC&tk=1bs5r9efa15afc5d&from=ja&alid=582dc36f0cf233d962b55520&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bs5r9efa15afc5d

Agency Head

State of South Carolina

Richland County

https://www.indeed.com/viewjob?jk=db6fe29ef028c379&q=attorney&l=Columbia,+SC&tk=1bs5r9efa15afc5d&from=ja&alid=582dc36f0cf233d962b55520&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bs5r9efa15afc5d

Posted: 10/12/17. Job Listing #176.

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

Position: Chief Assistant Corporation Counsel

Interested applicants should read the full posting found at www.cityofchicago.org/careers (Job Number: 1652-4001A-2017)

Posted: 10/12/17. Job Listing #175.

Morton & Gettys – (alumni)

331 E. Main Street, Suite 300

Rock Hill, SC 29730

Attention: Robin Owens

Title: Firm Administrator

Website: www.mortongettys.com

Email: robin.owens@mortongettys.com

Type of Organization: Medium Firm

Phone calls? No

Position start date: ASAP

Position description:

Commercial Real Estate Attorney

Morton & Gettys, a mid-sized general practice firm, located in downtown Rock Hill, is accepting resumes for an experienced commercial real estate attorney licensed to practice in South Carolina and North Carolina. Licenses in other Southeastern states are a plus. We are seeking an associate attorney to complement our strong commercial real estate team, which is currently comprised of four attorneys and two paralegals. The ideal candidate will have four to six years practice experience in commercial real estate. Morton & Gettys offers legal professionals the opportunity to working in a firm that values client service, collaboration, hard work and entrepreneurship. We offer full benefits including insurance (health, dental, vision, disability, and life), 401k with match, and paid time off. Interested attorneys should submit their resume with cover letter, including salary requirements, via email to robin.owens@mortongettys.com. All submissions will be handled confidentially.

Response Method: Email

Materials requested: Resume, Cover Letter, Unofficial Transcript

Posted: 10/11/17. Job Listing #173.

Morton & Gettys – (alumni)

331 E. Main Street, Suite 300
Rock Hill, SC 29730

Attention: Robin Owens

Title: Firm Administrator

Website: www.mortongettys.com

Email: robin.owens@mortongettys.com

Type of Organization: Medium Firm

Phone calls? No

Position start date: ASAP

Position description:

Family Law Attorney

Morton & Gettys, a mid-sized general practice firm located in downtown Rock Hill, is accepting resumes for an experienced family law attorney licensed to practice in South Carolina. We are seeking an associate attorney for our busy family law practice, which is currently comprised of two well-known, seasoned family law attorneys and two experienced family law paralegals. Our firm offers legal professionals the opportunity to work in a firm that values client service, collaboration, hard work, and entrepreneurship. We offer full benefits including insurance (health, dental, vision, disability, and life), 401k with match, and paid time off. Interested attorneys should submit their resume with cover letter, including salary requirements, via email to robin.owens@mortongettys.com. All submissions will be handled confidentially.

Response Method: Email

Materials requested: Resume, Cover Letter, Unofficial Transcript

Posted: 10/11/17. Job Listing #172.

Bradley K Richardson PC – (recent graduate/alumni)

133 Straight Drive

Anderson, SC 29625

Attention: Bradley K. Richardson

Website: www.bradrichardsonlaw.com

Email: brad@bkrlaw.net

Phone calls? No

Position start date: Immediately

Multi-office real estate firm seeks an Associate to work in its Anderson office. Duties will include conducting real estate closings, real estate litigation, document drafting and curative title. Position is open to first year associates or experienced attorneys. Willing to train the right candidate. Salary based upon experience. Additional compensation includes health insurance, dental insurance and 401k.

Response Method: Email

Materials requested: Resume, Cover Letter, and 3 References

Posted: 10/11/17. Job Listing #171.

BlueCross BlueShield of South Carolina – (alumni)

Columbia, SC

Job Title Counselor, Legal I

Position Summary • Responsible for providing timely, competent and professional legal assistance and support in a broad range of areas as assigned.

- Responsibilities may include managing litigation, handling acquisitions, contract review and analysis, investigating and resolving threatened litigation matters, and interpreting laws and regulations.

Required Education

- Juris doctorate.

Required Work Experience

- Three years of experience in business or civil defense litigation or corporate legal work.
- OR one to two years of judicial clerkship experience.

Required Skills and Abilities

- Bar Membership
- Out of state applicants must have an active state bar membership with the ability to obtain a Rule 405 Limited Certificate of Admission.
- Strong customer service orientation.
- Ability to effectively communicate verbally and in writing to all levels throughout the company.
- Excellent analytical, critical-thinking and problem-solving skills.
- Ability to work in a highly changing environment.
- Ability to persuade, negotiate with and influence others.
- Excellent presentation skills with a strong attention to detail.
- Demonstrated legal knowledge, leadership and sound strategic-thinking skills.
- Ability to support executives and other attorneys.
- Microsoft Office skills.

Work City Columbia

Work State SC

EEO Statement We are an Equal Opportunity/Affirmative Action Employer. We will consider all qualified applicants for employment regardless of age, race, color, national origin, sex, religion,

veteran status, disability, weight, sexual orientation, gender identity, genetic information or any other legally protected status.

For all information and application details please go to:

http://jobs.brassring.com/1033/ASP/TG/cim_jobdetail.asp?partnerid=25328&siteid=5117&AReq=15479BR&Codes=College

Posted: 10/03/17. Job Listing #170.

The Pearce Law Group – (alumni)

1314 Professional Drive
Myrtle Beach, SC 29577
Type of Organization: Small Firm
Phone calls? No

Position description:

Myrtle Beach firm seeking Associate Attorney with 1 - 3 years of experience. Candidates must have an excellent academic background with superior research and writing skills. Strong organizational and communication skills, attention to detail and ability to manage an independent case load are requirements for the position. Successful candidate must be able to handle cases from inception through trial. Interpret laws and apply laws to specific situations. Ethically represent clients and advise them on their legal rights and obligations. Effectively interact with clients, outside vendors, and the Court(s) as necessary. High degree of professionalism and ethical integrity required. Must meet billing and collection requirements as determined by Principle Attorney.

Experience in civil litigation, construction, the hospitality industries, HOA/condominium, and general business litigation a plus. The Firm offers competitive compensation as well as an excellent opportunity for mentoring, growth, and responsibility. Must be admitted to SC Bar. Must pass criminal background check and drug test. All inquiries will be handled confidentially.

Please email resume and salary requests to lawfirmpositions1@gmail.com

Response Method: Email

Materials requested: Resume and 2 References.

Posted: 09/27/16. Job Listing #167.

Willson Jones Carter & Baxley – (alumni)

872 S. Pleasantburg Drive
Greenville, South Carolina 29607
Contact Person: Kelli Smith

Title: Client Relations Manager
Website: www.wjcbllaw.com
Type of Organization: Large Firm
Phone calls? No

Position start date: Immediately

Position description:

Willson Jones Carter & Baxley is a well-established, growing insurance defense law firm with six offices in NC, SC and GA (www.wjcbllaw.com).

We have an immediate need in our **Charlotte, NC** office for a litigation attorney with 3+ years of litigation experience and a proven record of success. A minimum of three years' experience is REQUIRED . South Carolina and North Carolina licensure also required.

Resumes may be submitted in confidence to kmsmith@wjlaw.net and will be accepted until the position is filled. We are not working with placement agencies for this position. No phone calls, please.

Willson Jones Carter & Baxley is an equal opportunity employer.

Response Method: Email

Materials requested: Resume, Cover Letter, and 3 References.

Posted: 09/25/17. Job Listing #166.

Southern Environmental Law Center – (alumni)
Nashville, TN

Job Title: Managing Attorney

Lawmatch Job ID: #918
Company Name: Southern Environmental Law Center
Practice Setting: Public Interest
Job Function: Attorney
Required Exp. 10+ years
Job Type: Full-time
Location(s): Nashville, TN
Posting Expires: 10/26/2017
Job Admin Contact llafleur@selcnc.org

Job Description:

The Southern Environmental Law Center is seeking a managing attorney for its office in Nashville, Tennessee. This is a rare opportunity to join one of the nation's most effective environmental organizations, and to lead the Nashville office in addressing a broad range of

important and challenging environmental issues.

SELC is celebrating its 30th anniversary this year. With nine offices across the region (Charlottesville, VA; Chapel Hill, NC; Atlanta, GA; Charleston, SC; Washington, DC; Birmingham, AL; Nashville, TN; Asheville, NC; and Richmond, VA), SELC is widely recognized as the Southeast's foremost environmental organization and regional leader. SELC works on a full range of environmental issues to protect the South's natural resources and the health and well-being of its people. Although its regional focus is the Southeast, much of its work is national in scope and impact.

SELC works in Congress and state legislatures to inform environmental laws; in regulatory agencies to implement environmental laws and policies; and in the courts to enforce the law, stop the worst abuses, and set important precedents. The organization works collaboratively with more than 100 national, state, and local groups to enhance their efficacy and achieve common conservation goals. It currently has a staff of over 130 individuals, with over 70 attorneys, including some of the nation's leading experts in their respective fields.

SELC prides itself on collegiality, teamwork, and mutual respect among its staff and board. We seek to bring these same values to our work in partnership with organizations, communities, and people of all backgrounds that share our mission to protect the environment of the South. The South has a rich natural diversity and an equally rich cultural diversity. To better fulfill its mission, SELC is committed to broadening the diversity of its staff. We believe this will strengthen our organization and our effectiveness in responding to the many environmental challenges affecting the South and its people.

The managing attorney will have significant responsibility for the success of SELC's advocacy in the state of Tennessee, and for the day-to-day management of the office. He/she also will be a key SELC representative and point person in Tennessee and will be an important part of the institutional development team in the state. The managing attorney will report to the Director of Litigation and Regional Programs in the Chapel Hill Office and the Executive Director in SELC's regional headquarters in Charlottesville.

SELC offers salaries competitive with leading national environmental non-profits, and an excellent benefits package.

Tasks will include:

- Developing, implementing, and leading the legal and policy advocacy program in Tennessee.
- Supervising Nashville office staff.
- Serving as a lead SELC spokesperson in Tennessee.
- Maintaining and further building positive relationships with the environmental community and key state leaders.
- Developing expertise in issues of special importance to Tennessee.

Required Qualifications:

- Talented, multifaceted lawyer with proven legal and leadership skills

- 10+ years' experience in litigation, policy advocacy, and/or environmental practice
- Good presentation and people skills
- Strong personal commitment to SELC's mission
- Understanding of Tennessee and its environmental challenges and opportunities

To Apply:

If you have these qualifications and are seeking one of the most interesting, challenging, and rewarding environmental advocacy positions available, please send your letter of interest, resume, law school transcript (with date of birth and social security number redacted), and at least three references **to Laura LaFleur, Southern Environmental Law Center, 48 Patton Ave, Suite 304, Asheville, NC 28801**, or e-mail tnjobsma@selctn.org.

SELC is an Equal Opportunity Employer and strongly encourages applications from persons of all backgrounds.

Posted: 09/25/17. Job Listing #165.

Parker Poe Adams & Bernstein LLP – (alumni)

200 Meeting Street, Suite 301

Charleston, SC 29401

Contact Person: Morgan Fey

Title: Director of Recruiting & Professional Development

Email: careers@parkerpoe.com

Website: <http://www.parkerpoe.com/careers/constructionlitigationattorney>

Type of Organization: Medium Firm

Phone calls? No

Position description:

Construction Litigation Attorney - Charleston SC Office

Parker Poe is seeking an attorney licensed in South Carolina with approx. 2-4 years of construction litigation experience. The ideal candidate will have significant construction litigation case management experience including handling discovery and depositions, voluminous document review and organization, legal research and writing, drafting and arguing motions, and some trial experience. Although experience in construction law is preferred, candidates with significant complex/multi-party litigation experience will be seriously considered. Strong academic credentials and excellent writing skills required.

Response Method: Email

Materials requested: Resume, Cover Letter, Writing Sample, and 3 References

Posted: 09/20/17. Job Listing #163.

Dority & Manning P.A. – (recent graduates/alumni)

75 Beattie Place, Suite 1100

Greenville, SC 29601

Contact Person: GraceAnne Callison

Title: Legal Recruiter

Telephone: 864-527-1511

Website: <https://dority-manning.com>

Email: gcallison@dority-manning.com

Type of Organization: Medium Firm

Position description:

Dority & Manning, a full-service intellectual property firm, seeks registered patent attorneys and agents with two to four years of relevant experience with degrees in electrical engineering, chemical engineering, computer science, computer engineering, or mechanical engineering. Candidates can expect to work primarily on matters related to patent prosecution and litigation for Fortune 100 companies as well as other national and international clients. The firm's practice is global in nature, representing major companies in Europe, Korea, Japan, China, South America and in virtually every region of the United States.

Response Method: Email

Materials requested: Resume, Unofficial Transcript, Writing Sample

Posted: 09/18/17. Job Listing #160.

McKay Law Firm, P.A. – (alumni)

1303 Blanding Street

Columbia, SC 29201

Contact Person: Katherine Hopkins

Title: Office Manager

Email: khopkins@mckayfirm.com

Telephone: 8032564645

Fax: 803-765-5705

Website: mckayfirm.com

Type of Organization: Medium Firm

Phone calls? No

Position description:

We are looking to fill an associate position within our litigation team. Applicants must have 3-10 years' experience. Please inquire with email listed and include references.

Response Method: Email

Materials requested: Resume, Cover Letter, and 3 References

Posted: 09/08/17. Job Listing #157.

Buchanan Ingersoll & Rooney PC – (alumni)

Charlotte, NC

Finance Associate - Buchanan Ingersoll & Rooney (Charlotte, NC)

We have an immediate opening in our Charlotte office for a Finance Associate with 3-5 years of commercial lending, corporate debt and syndicated lending experience. Excellent academic credentials, strong writing skills and law firm experience also required. Must be admitted in North Carolina. Qualified candidates should apply online at <http://www.bipc.com/lateral-attorneys>. All applications must be accompanied by a cover letter, resume, transcript and writing sample. If you have any questions, please contact Donna Nolan, Manager of Attorney Recruiting, at donna.nolan@bipc.com.

Posted: 09/08/17. Job Listing #156.

Willson Jones Carter & Baxley – (alumni)

872 S. Pleasantburg Drive
Greenville, South Carolina 29607

Contact Person: Kelli Smith

Title: Client Relations Manager

Email: kmsmith@wjlaw.net

Telephone: 864-272-2667

Website: www.wjcblaw.com

Type of Organization: Small Firm

Phone calls? No

Deadline date to apply: Open Until Filled

Position start date: Open Immediately

Position description:

Due to tremendous growth, Willson Jones Carter & Baxley, P.A. has immediate need for a Workers' Compensation Associate Attorney in both our **Greenville, SC and Charlotte, NC** offices.

Please submit resume, cover letter, writing sample and grades to kmsmith@wjlaw.net

Response Method: Email

Materials requested: Resume, Cover Letter, Unofficial Transcript, Writing Sample, and 3 References

Posted: 09/06/17. Job Listing #155.

Duggan & Hughes, LLC – (alumni)

P.O. Box 449

Greer, SC 29652

Contact Person: Daniel Hughes

Title: Partner

Email: dhughes@dugganhughes.com

Telephone: (864) 334-2500

Fax: (864) 879-0149

Website: www.dugganhughes.com

Type of Organization: Small Firm

Deadline date to apply: Applications accepted until position filled

Position start date: Negotiable

Duggan & Hughes, LLC is a small General Practice firm in Greer, SC. Preferred candidates should have 2-5 years of experience, but recent graduates are encouraged to apply. Candidates need to demonstrate strong academic credentials; excellent writing ability; attention to detail; and, ability to communicate well.

The candidate's background, including work experience, interests, and hobbies will also be given strong consideration.

Response Method: Email, Mail

Materials requested: Resume, Cover Letter, Unofficial Transcript, 2 References

Posted: 09/06/17. Job Listing #153.

McAngus Goudelock & Courie LLC – (alumni)

55 E Camperdown Way Suite 300

Greenville, SC 29601

Contact Person: Courtney Williams

Title: Legal Recruiter

Email: scresumes@mgclaw.com

Website: www.mgclaw.com

Type of Organization: Medium Firm

Phone calls? No

Deadline date to apply: N/A

Position start date: ASAP

Position description:

MGC is a growing, highly-respected regional insurance defense firm with 14 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 3-5 years of experience with established relationships in the insurance defense industry in our Greenville, SC office. Please send resumes to scresumes@mgclaw.com.

Find out more at www.mgclaw.com. All responses will be kept in strictest confidence.

Posted: 09/05/17. Job Listing #151.

Robert Half Legal - (alumni)

A Division of Robert Half International

211 N. Broadway, Suite 1250

St. Louis, MO 63102

Attention: Brent Huebner

Title: Project Fulfillment Manager

Email: www.roberthalflegal.com

Robert Half Legal is actively seeking an Associate Attorney, for a direct hire or contract to hire position in the **Augusta Georgia** area.

Details:

- Start Date: September 2017
- Duration: Direct hire or Contract to hire
- Pay Rate: Dependent on experience
- Location: Augusta Georgia
- Bar license: Must have South Carolina Bar License

Experience: 3+ years / Bachelor's degree, personal injury, litigation background

Job purpose: Enhance client services by evaluating, organizing and executing service delivery systems and procedures within the geographic market. Become a client advocate and serve as the principal liaison between them and other members of the team, including case managers, settling attorneys, and staff.

Requirements:

- Meet each week with members of the team to discuss specific client needs to determine the appropriate response to potential conflicts.
- Visit serious injury clients to insure that a specific course of action is prescribed and that follow through is managed.
- Evaluate inquiries for funding and make recommendations based on a review of data including accident reports and treatments.
- Serve as the "first line of defense" in the case of potential fires. This endeavor includes contacting the client and reassigning their attorney or case manager as needed.
- Manage specific cases in concert with the settling attorney. This may include support in settling cases and coordinating specific records and follow through.
- Review accident reports for witnesses and/or determine the level of severity within each case.

Assist in assigning the most appropriate case manager for cases in the market.

- Review cases for escalation to the litigation department based on the available evidence and the merits of the potential case.
- Generate and send the appropriate Letters of Records, Med Pay Letters, Ante Litem Letters and other documents for each case.
- Review cases for medical itemizations and completeness to allow the settling coordinators and subrogation staff to make the reductions with providers.
- Coordinate post settlement issues and follow up with staff. This process may include direct client contact or interface with accounting as indicated by the nature of the inquiry.

If you are interested, please email Brent Huebner your most recent resume in MS Word format.

Posted: 08/28/17. Job Listing #150.

Moore & Van Allen PLLC – (alumni)

100 North Tryon St. Suite 4700

Charlotte, NC 28202

Contact Person: Myrna Charlot

Title: Manager of Professional Recruiting

Email: charlotterecruiting@mvalaw.com

Website: www.mvalaw.com

Type of Organization: Medium Firm

Phone calls? No

Position description:

Moore & Van Allen PLLC, a large southeastern law firm with a national practice, is seeking an attorney for its litigation practice in **Charleston SC**. Preferred candidates should have two to three years of solid litigation experience. Candidates should also have excellent written and verbal communication skills and excellent academic credentials. Prefer license to practice in South Carolina. Competitive compensation package includes full benefits.

Response Method: Email

Materials requested: Resume, Cover Letter, Unofficial Transcript

Posted: 08/28/17. Job Listing #149.

Moore & Van Allen PLLC – (alumni)

100 North Tryon St. Suite 4700

Charlotte, NC 28202

Contact Person: Myrna Charlot

Title: Manager of Professional Recruiting

Email: charlotterecruiting@mvalaw.com

Website: www.mvalaw.com

Type of Organization: Medium Firm

Phone calls? No

Position description:

Moore & Van Allen PLLC, a large southeastern law firm with a national practice, is seeking a business/corporate attorney for its **Charleston, SC** office. Candidates should have one to two years of experience primarily in corporate transactions and general corporate practice. Preferred candidates will have experience in drafting and negotiating corporate documentation. Candidates should also have excellent written and verbal communication ability and excellent academic credentials. Bar license in SC required. Competitive compensation package includes full benefits.

Response Method: Email

Materials requested: Resume, Cover Letter, Unofficial Transcript

Posted: 08/28/17. Job Listing #148.

Willson Jones Carter & Baxley, P.A. – (alumni)

872 S. Pleasantburg Drive
Greenville, South Carolina 29607

Contact Person: Kelli Smith

Title: Client Relations Manager

Email: kmsmith@wjlaw.net

Website: www.wjcbllaw.com

Type of Organization: Large Firm

Phone calls? No

Position description:

WILLSON JONES CARTER & BAXLEY, P.A., a well-established insurance defense law firm with six locations in South Carolina, North Carolina and Georgia, is seeking a Litigation Attorney for the Columbia, South Carolina office.

South Carolina licensure REQUIRED . Two-three years' insurance defense litigation experience preferred.

Resumes may be submitted in confidence to kmsmith@wjlaw.net.

Response Method: Email

Materials requested: Resume, Cover Letter

Posted: 08/22/17. Job Listing #144.

Burts Turner & Rhodes – (recent graduates/alumni)

260 N. Church St.

Spartanburg, SC 29306
Contact Person: William H. Rhodes
Title: Attorney
Email: william@btrlawfirm.com
Website: www.btrlawfirm.com
Type of Organization: Small Firm
Phone calls? No

Deadline date to apply: Applications accepted until position is filled
Position start date: Negotiable

Position description:

We are a small general practice firm that was established in 1955. It is the oldest general practice law firm in Spartanburg. We primarily handle cases in family law, probate law, personal injury law, and civil litigation. We are interested in expanding, and we would like to add a member who has an interest in these areas of law, as well as others [e.g. criminal law].

Response Method: Email, Mail

Materials requested: Resume, Cover Letter, Unofficial Transcript, and 2 References

Comments:

We are going to be quite selective in the attorney we choose to hire. While academic performance is important, this is only a part of what we consider in making our decision. In your cover letter, please share background information about yourself, to include your work experience, your interests, hobbies, and even whether you are familiar with the Upstate.

Posted: 08/22/17. Job Listing #143.

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

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

Posted: 08/16/17. Job Listing #141.

Diamond Personnel – (recent graduates/alumni)

252 West 37th Street, Suite 1202
New York, New York 10018
Contact Person: Sandrene Ryan
Title: Recruitment Manager
Email: Sryan@diamondjob.com
Website: <http://www.diamondjob.com>
Type of Organization: Business

Deadline date to apply: Rolling basis
Position start date: ASAP

Position description:

Diamond Personnel is currently seeking admitted attorneys for upcoming document review projects.

Location: onsite, Charlotte, NC
Duration: varied
Pay rate: \$25/hr
Required Hours: 40 hrs/wk (minimum)

We will accept candidates on a rolling basis so if you are available to start in Charlotte any time in the coming weeks please send us your resume asap. Bar admission in at least one US Jurisdiction is mandatory. Entry Level is encouraged to apply.

Response Method: Email
Materials requested: Resume and 2 References

Posted: 08/16/17. Job Listing #140.

Hutchens Law Firm – (recent graduates/alumni)

240 Stoneridge Drive, Suite 400
Columbia, SC 29210
Contact Person: John Kay
Title: Managing Attorney
Email: john.jak@hutchenslawfirm.com
Website: www.hutchenslawfirm.com
Type of Organization: Small Firm
Phone calls? No

Position start date: Immediate

Position description:

Hutchens Law Firm, a creditors rights law firm with offices in South and North Carolina, is seeking an associate attorney for our Columbia, South Carolina office. Foreclosure, real estate or bankruptcy experience is preferred, but all candidates with a genuine interest in these areas of law, including recent graduates and bar admittees, are encouraged to apply. The firm will provide training. Excellent benefits. Please send cover letter and resume to john.kay@hutchenslawfirm.com.

Posted: 08/16/17. Job Listing #139.

Michael C. Tanner LLC – (alumni)

PO Box 1061

Bamberg, SC 29003

Contact Person: Michael C. Tanner

Title: Associate

Email: michaelctannerllc@bellsouth.net

Telephone: 803-245-9153

Fax: 803-245-9154

Type of Organization: Small Firm

Deadline date to apply: Open-ended

Position start date: Immediately

Position description:

Associate for busy statewide litigation practice. Primary responsibility to assist with healthcare defense work. Opportunity to engage in trial practice and gain courtroom experience. Looking for at least 1-2 years litigation experience and will train the right candidate. Will also receive exposure to general practice and other areas of litigation. Salary plus bonuses and benefit package. Please email resume with writing samples for consideration.

Response Method: Email, Mail, Telephone

Materials requested: Resume, Cover Letter, Writing Sample

Posted: 08/11/17. Job Listing #138.

Compass Group USA – (alumni)

Charlotte, NC

Senior Corporate Counsel-Contracts

Job ID: SP08081779422

Responsibilities:

This person is responsible for review, negotiation and documentation of complex contract matters related to Compass Group USA, Inc. and its affiliates, with an emphasis on food services in various facilities. Successful candidate also will manage a broad array of general contractual matters. Position requires offering sound legal advice and counsel to Vice President and Associate General Counsel-Contracts and internal clients on strategies, actions and decisions related to all such transactions.

Qualifications:

- 6-10+ years contract experience.
- Bachelors and Juris Doctor Degrees required, as well as a state bar license.
- Outstanding oral and written communication skills required.

- Excellent problem-solving and strong presentation, analytical and drafting skills also required. Some financial background helpful.
- Demonstrated ability in implementing and managing complex transactions is preferred.
- Successful candidate must be a self-starter, independent and have the ability to identify and to analyze thoroughly a diverse array of general contractual concerns and succinctly and effectively communicate conclusions to business management.
- Ability to interact with all levels of management, internally and externally, as well as with executive staff is essential.
- Must have the aptitude to work in high-paced, diverse and challenging environment. Excellent communication skills.
- Must have exceptional attention to detail, be trustworthy, a team player and have a sense of humor.
- Limited travel-predominately to Columbia, S.C. (Satellite Legal Office) during training then one day a week thereafter.

Location: Charlotte, North Carolina (U. S. Headquarters)

Deadline to Apply: ASAP

Position Start Date: Immediate

Pay: Competitive salary and benefit package

For all information go to:

https://compassrcext.peoplefluent.com/res_viewjob.html?optlink-view=view-597214&ERFormID=res_newjoblist&ERFormCode=any

Posted: 08/11/17. Job Listing #137.

Ahn Law Firm, LLC – (recent graduates/ alumni)

546 East Main Street

Rock Hill, South Carolina 29730

Contact Person: Chan Ahn, Esq.

Title: Founder/Attorney

Email: chan@ahnlawfirmllc.com

Website: www.ahnlawfirmllc.com

Type of Organization: Small Firm

Phone calls? No

Deadline date to apply: October 31, 2017

Position start date: Immediately

Position: Associate

Practice Areas include:

Discrimination

Employment Law

Insurance Litigation

Medical/Dental Malpractice

Nursing Home Liability

Personal Injury

Prefer lawyer who is member of two or more bar associations – SC, GA, DC, or member of one bar and willing to sit for others. Fluency in Korean or other Asian language is preferred.

Response Method: Email

Materials requested: Resume, Cover Letter, Unofficial Transcript, and 2 References

Posted: 08/08/17. Job Listing #136.

Blind Ad – (recent graduates/alumni)

Anderson, SC

Established Anderson, South Carolina Law Firm seeks associate attorney for a busy Family Law practice. Experience in Family Law is preferred, but not required. Lawyers recently admitted to the Bar will be considered. The ideal candidate is a self-starter, well organized, and has drive to grow the practice with a view to taking over upon senior attorney's retirement or scaling back practice. Excellent opportunity for professional growth. Must be licensed to practice law in South Carolina and in good standing with the South Carolina Bar.

Candidates must be self-sufficient in WORD and Outlook and able to draft their own pleadings, orders and similar documents with limited clerical support. Patience and a good sense of humor are required for Family Law work.

Compensation is a generous percentage of the associate's collections. Office promotes flexible work schedule/vacation and work/life balance. No billable hour requirement. This opportunity is perfect for someone who wants to have control over their time and still practice law.

Hiring requirements will include SLED background checks and a drug test.

All inquiries kept strictly confidential. Interested candidates should send a resume and cover letter to sclawyerjob@gmail.com.

Posted: 07/27/17. Job Listing #129.

Collins & Lacy, PC – (alumni)
PO Box 12487
Columbia, SC 29211
Contact Person: Helen Bradberry
Title: Administrative Assistant
Telephone: 803-255-0436
Fax: 803-771-4484
Email: hbradberry@collinsandlacy.com
Type of Organization: Medium Firm
Phone calls? No

Position start date: Immediately

Position description:
Litigation Attorney

Collins and Lacy, P.C. is seeking two associates to join it's litigation group focusing on Professional Liability, Insurance Coverage and/or Trucking/Transportation. All candidates must possess excellent academic credentials and strong writing, analytical and communication skills. Two-three years of insurance defense litigation experience preferred, but not required. Judicial clerkship is preferred as is Journal experience. South Carolina Bar admission is required. Please submit a cover letter, resume and writing sample.

Response Method: Email
Materials requested: Resume, Cover Letter, Writing Sample, 3 References

Posted: 07/26/17. Job Listing #127.

Collins and Lacy, P.C. – (alumni)
PO Box 12487
Columbia, SC 29211
Contact Person: Helen Bradberry
Title: Administrative Assistant
Email: bradberry@collinsandlacy.com
Telephone: 803-255-0436
Fax: 803-771-4484
Type of Organization: Medium Firm
Phone calls? No

Position start date: Immediately

Position description:
Workers' Compensation Attorney

Collins and Lacy Workers' Compensation Team is seeking an attorney in our Columbia, South Carolina office.

Looking for a lateral attorney with 2-5 years of experience in a defense-based practice. The successful candidate for this position will be admitted to practice in all courts of this state and possess at least 1-3 years of litigation-related experience.

The attorney must have a demonstrated track record of accomplishment, and attention to detail, a client and team-first attitude and an enduring relationship to their respective office location.

The ideal candidate will have workers' compensation experience, insurance defense experience, billing experience, legal writing and oral argument experience, and/or trial experience.

Response Method: Email

Materials requested: Resume, Cover Letter, Writing Sample, 3 References

Posted: 06/26/17. Job Listing #126.

Meredith Law Firm, LLC – (alumni)

Columbia, SC

Associate Attorney Position

Bankruptcy law firm seeking an associate attorney in our downtown Columbia, SC office.

For all information go to:

https://www.indeed.com/viewjob?jk=be0e8f06848b4688&q=law&l=Columbia,+SC&tk=1blviq3pu286tfvc&from=ja&alid=582dc36a0cf233d962b55515&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1blviq3pu286tfvc

Posted: 07/26/17. Job Listing #125.

DTI Global – (alumni)

129 West Trade Street,, Suite 700

Charlotte, North Carolina 28202

Contact Person: Leon Spencer

Title: Senior Recruiter

Telephone: 704-251-6013

Email: leon.spencer@dtiglobal.com

Website: <https://www.dtiglobal.com/>

Type of Organization: Business

Phone calls? Yes

Position start date: Immediate

Position description:

DTI is currently registering attorneys for upcoming document review projects in our Charlotte, NC office. Qualified Candidates must be licensed to practice law in a US jurisdiction. Document review experience is not required and newly licensed attorneys are welcome.

Attorneys must be available to work 40 hours per week (available Monday - Friday) at our document review office in Charlotte. Interested candidates should email their resume in Word format to Leon.Spencer@dtiglobal.com

Document Technologies, LLC and its affiliated companies are Equal Opportunity Employers (EOE). Qualified applicants are considered for employment without regard to age, race, color, creed, religion, sex, national origin, sexual orientation, disability, marital or veteran status or any other category protected under applicable federal, state or local law. In addition, Document Technologies, LLC will take affirmative action for minorities, women, covered veterans and individuals with disabilities. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. Document Technologies, LLC is pleased to provide such assistance and no applicant will be penalized as a result of such a request. Additionally, Document Technologies, LLC will consider for employment qualified applicants with criminal histories in a matter consistent with the requirements of all applicable federal, state or local law.

Posted: 07/26/17. Job Listing #124.

McDonnell and Associates, PA – (alumni)

2442 Devine Street

Columbia, SC 29205

Attention: Virginia Gaitens

Title: Director of Human Resources

Email: hr@mcdonnelllawfirm.com

Website: www.mcdonnelllawfirm.com

Type of Organization: Medium Firm

Phone Calls? No

Deadline date to apply: Until filled

Start Date: Immediately

ABOUT US

McDonnell and Associates, PA, is one of the fastest-growing private companies in the United States. Since our founding in 2003, our success in real estate law has allowed us to evolve into a general practice firm. Our company has expanded to include eleven offices across South Carolina, North Carolina, and Georgia. We offer mobile services and evening and weekend appointments for customers and continually strive to enhance the client experience.

McDonnell and Associates, PA, takes pride in our accomplished staff of attorneys and is committed to enlisting top talent. We provide remarkable benefits and training and development

opportunities for all personnel. Our appealing corporate culture fosters professional and personal growth for team members.

TITLE ATTORNEY

LOCATIONS

Aiken, SC
Charleston, SC
Florence, SC
Orangeburg, SC

McDonnell and Associates, PA, is seeking Title Attorney to provide skilled guidance to title team associates, review all matters pertaining to the issuance of title certifications, title opinions, deed preparation, and final title opinions, and draft related legal documents. This position reports to the Title Attorney Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review property searches
- Issue certifications and opinions
- Review real estate contracts
- Draft deeds for the transfer of property and mortgages, deeds of trust, and security deeds
- Review and draft easements
- Serve as closing agent on real estate transactions
- Assist with closing real estate purchase and loan transactions
- Willingly performs other duties as assigned or requested

MINIMUM TRAINING AND EXPERIENCE

- Possess a Juris Doctorate
- Be licensed and hold a Bar card in good standing within the state of practice
- Have experience in title review, drafting documents for the buying and selling of real estate, deed transfers, title issues, boundary dispute, easement or zoning issues, and other legal documents regarding the determination of land ownership
- Obtain a notary public certification prior to being employed
- Possess a valid driver's license within the state of residence
- Meet the state requirements to appear in court as an attorney of record

EXTRAS

- Company Car (Gas paid for by Company)
- Cell Phone
- Laptop
- Mobile Printer and Scanner

Compensation commensurate with experience. We offer a competitive benefits package. For consideration, please email a resume, references, and a cover letter, including salary requirements, to HR@McDonnellLawFirm.com.

Posted: 07/26/17. Job Listing #123.

The Hilliard Law Firm – (alumni)

408 Cleland Street

Georgetown, South Carolina 29440

Attention: John Hilliard

Title: Owner

Website: hilliardlawfirm.com

Email: john@hilliardlawfirm.com

Type of Organization: Small Firm

Phone calls? No

Position start date: Immediately

Position description:

Small but growing firm seeking attorney interested in the practice of family law. Located in historic Georgetown, South Carolina, we practice primarily in the Fifteenth Judicial Circuit.

We are seeking an associate to grow our practice. Applicants must be well-organized and self-motivated. Must have a desire to practice in the area of family law and in the Fifteenth Circuit. One to two years' experience is preferred.

Response Method: Email

Materials requested: Resume, Cover Letter, and 2 References

Comments:

Please email resume and cover letter to both John Hilliard (john@hilliardlawfirm.com) and Sara Brinson (sara@hilliardlawfirm.com).

Posted: 07/24/17. Job Listing #122.

Goldfinch Winslow – (alumni)

11943 Grandhaven Drive, Suite A-2

Murrells Inlet, SC 29576

Attention: Thomas W. Winslow, Esquire

We are looking for attorneys in the Myrtle Beach area to work in a law firm that will allow them to pick what area of the law they want to work in. We are a full service litigation firm that cares about helping our clients, community, and team succeed. Please send resume and cover letter to gbaxley@goldfinchwinslow.com.

Posted: 07/24/17. Job Listing #120.

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

**Workers Compensation Associate Attorney
Columbia, SC**

Well established law firm in Columbia, SC has immediate opening for an experienced workers compensation attorney. Position offers excellent benefits, competitive salary and opportunity for growth. Candidates must have 2-3 years of experience with workers compensation and must be licensed in good standing. South Carolina License preferred. All qualified candidates please submit resumes to attorneys@carolinalegalassoc.com. **All resumes will be held in strict confidence.**

Posted: 07/10/17. Job Listing #110.

LaLima Holdings, LLC – (alumni)
1635 Sunset Blvd
WEST COLUMBIA, SC 29169
Attention: Maria LaLima
Title: Owner
Email: maria@lawlima.com
Telephone: 803-807-6292
Fax: 803-926-1668
Type of Organization: Small Firm
Phone calls? Yes

Deadline date to apply: 12/31/17
Position start date: 7/1/17

Position description:
Office space for rent.

Upstairs office in newly renovated building. Conference room, kitchen, copy/fax, and receptionist are included as well as utilities. Phone is also available. Some furniture can be included if needed. Two firms have permanent offices in the building already.

Please call for an appointment to view the space.

Response Method: Email, Telephone
Materials requested: 2 References

Posted: 07/05/17. Job Listing #108.

PERMANENT POSTINGS

Fragomen – (recent graduates/alumni)

Various Locations

Associate Positions

For all information please go to:

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

Permanent Posting

Thomson Reuters – (recent graduates/alumni)

Various Locations

To access all available positions go to:

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

Permanent Posting

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

U.S. Attorney's Office – (alumni)

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

Permanent Posting

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

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

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

All information can be found on 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; Job #2016005, Attorney II.

Continuous Posting

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/>.

Permanent Posting

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
Email: 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

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 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, tkelley@carolinalegalassoc.com or rwest@carolinalegalassoc.com for immediate consideration.

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 . 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

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:

<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>

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:

www.justice.gov/careers/legal/.

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>

New Jersey Court System

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

Office of the Attorney General for the District of Columbia
<https://oag.dc.gov/page/supervisory-and-staff-attorney-positions>

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

Political and Legislative News
www.rollcall.com

South Carolina Bar
<http://www.scb.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
<http://www.ca9.uscourts.gov>

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

END OF ALUMNI JOB OPPORTUNITIES BULLETIN