

# ALUMNI JOB BULLETIN



## CSO Fall Semester Hours

Mondays:	8:00 a.m.	-	5:00 p.m.
Tuesdays:	8:00 a.m.	-	5:00 p.m.
Wednesdays:	8:00 a.m.	-	5:00 p.m.
Thursdays:	8:00 a.m.	-	4:00 p.m.
Fridays:	8:00 a.m.	-	4:00 p.m.
Third Saturday of each month 10:00 a.m. – 1:00 p.m.			

To schedule an appointment, contact Ella Kwisnek at (412) 396-6559 or [lawcareers@duq.edu](mailto:lawcareers@duq.edu). Evening and weekend appointments available.

Ella A. Kwisnek, Assistant Dean for Students

Arlene Miller, Administrative Assistant

Issue 11

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Address: Career Services Office, Duquesne University School of Law  
209 Hanley Hall, 900 Locust St., Pittsburgh, PA 15282

Website: [www.law.duq.edu/career](http://www.law.duq.edu/career)

Email: [lawcareers@duq.edu](mailto:lawcareers@duq.edu)

Phone: (412) 396-6559

Fax: (412) 396-6598

*Please note that positions for which Duquesne Law School's Career Services Office is collecting resumes are open only to graduates of Duquesne Law School. Employers posting "blind ads" such as these have specifically requested that only Duquesne Law Alumni resumes be submitted. Any resumes received from graduates of other law schools will be discarded. Thank you for your cooperation in adhering to this policy.*

## **SOME OF THE SERVICES OFFERED BY THE CAREER SERVICES OFFICE**

1. Alumni Bulletin and Common Plea
2. Alumni and student job listings online via Symplicity and in books and on a bulletin board
3. Binders with information about public interest, government and judicial jobs
4. Newsletters exchanged with more than 50 law schools nationwide
5. Internet access to Westlaw and LEXIS – passwords below
6. Career advising by appointment - includes resume and cover letter review, mock interviews, and advice on developing a job search strategy
7. Career Services Library - books, periodicals, and newsletters
8. Reciprocity letters - provide access to law schools throughout the country
9. Fellowship and Graduate Program files
10. Access to telephone, fax machine, and computer with Word & WordPerfect for your job search

## **PUT YOUR RESUME ON FILE**

The Career Services Office will keep one copy of your resume on file in the CSO. We often get calls from law firms and other employers who are looking to hire an attorney, but who do not wish to post the position using our "traditional" methods for advertising job openings. In other cases, employers are looking to fill an immediate need and do not have time to post the position and wait for alumni to

respond. By keeping a file of resumes, the CSO will be better able to respond to those employers by immediately providing them with a list of those seeking employment.

If you would like us to keep a copy of your resume on file, please submit it to the CSO along with a note to us outlining your areas of interest and the types of jobs in which you are interested. Resumes will be kept on file for four months. After that time, if you are still seeking employment, you should send the CSO an updated resume.

\*PLEASE NOTE that the CSO will only submit resumes on file with us to employers that do not wish to post their available jobs and those who have an immediate need. Alumni are still responsible for submitting or sending their own resumes to employers whose jobs are posted on the bulletin board and in the Alumni Bulletin.

## ACCESS TO ONLINE RESOURCES

**Non-Traditional Legal Careers:** The Career Services Office subscribes to The Non-Traditional Legal Careers report. To view the most recent editions, feel free to visit their website at [www.nontradlegal.com](http://www.nontradlegal.com). Contact the CSO for the Access Code and Password.

**Job Postings of other Law Schools:** Access the Job Postings from other law schools by visiting [https://www.law2.byu.edu/Career\\_Services/jobbank](https://www.law2.byu.edu/Career_Services/jobbank). Just click on “Intercollegiate Jobbank” and it will ask for a username and password. Contact the Career Services Office for the login and password.

## ANNOUNCEMENTS

### FELLOWSHIPS

**Rockefeller Brothers Fund Fellowship in Nonprofit Law.** This fellowship allows a fellow to spend one year in residence at the Vera Institute of Justice in New York City, working closely with the General Counsel to Vera and her staff on legal issues faced by Vera. In addition, the Fellow will be deployed to Vera's various projects and programs to address the legal business, and organizational issues confronted by these projects and programs. A Fellowship at Vera will provide a recent law school graduate with exposure to an unusually wide variety of legal and organizational issues encountered by nonprofit organizations. It also will provide the opportunity to identify an emerging or changing area of law with particular significance for nonprofits, and to explore that area in depth, examining it in the real-life context of a complex, legally-sophisticated organization. For more information and to apply visit [www.law.nyu.edu/ncpl](http://www.law.nyu.edu/ncpl) **Application deadline December 4, 2009** **Georgetown Law Institute for Public Representation, Environmental Law Graduate Fellow/Staff Attorney Position (2010—2012)** (3D, 4E, 4P). Details at <http://www.law.georgetown.edu/clinics/ipr/2009Announcement.pdf>. (Alumni #14388)

**National Center on Philanthropy and Law Fellowship in Nonprofit Law.** The National Center on Philanthropy and Law is seeking applications for the NCPL Fellowship. The Fellow will delve into an unusually wide variety of legal and organizational issues and will participate in the legal work conducted by the Office of Legal Counsel, including conducting factual and legal research, drafting litigation papers, transactional and policy documents, and correspondence, and participating in the lawyering enterprises of the University. For more information and to apply visit [www.law.nyu.edu/ncpl](http://www.law.nyu.edu/ncpl) **Application deadline December 4, 2009.** (Alumni #14387)

**NYU Postdoctoral and Transition Program for Academic Diversity.** The Program: New York University (NYU) is dedicated to ensuring that its scholarly community is ready to compete in a global world and is enriched by individuals who, through their different races and ethnicities, gender identities,

age, abilities, political beliefs, economic status, and sexual orientation, contribute to an intellectually challenging and inclusive educational environment. To that end, NYU has created the NYU Postdoctoral and Transition Program for Academic Diversity fellowship program to support promising scholars and educators from different backgrounds, races, ethnic groups, and other diverse groups whose life experience, research experience, and employment background will contribute significantly to academic excellence at NYU. Eligibility: The fellowship program is open to all areas of study at the University. U.S. citizens or permanent residents who are from the following three categories may apply: Graduate students in the final year of their dissertation Postdoctoral students who have completed their dissertation within the last three years Professionals transitioning to academic careers (for those in fields for which the doctorate is not the terminal degree). Awards: NYU will award up to five in-residence fellowships in 2010. The two-year appointments, which begin September 2010 and end August 2012, have a possibility of a third-year extension. Graduate students in the final year of their dissertation must make significant progress toward the dissertation. Fellows teach a maximum of one course per semester. Stipends and Allowances: Fellows receive an annual stipend of \$40,000 as well as allowances for housing (\$20,000), research (\$2,000), and one-time relocation (\$3,000). The University also provides a medical and dental benefits package. Application Procedure: Required application materials include (1) a fellowship application; (2) a curriculum vitae; (3) a statement of research and goals; (4) a personal statement detailing the reasons for applying for the fellowship; (5) three letters of reference from individuals familiar with your scholarly or creative work; and (6) one of the following: a dissertation abstract (postdoctoral applicants), a dissertation proposal (doctoral students), or a statement of how your professional experience prepares you for a faculty position (professionals). Incomplete submissions will not be accepted. All materials must be received by **November 30, 2009**. Applications will be reviewed as they are received. Awards will be announced on February 15, 2010. The fellowship application and instructions for submission are available online at [www.nyu.edu/diversity/academics.research/fellowship.html](http://www.nyu.edu/diversity/academics.research/fellowship.html).

## **EMPLOYMENT OPPORTUNITIES:**

### **Law Firm/Corporate**

#### **Direct Postings:**

**Pittsburgh, PA:** A small trial firm, located in Pittsburgh, but practicing throughout the State of West Virginia (all state and federal courts), has an opening for lawyers admitted to practice preferably in West Virginia but will accept resumes for candidates admitted to practice in Pennsylvania. Some experience is preferred. Email: [ebowser@lsandd.net](mailto:ebowser@lsandd.net) (Alumni #14404)

**Waynesburg, PA:** Pollock Morris, LLC is looking for a law school graduate who has passed the state bar exam that has an interest in one or more of the following fields; to wit: Criminal Law, Divorce and Family Law, Real Estate and Real Estate Litigation, Wills and Estates. The practice is in Greene County and the two man firm is primarily interested in candidates who are interested in considering relocating to the county if the employment relationship would prove successful and fulfilling. Any interested candidates should write or email to: David F. Pollock, Esq., Pollock Morris, LLC, 54 S. Washington Street, Waynesburg, PA 15370, 724.627.6156. [dave.ptmma@windstream.net](mailto:dave.ptmma@windstream.net) (Alumni #14403)

**Willow Grove, PA:** Pennsylvania defense firm is seeking to hire an associate with 1-5 years of litigation experience. Qualified candidate will have experience running their own caseload, taking depositions drafting discovery, and litigating arbitrations/trials. Superior writing skills, computer proficiency, and a commitment to customer service required. Excellent work environment. Must be admitted to practice in Pennsylvania; New Jersey Bar membership a plus. Please forward cover letter and resume to: Palmer &

Barr, P.C., Grove Summit Office Park, 607 Easton Road, Suite D, Willow Grove, PA 19090 (Alumni #14402)

**Pittsburgh, PA:** Law firm looking for 1-3 year attorney with top academics and experience in commercial litigation. Email to: [mmcanney@aol.com](mailto:mmcanney@aol.com) (Alumni #14397)

**Pittsburgh, PA:** Associate level position in a small firm concentrating in general civil litigation defense and professional liability defense. Good writing skills a must. Must be admitted to practice in Pennsylvania. Email: [wsh@wshpc.com](mailto:wsh@wshpc.com) (Alumni #14389)

**Pittsburgh, PA:** StarKist Co. is a leading producer, distributor and marketer of shelf-stable and frozen seafood products in the United States. A category leader in innovation, StarKist was the first brand to introduce the StarKist Flavor Fresh Pouch®; StarKist Tuna Creations®, a line of lightly marinated tuna; and, a dolphin-safe policy. As America's favorite tuna, StarKist represents a 65-year tradition of quality, innovation and consumer trust and is well known for its charismatic brand icon, Charlie® the Tuna, who swam into the hearts of tuna fans in 1961 and is still a fan favorite today. StarKist Co. is a wholly owned subsidiary of the Dongwon Group. Company: StarKist Co. Location: Pittsburgh, PA 15212. Job Status/Type: Employee -Full Time. Job Category: Accounting/ Finance/ Insurance Industry: Food and Beverage Production. Work Experience: 5+ to 7 Years. Career Level: Manager (Manager/ Supervisor of Staff). Education: Professional. For more information, visit [www.starkist.com](http://www.starkist.com). International Tax Manager Reporting and Compliance. Duties and Responsibilities ; Ensure tax compliance within Federal, State, Local and Foreign jurisdictions. Work with Management in formulating tax strategies. Optimize Company profitability and cash flow. Ensure compliance with International Financial Reporting Standards (IFRS) and Sarbanes-Oxley (SOX) requirements. Prepare tax returns for Federal, State, Local and Foreign jurisdictions. Manage financial reporting for all issues related to taxation. Establish and implement transfer pricing policies and monitor to confirm compliance with regulations and guidelines. Monitor and research changes in Federal, State, Local and Foreign tax laws to determine the impact on the profitability of StarKist; formulate strategies to maximize the potential benefit and mitigate the potential detriment. Requirements: 5 years of professional experience in tax management. 5 years in a position of similar complexity, scope, size and international impact. MBA or CPA preferred. Broad knowledge and experience in Taxation and Financial Reporting Compliance gained at successive levels of responsibility in multiple areas of Domestic and International Taxation along with Property and Sales/Use Tax. Knowledge of corporate policies and compliance. Willingness to travel internationally. Demonstrated success in achieving results using team driven philosophies. To apply to this position please send a resume, cover letter and salary requirements to: [HR@Starkist.com](mailto:HR@Starkist.com) (Alumni #14386)

**Cranberry, PA:** Looking for attorneys (part to full time) who would like to maintain case load with autonomy and emphasis on superior service to the client. Must be organized, diligent and self motivated. Family Law, Estate and Civil Law experience required. Fax resume to 724 741-0538. (Alumni #14372)

Placement Firm Postings:

**Pittsburgh, PA:** Major Legal Services, a placement firm, seeks to fill the following position: Seeking a corporate generalist for a fantastic in-house opportunity in Pittsburgh. Attorneys must have 5+ years of experience with corporate litigation matters and securities. Any prior in-house experience is greatly valued. Email cover letter, résumé, 3 professional references and salary requirements to: [Shari@majorlegalservices.com](mailto:Shari@majorlegalservices.com). (Alumni #14406)

**Washington, DC:** Di Cenzo Personnel Specialists, a placement firm, seeks to fill the following position: DC-P-7015 Political Law Associate. Up to two years experience; involves counseling wide range of clients on compliance with federal and state campaign finance regulations; Congressional and Executive

Branch ethics and lobbying regulations; IRS requirements for tax-exempt issue advocacy. Also includes representation of clients in federal court administrative agency litigation. Transcript and writing sample needed. contact Joan Huber, [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com). (Alumni #14399)

**Pittsburgh, PA:** Di Cenzo Personnel Specialists, a placement firm, seeks to fill the following position: P-PI-1013 Civil/Defense Litigation associate 2-5 years experience; at least a small amount of civil/defense litigation experience or someone from DA's office. Contact: Joan Huber, [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com). (Alumni #14398)

**Pittsburgh, PA:** McAnney, Esposito & Kraybill, a placement firm, seeks to fill the following position: Law firm looking for 1-3 year attorney with top academics and experience in commercial litigation. Email to: [mmcanney@aol.com](mailto:mmcanney@aol.com). (Alumni #14397)

**Washington, DC:** Di Cenzo Personnel Specialists, a placement firm, seeks to fill the following positions: DC-M-1012 ENERGY ASSOCIATE for law firm. 3-5 years energy regulatory experience; should have experience working on matters before the Federal Energy Regulation Commission. TRANSCRIPT NEEDED; CBW-M-1000 HEALTH ASSOCIATE – BIOMEDICAL RESEARCH for law firm. Experience in biomedical research and 2+ years large law firm experience handling legal and regulatory compliance matters. Must have experience in biomedical research (including federally-funded and industry-funded research) either in the research context or in context of advising on legal and regulatory aspects. Admission to Bar in applicable jurisdiction preferred, but will consider candidates eligible to waive-in or otherwise take the Bar. Indicate preferred city of location (Chicago, Boston, Washington, DC). TRANSCRIPT NEEDED Refer to CBW-M-1000. DC-M-1004 PROJECT FINANCE ASSOCIATE for law firm. Minimum 3 years experience in large law firm to handle wide range of project and corporate finance transactions. Should be proficient in Spanish or Portuguese (preferably both). Experience handling complex financing transactions involving commercial banks, multilateral institutions and export credit and other official credit agencies. TRANSCRIPT NEEDED Refer to DC-M-1004. DC-M-1013 GLOBAL TRADES ASSOCIATE for law firm. 2-3 years experience to handle global trade issues. Experience in legislative, regulatory and litigation matters preferred, involving imports and exports; handling antidumping, countervailing duty, and safeguard. Contact: Joan Huber, [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); DiCenzo Personnel Specialists; 412-766-0500. (Alumni #14384)

**Seattle, WA:** Di Cenzo Personnel Specialists, a placement firm, seeks to fill the following position: 7014 PATENT PROCUREMENT ASSOCIATE—ELECTRICAL ENGINEERING for law firm. Junior level with up to 3 years experience. Must be qualified to sit for patent bar. Requires degree and/or strong technical background in Electrical Engineering, or related discipline. WRITING SAMPLE AND TRANSCRIPT NEEDED Refer to 7014 Contact: Joan Huber, [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); DiCenzo Personnel Specialists; 412-766-0500. (Alumni #14383)

**San Jose, CA:** Di Cenzo Personnel Specialists, a placement firm, seeks to fill the following position: SJ-H-4405 IP LITIGATION PARTNER for law firm. Partner-level attorneys with portable business having a mix of trial litigation and Federal Circuit appellate experience, preferably with PTO registration, Refer to SJ-H-4405 GP-4010 Contact: Joan Huber, [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); DiCenzo Personnel Specialists; 412-766-0500 SJ-H-4404 CORPORATE PARTNER for law firm. Partner-level attorneys with portable business and experience in areas of mergers and acquisitions and general corporate experience. Refer to SJ-H-4404 Contact: Joan Huber, [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); DiCenzo Personnel Specialists; 412-766-0500 SJ-H-4403 IP AND TECHNOLOGY TRANSACTIONS PARTNER for law firm. Partner-level attorneys with portable business with patent counseling, procurement, and transactions practice focusing on electrical engineering and/or medical device technology. Refer to SJ-H-4403 Contact: Joan Huber, [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); DiCenzo Personnel Specialists; 412-766-0500. (Alumni #14382)

**Palo Alto CA:** Di Cenzo Personnel Specialists, a placement firm, seeks to fill the following position: PA-7012 EMPLOYMENT LITIGATION ASSOCIATE for law firm with significant management-side employment experience, including working on substantial litigation matters and providing counseling advice to clients. TRANSCRIPT NEEDED Refer to PA-7012 Contact: Joan Huber, joandicenzo@yahoo.com; DiCenzo Personnel Specialists; 412-766-0500. PA-W-1012 REAL ESTATE ASSOCIATE for law firm. 2-3 years Real Estate experience to work on real estate transactions and financing projects for high tech and renewable energy companies. TRANSCRIPT NEEDED Refer to PA-W-1012 Contact: Joan Huber, [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); DiCenzo Personnel Specialists; 412-766-0500. (Alumni #14381)

**Orange County, CA:** Di Cenzo Personnel Specialists, a placement firm, seeks to fill the following position: OC-M-3115 PATENT PROSECUTION ASSOCIATE for law firm. 2-6 years experience with degree and/or graduate study experience in Electrical Engineering, Computer Engineering or Physics. TRANSCRIPT NEEDED Refer to OC-M-3115 Contact: Joan Huber, joandicenzo@yahoo.com; DiCenzo Personnel Specialists; 412-766-0500. OC-H-4402 IP AND TECHNOLOGY TRANSACTIONS PARTNER for law firm. Partner-level or senior TM attorneys with portable business, ability to keep at least that person occupied and patent counseling, procurement and transactions practice focusing on electrical engineering technology and/or medical device technology. Refer to OC-H-4402 Contact: Joan Huber, joandicenzo@yahoo.com; DiCenzo Personnel Specialists; 412-766-0500. (Alumni #14380)

**New York, NY:** Di Cenzo Personnel Specialists, a placement firm, seeks to fill the following position: MN-2001 BANKRUPTCY ASSOCIATE for law firm. 1-3 years experience in large corporate restructurings and Chapter 11 bankruptcy cases. Primarily creditor based practice involves transactional and litigation skills. Applicants should be admitted to the Federal Court for the Southern District of New York. Refer to MN-2001 Contact: Joan Huber, [joandicenzo@yahoo.com](mailto:joandicenzo@yahoo.com); DiCenzo Personnel Specialists; 412-766-0500. GNY-4006 ENTERTAINMENT ASSOCIATE for law firm. 4+ years solid and varied music industry practice. Internet, IP/licensing, book publishing/film/television a plus. Refer to GNY-4006 Contact: Joan Huber, joandicenzo@yahoo.com; DiCenzo Personnel Specialists; 412-766-0500. (Alumni #14379)

**Minneapolis, MN:** Di Cenzo Personnel Specialists, a placement firm, seeks to fill the following position: BA-M-5602 COMMERCIAL LITIGATION ATTORNEY for law firm. 5-9 years experience commercial litigation; independently running case files, taking and defending depositions and handling hearings. Experience in finance, insolvency, bankruptcy and restructuring matters, such as representation of secured and unsecured creditors, borrowers, guarantors, trustees, and creditors committees a plus. Refer to BA-M-5602 Contact: Joan Huber, joandicenzo@yahoo.com; DiCenzo Personnel Specialists; 412-766-0500. (Alumni #14378)

**Hartford, CT:** Di Cenzo Personnel Specialists, a placement firm, seeks to fill the following position: H-B-1170 INSTITUTIONAL FINANCE ASSOCIATE for law firm. 3-5 years experience representing institutional lenders, banks, finance companies, insurance companies and other debt providers in secured and unsecured debt transactions, leveraged lease transactions, credit tenant loans, workout and other finance transactions. Responsible for documenting, negotiating and closing such transactions. Experience with private equity investments and mergers and acquisitions helpful. TRANSCRIPT NEEDED Refer to H-B-1170 Contact: Joan Huber, joandicenzo@yahoo.com; DiCenzo Personnel Specialists; 412-766-0500. (Alumni #14377)

**Cleveland, OH:** Di Cenzo Personnel Specialists, a placement firm, seeks to fill the following position: CH-M-2368 HEALTH LAW ASSOCIATE for law firm. 2-5 years experience representing hospital systems, private equity companies, and other health industry clients in corporate transactions, including mergers and acquisitions. joint ventures, affiliations and corporate restructurings. Strong healthcare

regulatory experience, including exposure to fraud and abuse, antitrust, clinical research, and/or tax exemption concerns for nonprofit organizations a plus. Must be active member in good standing of the bar (Illinois preferred. TRANSCRIPT NEEDED Refer to CH-M-2368 Contact: Joan Huber, joandicenzo@yahoo.com; DiCenzo Personnel Specialists; 412-766-0500. (Alumni #14376)

**Chicago, IL:** Di Cenzo Personnel Specialists, a placement firm, seeks to fill the following position: CH-B-5603 INTELLECTUAL PROPERTY ASSOCIATE for law firm. 1-3 years experience in trademark prosecution and litigation. Refer to CH-B-5603 Contact: Joan Huber, joandicenzo@yahoo.com; DiCenzo Personnel Specialists; 412-766-0500 (Alumni #14375)

**Boston, MA:** CBW-M-1000 HEALTH ASSOCIATE-BIOMEDICAL RESEARCH for law firm. Experience in biomedical research and 2+ years large law firm experience handling legal and regulatory compliance matters. Must have experience in biomedical research (including federally-funded and industry-funded research) either in the research context or in context of advising on legal and regulatory aspects. Admission to Bar in applicable jurisdiction preferred, but will consider candidates eligible to waive-in or otherwise take the Bar. Indicate preferred city of location (Chicago, Boston, Washington, DC). TRANSCRIPT NEEDED Refer to CBW-M-1000 Contact: Joan Huber, joandicenzo@yahoo.com; DiCenzo Personnel Specialists; 412-766-0500. (Alumni #14374)

**Atlanta, GA:** Di Cenzo Personnel Specialists, a placement firm, seeks to fill the following position: AT-P-1958 FINANCE AND RESTRUCTURING ASSOCIATE for law firm. 4th-6th year Finance and Restructuring Associate with bankruptcy court and pleadings and workouts experience. Outstanding academic credentials and major law firm experience required. Candidates admitted to Georgia Bar preferred. TRANSCRIPT NEEDED Refer to AT-P-1958 Contact: Joan Huber, joandicenzo@yahoo.com; DiCenzo Personnel Specialists; 412-766-0500. (Alumni # 14373)

### **Judicial**

**Hagerstown, MD:** Applications are presently being solicited for the position of law clerk to commence during the summer of 2010 in the chambers of the Hon. Kenneth Long, Jr. The position entails performing legal research and writing for a court with active civil and criminal dockets, as well as maintaining the moderate-sized court library. The applicant selected will become a professional employee of the State of Maryland with full health care and other employee benefits. The ideal candidate should possess a good academic record, an inquisitive mind, and a demonstrated ability to complete complex research assignments and communicate effectively the results of such research. Applications will be accepted until January 15, 2010 and should include a complete resume, official transcript, three references, and two writing samples to: Hon. M. Kenneth Long, Jr., Circuit Court for Washington County, Court House, 24 Summit Avenue, Hagerstown, Maryland 21740. (Alumni #14393)

### **Government/Public Interest**

**Harrisburg, PA:** PA Liquor Control Board. Assistant Counsel works cooperatively with Deputy Chief Counsels and the Chief Counsel in advising the Board; renders legal advisory opinions concerning the Liquor Code; replies to written and telephone inquiries from courts, legislators and licensees relating to the interpretation of the Liquor Code; assists in preparing new legal arguments and legal strategy in conjunction with the Board and Chief Counsel; responds to requests for information under The Right to Know Law ("RTKL"); drafts Board opinions in licensing cases; advises the Board on the propriety of protests in licensing and noise exemption matters; prepares and assists in preparing any noise exemption cases for hearings and Board consideration; makes recommendations concerning appeals from unfavorable court decisions; assists in the review of procurement and contract matters, including

reviewing and negotiating terms and conditions, statements of work, and bid requests; drafts contracts and negotiates contracts; reviews simple contracts for form and legality; assists or acts as co-counsel for Requests For Proposal; assists or acts as counsel to the Bureau of Alcohol Education in grant matters; assists in advising the Board and Chief Counsel on leasing/real estate recommendations; reviews proposed personnel actions; supports the Chief Counsel, Executive Deputy Chief Counsel, and Deputy Chief Counsel by performing other tasks as assigned. Candidates must possess superior writing skills. Prior experience with contracts is preferred. Email to: [mifox@state.pa.us](mailto:mifox@state.pa.us) or mail to: Michelle A. Fox 401 Northwest Office Building, Harrisburg, Pennsylvania 17124. (Alumni #14407)

**Charleston, WV:** Seeking energetic, skilled committed attorney with minimum three years of practice/management experience to manage Legal Aid of West Virginia's Beckley office. Highly rewarding work, great benefits (35-hour week-work, 4+ week's vacation/holidays, PEIA medical coverage and professional development). Salary range is \$38,500 to \$52,000, depending upon experience. This is a great opportunity to make a difference in your community by helping some of WV's most vulnerable citizens. Send resume and salary requirements by Wednesday, November 11, 2009 to: Administrative Director, Legal Aid of West Virginia, 922 Quarrier St., 4th floor, Charleston, West Virginia 25301. (Alumni #14396)

**New York, NY:** The Office of the Appellate Defender (OAD) is a non-profit indigent defense organization of 21 lawyers devoted to providing high-quality, client-centered representation to indigent defendants primarily in criminal appeals in state court and collateral proceedings in state and federal court. OAD offers two-year staff attorney positions, with a possibility for a third year, to lawyers who have demonstrated top-level skills in legal research and writing, as well as a commitment to providing legal services to the indigent. The office attracts attorneys who have clerked in state and federal courts, attorneys with non-judicial post-graduate experience, and law graduates straight out of law school. OAD training program begins with 36 formal sessions on topics including all significant procedural and substantive areas of criminal law and appellate practice. Each staff attorney is intensively supervised, including "double-teaming" each case. A supervisor will work closely with the staff attorney to identify appellate issues, develop a theory of the case, edit drafts of briefs, and prepare the staff attorney for oral argument. Salary for OAD staff attorneys is based on years of experience, and currently starts at \$50,000 for law graduates. All OAD staff receive excellent benefits. Strong preference will be given to applications received by December 15, 2009, and applications received after that date may not be considered. Interviewing of candidates will occur in January and February. Interested applicants should submit a resume, writing sample, and cover letter. The cover letter should specifically address: 1) why the applicant is interested in working at OAD; and 2) what skills or experiences make the applicant a strong candidate. Application materials should be sent by mail only to: Carolyn Wilson, Administrative Specialist, Office of the Appellate Defender, 11 Park Place, Suite 1601, New York, NY 10007; 212-402-4100; fax: 212-402-4199; [www.appellatedefende](http://www.appellatedefende) (Alumni #14395)

**Clarion, PA:** The Clarion County Public Defender's office currently has an immediate opening for part-time Assistant Public Defender. A qualified candidate shall be an attorney licensed to practice in the commonwealth of Pennsylvania with a desire for immediate courtroom experience. This position will include the opportunity for the following forms of criminal defense representation: Preliminary hearings, Plea and Sentencing, A.R.D. and Motions, Bail and parole/Probation violation hearings, State revocation and violation hearings, Appellate practice before superior and Commonwealth Courts and Jury Trials. Interested candidates are requested to submit a cover letter, resume, writing sample, transcript, copy of their bar card, and salary requirements to the Chief Public Defender at the address above. Interviews will be scheduled thereafter for qualified candidates. Scott A White, Chief Public Defender, Clarion County Public Defender, 16 Grant Street, Clarion, PA 16214. (alumni #14394)

**Eureka, CA:** Job Title: Staff Attorney - Eureka Office, Company Name: California Indian Legal Services, Job Duration: Indefinite. Required Travel: 10-25%, Position Title: Staff Attorney - Eureka Office, Location(s): Eureka, California, 95501, Practice Setting: Non-Profit / Legal Aid. Min. Experience: 3-5 Years, Job Function: Attorney – 3+ Years Experience, Job Type: Full-Time. Lawmatch #R1591551. Job Description: Staff attorney will work with Indian individuals, families, organizations and tribal governments in all areas of Federal Indian law, including but not limited to, advising on issues involving jurisdiction, tax, estate planning, trust assets, environmental law, cultural resource protection, Indian education, natural resource development, tribal governance, tribal justice systems, employment, and the Indian Child Welfare Act. Responsibilities may range from the provision of brief counsel and services to low income Indian individuals to representing individuals and tribes in state and federal court, negotiating contracts, advising tribal clients and developing and implementing constitutions, codes, and policies for tribal clients. Job Requirements: J.D. degree with exceptional academic achievement. Licensed to practice in California. Demonstrated knowledge of Federal Indian law. Minimum of three years experience practicing law. Excellent oral and written communication skills. A willingness to assume a varied caseload. Strong work ethic. Able to work nights and weekends when many tribal councils meet. Ability to travel overnight, valid driver's license. A demonstrated commitment to providing high quality legal services for Indian people. The following qualifications are desirable but not absolutely required: Experience working with Indian individuals or tribes. Prior legal services experience. Competitive salary D.O.E. Full family/partner medical and dental benefits, LTD, life insurance, generous leave policies and potential annual performance bonus. TO APPLY FOR THIS JOB Contact Person: Patricia De La Cruz-Lynas Email Address: [hiring@calindian.org](mailto: hiring@calindian.org) Phone: 760-746-8941 Fax: 760-746-1815 Apply URL: <http://www.calindian.org> (Alumni #14385)

**Pittsburgh, PA:** Government Authority seeking full time attorney, minimum 7 years experience in real estate a must, government experience preferred. Fax resume to: 412-393-7104. (Alumni #14392)

**Fayette, PA:** Southwestern Pennsylvania Legal Services, representing eligible individuals in Washington, Fayette, Greene and Somerset County, Pennsylvania, is seeking a Staff Attorney for its Fayette office. Staff attorneys are initially responsible for a general caseload, with increasing specialization based upon experience and expertise. The target service areas, located 35 miles south of Pittsburgh, is primarily rural in nature, although significant population centers exist in the respective county seats. Applicants should be members of the Pennsylvania Bar or admitted to practice in another state, although individuals awaiting results of state bar exams will be considered. Applicants must demonstrate commitment to provide qualitative representation to the program's low income clientele. Effective writing and oral communication skills must be evidenced. The program offers excellent benefits and a good starting salary with opportunities for substantial salary increments based upon effective performance. Southwestern Pennsylvania Legal Services is committed to affirmative action in hiring and is an equal opportunity employer, and does not discriminate on the basis of disability. Send resume to: Administrator, Southwestern Pennsylvania Legal Services, 10 West Cherry Avenue, Washington, Pennsylvania 15301 or [legalsservices@splas.org](mailto: legalsservices@splas.org). (Alumni #14391)

**Florida:** The Southern Poverty Law Center's Florida Youth Initiative is seeking an Education Advocate. Project Description: The Florida Youth Initiative (FYI), a project of the Southern Poverty Law Center (SPLC), is a state-wide advocacy effort that aims to eliminate the unnecessary use of detention and residential care, reform harsh discipline practices that push students out of public schools, and improve the life chances of Florida's at-risk youth by advocating for juvenile justice and educational systems that are responsive to the needs of children, families, and their communities. SPLC has coordinated successful campaigns to enact several comprehensive juvenile justice reform laws resulting in major improvements to troubled juvenile justice and education systems throughout the South. In Alabama, Louisiana, and Mississippi, we have worked to reduce the use of dangerous and ineffective juvenile incarceration, increase alternatives to detention and community-based care, and improve school discipline

practices. Although relatively new, our Florida work has already seen success, with litigation resulting in a settlement agreement with the Palm Beach County School Board promising to reform punitive school discipline practices and to improve special education services for children with emotional and behavioral disorders. We are also working across the state to reduce the use of pre-adjudication detention and residential care. We take pride in our strong record of working collaboratively with local communities and juvenile justice stakeholders. Responsibilities of Position: We are currently seeking an experienced and dedicated Education Advocate to work collaboratively with FYIs director and our education and legal staff in Montgomery, Al. and New Orleans, La. Responsibilities of the position include: Developing and executing organizing and outreach strategies to Florida communities affected by the school-to-prison pipeline. Developing community and stakeholder support for the Palm Beach settlement and the implementation of Positive Behavior Interventions and Supports. Managing lay advocates and volunteers. Executing legislative and public policy campaigns in collaboration with FYIs director and our education and legal staff in Montgomery and New Orleans. Working collaboratively with juvenile justice stakeholders, elected officials, the faith-based community, and other advocacy organizations. Necessary Qualifications: The ideal candidate will have the following qualifications: Law degree and barred in Florida or willing to sit for the Florida bar at the earliest opportunity is strongly preferred; Demonstrated experience contributing to social justice campaigns that have used multi-pronged approaches to achieve concrete, measurable results; Significant community organizing/outreach experience; Initiative, vision, and a strong commitment to the struggle for social justice preferably criminal justice and/or educational reform; Education law and/or education policy experience. The position provides a very competitive salary and excellent benefits, including a generous 401 (k) plan. To apply for the position, please send a cover letter, resume, and three references to [humanresources@splcenter.org](mailto:humanresources@splcenter.org). For more information about the position, contact David Utter at [david.utter@splcenter.org](mailto:david.utter@splcenter.org). The Southern Poverty Law Center is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, religion, gender, sexual orientation, disability, age, marital status, or status with regard to public assistance.

### **Alternative Career**

**Lexington, PA:** Washington & Lee Law is seeking qualified candidates for the position of Assistant/Associate Director of the Office of Career Planning and Professional Development in Lexington, VA. This is a professional full-time position within OCP responsible for counseling, program development and outreach under the supervision of the Director. Responsibilities include: Counsels law students and alumni on job search strategies; reviews cover letters and resumes; conducts mock interviews; assists in planning and implementing on and off- campus interview programs; plans, develops and presents educational programming on career-related topics; assists in the creation of marketing materials and strategies; visits employers to market school. Some regional and national travel will be required. Bachelor's and graduate degree required. Excellent oral and written communication skills, ability to work with a diverse constituency, and a strong commitment to student services. Candidates may apply online at <https://jobs.wlu.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1215623410778> . Applications will be considered until the position is filled. (Alumni #14390)

**For other job postings in PA, visit [www.lawjobs.com](http://www.lawjobs.com) and complete an advanced search. This site includes many Eastern PA postings because it includes the listings from the Philadelphia Legal Intelligencer.**

**The Allegheny County Bar Association's Employment Placement Bulletin is available online at [www.acba.org/ACBA/members/career\\_services/placement.web](http://www.acba.org/ACBA/members/career_services/placement.web).**