Alumni Job Opportunities Bulletin  
(AJOB)

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

*******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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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

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 or 843-574-6894 if interested in this position.

Response Method: Email
Materials requested: Resume, Unofficial Transcript References request: 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
Email: 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.

Apply here: https://www.lawcrossing.com/lcjsjobdetail.php?akey=46b2fb426a5a6679b7330a0ca374763b

Required: NC BAR admittance.

Salary: Depending on Experience

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

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, stipulating in the cover letter why you are interested in practicing law in a small town.

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
Email: 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
Materials requested: Resume, Cover Letter References request: 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

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).

Posted 10/02/18. Job Listing #162

**Protection & Advocacy for People with Di**

3710 Landmark Drive, Suite 208  
Columbia, SC 29204  
FAX 803/790-1946

Attorney needed for our Protection & Independence Team working to reduce incidents of serious abuse, neglect and exploitation of individuals with disabilities, especially those in facilities, and fostering the community integration of individuals with disabilities. Excellent benefits, generous leave and retirement plan.

Juris Doctor from an accredited law school and licensed to practice in South Carolina. Experience working with people with disabilities preferred. Position located in Columbia office; travel within the state required. Participation in out-of-state training may be required.

Please send resume and cover letter via mail, fax, or e-mail to Lorie Boddie, Fiscal & Administrative Manager (boddie@pandasc.org). Deadline for submission is Friday, October 12, 2018. No phone calls please.

EOE. Persons with disabilities are encouraged to apply.

Posted 10/02/18. Job Listing #161

**College of Charleston**

Equal Opportunity Compliance Specialist  
Posting closes 10/08/2018

This position is essential in helping to maintain the College of Charleston’s commitment to creating and maintaining an academic and work environment where its diverse population of students, faculty, and staff are able to exercise their talents free of harassment or discrimination. The Office of Equal Opportunity Programs helps to realize this commitment and works to ensure compliance with equal opportunity policies and programs. This also includes programmatic responsibilities such as supporting the College’s sexual harassment and non-discrimination policies through prompt, effective and remedial investigative responses to complaints of harassment and discrimination brought by faculty, staff, students, and others.

This position provides professional services related to compliance with federal and state non-discrimination laws.
Minimum Requirements: Master’s degree and relevant work experience. Candidates with a Juris Doctorate and relevant work experience, particularly employment law experience, preferred. Candidates with related work experience in a higher education environment are encouraged to apply.

Response Method: ☐ Email  ☐ Mail  ☒ Apply Online: https://jobs.cofc.edu/postings/8008
Materials requested: ☐ Resume  ☐ Cover Letter  ☐ References: 2

Posted 10/01/18. Job Listing #160

Hamiton, Stephens, Steele + Martin, PLLC

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

Contact Person: Christy Harvell
Title: Office Manager
Website: www.lawhssm.com
Email: 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 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.

Response Method: ☒ Email  ☐ Mail  ☐ Apply Online:
Materials requested: ☒ Resume  ☒ Cover Letter  ☒ References: 2

Posted 9/28/18. Job Listing #159

Pro Se Law Clerk (FLORENCE)- United States District Court- District of South Carolina

Vacancy #s: 18-08
Tour of Duty: Part Time (20 hours per week)
Opening Date: September 27, 2018
Closing Date: October 9, 2018
Available Date: November 1, 2018

QUALIFICATIONS
Applicants must possess a Juris Doctor from a law school of recognized standing and have excellent academic credentials. They must be a member of a State Bar. They must also have superior analytical, research, and writing skills and be proficient in computer-assisted research, Windows, WordPerfect and Word. Desirable qualifications include: detail oriented, reliable, ability to work independently, excellent oral and written communications skills, and an understanding of court processes and procedures. Salary will be based upon experience and qualifications in accordance with JSP guidelines.
HOW TO APPLY
Qualified persons interested in being considered are invited to submit a cover letter detailing related experience and accomplishments, a resume, Application for Judicial Branch Employment (AO-78), which can be found at www.uscourts.gov under Forms & Fees, a writing sample, and list of at least three (3) professional references, including name and current contact information. If your application packet does not provide all information requested, you may not be considered for this position.

Only applicants selected to proceed to the next phase of the selection process will be notified. Unsuccessful applicants will not receive notice. All application materials must be physically received in our office by 4:00 p.m. on Tuesday, October 9, 2018, and are to be sent to:
United States District Court
Attn: Human Resources - #18-08
Matthew J. Perry, Jr. Courthouse
901 Richland Street
Columbia, SC 29201

Posted 9/27/18. Job Listing #158

HawkLaw
PO Box 5048
Spartanburg, SC 29304

Contact Person: Jim Sproat
Title: Attorney
Email: 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

Johnson, Johnson, Whittle & Lancer, Attorneys, P.A.

Post Office Box 2619
Aiken SC  29802

Paige Weeks Johnson, Esquire
E-Mail  pjjohnsonpa@aikenattorneys.com

Deadline to apply: 10/19/2018

Seeking an associate attorney interested in the areas of Personal injury, Workman’s comp, social security disability and criminal defense. Some experience is preferred but not mandatory.

Response Method: ☒ Email  ☐ Mail  ☐ Apply Online:
Materials requested: ☒ Resume  ☒ Cover Letter  ☐ References:

Posted 9/20/18. Job Listing #156

Carolina Legal Staffing

200 S. College Street Suite 1500
Charlotte, NC 28202

Contact Person: Lauren C. Tate
Recruiting Director
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

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

Posted 9/20/18. Job Listing #155

13th Judicial Circuit Public Defender Office (Greenville, SC)

ASSISTANT PUBLIC DEFENDER
Code: 327-1
Location: PUBLIC DEFENDER
Posting Start Date: 09/17/2018
Posting End Date: 10/19/2018

Under direct supervision, renders legal services to indigent defenders charged with criminal offenses in a wide variety criminal matters. Performs work of routine difficulty in administrative and criminal legal matters; exercises good customer service techniques, such as listening, effective communications and problem solving; provides legal assistance to assigned clients; answers questions and provides information; handles telephone calls and assists caller when possible by answering questions and providing information; may assist walk-ins as needed. Directs activities of support staff in the performance of duties on a daily basis, providing assistance and guidance as needed; reviews cases assigned and prepares and defends criminal cases of any severity. Thorough knowledge of criminal justice system; familiar with all laws relative to criminal defense, rights, and investigating procedures; ability to work under stressful conditions. A Juris Doctoral degree of law from an accredited college or university. Must be a member of the South Carolina Bar. Ability to work in a team environment. SALARY BASED ON EXPERIENCE.

Apply here: https://selfservice.greenvillecounty.org/MSS/employmentopportunities/default.aspx
Must apply online - search Public Defender openings, code 327-1

Posted 9/20/18. Job Listing #154

Parham Law Firm, LLC (Florence, SC)

541 W Evans St
Florence, SC 29501
Contact Person: Rose Mary Parham, 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

3 open positions- for full description, email 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

The McKay Firm, P.A.

P.O. Box 7217
Columbia, SC 29202

Contact Person: Dan Settana
Title: Partner
Website: www.mckayfirm.com
Email: dsettana@mckayfirm.com

Deadline date to apply October 15, 2018
Position start date ASAP

Medium-sized defense firm in downtown Columbia seeking an attorney who will handle insurance defense litigation, workers compensation, professional liability, and governmental defense matters. Submit cover letter, resume, 3 references, and transcript/grade sheet via email only. All applications will be kept in strict confidence.
Response Method: ☒ Email ☐ Mail ☐ Apply Online:
Materials requested: ☒ Resume ☒ Cover Letter ☒ Transcript ☒ References: 3

Posted 9/18/18. Job Listing #151

Carolina Legal Associates

1330 Lady Street Suite 503
Columbia, SC 29201

Emilie Pruett
Staffing Coordinator
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 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

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

Ged Lawyer, LLC.
7171 N Federal Hwy
Boca Raton, FL 33487

Contact Person: Wendee Wright
Title: HR Director
Website: www.gedlawyers.com
Email: wwright@gedlawyers.com

Deadline to apply: September 30, 2018

Fast growing, law firm seeks entry level attorney for property damage insurance claims as Plaintiff counsel. Candidate must be an active member of the South Carolina BAR Association.

Candidate must be able to manage a high-volume case load, demonstrate knowledge and experience in litigation process and procedure all while producing high-quality work product, providing superior service and obtaining excellent results. Candidate must possess strong, persuasive oral advocacy and excellent writing skills. Candidate must have knowledge of taking depositions, handling motion practice and drafting motions and legal memorandum in a clear and concise manner.

Response Method: ☒ Email ☐ Mail ☐ Apply Online:
Materials requested: ☒ Resume ☐ Cover Letter ☐ Transcript ☐ References:

Posted 09/12/18. Job Listing #148

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
Email: 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

Smith & Flowers Law, P.C

504 N. Jefferson St.
Albany, Ga. 31701

Contact Person: Chris Flowers
Title: Partner
Website: www.smithandflowerslaw.com
Email: chris@smithandflowerslaw.com

Deadline to apply: 10/5/2018

Small Southwest Ga. Firm seeking to immediately hire Associate to assist partners in the following areas of law: real estate, social security, probate, general litigation. In addition, Associate will be asked to work on various projects outside those listed areas of law on occasion.

Firm offers a competitive salary and excellent opportunities for growth, mentorship and development. Associate will be allowed and encouraged to explore areas of law of interest to him/her.

Response Method: ☒ Email  ☐ Mail  ☐ Apply Online:
Materials requested: ☒ Resume  ☒ Cover Letter  ☐ Transcript  ☐ Writing Sample  ☐ References:
Posted 09/05/18. Job Listing #146

City Attorney’s Office- Columbia, SC

1401 Main St.
Columbia, SC 29201

Details and application found here: https://columbiasc.csod.com/ats/careersite/JobDetails.aspx?site=1&id=681

Minimum Qualifications: Juris doctorate degree; minimum of four (4) years of relevant prior experience in litigation and appeals in State and Federal Courts; licensed to practice law in South Carolina and a member in good standing with the SC Bar. Preference may be given for experience in general litigation with motion practice, discovery dispute, and trial preparation, first or second chair responsibility in a minimum of three trials or substantial evidentiary hearings.

Duties: Primary responsibility of representing the City in civil cases, appeals and administrative matters in State and Federal courts. Engages in pretrial, trial, post-trial and appellate practice and attends and
participates in depositions, mediations, hearings, and trials; analyzes and evaluates lawsuits, writs, and other litigation related matters in all stages of litigation and determines legal strategy. Manages a civil caseload; an administrative caseload; document review assignments; and criminal docket, if assigned to Municipal Court.

Application Instructions: Only applications submitted through the City of Columbia's Career Portal will be considered. [https://columbiasc.csod.com/ats/careersite/search.aspx?site=1&c=columbia](https://columbiasc.csod.com/ats/careersite/search.aspx?site=1&c=columbia) for full job description and to submit application. Include a resume, writing sample and contact information for three professional references. Only those candidates considered for an interview will be contacted. NO phone calls, mail, hand deliveries or e-mails regarding the position will be accepted.

EEOC: We are an equal employment opportunity employer

Posted 8/29/18. Job Listing #145

McLeod & Murdock Attorneys at Law

4420 Evans to Locks Rd.
Evans, GA 30809

Contact Person: Julie M. Thigpen
Title: Chief Operating Officer
Website: [www.mcleod.com](http://www.mcleod.com)
Email: jthigpen@mcleod.com

Deadline date to apply 09/30/2018

We are looking to add an additional attorney to our firm. Areas of focus are Real Estate law, estate planning, and community management legal services. Experience is not necessary, as we will train. Good standing with the Georgia and/or South Carolina bar associations required.

Response Method: ☒ Email ☐ Mail ☐ Apply Online:
Materials requested: ☒ Resume ☒ Cover Letter ☐ Transcript ☐ Writing Sample ☐ References:

Posted 8/28/18. Job Listing #144

South Carolina Department of Health and Human Services

1801 Main Street
Columbia, SC 29201

Contact Person: Alex Wilcox
Title: Recruitment Manager
Website: [https://www.governmentjobs.com/careers/sc/jobs/2188416/](https://www.governmentjobs.com/careers/sc/jobs/2188416/)
Email: alex.wilcox@scdhhs.gov
Type of Organization: Government
Deadline date to apply 09/17/2018
Apply online at the above website.

Position description:
Serves as a legal resource/subject matter expert on the law and legally advises agency staff in contractual, procurement, and other agency matters. Reviews contracts for legal issues and to ensure compliance with State/Federal statutes and regulations, including but not limited to, the South Carolina Consolidated Procurement Code and the Uniform Administrative Requirements for Health and Human Services Awards. In addition, specific job functions and responsibilities include:

- Responsible for the negotiation, legal sufficiency, and drafting of contractual documents in the specialized areas of the Medicaid program (Title XIX) and the BabyNet (IDEA Part C) program.
- Represents agency in complex contractual disputes and administrative hearings and judicial reviews, preparing witnesses and necessary briefs and other legal documents.
- Reviews procurement documents, including Request for Proposals, Invitation for Bids, other solicitations, and associated documents.
- Conducts legal research and renders opinions in contractual, and other agency matters involving substantial financial issues and requiring thorough knowledge of specialized regulations and procedures.
- Provides legal advice to all areas of the agency concerning legal rights, obligations, with specific emphasis in the following areas: Division of Contracts and Division of Procurement.

Minimum and Additional Requirements:
- A Juris Doctor degree from an accredited law school and experience as a practicing attorney.

SPECIAL NECESSARY REQUIREMENTS: Member in good standing of the South Carolina Bar, and have completed all Rule 403 requirements.

Must have and maintain a valid driver's license.

Additional Requirements:
- Occasional overnight travel may be required.
- Sitting or standing for long periods of time.
- Lifting requirements: 20 lbs.

Preferred Qualifications:
- Experience working with contractual documents, including drafting, reviewing, and interpreting.
- Knowledge of the laws of South Carolina, specifically the South Carolina Consolidated Procurement Code.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to interpret and apply laws and judicial decisions.
- Ability to make and keep schedules.
- Basic computer and math skills.
The South Carolina Department of Health and Human Services is committed to providing equal employment opportunities to all applicants and does not discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth or related medical conditions, including, but not limited, to lactation), national origin, age (40 or older), disability or genetic information.

Posted 8/28/18. Job Listing #143

Carolina Farm Stewardship Association

P.O. Box 448
Pittsboro, NC 27312

Contact Person: Rochelle Sparko
Title: Policy Director

Deadline date to apply 9/15/18
Position start date 11/1/18 (negotiable)

The South Carolina policy coordinator is a full-time, salaried position (40 hours/week) with the Carolina Farm Stewardship Association (CFSA). The position is based in Columbia, South Carolina. The coordinator works as part of the Policy Team to advocate for state and federal policies that better support local food, organic farming, and resilient regional food systems.

ABOUT CFSA

Carolina Farm Stewardship Association (CFSA) is a member-based 501(c)(3) non-profit organization that helps people grow and eat local, organic food by advocating for fair farm and food policies, building the systems that organic family farms need to thrive, and educating communities about local, organic farming. CFSA has worked to enhance the competitiveness of North and South Carolina fruit and vegetable producers for more than thirty years.

POSITION SUMMARY

The coordinator works in collaboration with the policy director, other CFSA staff, and partner organizations to influence the South Carolina General Assembly, state-level administrative agencies, and land-grant universities on issues of importance to local and organic food and farming in South Carolina through direct and grassroots advocacy efforts. Specific responsibilities include working with CFSA’s Policy Team to develop advocacy goals, organizing CFSA members and allies to advocate for specific policy solutions to achieve those goals, educating state and federal policy-makers on issues of importance to the local, organic food and farming community, spearheading and overseeing grassroots communications campaigns in support of CFSA’s policy goals, and supporting CFSA’s organizational allies in South Carolina to demonstrate CFSA’s commitment to, and impact on, agriculture throughout the state.

The work will primarily take place in Columbia, with several days a month traveling to other parts of the South Carolina. CFSA’s headquarters is located in Pittsboro, North Carolina. The coordinator will meet regularly with other CFSA staff by phone or video conference and is expected to travel to headquarters a few times a year for work-related activities.
The South Carolina policy coordinator reports to the policy director.

POSITION RESPONSIBILITIES

State Policy (60%)
- Engage CFSA members and stakeholder communities in developing policy priorities and grassroots campaigns for South Carolina.
- Develop legislative and regulatory proposals and strategies to advance CFSA’s advocacy priorities, as well as implement strategies to influence legislative and regulatory processes.
- Monitor state legislative developments and organize CFSA response to issues relevant to CFSA’s policy priorities and overall mission.
- Achieve policy wins that advance CFSA’s mission and advocacy priorities.

Federal Policy (15%)
- Participate in national coalitions of which CFSA is a member or participant.
- Advance policy priorities of national coalitions that align with CFSA policy priorities.
- Meet with policymakers to advance CFSA’s federal policy priorities.
- Share information with CFSA membership about federal policy priorities.

Community Engagement & Outreach (20%)
- Coordinate media (traditional and social) outreach, in conjunction with CFSA’s Communications Team and partner organizations, in support of local and organic policy priorities.
- Increase awareness and visibility of CFSA’s work, by giving presentations, accepting speaking engagements, and conducting general outreach.
- Identify and pursue opportunities to expand CFSA membership and ensure member satisfaction.
- Represent CFSA at meetings and events held by allied organizations and stakeholders.

Administration (5%)
- Identify and pursue, in conjunction with other CFSA staff, funding opportunities to support policy initiatives.
- Participate in work planning with the Policy Team, consult on reports to CFSA’s Board of Directors and funders about activities, and in weekly meetings of the Policy Team about ongoing work.
- Manage and comply with all certification and record keeping requirements placed on lobbyists by the state of South Carolina.
- Participate in staff meetings and training as scheduled.

POSITION QUALIFICATIONS

Required Qualifications
- A J.D., a master’s degree in public policy, or masters in another relevant field plus 2 years of professional experience; or four years of professional experience.
- Familiarity with the state legislative process and the role of administrative agencies in crafting policy.
• Demonstrated success working on policy campaigns targeting legislative or administrative policymakers.
• Self-directed, organized, and capable of successful work outside of a traditional office structure.
• Proven ability to work well within a team, and with individuals, both internal and external, with diverse viewpoints.
• Excellent oral and written communication skills.
• Commitment to sustainable agriculture principles.

Preferred Qualifications
• Familiarity with food and/or agricultural policy; specific knowledge of the Carolinas’ food system preferred.
• Ability to analyze legislation and regulations in terms of their impact on CFSA’s members, including the ability to identify systemic problems and develop innovative solutions.
• Strong existing networks of farmers, policymakers, and/or agriculture leaders in South Carolina.

CFSA offers a competitive non-profit sector salary in the low- to mid- $40K, DOE, with generous vacation, health insurance, and retirement benefits. CFSA is an equal opportunity employer and encourages applications from people of color and women.

To apply for the South Carolina policy coordinator position, submit a resume, list of professional references, and a cover letter explaining why you want to work to promote local, organic agriculture to apply@carolinafarmstewards.org with “SC Policy Coordinator” in the subject line. You will receive electronic confirmation of your email submission. No calls, please.

Posted 8/21/18. Job Listing #141

State Attorney's Office 3rd Judicial Circuit (Florida)

310 Pine Ave SW
Live Oak, FL 32064

Contact Person: Wil Snipes
Title: Administrator

Deadline date to apply 09/03/2018
Position start date 09/03/2018

RESPONSIBILITIES/DUTIES: Successful candidates are committed to becoming effective trial advocates, dedicated and responsive to the public they serve. Duties include handling a large volume caseload under the supervision of senior staff members.

MINIMUM TRAINING AND EXPERIENCE: Must be a member of the Florida Bar. Certified legal interns with a course concentration in criminal law will be considered.

COMPENSATION: Entry-level Assistant State Attorneys are compensated at an annual rate of $41,000. Certified legal interns are compensated at an annual rate of $36,000. The full package of State benefits accompanies this position.
The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-866-663-4735). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

Response Method: ☒ Email ☒ Mail ☐ Apply Online:
Materials requested: ☒ Resume ☒ Cover Letter ☐ Transcript ☐ Writing Sample ☐ References:

Posted 8/20/18. Job Listing #140

Harvey & Vallini, LLC

211 W. Main St.
Lexington, SC 29072

Contact Person: Sheila Harvey
Title: Firm Administrator
Website: [www.hvlawsc.com](http://www.hvlawsc.com)
Email: sheilaharvey@hvlawsc.com

Deadline date to apply 8/27/18
Position start date 8/28/18

Regional real estate law firm seeks attorney for their Midlands offices.

An experienced Real Estate Attorney is preferred, but we are willing to train a recent graduate with an interest in Real Estate. Ideal candidates will have title review and title insurance experience. Successful candidates will demonstrate excellent interpersonal skills and be motivated, organized, professional, and detail oriented.

Duties will include supervision over paralegal staff as well as establishing and maintaining excellent client/lender service.

Competitive salary and benefits package. Please include references and/or letters of recommendation with submission.

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

NO PHONE CALLS PLEASE
The Pearce Law Group

1314 Professional Drive
Myrtle Beach, SC 29577

Contact Person: Lisa Pagan
Telephone: 8438393210
Website: pearcelawgroup.com
Email: 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

Tenth Circuit Public Defender
301 Camson Road
Anderson, SC 29625

Contact Person: Jennifer Johnson
Email: jjohnson@andersoncountysc.org

Deadline date to apply August 24, 2018

Assistant Public Defender

Represents indigent persons charged with crimes in Anderson and Oconee Counties. Defends individuals charged with felonies, misdemeanors and traffic cases for which a sentence of incarceration may be imposed. Provides effective representation to clients who are frequently illiterate, uneducated and uncooperative while maintaining a large and varied caseload.

Job Specifications and Qualifications:

Knowledge:
- Law and the ability to relate it to the client in a manner that they can understand;
- Opposing party's position and the constraints they work under;
- Legal issues involved with each client's case and the concomitant law that governs those issues;
- Strong computer skills including legal research, client database management, word processing and electronic communication;

Skills:
- Written and verbal communication via in-person, phone and email contact;
- Analyzing details to build a case;
- Public speaking to present client’s case;
- Negotiation to aid in winning the case for the client.
Education/Experience:
• Juris Doctor degree from accredited law school.

Licensing and Certifications:
• South Carolina Bar License;
• Valid Driver’s License.

Posted 8/13/18. Job Listing #137

Public Defender

125 E Court Street, 9th Floor
Cincinnati, Ohio 45202

Deadline to Apply: August 23, 2018

Juvenile Trial Counsel - Attorney 1 (1616-47)
Requirements (Education, Experience, Licensure, Certification):
Admission to Ohio Bar pursuant to Section 4705.01 or Revised Code; Completion of 24 credit hours of continuing legal education from accredited programs for applicable two-year reporting period pursuant to Rule X of Rules of Government of Bar of Ohio; current certificate of registration in good standing pursuant to Rule VII of Rules of Government of Bar of Ohio; one (1) year experience as attorney in Ohio; or equivalent.

Job Duties (Summary):
Under general supervision and direction from the Juvenile Division Director, Senior Attorney or other administrative superior, prepares and litigates juvenile delinquency cases; Attends Bind-overs, Competency Hearings; pre-trial conferences and court hearings; conducts legal research; drafts legal documents and pleadings; provides legal advice and consults with other attorneys in the division regarding their cases; and prepares Motions to Set Aside Magistrate’s Decisions; Objections; and represents children in the First District Court of Appeals and the Supreme Court of Ohio, when necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:
Law (i.e., procedural & substantive); Ohio and federal court systems; legal research methods; legal writing; interviewing; federal and state regulations specific to assigned program; agency policies and procedures; legal or quasi-legal proceedings; supervision; employee training and development; spelling, punctuation and grammar; Internet protocols; case management.

Skill in:
Excellent organizational, communication and interpersonal skills; strong research and writing skills; *ability to effectively communicate with minor children; *working knowledge of substantive legal issues regularly addressed by attorneys in the area of juvenile justice; ability to handle multiple tasks to meet deadlines.

Ability to:
Deal with large number of variables and determine specific course of action; organize and interpret extensive variety of legal material in books, journals, or legal documents; communicate verbally and in writing regarding legal issues; handle sensitive contacts with government officials, adverse parties and/or general public; deliver speeches before general audience; establish and maintain effective working relationships with paralegals, staff, attorneys and court clerks; maintain accurate records, reports, document files and litigation notebooks;
collect data, establish facts and draw valid conclusions; proofread materials, identify errors and make corrections; develop rapport with Police Officers, Law Enforcement Agencies, Government Agencies, victims, witnesses, defendants, general public, etc.; work independently; interpret testimony of witnesses on technical subjects; perform accurate work on time; maintain a wide range of documentation in an easily accessed filing system; handle documents of a sensitive or confidential nature; exercise sound judgment; establish and develop attorney training materials; coordinate and improve attorney

Posted 8/13/18. Job Listing #136

ACN Inc.

1000 Progress Place
Concord, NC 28025

Contact Person: Monte Garrett
Title: Manager of Talent Acquisition & Organizational Development
Website: www.acninc.com
Email: Monte.garrett@acninc.com

Deadline date to apply 10/1/18
Position start date 08/15/2018

The Corporate Counsel, NA serves as counsel to ACN’s North American business unit, with operations in the United States and Canada. This role is responsible for working on assigned legal matters for the North American business unit. Has broad-based legal skills and can handle a variety of corporate, commercial, litigation, regulatory, and government affairs matters. Experience in the direct selling industry and the telecommunications sectors is helpful, but not required. Ensures that ACN operates in accordance with legal requirements and ethical standards, provides counsel on legal and business issues, ensures legal and regulatory compliance and mitigates risk, and facilitates the strategic growth of the Company’s business. Must be highly motivated, solution-oriented and able to offer sound, practical and actionable business advice. Works with the North American in-house legal team and external advisors to provide a high level of service to internal departments.

CORE RESPONSIBILITIES:

- Manage and work assigned legal matters for the North American business unit, including making appropriate use of internal and external resources; provide legally-correct and actionable legal advice, considering multiple inputs and potential legal/business impact of decisions.
- Negotiate, draft, and advise internal business clients on commercial agreements to ensure that business needs are optimized and risks are reduced.
- Manage complex investigations relating to litigation and regulatory matters. Handle inquiries from governmental agencies and consumer protection groups on consumer and IBO matters. Manage litigation and arbitration, including advising on litigation strategy, risk mitigation, settlement options, and management of outside counsel. Identify and address threatened or potential claims.
- Monitor, interpret, and apply to ACN’s business, domestic and international regulatory guidance (including specifically with respect to advertising, telecom, direct sales and multi-level marketing practices).
• Work closely with the Business Ethics group and assist the Legal department in providing oversight and training from a legal perspective; refine, improve, and manage ACN’s compliance function to ensure corporate compliance with marketing policies.
• Assist with corporate governance and provide legal assistance in connection with internal operations and initiatives.
• Keep abreast of relevant legal and legislative developments and communicate to stakeholders; raise issues of strategic opportunity or risk to the General Counsel, NA and other NA business stakeholders; assist with development and implementation of policies for Legal Department and company.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
• Detail-oriented, highly organized, and efficient; a self-starter with an eagerness to learn and expand business and legal skill sets.
• Sound, practical and ethical business judgment.
• Excellent oral and written communication skills; a concise communicator; ability to interact with and advise various departments and levels, including direct interaction with top executives.
• Forward thinker with a proactive mindset and work ethic who can investigate, identify issues, analyze, apply process, adapt and problem solve.
• Ability to analyze, interpret, apply, and communicate regulatory guidance and industry practice standards.
• Ability to manage others and manage multiple projects simultaneously.
• Ability to navigate issues with government agencies, regulators, and consumer protection authorities.

OTHER REQUIREMENTS:
• J.D. or LL.M. from an accredited US law school.
• Bar admission in good standing in any US state or territory.
• At least one (1) year of experience in a role as an attorney; non-legal business experience a plus.

ESSENTIAL FUNCTIONS:
• The employee must occasionally lift and/or move up to 10lbs.
• Specific vision abilities required by this job include close vision
• The employee is regularly required to talk and hear
• The person in this position needs to occasionally move about inside the office

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Posted 8/7/18. Job Listing #135

Nexsen Pruet
1230 Main Street, Suite 700
Columbia, SC 29201
Deadline date to apply 8/09/2018

Nexsen Pruet, LLC is seeking a highly motivated Staff Attorney with three to five years of experience in Creditor’s Rights to support its growing Bankruptcy and Creditors’ Rights practice group in the Carolinas. This is an excellent opportunity for the candidate who is looking to work a Part-Time schedule. The ideal candidate could work in the Columbia, South Carolina or Charlotte, North Carolina office. Successful candidates should possess:

- Excellent academic credentials
- Strong legal research/writing and interpersonal skills
- Show a commitment to exceptional work product and client service
- Admittance to North and South Carolina Bars (or ability for admittance)
- Willingness to support attorneys and perform paralegal task when needed

Candidates should be able to:

- Quickly demonstrate that they can accept significant responsibility
- Exhibit a working knowledge of lending practices, probate law and collection practices in North and South Carolina
- Draft pleadings and manage caseload
- Provide legal support relating to all aspects of collection and probate law
- Exhibit a working knowledge of federal and state laws

For consideration, please submit cover letter, resume and transcript by e-mail to:
Summer Winslow - swinslow@nexsenpruet.com
Recruitment and Professional Development Manager

Posted 8/7/18. Job Listing #134

Sniffen & Spellman, P.A.

123 N. Monroe Street
Tallahassee, FL 32301

Contact Person: Cara Harp, Firm Administrator
Telephone: 850-205-1996
Website: www.sniffenlaw.com
Email: charp@sniffenlaw.com

Interested In: Alumni
Sniffen & Spellman, P.A. (Tallahassee, Florida) is seeking a highly-motivated litigation attorney with approximately 1-3 years of litigation experience. The Firm represents clients throughout Florida with a concentration across North Florida - from St. Augustine to Pensacola. The Firm represents clients before State and Federal courts, the Florida Division of Administrative Hearings (DOAH) and various State and Federal agencies, with an emphasis in federal court, especially the Northern and Middle Districts of Florida. Applicants must have an interest in labor & employment law, education law, law enforcement liability and/or general civil litigation. Applicants must have strong writing skills and the ability to work independently. Applicants must be a member of the Florida Bar.

Sniffen & Spellman, P.A. is an equal opportunity employer.
Protection and Advocacy for People with Disabilities, Inc. (P&A)

Suite 208, 3710 Landmark Drive,
Columbia, SC 29204

Contact Email: Searchcommittee@pandasc.org
Website: https://www.pandasc.org.

Interested In: Recent Graduates/Alumni

The Executive Director is the Chief Executive Officer of P&A. The Executive Director will direct the overall delivery of protection and advocacy services on a state-wide basis to individuals with disabilities. The Executive Director serves at the discretion of the Board of Directors. This position is classified as salaried and exempt from overtime pay under federal Department of Labor regulations.

The Executive Director will advance organizational and strategic development by:

- Working with the Board to set strategic direction for the organization
- Reviewing policies for alignment with the mission statement
- Establishing, monitoring, and managing performance metrics for strategic policy adherence
- Developing organizational capability to address constituent needs
- Ensuring that a robust succession plan is in place to address employee development

Minimum Qualifications:

- Juris Doctor degree from an accredited law school strongly preferred. Other candidates with strong nonprofit or legal services experience and a Master's Degree from an accredited college in Public Administration, Business Management, Education, Psychology, Social Work or a related field will be considered.
- A minimum of five years of leadership experience in a complex organization that includes engaging in strategic planning, management, development and supervision of personnel, financial planning, and monitoring internal controls for a multi-funded budget
- A minimum of five years of experience in public interest law or disability rights advocacy

Desired Knowledge, Skills, and Abilities:

- Commitment to the mission of P&A and to the rights of people with disabilities
- Demonstrated experience and knowledge of the principles and practices of nonprofit management
- Advanced knowledge of public policy issues including federal and state laws and regulations applicable to persons with disabilities
- Demonstrated experience and understanding of litigation and other legal activities, which are inherent components of P&A functions
Outstanding oral and written communication skills including the ability to motivate staff, volunteers and supporters
- Demonstrated ability to work effectively with diverse groups and individuals in a professional manner
- Demonstrated ability to delegate responsibility and achieve results through subordinates
- Proven ability to advocate effectively including influencing policymakers at local, state and federal level

Candidates should send a current resume and a cover letter detailing the candidate’s interest in the position, describing any experience with people with disabilities, and noting relevant leadership experience to Searchcommittee@pandasc.org

Electronic submissions are preferred. Mailed submissions may be addressed to Search Committee, Protection and Advocacy for People with Disabilities, Inc. Suite 208, 3710 Landmark Drive, Columbia, SC 29204.

P&A offers a competitive salary and benefits package.

P&A is an equal opportunity employer. People with disabilities are encouraged to apply.

Hamil Little PC
1450 Greene Street, Suite 3600
Augusta, GA 30901

Contact Person: Kevin Little, Managing Partner
Telephone: 706-722-7886
Website: www.hamillittle.com
Email: kevin@hamillittle.com

Interested In: 2018 Recent Graduate, Alumni
Associate position.
Requirements: J.D., Georgia license, health care law experience
Preferences: 2-4 years relevant experience

Response Method: ☒ Email ☐ Mail ☐ Apply Online:
Materials requested: ☒ Resume ☐ Cover Letter ☐ Transcript ☒ Writing Sample ☒ References: 3

Comments: Please also provide GPA and Class Rank

Posted 7/18/18. Job Listing #118

Cordell Cordell
600 Kellwood Parkway Suite 300
Chesterfield, MO 63017

Contact Person: Hamilton Hinton, Executive Recruiter
Telephone: 314.587.3638
Website: www.cordellcordell.com
Email: hhinton@cordelllaw.com

Deadline date to apply 12/1/2018

Interested In: 2018 Recent Graduate, Alumni

Position description:
Cordell Cordell is a national domestic litigation firm with over 100 offices across 37 states in the U.S and London, is currently seeking an experienced family law attorney for an immediate opening in the Charleston, SC and Greenville, SC office. The candidate must be licensed in South Carolina and have a minimum of 3-5 years of litigation experience. Also, 1st chair of family law experience.

The position offers 100% employer paid premiums including medical, dental, short-term disability, long-term disability, and life insurance, as well as 401K, unlimited vacation and robust wellness program and firm paid retreats. This is a wonderful opportunity to be part of the most prominent family law firm in the world.

Response Method: ☒ Email  ☐ Mail  ☐ Apply Online:
Materials requested: ☒ Resume  ☒ Cover Letter  ☐ Transcript  ☐ Writing Sample  ☒ References: 3

Posted 7/17/18. Job Listing #117

Salley Law Firm, PA
129 East Main Street
Lexington, SC 29072

Contact Person: William B. "Bret" Salley, Esquire
Telephone: 803-356-5000
Website: www.salleylawfirm.com
Email: hr@salleylawfirm.com
Type of Organization: Small Firm
Phone calls? No

Position start date: As soon as possible.

Interested In: Alumni
Established personal injury and workers' compensation law firm is seeking an experienced personal injury attorney. Ideal candidate would have two to five years of personal injury experience. Previous workers' compensation experience would also be helpful. Please send resume and cover letter to hr@salleylawfirm.com
Very competitive salary and benefits. Excellent career opportunity. All applications will be held strictly confidential.

Response Method: ☒ Email  ☐ Mail  ☐ Apply Online:
Materials requested: ☒ Resume  ☒ Cover Letter  ☐ Transcript  ☐ Writing Sample  ☐ References:

Posted 7/16/18. Job Listing #115

Rosen Law Firm, LLC

18 Broad Street, Suite 201
Charleston, South Carolina 29401

Susan Corner Rosen
843-377-1700
Website: www.rosen-lawfirm.com
Email: srosen@rosen-lawfirm.com

Position start date: ASAP

Interested In: 2018 Recent Graduates, Alumni
Looking to hire a Litigation Attorney to start as soon as possible. No phone calls, please.

Response Method: ☒ Email  ☐ Mail  ☐ Apply Online:
Materials requested: ☒ Resume  ☒ Cover Letter  ☐ Transcript  ☐ Writing Sample  ☒ References:

Posted 07/06/18. Job Listing #112

Green Law Firm

PO Box 70306
Charleston, SC 29415
Contact Person: Judi McCabe, Director of Operations
843.747.2455
Website: www.billgreen.law

Interested In: 2018 Recent Graduate, Alumni
The Green Law Firm is seeking a full-time personal injury associate to provide new client consultations, work pre-litigation files, and litigate in our Columbia, SC office. Dynamic goal-oriented lawyers who are hungry to work cases and prove their worth are encouraged to apply. We are a rapidly growing personal injury law firm. Competitive salary and benefits package. Position to start ASAP

Response Method: ☒ Email  ☐ Mail  ☐ Apply Online:
Materials requested: ☒ Resume  ☒ Cover Letter  ☐ Transcript  ☐ Writing Sample  ☒ References: 2

Posted 07/06/18. Job Listing #111
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/attorneys-vacancies

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 FOR A COMPLETE LISTING OF CURRENT JOB ANNOUNCEMENTS AND INFORMATION.

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 selfstarter 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.

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, tkelley@carolinalegalassoc.com or 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](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/](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

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/

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/.


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

END OF ALUMNI JOB OPPORTUNITIES BULLETIN