Alumni Job Opportunities

The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, genetics, sexual orientation, or veteran status. The University of South Carolina has designated as the ADA Title II, Section 504, and Title IX coordinator the Executive Assistant to the President for Equal Opportunity Programs. The Office of the Executive Assistant to the President for Equal Opportunity Programs is located at 1600 Hampton Street, Suite 805, Columbia, SC; telephone 803-777-3854.

Accordingly, the Law School’s facilities are available only to employers whose practices are consistent with this policy.

Office of Career Services
University of South Carolina School of Law
1525 Senate Street
Columbia, SC 29208
Phyllis B. Burkhard, Director
803-777-8479/fax 803-777-8565

www.law.sc.edu

(Scroll down for complete job listings)
ATTENTION! USC LAW SCHOOL ALUMNI

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

wattssw@law.sc.edu

**********Disclaimer**********

The University of South Carolina School of Law Office of Career Services posts job opportunities as a service to alumni and employers, and does not validate or guarantee the accuracy of the information posted. Further, the Office of Career Services does not endorse or make any representation concerning the opportunities posted or the people or organization posting them. Applicants are encouraged to research employers and employment opportunities independently as part of the job search process. For Real Estate postings please pay special attention to the South Carolina Supreme Court requirements for closing attorneys.

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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.

Nexsen Pruet, LLC – (alumni)
Greensboro, NC

Corporate Associate - Greensboro

Nexsen Pruet is seeking a highly motivated associate with two to five years of experience to join its growing corporate practice group in Greensboro, North Carolina.

Successful candidates should possess:
- Excellent academic credentials
- Strong legal research/writing and interpersonal skills
- Show a commitment to exceptional work product and client service

Candidates should be interested in:
Quickly demonstrating that they can accept significant responsibility, including
- Managing client relationships
- Contract review, corporate formation, LLC formation, mergers/acquisitions, and other transactional experience
- Provide legal support relating to all aspects of corporate law
- Working knowledge of federal and state law tax laws desirable

This is an exceptional opportunity for candidates seeking a high level of responsibility in a progressive law firm environment.

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


Ahn Law Firm, LLC – (recent graduates/ alumni)
546 East Main Street
Rock Hill, South Carolina 29730
Contact Person: Chan Ahn, Esq.
Title: Founder/Attorney
Email: chan@ahnlawfirmllc.com
Website: www.ahnlawfirmllc.com
Type of Organization: Small Firm
Phone calls? No

Deadline date to apply: January 31, 2018
Position start date: Immediately

Position: Associate

Practice Areas include:
Discrimination
Employment Law
Insurance Litigation
Medical/Dental Malpractice
Nursing Home Liability
Personal Injury

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

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

Horton & Goodman, LLC – (recent graduates/alumni)
P.O. Box 3766
Bluffton, SC 29910

Start date: December, 2017

Position Description: Bluffton law firm seeking an Associate Attorney with 0 - 3 years of experience. Strong organizational and communication skills, attention to detail and client communication skills are requirements for the position. Successful candidate will work with the partners of this firm but will eventually be expected to independently handle cases from intake to trial. High degree of professionalism and ethical integrity required. Must meet billing and collection requirements as determined by the partners. Applicants with ties to the Beaufort/Bluffton/Hilton Head Island communities will be given preference. Must be admitted to the South Carolina Bar and have completed the requirements of Rule 403, SCACR prior to start. All inquiries will be handled confidentially.

Successful applicant will be handling family law and civil litigation cases.

For more information about our firm, please visit www.hortongoodman.com

Please submit a resume and three references to mlh@hortongoodman.com

Response Method: Email

Materials requested: Resume and 2 References.


10th Circuit Public Defender – (alumni)
301 Camson Rd
Anderson, SC 29625
Attention: Jennifer L. Johnson
Title: Circuit Defender
Email: jljohnson@andersoncountysc.org
Type of Organization: Government
Phone calls? No

Deadline date to apply: November 27, 2017
Position start date: January 2018

Position description:
Public Defender – Attorney II
Represents indigent persons charged with crimes in Anderson County. 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.

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

Comments:
Education/Experience:
Juris Doctor degree from accredited law school Five (5) years of law practice, at least three (3) criminal law practice

Licensing and Certifications:
South Carolina Bar License;
Certified or eligible to be certified as Second Counsel for Death Penalty Defense (Rule 421)
Valid Driver’s License.

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.


ACLU of Florida
Jacksonville, FL

Legal Fellowship - ACLU of Florida, Jacksonville
The American Civil Liberties Union Foundation of Florida (ACLU-FL) invites applications for the Crag Orear Legal Fellowship. The fellowship is a full-time, two-year position (with possible renewal based on funding availability), located in our Northeast Regional office in Jacksonville. The Fellow will be a member of the ACLU-FL Legal Department, working under the supervision of the Legal Director. The Fellow’s focus will be split: 50% devoted to advancing LGBTQIA issues, and the other 50% devoted to advancing the organization’s litigation and public policy priorities in other civil rights and civil liberties areas.

Overview
The ACLU-FL, the state’s largest civil rights and civil liberties organization, is a not-for-profit, nonpartisan organization that employs litigation, public policy advocacy, and public education to protect and promote a broad range of constitutional values and individual rights, such as freedom of speech, racial justice, right to privacy, religious liberty, criminal justice reform, voting rights, reproductive rights, LGBTQIA rights, disability rights, and immigrants’ rights. The ACLU-FL litigates a broad range of complex constitutional cases in federal and state courts through direct representation, filing amicus briefs, and submitting administrative complaints to state and federal agencies.

The ACLU-FL is an affiliate of the national ACLU which implements its vital civil liberties mission in all 50 states in large part through affiliate entities such as the ACLU-FL. Operating out of four Regional offices (in Miami, Tampa, Pensacola, and Jacksonville), the Florida affiliate has 30 staff members, placing it among the larger ACLU affiliates in the nation.

**Roles and Responsibilities**

Litigate cases in state and federal courts. This includes working and co-counseling with cooperating attorneys; conducting extensive research and factual investigations; writing motions, briefs, and other court filings; court appearances; and oral arguments.

- Identify and develop new cases and litigation strategies in the ACLU-FL’s programmatic priority areas.
- Supervise volunteers, student interns and legal fellows.
- Support and promote the work of the organization on ACLU priority civil rights/civil liberties issues.
- Participate where appropriate on relevant task forces and coalitions.
- Work closely with the ACLU-FL’s Public Policy, Advocacy and Communications departments in helping to advance the ACLU’s public policy objectives.
- Assist in developing and writing advocacy materials, including blog and media materials.
- Engage in public speaking and articulate ACLU policies and programs to the public and the media on a broad range of issues.

**Experience and Qualifications**

J.D. degree and a minimum of three years of litigation experience required. Preference will be given to candidates with experience working to advance LGBTQIA rights. Responsibilities will be commensurate with experience and demonstrated skill level.

- Membership in the Florida Bar.
- Excellent analytic, legal research, factual investigation, and writing skills.
- Ability to synthesize complex issues and communicate them effectively to diverse audiences, including: elected officials, attorneys, advocates, impacted communities, supporters, the media, and the general public.
- Proven project management and organizational skills, including the ability to work independently, attention to detail, and the ability to meet deadlines while under pressure.
- Ability to work collaboratively and in team settings is essential.
- Ability and willingness to travel around the State.
- Demonstrated commitment to civil rights/civil liberties, and the mission and goals of the ACLU.
- Fluency in Spanish is a plus, but not required.
Compensation
The ACLU-FL offers a salary which is comparable to other public interest law firms in the area and will be set depending upon the person’s level of experience. The ACLU-FL also provides a generous and comprehensive compensation and benefits package which includes health and dental insurance, a Defined Contribution 401k retirement plan, and vacation, holiday and sick leave policies.

How to Apply
Applicants should send a cover letter, resume, original legal writing sample, and contact information for three references to jobs@aclufl.org. Please indicate, “Crag Orear Legal Fellowship, Jacksonville Northeast Regional Office,” in the subject line of your email, and indicate in your cover letter where you learned of this job posting. Applications will be accepted until the position is filled. The ACLU is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, native Americans, lesbian, gay, bisexual, and transgender individuals.


McNair Law Firm, P. A. – (alumni)
1221 Main Street, Suite 1800
Columbia, SC 29201
Contact Person: Risa Hudson
Title: Director of Human Resources
Email: rhudson@mcnair.net
Telephone: 803-753-3474
Fax: 803-933-1415
Website: www.mcnair.net
Type of Organization: Medium Firm
Phone calls? No

Deadline date to apply November 30, 2017
Position start date Immediate

Position description:
Charleston office of McNair Law Firm is seeking to hire an Associate attorney for its expanding litigation practice group. Qualified candidates will have 2 - 4 years litigation experience after completion of a South Carolina federal or state judicial clerkship. Must be licensed to practice in South Carolina. Position offers competitive salary and excellent benefits. McNair is an equal opportunity employer.

Response Method: Fax, Email, Mail
Materials requested: Resume, Cover Letter, Unofficial Transcript, Writing Sample, and 3 References

Klosinski Overstreet, LLP – (alumni)
1229 Augusta West Parkway
Augusta, GA 30909
Contact Person: Scott J. Klosinski
Title: Partner
Type of Organization: Small Firm
Phone calls? No

Deadline date to apply: 12/29/2017
Position start date: Negotiable

Position description:
Small law firm in Augusta, Georgia with limited practice areas looking for litigation attorney with 2-4 years of experience. Salary commensurate with experience. Please send resumes, cover letter and references to augustalaw@hotmail.com.

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

Posted: 10/20/17. Job Listing #181.

SC Department of Revenue – (alumni)
300 Outlet Pointe Blvd., Suite A
Columbia, SC 29210
Contact Person: Angela Stroud
Title: Recruitment Manager
Email: employment.scdor@dor.sc.gov
Website: www.jobs.sc.gov
Type of Organization: Government
Phone calls? No

Position description:
Under limited supervision, provides the Agency with assistance in developing, analyzing, recommending, implementing, and disseminating policies and procedures. Makes recommendations to the Agency for the uniform legal interpretations and enforcement of the State's tax law. Researches, drafts, reviews, consults with those affected, recommends and disseminates complex formal advisory opinions, and conducts public conferences on proposed advisory opinions.

Requirements: A juris doctor degree and four years practicing as an attorney in tax or related area. Must be a member in good standing with the SC Ba
Materials requested: Writing Sample, Application Form, and 2 References. Apply online: www.jobs.sc.gov.


The Peck Law Firm, L.L.C. – (alumni)
622 Johnnie Dodds Boulevard
Mount Pleasant, SC 29464
Attention: Kenneth E. Peck, Esquire

Divorce Attorney – Charleston Area

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

WHAT IS THE PECK LAW FIRM

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

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

Divorce and family law are the only things we do.

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

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

Our lawyers and paralegals work together in a warm firm culture that stresses teamwork. We value loyalty, integrity, and hard work. Lawyers with attitudes need not apply.

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

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

**JOB DESCRIPTION**

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

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

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

**QUALIFICATIONS**

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

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

**HOW YOU APPLY**

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

Please send us in writing:

- Your cover letter,
- Your resume, and
- Your salary/compensation requirements.
Address your application to mtpleasantfamilylaw@gmail.com

We look forward to hearing from you soon.

Job Type: Full-time


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/.


Sodoma Law – (alumni)
211 East Blvd
Charlotte, NC 28203
Contact Person: Amy Cintron
Title: Human Resources Manager
Email: info@sodomalaw.com
Telephone: 704-442-0000
Website: www.sodomalaw.com
Type of Organization: Medium Firm

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

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

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

2. Excellent work ethic with the drive to “get the job done.”;

3. Great attitude and ability;
4. MUST work well with support staff and be very organized;

5. Ability to maintain and build the practice area; and

6. Also a must – a sense of humor.

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

The hired person will be:
• Organized,
• “Think Outside the Box”,
• Energetic,
• Self-motivated,
• Driven,
• Ambitious,
• High level of initiative.

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

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

Indeed.com Listings – (alumni)
Various Locations

Managing Foreclosure Litigation Attorney
The Geheren Firm, P.C. - Columbia, SC
https://www.indeed.com/viewjob?jk=45f3e96ba3ea1a36&q=attorney&l=Columbia,+SC&tk=1bs5r9efa15afc5d&from=ja&alid=582dc36f0cf233d962b55520&utm_source=jobseeker_emails&utm_medium=email&utm_campaign=job_alerts&rgtk=1bs5r9efa15afc5d

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

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

City of Chicago Department of Law – (alumni)
Chicago, IL
Position: Chief Assistant Corporation Counsel
Interested applicants should read the full posting found at [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers) (Job Number: 1652-4001A-2017)

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

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**Morton & Gettys – (alumni)**
331 E. Main Street, Suite 300
Rock Hill, SC 29730
Attention: Robin Owens
Title: Firm Administrator
Website: [www.mortongettys.com](http://www.mortongettys.com)
Email: robin.owens@mortongettys.com
Type of Organization: Medium Firm
Phone calls? No

Position start date: ASAP

Position description:
Commercial Real Estate Attorney

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

Response Method: Email
Materials requested: Resume, Cover Letter, Unofficial Transcript

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

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**Morton & Gettys – (alumni)**
331 E. Main Street, Suite 300
Rock Hill, SC 29730
Attention: Robin Owens
Title: Firm Administrator
Position start date: ASAP

Position description:
Family Law Attorney

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

Response Method: Email
Materials requested: Resume, Cover Letter, Unofficial Transcript

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

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**Bradley K Richardson PC – (recent graduate/alumni)**
133 Straight Drive
Anderson, SC 29625
Attention: Bradley K. Richardson
Website: www.bradrichardsonlaw.com
Email: brad@bkrlaw.net
Phone calls? No

Position start date: Immediately

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

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

**Posted: 10/11/17. Job Listing #171.**
BlueCross BlueShield of South Carolina – (alumni)
Columbia, SC

Job Title Counselor, Legal I

Position Summary • Responsible for providing timely, competent and professional legal assistance and support in a broad range of areas as assigned.
• Responsibilities may include managing litigation, handling acquisitions, contract review and analysis, investigating and resolving threatened litigation matters, and interpreting laws and regulations.

Required Education
• Juris doctorate.

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

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

Work City Columbia
Work State SC

EEO Statement We are an Equal Opportunity/Affirmative Action Employer. We will consider all qualified applicants for employment regardless of age, race, color, national origin, sex, religion, veteran status, disability, weight, sexual orientation, gender identity, genetic information or any other legally protected status.

For all information and application details please go to:
The Pearce Law Group – (alumni)
1314 Professional Drive
Myrtle Beach, SC 29577
Type of Organization: Small Firm
Phone calls? No

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

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

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

Response Method: Email
Materials requested: Resume and 2 References.

Position start date: Immediately

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

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

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

Willson Jones Carter & Baxley is an equal opportunity employer.

Response Method: Email
Materials requested: Resume, Cover Letter, and 3 References.


Parker Poe Adams & Bernstein LLP – (alumni)
200 Meeting Street, Suite 301
Charleston, SC 29401
Contact Person: Morgan Fey
Title: Director of Recruiting & Professional Development
Email: careers@parkerpoe.com
Website: http://www.parkerpoe.com/careers/constructionlitigationattorney
Type of Organization: Medium Firm
Phone calls? No

Position description:
Construction Litigation Attorney - Charleston SC Office

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

Response Method: Email
Materials requested: Resume, Cover Letter, Writing Sample, and 3 References
Dority & Manning P.A. – (recent graduates/alumni)
75 Beattie Place, Suite 1100
Greenville, SC 29601
Contact Person: GraceAnne Callison
Title: Legal Recruiter
Telephone: 864-527-1511
Website: https://dority-manning.com
Email: gcallison@dority-manning.com
Type of Organization: Medium Firm

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

Response Method: Email
Materials requested: Resume, Unofficial Transcript, Writing Sample

McKay Law Firm, P.A. – (alumni)
1303 Blanding Street
Columbia, SC 29201
Contact Person: Katherine Hopkins
Title: Office Manager
Email: khopkins@mckayfirm.com
Telephone: 803-256-4645
Fax: 803-765-5705
Website: mckayfirm.com
Type of Organization: Medium Firm
Phone calls? No

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

Response Method: Email
Materials requested: Resume, Cover Letter, and 3 References
Buchanan Ingersoll & Rooney PC – (alumni)  
Charlotte, NC  
Finance Associate - Buchanan Ingersoll & Rooney (Charlotte, NC)  

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

Willson Jones Carter & Baxley – (alumni)  
872 S. Pleasantburg Drive  
Greenville, South Carolina 29607  
Contact Person: Kelli Smith  
Title: Client Relations Manager  
Email: kmsmith@wjlaw.net  
Telephone: 864-272-2667  
Website: www.wjcblaw.com  
Type of Organization: Small Firm  
Phone calls? No  
Deadline date to apply: Open Until Filled  
Position start date: Open Immediately  

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

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

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

Posted: 09/06/17.  Job Listing #155.
**Duggan & Hughes, LLC – (alumni)**
P.O. Box 449  
Greer, SC 29652  
Contact Person: Daniel Hughes  
Title: Partner  
Email: dhughes@dugganhughes.com  
Telephone: (864) 334-2500  
Fax: (864) 879-0149  
Website: www.dugganhughes.com  
Type of Organization: Small Firm

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

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

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

Response Method: Email, Mail  
Materials requested: Resume, Cover Letter, Unofficial Transcript, 2 References

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

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**McAngus Goudelock & Courie LLC – (alumni)**
55 E Camperdown Way Suite 300  
Greenville, SC 29601  
Contact Person: Courtney Williams  
Title: Legal Recruiter  
Email: scresumes@mgclaw.com  
Website: www.mgclaw.com  
Type of Organization: Medium Firm  
Phone calls? No

Deadline date to apply: N/A  
Position start date: ASAP

Position description:
MGC is a growing, highly-respected regional insurance defense firm with 14 locations in the Southeast. MGC offers a dynamic workplace, long-term career opportunities and a generous compensation package for candidates motivated to achieve excellence in the business of law.

We are seeking a Litigation Attorney with 3-5 years of experience with established relationships in the insurance defense industry in our Greenville, SC office. Please send resumes to scresumes@mgclaw.com.

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

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

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**Robert Half Legal - (alumni)**  
*A Division of Robert Half International*  
211 N. Broadway, Suite 1250  
St. Louis, MO 63102  
Attention: Brent Huebner  
Title: Project Fulfillment Manager  
Email: www.roberthalfflegal.com

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

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

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

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

Requirements:  
• Meet each week with members of the team to discuss specific client needs to determine the appropriate response to potential conflicts.  
• Visit serious injury clients to insure that a specific course of action is prescribed and that follow through is managed.  
• Evaluate inquiries for funding and make recommendations based on a review of data including accident reports and treatments.  
• Serve as the "first line of defense" in the case of potential fires. This endeavor includes
contacting the client and reassigning their attorney or case manager as needed.
• Manage specific cases in concert with the settling attorney. This may include support in settling cases and coordinating specific records and follow through.
• Review accident reports for witnesses and/or determine the level of severity within each case. Assist in assigning the most appropriate case manager for cases in the market.
• Review cases for escalation to the litigation department based on the available evidence and the merits of the potential case.
• Generate and send the appropriate Letters of Records, Med Pay Letters, Ante Litem Letters and other documents for each case.
• Review cases for medical itemizations and completeness to allow the settling coordinators and subrogation staff to make the reductions with providers.
• Coordinate post settlement issues and follow up with staff. This process may include direct client contact or interface with accounting as indicated by the nature of the inquiry.

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

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

Moore & Van Allen PLLC – (alumni)
100 North Tryon St. Suite 4700
Charlotte, NC 28202
Contact Person: Myrna Charlot
Title: Manager of Professional Recruiting
Email: charlotterecruiting@mvalaw.com
Website: www.mvalaw.com
Type of Organization: Medium Firm
Phone calls? No

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

Response Method: Email
Materials requested: Resume, Cover Letter, Unofficial Transcript

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

Moore & Van Allen PLLC – (alumni)
100 North Tryon St. Suite 4700
Charlotte, NC 28202
Contact Person: Myrna Charlot
Position description:
Moore & Van Allen PLLC, a large southeastern law firm with a national practice, is seeking a business/corporate attorney for its Charleston, SC office. Candidates should have one to two years of experience primarily in corporate transactions and general corporate practice. Preferred candidates will have experience in drafting and negotiating corporate documentation. Candidates should also have excellent written and verbal communication ability and excellent academic credentials. Bar license in SC required. Competitive compensation package includes full benefits.

Response Method: Email
Materials requested: Resume, Cover Letter, Unofficial Transcript

Burts Turner & Rhodes – (recent graduates/alumni)
260 N. Church St.
Spartanburg, SC 29306
Contact Person: William H. Rhodes
Title: Attorney
Email: william@btrlawfirm.com
Website: www.btrlawfirm.com
Type of Organization: Small Firm
Phone calls? No

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

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

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

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

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

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

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

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

Diamond Personnel – (recent graduates/alumni)
252 West 37th Street, Suite 1202
New York, New York 10018
Contact Person: Sandrene Ryan
Title: Recruitment Manager  
Email: Sryan@diamondjob.com  
Website: http://www.diamondjob.com  
Type of Organization: Business

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

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

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

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

Response Method: Email  
Materials requested: Resume and 2 References

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

Hutchens Law Firm – (recent graduates/alumni)  
240 Stoneridge Drive, Suite 400  
Columbia, SC 29210  
Contact Person: John Kay  
Title: Managing Attorney  
Email: john.jak@hutchenslawfirm.com  
Website: www.hutchenslawfirm.com  
Type of Organization: Small Firm  
Phone calls? No

Position start date: Immediate

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

Senior Corporate Counsel-Contracts
Job ID: SP08081779422

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

Qualifications:
• 6-10+ years contract experience.
• Bachelors and Juris Doctor Degrees required, as well as a state bar license.
• Outstanding oral and written communication skills required.
• Excellent problem-solving and strong presentation, analytical and drafting skills also required. Some financial background helpful.
• Demonstrated ability in implementing and managing complex transactions is preferred.
• Successful candidate must be a self-starter, independent and have the ability to identify and to analyze thoroughly a diverse array of general contractual concerns and succinctly and effectively communicate conclusions to business management.
• Ability to interact with all levels of management, internally and externally, as well as with executive staff is essential.
• Must have the aptitude to work in high-paced, diverse and challenging environment. Excellent communication skills.
• Must have exceptional attention to detail, be trustworthy, a team player and have a sense of humor.
• Limited travel-predominately to Columbia, S.C. (Satellite Legal Office) during training then one day a week thereafter.

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

Deadline to Apply: ASAP

Position Start Date: Immediate
Pay: Competitive salary and benefit package

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

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

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

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

Position description:
Office space for rent.

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

Please call for an appointment to view the space.

Response Method: Email, Telephone
Materials requested: 2 References

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

PERMANENT POSTINGS

Fragomen – (recent graduates/alumni)
Various Locations
Associate Positions

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

Permanent Posting

Thomson Reuters – (recent graduates/alumni)
Various Locations

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

Permanent Posting

U.S. Department of Justice – (alumni)

US Dept. of Justice seeks to attract, retain, and promote individuals of exceptional ability and talent from all walks of life. The work environment and atmosphere is open, diverse, collegial, and inclusive. There are active affinity groups for African-American; Asian-American; Hispanic; lesbian, gay, bisexual and transgender (LGBT); and Native American employees, which are open to all DOJ employees regardless of background. Justice fosters a work environment where people of all backgrounds and experiences may reach their full potential.

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

Permanent Posting

U.S. Attorney’s Office – (alumni)

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

Permanent Posting

U.S. Office of the Attorney General – (alumni)
Various Locations

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

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

For all employment opportunities please go to https://www.usajobs.gov/JobSearch/Search/GetResults?organizationid=SE00&PostingChannelID=USASearch&ApplicantEligibility=all

Permanent Posting

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

All information can be found on www.jobs.sc.gov.

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

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

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

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

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

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

MUST APPLY ON www.jobs.sc.gov; Job #2016005, Attorney II.

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/.

George Sink, P.A. Injury Lawyers – (alumni)
7011 Rivers Avenue Suite 105
North Charleston, South Carolina 29406
Attention: Melynda Toth, Director of Human Resources
Website: www.sinklaw.com
Email: mtoth@sinklaw.com
Phone calls? No

Position start date: Immediately

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

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

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

**Preferred Skills:**
403’s completed
Proficient with Microsoft Office, specifically Word, Outlook, and Excel
Familiar with case management software, preferably Needles
Workers Compensation experience a plus

To Apply: Email resume and cover letter.

**Permanent Posting**

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**Carolina Legal Associates** – (recent graduates/alumni)
1330 Lady Street, Suite 503
Columbia, SC  29201
Attention: Marsha Silver, President

**Carolina Legal Associates** specializes in the placement of attorneys for private law firms, corporate legal departments, and governmental entities on a permanent or contractual basis. We can offer you increased exposure in areas in the legal profession that you may not have considered or did not previously have an opportunity. After evaluating your qualifications and needs, we can assess the best positions for you based on your experience and interest. There is never a fee to you to work with Carolina Legal Associates. For more information and additional job opportunities, please visit our website [www.carolinalegalassoc.com](http://www.carolinalegalassoc.com) or contact our office at (803) 799-8835.

**Contract Attorneys** (Document Review)
**Carolina Legal Associates** is actively seeking licensed attorneys and recent law school graduates to work on ongoing and upcoming document review projects. Short and long term projects are available in Charleston and Columbia, SC. These projects are fulltime with flexible hours to include possible weekend hours and opportunities for bonuses. Previous document review and Relativity experience is helpful, but not required. Resumes will be held in strict confidence and should be forwarded along with three (3) professional references to msilver@carolinalegalassoc.com, tkelley@carolinalegalassoc.com or rwest@carolinalegalassoc.com for immediate consideration.

**Permanent Posting**

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**United States Department of Justice** – (alumni)
Washington, D.C.

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

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

Please go to http://www.aclu.org/careers to view all open positions, including Staff Attorney – Racial Justice Program, NY and Legislative Counsel/Lobbyist in Washington Legislative Office, Washington, D.C.

University of South Carolina – (recent graduates/alumni)

If you are interested in applying for University of South Carolina jobs please go to https://uscjobs.sc.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1373390131001

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:


Millennium Challenge Corporation (MCC)

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

South Carolina Government Jobs – (recent graduates/alumni)

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

[http://agency.governmentjobs.com/sc/default.cfm](http://agency.governmentjobs.com/sc/default.cfm)

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

USDOJ – (alumni)
Various Locations

Attorney Vacancies at the U.S. Department of Justice

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

To learn more about Justice and our legal careers, please visit our website: [www.justice.gov/careers/legal/](http://www.justice.gov/careers/legal/).

BarBri Bar Review
[http://www.barbri.com](http://www.barbri.com)

Department of Justice
http://www.usdoj.gov

Directories/Job Boards
http://www.airsdirectory.com

Earthjustice Legal Defense Fund
http://www.earthjustice.org

Equal Employment
http://www.eeoc.gov

Federal Communications Commission
http://www.fcc.gov/jobs

Find a Firm Profile
http://www.lawperiscope.com

Florida State Jobs
https://peoplefirst.myflorida.com

Glassdoor
https://www.glassdoor.com/index.htm

Institute for Justice
http://ij.org

Landmen
www.landmen.net

Martindale-Hubbel Law Directory
http://www.martindale.com

National Labor Relations Board
http://www.NLRB.gov

North Carolina Conference of District Attorneys
http://www.ncdistrictattorney.org/jobopportunities.html

New Jersey Court System
http://www.judiciary.state.nj.us/jobs/index.html

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

Richland County Bar Association
http://www.richbar.org
Political and Legislative News
www.rollcall.com

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

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

Top Nonprofits
www.topnonprofits.com

U.S. Patent & Trademark Office
https://oedci.uspto.gov/OEDCI/

United States Court of Appeals for the Ninth Circuit

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

END OF ALUMNI JOB OPPORTUNITIES BULLETIN