



# Alumni Job Opportunities Bulletin (AJOB)

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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.

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Office of Career Services  
University of South Carolina School of Law  
1525 Senate Street  
Columbia, SC 29208  
803-777-8479  
[lawcar@law.sc.edu](mailto:lawcar@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.

**ATTENTION! USC LAW SCHOOL ALUMNI** If you have updated contact information, please notify the Career Services Office by sending the information to the e-mail address above and include your class year.

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## McAngus Goudelock and Courie LLC - Insurance Defense

10 Brook St  
Asheville, NC 28803

Contact Person: Courtney Williams  
Title: Legal Recruiter  
Email: [scresumes@mgclaw.com](mailto:scresumes@mgclaw.com)  
Website: [www.mgclaw.com](http://www.mgclaw.com)

### Workers' Compensation Attorney

MGC is a growing, highly-respected regional law firm with fifteen 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 Workers' Compensation attorney in our Asheville, NC office. Attorneys with experience or an interest in insurance defense are encouraged to apply. *Must be licensed to practice in North Carolina.* Attorneys with 2-5 years of Workers' Compensation experience and attorneys with established relationships in the insurance defense industry are encouraged to apply

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

Materials & Response Method:  Email  Mail  Hand Deliver  Apply Online  
<https://mgclaw.com/careers/positions/>  
 Resume  Cover Letter  Transcript  Writing Sample  References:  Application

Posted 11/02/18. Job Listing #174

## McAngus Goudelock and Courie LLC - Insurance Defense

10 Brook St  
Asheville, NC 28803

Contact Person: Courtney Williams  
Title: Legal Recruiter  
Email: [scresumes@mgclaw.com](mailto:scresumes@mgclaw.com)  
Website: [www.mgclaw.com](http://www.mgclaw.com)

### Workers' Compensation Attorney

MGC is a growing, highly-respected regional law firm with fifteen 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 Workers' Compensation attorney in our Asheville, NC office. Attorneys with experience or an interest in insurance defense are encouraged to apply. *Must be licensed to practice in North Carolina.* Attorneys with 2-5 years of Workers' Compensation experience and attorneys with established relationships in the insurance defense industry are encouraged to apply

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

Materials & Response Method:  Email  Mail  Hand Deliver  Apply Online

Resume  Cover Letter  Transcript  Writing Sample  References:  Application

Posted 11/02/18. Job Listing #174

### George Sink, P.A. Injury Lawyers

7053 Rivers Avenue  
Charleston, SC 29406

Contact Person: Miranda Baty  
Title: Human Resources  
Email: [MBaty@SinkLaw.com](mailto:MBaty@SinkLaw.com)  
Website: [www.sinklawn.com](http://www.sinklawn.com)

Deadline date to apply: 1/1/19  
Position start date: as soon as possible

#### Veterans Disability Attorney

George Sink, P.A. Injury Lawyers is looking to hire a Veterans Disability Attorney to add to our team in Charleston, SC. Would you be able to post our job add to the classifieds page?

We are a local Law Firm, looking for a motivated Veterans Disability Attorney to work in a fast paced environment on behalf of disabled veterans.

- Successful candidates will be eager to work closely with other team members to assist Disabled Veterans with their appeals for Veterans Disability Compensation.
- Attorneys who have recently passed the Bar Exam (in any U.S. Jurisdiction) or those looking to break into a new area of expertise are encouraged to apply.
- Experience in veterans disability, social security disability, workers compensation or medical record review is a plus, but not required.
- Successful candidate will possess the ability to use discretion, professionalism, and confidentiality in regard to sensitive information.
- Candidate must have exceptional written, verbal, and interpersonal communication skills.
- Candidate will also be able to work independently while taking part in a team-driven environment

Benefits: Health, Paid Time Off, 401K

Materials & Response Method:  Email  Mail  Hand Deliver  Apply Online  
 Resume  Cover Letter  Transcript  Writing Sample  References:  Application

Posted 10/30/18. Job Listing #173

### Bradley K. Richardson, P. C.

133 Straight Drive  
Anderson, SC 29625

Contact Person: Bradley K. Richardson  
Email: [brad@bkrlaw.net](mailto:brad@bkrlaw.net)

Deadline date to apply: 11/30/18

Position start date: Immediate

#### Associate Attorney

Growing real estate firm seeks recent graduate or alumni for an entry level associate's position in our Anderson office. Position's duties to include in-office residential real estate closings, drafting, contract review and other real estate related tasks. Salary commensurate with experience. The position offers the opportunity for a recent graduate to gain extensive experience in a short period of time. Experienced attorneys would be allowed the opportunity to expand their existing practice base while assisting the firm with closings. Health insurance, dental insurance and 401k. No travel required.

Materials & Response Method:  Email       Mail       Hand Deliver       Apply Online  
 Resume    Cover Letter    Transcript    Writing Sample    References: 3    Application

Posted 10/30/18. Job Listing #172

### Salley Law Firm, PA

129 East Main Street  
Lexington, SC 29072

Contact Person: Bret Salley

Title: Managing Attorney

Email: [hr@salleylawfirm.com](mailto:hr@salleylawfirm.com)

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

Deadline date to apply: 12/30/18

Salley Law Firm, P.A., an established personal injury and workers' compensation law firm, is looking to hire a personal injury attorney. The Firm has been located in downtown Lexington for over 20 years. Previous personal injury experience (plaintiff or defense) is required. Ideal candidate would have two to five years of experience. Previous workers' compensation experience would also be helpful.

Candidate must possess excellent communication and organization skills.

Excellent career opportunity with highly competitive salary and benefits. All applications will be held strictly confidential.

Please email resume and cover letter to [hr@salleylawfirm.com](mailto:hr@salleylawfirm.com)

Materials & Response Method:  Email       Mail       Hand Deliver       Apply Online  
 Resume    Cover Letter    Transcript    Writing Sample    References:    Application

Posted 10/29/18. Job Listing #171

### Rivas Immigration Law Group

1754 WOODRUFF RD BOX 302  
Greenville, South Carolina 29607

Contact Person: Ana Olave  
Title: Immigration Broker  
Email: [immigrationlawgsp@gmail.com](mailto:immigrationlawgsp@gmail.com)

Deadline date to apply: November 16, 2018

#### ENTRY-LEVEL IMMIGRATION ATTORNEY (SPANISH FLUENCY REQUIRED)

Rivas Immigration Law Group is looking for an attorney regardless of the level of experience. The candidate will be trained for this entry-level position. Since nearly all our clients are from Hispanic countries the candidate must be fluent in Spanish. The position is in Greenville, South Carolina.

Despite the support and assistance that the candidate will receive, the candidate must have the capacity to handle the caseload and meet deadlines. We encourage long term commitment and ideal applicants should be able to work full-time (40 hours every week).

#### Requirements

- Fully Bilingual (Spanish and English). Excellent organizational, writing and communication skills
- Any State Bar License (or Applying for Bar Admission)
- Availability to permanently live in Greenville, SC.
- Availability to travel.
- Proactive
- Strong work ethic
- Detail-oriented
- Computer proficiency

#### Job Responsibilities

The candidate will represent our clients before the USCIS and Immigration Courts including but not limited to the following:

- Prepare cases and legal strategies
- Manage deadlines
- Prepare and revise documents
- Keep updated on legislative amendments that may affect immigration
- Filing and applying for asylum or refugee status
- Deportation and removal proceedings
- Filing of employment-based immigrant visas
- Obtaining U.S. citizenship
- Obtaining permanent resident permit also known as a green card

#### Experience

- No needed

Materials & Response Method:  Email       Mail       Hand Deliver       Apply Online  
 Resume     Cover Letter     Transcript     Writing Sample     References:     Application

Posted 10/22/18. Job Listing #170

## Robertson Hollingsworth Manos & Rahn

550 King St # 300  
Charleston, SC 29403

Contact Person: Teddy Manos  
Email: [tlm@roblaw.net](mailto:tlm@roblaw.net)

Position start date immediate

Full-time Associate Attorney

Busy civil litigation defense firm seeking full-time associate position with 2-5 plus years' experience. Salary commensurate with experience.

Materials & Response Method:  Email  Mail  Hand Deliver  Apply Online  
 Resume  Cover Letter  Transcript  Writing Sample  References:  Application

Posted 10/18/18. Job Listing #169

## Gallivan White & Boyd

PO Box 10589  
Greenville, SC 29603

Contact Person: Lindsey Jones  
Email: [ljones@gwblawfirm.com](mailto:ljones@gwblawfirm.com)

Deadline date to apply 11/15/2018  
Position start date 10/15/2018

Litigation Associate Attorney

Gallivan, White & Boyd, P.A., one of the Southeast's leading law firms founded more than six decades ago in Columbia, South Carolina is seeking an Associate Attorney, with 2 - 4 years' experience to join our Litigation Group in the Columbia, SC office. Ability to bring some work is preferred, but not required. The candidate should have excellent academic credentials and admittance to the South Carolina Bar. The ideal candidate will be able to communicate effectively and possess excellent writing, analytical, and computer skills. Ability to bring some work is preferred, but not required.

The candidate must have the ability and motivation to independently manage a caseload, move all pending cases forward toward conclusion on a timely basis, and comply with reporting requirements. Prior experience in a litigation practice is required.

Materials & Response Method:  Email  Mail  Hand Deliver  Apply Online  
 Resume  Cover Letter  Transcript  Writing Sample  References:  Application

Posted 10/15/18. Job Listing #168



## Trident Technical College- Paralegal Program

P.O. Box 118067  
Charleston, SC 29423-8067

Contact Person: John P. Bowler  
Title: Department Head  
Website: Trident Technical College  
Email: [john.bowler@tridenttech.edu](mailto:john.bowler@tridenttech.edu)

Deadline date to apply 11-30-2018  
Position start date 1-14-2019

Adjunct Instructor

Seeking Licensed (S.C.) Attorney to teach as a part time adjunct instructor in the Paralegal Program at Trident Technical College for Legal Writing course offered in the Spring 2019 semester (1/14/2019-4/29/2019) on Tuesday from 6-9 p.m. at Thornley (Main) Campus (Building 500, Room 203) on Rivers Avenue in North Charleston. Salary \$1,645.00. Contact John P. Bowler, Department Head for the Paralegal Program at [john.bowler@tridenttech.edu](mailto:john.bowler@tridenttech.edu) or 843-574-6894 if interested in this position.

Response Method:  Email  Mail  Apply Online:

Materials requested:  Resume  Cover Letter  Transcript  Writing Sample  References: 1

Posted 10/12/18. Job Listing #166

## Cuddy Law Firm, PLLC

104 Waxhaw Professional Pk. Dr. Ste C  
Waxhaw, NC 28173

Contact Person: John F Cuddy  
Title: Business Manager  
Website: [www.cuddylawfirm.com](http://www.cuddylawfirm.com)  
Email: [jcuddy@cuddylawfirm.com](mailto:jcuddy@cuddylawfirm.com)

Associate Attorney (litigator)  
Deadline date to apply 10/30/2018

The Cuddy Law Firm seeks an associate attorney (litigator) to join our North Carolina team. The Cuddy Law Firm is a multi-state firm, primarily representing the parent of students with disabilities under the Individuals with Disabilities Education Act. This is a very adversarial practice area; most matters are hotly contested. Strong litigation and writing skills are a must. The attorney must possess or be able to develop excellent litigation skills -- writing, discovery, examination, and interpersonal skills are crucial. The candidate must have a very strong work ethic and be able to think critically and creatively through the issues and be able to handle a heavy caseload. The Firm will provide training and support to new attorneys that have the requisite personal qualities.

Required Skills:

- A strong desire to work in the area of special education law is essential.
- Must be competent in research, writing, and oral presentation.
- The associate must be able/willing to work in a fast-paced litigation practice, manage their own caseload, continually improve their skills, make presentations to the community, work in a highly adversarial environment, and work as a part of a team.
- The associate will have a caseload to manage, almost immediately. This is not a back room associate position.
- Dependable, timely and dedicated to the client and their children.
- Must be able to work independently.
- Must be able to and willing to conform to Firm policies and procedures.
- Must be willing to travel on occasion, as the practice has cases throughout the state. Overnight stays may be required.

Desired Skills:

- Special Education law experience.
- Previous NC litigation experience, including evidence, civil procedures, and discovery.
- Trial experience.

Required: NC BAR admittance.

Salary: Depending on Experience

Response Method:  Email  Mail  Apply Online:

<https://www.lawcrossing.com/lcjsjobdetail.php?akey=46b2fb426a5a6679b7330a0ca374763b>

Materials requested:  Resume  Cover Letter  Transcript  Writing Sample  References

Posted 10/12/18. Job Listing #165

### Stuckey, Fata and Segars, LLC

PO Drawer 568  
115 E. Church St.  
Bishopville, SC 29010  
Phone: (803) 484-5409

Contact Person: Susie Chavis

Title: Legal Assistant

Website: <http://www.sfslawfirm.com>

Email: [schavis@sfslawfirm.com](mailto:schavis@sfslawfirm.com)

Attorney

Deadline date to apply 12/01/2018

A small firm or small town does not mean small opportunity. We have a strong reputation, covering practice areas that include real estate, probate, family law, personal injury, medical malpractice, auto accidents, social security, disability and more. We are seeking a driven recent graduate or alum to join our law practice in

Bishopville, SC. Some experience preferred but will train. Please note, that the successful candidate will be expected to move to Lee County (preferably Bishopville) but will serve the counties of Lee, Kershaw, Sumter, Darlington, Florence, Clarendon, Horry and Richland.

Please submit resume and cover letter to [schavis@sflawfirm.com](mailto:schavis@sflawfirm.com), stipulating in the cover letter why you are interested in practicing law in a small town.

Response Method:  Email  Mail  Apply Online:

Materials requested:  Resume  Cover Letter  Transcript  Writing Sample  References:

Posted 10/10/18. Job Listing #164

### **Meredith Law Firm, LLC**

1901 Assembly Street, Suite 360  
Columbia, SC 29201

Contact Person: Robert Meredith  
Title: Managing Member  
Website: [meredithlawfirm.com](http://meredithlawfirm.com)  
Email: [rm@meredithlawfirm.com](mailto:rm@meredithlawfirm.com)

Associate Attorney

Deadline date to apply 12/01/2018

Established bankruptcy law firm seeking associate attorney for Columbia office. We are a debtor's practice focusing primarily on individual and small business reorganizations and liquidations. Please send a resume with a cover letter specific to this position for consideration.

Response Method:  Email  Mail  Apply Online:

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

Posted 10/10/18. Job Listing #163

### **Womble Bond Dickinson (US) LLP**

1200 19th Street NW, Suite 500  
Washington, DC 20036

Contact Person: Kelly Fox  
Title: Attorney Recruiting Manager  
Website: <https://www.womblebonddickinson.com/us>  
Email: [kelly.fox@wbd-us.com](mailto:kelly.fox@wbd-us.com)

Staff Attorney – Business Litigation

Womble Bond Dickinson (US) LLP seeks a highly qualified Staff Attorney to join its Business Litigation Practice Group in any of the Firm's following offices: Greenville SC, Charleston SC, or Atlanta GA. This opportunity is a "work from home" situation and the ability to work remotely is necessary.

Candidates must have 4-6 years of civil litigation experience. Strong preference for candidates with a financial services background, primarily in the mortgage area. Candidates must be barred in the jurisdiction in which they practice since the ability to attend court proceedings solo is required. Excellent interpersonal skills, strong writing skills and solid academic credentials are required. Womble Bond Dickinson is committed to leadership in attracting, developing, and retaining a diverse workforce of highly talented professionals. Please apply through our online portal, attaching a resume, law school transcript, cover letter and writing sample on the application screen (<https://www.womblebonddickinson.com/us/careers>).

Response Method:  Email  Mail  Apply Online: <https://www.womblebonddickinson.com/us/careers>

Materials requested:  Resume  Cover Letter  Transcript  Writing Sample  References:

Posted 10/02/18. Job Listing #162

### **Hamilton, Stephens, Steele + Martin, PLLC**

525 N. Tryon St., Suite 1400  
Charlotte, NC 28120

Contact Person: Christy Harvell

Title: Office Manager

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

Email: [charvell@lawhssm.com](mailto:charvell@lawhssm.com)

Established and reputable Charlotte law firm seeks 1-2 associate attorneys with construction law or commercial litigation experience and a strong desire to develop a construction law practice. Hamilton Stephens Steele + Martin, PLLC's attorneys are consistently ranked by their peers as top attorneys in their practice areas, and the firm offers a great platform and atmosphere for establishing a successful long-term career. Visit [WWW.lawhssm.com](http://WWW.lawhssm.com) for additional information regarding our firm and attorneys. North Carolina licensure is required, and additional South Carolina licensure is a plus. Compensation is competitive and commensurate with experience. Please send resumes to [Charvell@lawhssm.com](mailto:Charvell@lawhssm.com).

Response Method:  Email  Mail  Apply Online:

Materials requested:  Resume  Cover Letter  Transcript  References:

Posted 9/28/18. Job Listing #159

### **HawkLaw**

PO Box 5048  
Spartanburg, SC 29304

Contact Person: Jim Sproat

Title: Attorney

Email: [jim@hawklawfirm.com](mailto:jim@hawklawfirm.com)

Deadline date to apply 11/1/18

#### Job Description:

A South Carolina Law Firm is looking for an Attorney to join our team. The person in this role will handle a large volume of cases of multiple types, consisting primarily of Personal Injury and Worker's Compensation. The attorney will work with a team of Paralegals and Legal Assistants but needs to be able to work and function independently to drive the success of a case. Most importantly, the person we hire will be tech-savvy, highly organized, detail-oriented, work well without direct supervision, and enjoy a fast-paced work environment. This position would be based in our Greenville office.

#### What you would do:

- Treat every client like family.
- Maximize the value of personal injury and worker's compensation cases.
- Skillfully negotiate with insurance companies.
- Treat your team members with the highest degree of respect.
- Move cases expediently from beginning to end.
- Attend hearings and argue motions in both common pleas and in front of the Worker's Compensation Commission.
- Attend Approved Legal conferences to obtain necessary CLEs each year (paid for by the firm).

#### Requirements:

- Outstanding written and oral communication skills.
- The ability to work in a rapidly changing environment.
- Strong attention to detail and excellent work ethic.
- Outstanding computer, research, technological, and organizational skills.
- Outstanding people skills.
- The ability to both think strategically and execute the fine details of a plan.

#### Preferences:

- Dual licensing in South and North Carolina.
- 2 to 5 years of experience in a high volume personal injury and workers' compensation firm.
- Experience handling numerous soft tissue car wreck cases, working with health care providers, and settling the cases as soon as the case reasonably allows, always in the best interest of the client.
- A strong desire to join a firm with excellent growth potential, and take advantage of opportunities of personal growth and advancement.
- Willingness to work on partial commission based compensation transitioning to full with an increased hunger for advancement and financial opportunity. Grit, hard work, scrappiness.

Response Method:  Email  Mail  Apply Online:

Materials requested:  Resume  Cover Letter  References: 2

Posted 9/25/18. [Job Listing #157](#)

### **Carolina Legal Staffing**

200 S. College Street Suite 1500  
Charlotte, NC 28202

Contact Person: Lauren C. Tate  
Recruiting Director  
[ltate@carolinalegal.com](mailto:ltate@carolinalegal.com)

Carolina Legal Staffing LLC is actively seeking licensed attorneys for upcoming document review projects starting the first few weeks of October 2018 for our clients in Charlotte, North Carolina.

These project range in duration but typically run about 2 weeks with the high likelihood of rolling into other projects for consistent work. Our client requires a commitment of 40-hours per week Monday-Friday for the duration of the project. The pay rates fall between \$25-27 an hour. Applicants must be actively licensed and in good standing with associated bar. Resumes can be sent directly to [LTate@carolinalegal.com](mailto:LTate@carolinalegal.com)

\*\*\*Please note that Carolina Legal Staffing offers REFERRAL FEES!!! Please spread the word!!!\*\*\*

Posted 9/20/18. Job Listing #155

### **Parham Law Firm, LLC (Florence, SC)**

541 W Evans St  
Florence, SC 29501

Contact Person: Rose Mary Parham, [rosemaryparham@sc.rr.com](mailto:rosemaryparham@sc.rr.com)

Seeking an associate to assist with criminal defense and personal injury cases.

Response Method:  Email  Mail  Apply Online:

Materials requested:  Resume  Cover Letter  References: 2

Posted 9/18/18. Job Listing #153

### **South Carolina Victim Assistance Network**

PO Box 212863  
Columbia, SC 29221

Contact Person: Sarah Ford  
Title: Director, Legal Assistance for Victims Program  
Email: [sarah@scvan.org](mailto:sarah@scvan.org)

3 open positions- for full description, email [lawcar@law.sc.edu](mailto:lawcar@law.sc.edu)

#### **SENIOR STAFF ATTORNEY (1.0 FTE)**

Description: Reaching Rural's Senior Staff Attorney is a full-time, salaried position who works 37.5 hours per week and devotes 100% of his/her time to this Project. This attorney will report directly to the Legal Assistance for Victims Program Director. The Senior Attorney is responsible for the oversight and management of the new Reaching Rural program under the direction and guidance of the LAV Director. The Senior Attorney will establish roaming legal clinics and outreach efforts; supervise the support staff; will provide direct legal services to crime victims in the targeted area (Allendale, Bamberg, Barnwell, Beaufort, Colleton, Hampton, & Jasper counties) both in person and through videoconference sessions; and will be responsible for the oversight of a comprehensive contract attorney initiative to involve private bar attorneys in victims' rights

enforcement on a pro or low bono basis. Additionally, the Senior Attorney will serve as a technical support resource for community partners, victim services providers, and law enforcement, as well as represent victims in order of protection/restraining order hearings, family law, housing, employment, Title IX education issues (higher and lower education), victims' rights, and other related civil legal matters.

#### STAFF ATTORNEY (1.0 FTE)

The Staff Attorney will be a full-time, salaried employee who works 37.5 hours per week and devotes 100% of his/her time to this Project. This attorney will report directly to the Reaching Rural Senior Staff Attorney. This position will assist with the creation and execution of roaming legal clinics and outreach efforts in Allendale, Bamberg, Barnwell, Beaufort, Colleton, Hampton, & Jasper counties. The Staff Attorney will also assist in the coordination a pro bono and contract (low bono) attorney program. In addition, the LAV Staff Attorney will provide direct, holistic wraparound legal services to all crime victims including those victims of sexual assault, domestic violence, harassment, stalking, and human trafficking. The Staff Attorney will represent victims in order of protection/restraining order hearings, family law, housing, employment, Title IX education issues (higher and lower education), victims' rights, and other related civil legal matters.

#### LAV STAFF ATTORNEY (1.0 FTE)

The LAV Staff Attorney will be a full-time, salaried employee who works 37.5 hours per week and devotes 100% of his/her time to this Project. This attorney will report directly to the LAV Project Director. This position will assist with the creation and execution of victims' rights enforcement training to victim service providers, law enforcement, and other community partners, and outreach efforts. The LAV Staff Attorney will also assist in the coordination a pro bono and contract (low bono) attorney program. In addition, the LAV Staff Attorney will provide direct, holistic wraparound legal services to all crime victims including those victims of sexual assault, domestic violence, harassment, stalking, and human trafficking. The Staff Attorney will represent all victims in order of protection/restraining order hearings, family law, housing, employment, Title IX education issues (higher and lower education), victims' rights, and other related civil legal matters. This position will focus on the underserved areas of the state, particularly the Lowcountry, western South Carolina, and coastal areas.

Response Method:  Email  Mail  Apply Online:

Materials requested:  Resume  Cover Letter  References: 2

Posted 9/18/18. [Job Listing #152](#)

### **Carolina Legal Associates**

Carolina Legal Associates  
1330 Lady Street Suite 503  
Columbia, SC 29201

Emilie Pruett  
Staffing Coordinator  
Phone: 803-799-8835

Well established law firm in Charleston, SC has an immediate need for a bilingual (Spanish) contract attorney to assist with a document review project. Contract attorneys should expect to work 40 hours a week in a fast-paced and deadline-driven work environment.

**Qualifications:**

Candidates must be licensed and in good standing in at least one state. Candidates should be well organized and detail-oriented. Must be present in Charleston, SC for the duration of the project.

**Responsibilities:**

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

**Preferred Skills:**

Previous E-discovery experience

Knowledge of Relativity software

To apply, please send your resume to [attorneys@carolinalegalassoc.com](mailto:attorneys@carolinalegalassoc.com) and refer to CHASBILINGCONTATTY08/18.

Posted 9/12/18. Job Listing #150

**Womble Bond Dickinson (US) LLP**

1200 19th Street NW1  
Washington, DC 20036

Contact Person: Kelly Fox

Title: Attorney Recruiting Manager

Website: <https://www.womblebonddickinson.com/us>

Email: [Kelly.Fox@wbd-us.com](mailto:Kelly.Fox@wbd-us.com)

Corporate Associate - 2-3 Years of Experience (Greenville, SC)

Womble Bond Dickinson (US) LLP is currently seeking a corporate mergers & acquisitions associate for its Greenville office.

Candidates must have 2 to 3 years of corporate transactional experience focusing on mergers & acquisitions in a large regional or national law firm. Ideal candidates will also have experience with private fundraising, private equity financing, and other complex business transactions representing both buyers and sellers.

The position will involve managing a variety of transactions, and drafting, negotiating, and reviewing transaction documents. Outstanding written and oral communication skills as well as excellent academic credentials are a must. The candidate must be licensed to practice law in South Carolina or be willing to take the next available bar exam.

Please submit a cover letter, resume, and law school transcript through our online portal (<https://www.womblebonddickinson.com/us/careers>). Womble Bond Dickinson (US) LLP is committed to leadership in attracting, developing, and retaining a diverse workforce of highly talented professionals.

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

Response Method:  Email  Mail  Apply Online:

Materials requested:  Resume  Cover Letter  Transcript  References



Posted 09/12/18. Job Listing #149

### **Thomas, Fisher, Sinclair & Edwards, P.A.**

Post Office Box 2248  
Greenville, South Carolina 29602

Contact Person: Olivia Reimers  
Title: Office Manager  
Website: [www.thomasandfisher.com](http://www.thomasandfisher.com)  
Email: [oreimers@thomasandfisher.com](mailto:oreimers@thomasandfisher.com)

Our firm is looking to hire an associate attorney, preferably with an LL.M. in Taxation. Otherwise, we prefer an emphasis in tax classes in law school.

Response Method:  Email  Mail  Apply Online:

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

Posted 09/07/18. Job Listing #147

### **The Pearce Law Group**

1314 Professional Drive  
Myrtle Beach, SC 29577

Contact Person: Lisa Pagan  
Telephone: 8438393210  
Website: [pearcelawgroup.com](http://pearcelawgroup.com)  
Email: [lpagan@pearcelawgroup.com](mailto:lpagan@pearcelawgroup.com)

Associate Attorney to work in Construction, Corporate, Insurance Defense and HOA law. 3-5 years' experience preferred.

#### General Summary:

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.

#### Skill Requirements:

- Must be detail oriented and proficient with all aspects of Word, Excel & Outlook
- Knowledge of common office equipment and ability to run them (i.e –fax, copier, scanner)
- Demonstrate exceptional organization and time management skills in a deadline driven work environment
- Excellent communication skills, in both writing and orally
- Must have strong problem solving and critical thinking skills
- Good interpersonal skills are important

Duties and Responsibilities will include, but will not be limited to:

- Take an active part in the meetings of the clients and try to understand the issues and come up with a possible way of action to deal the case
- Comprehend complex matters and identify the laws that are applicable to them
- Prepare for the trials, hearings and participate in the legal proceedings to gain experience
- Study and identify the laws that are applicable to the case
- Conduct thorough research and assists in gathering all the data and information that is relevant to the case that will be of great help while presenting the evidences during the court sessions
- Prepare and draft various legal arguments, drafts, and other relevant legal material and reports
- Administrative duties, such as maintaining, updating and keeping track of important legal documents covering a wide range of clients
- Prepare various contracts, agreements, planning of estates
- Perform several other tasks like scanning the legal documents, review of bills that need to be issued to the clients, retrieve necessary supporting legal documents, maintain the company database
- Generate various reports that need to be presented during meetings with clients or other counsel
- Make full use of various applications and computer programs to update, document, sort and classify the important legal correspondences and make presentations
- Coordinate with clients to schedule and/or follow-up with meetings, conferences and calls
- Other similar duties, as required.

Education / Experience:

- Juris Doctor Degree
- Admitted to the SC Bar
- Prior legal experience is preferred

Must be able to maintain minimum billing hours.

Must pass criminal background check and drug test.

Position is full-time 40 hours/week. Typical work schedule will be M-F 8:30am-5:30pm

Response Method:  Email  Mail

Materials requested:  Resume  Cover Letter  References: 2

Posted 8/14/18. Job Listing #138

## PERMANENT POSTINGS

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### **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/>.

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

Various Locations

Associate Positions

For all information please go to: <https://fragomen.wd1.myworkdayjobs.com/FragomenCareers/jobs>

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

To access all available positions: <http://jobs.thomsonreuters.com/ListJobs/All/Search/jobtitle/attorney/>

### **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/legalcareers/attorneys-vacancies>.

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

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

### **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>.

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

For all employment opportunities please go to <https://www.usajobs.gov/>

### **State of New York Unified Court System – (alumni)**

NY

For all postings and information go to: <http://www.courts.state.ny.us/careers/statewide>

### **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/>.

### **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 CURRENT JOB ANNOUNCEMENTS AND INFORMATION.

### **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.

### **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.

### **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.

## **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.

## **University of South Carolina – (recent graduates/alumni)**

Columbia, SC

If you are interested in applying for University of South Carolina jobs, visit: <https://uscjobs.sc.edu/>

## **WEBSITE INFORMATION**

### **Carolina Legal Staffing LLC**

South Carolina: Columbia, Greenville, and Charleston

North Carolina: Charlotte, Raleigh,

CAROLINA LEGAL STAFFING provides full service permanent and temporary placement of attorneys, paralegals, document review and legal support in every major market in the Carolinas. Law firms and legal departments from sole practitioners to Fortune 500 companies and national law firms have come to value the caliber and quality of both our services and our candidates. Our reputation is dependent on the integrity and value of our placements whether for a few days or a career. For all information on available positions go to: [www.carolinalegal.com](http://www.carolinalegal.com)

### **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.

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

USAJOBS link for the tax attorney positions: <http://jobsearch.usajobs.gov/>

### **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.

## 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/](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>

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

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

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

Top Nonprofits [www.topnonprofits.com](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