



# Alumni Job Opportunities Bulletin (AJOB)

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

\*\*\*\*\*Disclaimer\*\*\*\*\*

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

Jobs are posted in the order received. Postings will remain on website for approximately three (3) months unless deadline dates are included or employers request removal of postings. Permanent postings and websites are listed at the end.

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

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## 11<sup>th</sup> Circuit Public Defender

202 E. Main St.  
Lexington, SC 29072

Contact Person: Sarah Mauldin  
Title: Deputy Public Defender  
Email: [smauldin@lex-co.com](mailto:smauldin@lex-co.com)

Deadline date to apply: May 31, 2019

### Attorney I

Represent criminal defendants in the Court of General Sessions. May occasionally represent persons in Family Court or Magistrate's Court. Duties include meeting with clients, developing defense evidence, attending preliminary hearings, conducting legal research, and courtroom representation during guilty pleas or trials.

Additional Job Requirements: Must be a member in good standing of S.C. Bar Association and have completed Rule 403 requirements. Must possess a valid S.C. Driver's License.

Preferred Experience: Experience in criminal defense legal practice and/or prior trial experience.

Find more information at: <https://www.lex-co.com/Applications/HROnline/PUBLIC/VACANCYLISTING.ASPX>

Materials & Response Method:  Email  Mail  Hand Deliver  Apply Online:  
<https://www.lex-co.com/Applications/HROnline/PUBLIC/VACANCYLISTING.ASPX>  
 Resume  Cover Letter  Transcript  Writing Sample  References:  Application

Posted 05/23/19. Job Listing #060

## Davidson, Wren & Plyler, P.A.

1611 Devonshire Drive, Second Floor  
Columbia, SC 29204

Contact Person: Michael Wren  
Email: [mwren@dml-law.com](mailto:mwren@dml-law.com)  
Website: [www.dml-law.com](http://www.dml-law.com)

Deadline date to apply: June 1, 2019

### Associate Attorney

Established civil litigation/ insurance defense law firm in Columbia, South Carolina, seeks an associate attorney with preferred 1-4 years of professional experience. Judicial clerkship also considered as professional experience. Practice focus of the law firm is governmental liability with emphasis on trial and motions practice in both state and federal courts. Candidates should therefore have all Rule 403 requirements met, be members in good standing with the South Carolina Bar, and preferred courtroom experience.

Materials & Response Method:  Email  Mail  Hand Deliver  Apply Online:

Resume  Cover Letter  Transcript  Writing Sample  References:  Application

Posted 05/23/19. Job Listing #059

### **Southeast I.P. Group, LLC**

139 Commons Way  
Greenville, South Carolina 29611

Contact Person: Kay Kelly  
Title: Accounting / Operations  
Email: [kkelly@seiplaw.com](mailto:kkelly@seiplaw.com)  
Website: seiplaw.com

Deadline date to apply: September 3, 2019

Position start date: June 4, 2019

#### Patent/ Trademark Attorney

Associate patent/trademark attorney wanted. We are looking for someone who is comfortable in a small-firm environment, has an engaging personality, a positive attitude, an entrepreneurial spirit, and a good sense of humor. Book sense is a plus, but common sense is a must. Preferred candidates will be self-starters who can think for themselves, and not robots or automatons who simply follow spoon-fed directions. Highly intelligent and confident, but not cocky, and must have an extreme aversion to and distaste for office drama and general laziness.

The ideal candidate will have passed the US patent bar exam and have 3-5 years of experience (preferred, but not required). The job generally consists of drafting patent applications and responses to the United States Patent and Trademark Office, counseling clients, conducting legal research, drafting litigation documents and patent/trademark licenses, performing patent and trademark searches, and most importantly, creative problem solving.

Materials & Response Method:  Email  Mail  Hand Deliver  Apply Online:  
 Resume  Cover Letter  Transcript  Writing Sample  References: 2  Application

Posted 05/21/19. Job Listing #058

### **Boykin & Davis, LLC**

P.O. Box 11844  
Columbia, South Carolina, 29211

Contact Person: Hannah Gerald  
Email: [hgerald@boykinlawsc.com](mailto:hgerald@boykinlawsc.com)

Deadline date to apply: 6/21/2019

Associate Attorney

We are seeking a motivated candidate to practice in a variety of areas including education law, employment law, and personal injury defense. Applicants with three years of experience are preferred but we are willing to train the right candidate.

Materials & Response Method:  Email  Mail  Hand Deliver  Apply Online:  
 Resume  Cover Letter  Transcript  Writing Sample  References: 2  Application

Posted 05/21/19. Job Listing #057

### Svalina Law Firm

PO Drawer 1207  
Beaufort, SC 29901

Contact Person: Sammy  
Title: President  
Email: [sammy@svalinalawfirm.com](mailto:sammy@svalinalawfirm.com)

Deadline date to apply: 6/15/2019

#### Associate Attorney Position

Small established litigation firm in Beaufort County focusing on representation of plaintiffs in personal injury and workers' compensation matters has an immediate opening for a full-time associate attorney. Candidates must be able to handle busy caseload, have strong research, writing and communication skills. Ideal candidates should have experience with civil litigation, including discovery, hearings, depositions and trial. Position will be primarily located at downtown Beaufort office but some travel to Bluffton office will be required. Candidates must be licensed to practice in South Carolina and have completed Rule 403 requirements. Salary will be commensurate with experience and position offers the strong possibility of upward advancement.

Send cover letter, resume and writing sample to [sammy@svalinalawfirm.com](mailto:sammy@svalinalawfirm.com)

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

Posted 05/20/19. Job Listing #056

### Nexsen Pruet

1230 Main St, Suite 700  
Columbia, SC 29201

Contact Person: Summer Winslow  
Title: Recruitment & Professional Development Manager  
Email: [swinslow@nexsenpruet.com](mailto:swinslow@nexsenpruet.com)

Deadline date to apply: 6/30/2019

Real Estate Associate - Charlotte, NC

Nexsen Pruet is seeking a highly motivated Associate to join its growing Real Estate Practice Group in Charlotte, North Carolina.

Successful candidates should possess:

- 2-4 years of commercial real estate/transactional experience (preferred)
- Excellent academic background
- Strong legal research/writing and interpersonal skills
- Show a commitment to exceptional work product as well as client service
- Experience in all aspects of real estate, specifically commercial real estate

Candidate must be licensed in North Carolina. 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, salary history and transcript by e-mail to:

Summer Winslow, Recruitment and Professional Development Manager [SWinslow@nexsenpruet.com](mailto:SWinslow@nexsenpruet.com)

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

Posted 05/17/19. Job Listing #055

## City of Columbia

PO Box 147  
Columbia, SC 29217

Contact Person: Shari Ardis

Title: Office Manager

Email: [shari.ardis@columbiasc.net](mailto:shari.ardis@columbiasc.net)

Website: <https://columbiasc.csod.com/ats/careersite/search.aspx?site=1&c=columbiasc>

Assistant City Attorney (Labor) - \$69,393.06

This position performs legal work assisting the City Attorney with significant responsibility for employment/labor law including advising management and HR on employee relations matters (recruiting, hiring, employee discipline, performance management, terminations and restructurings), monitors labor and employee benefits law development and recommends policy changes; provides training to HR on employment law and compliance; responds to government charges (SHAC, EEOC, etc.) and investigations; resolves employment disputes; manages labor relations matters; prepares opinions; prepares legal memoranda; reviews documents; represents the City in all civil cases, appeals and administrative matters, and performs related work as required. The incumbent works within a general outline of work to be performed, and develops work methods and sequences under general supervision.

### MINIMUM REQUIREMENTS TO PERFORM WORK:

Juris doctorate degree;

Four (4) years of relevant prior experience in SHAC/EEOC; litigation and appeals of human resources/employment in State and Federal Courts of employment law; Valid South Carolina Class "D" Driver's

License; Licensed to practice law in South Carolina and a member in good standing with the South Carolina Bar.

**SPECIAL REQUIREMENTS:**

Must be admitted to practice before or eligible to become admitted to practice before the U.S. Federal Courts within six months of hiring; Experience and skill in listening to testimony, taking and defending fact and expert witness depositions; Extensive experience in general litigation with motion practice, discovery dispute, and trial preparation; Significant, wide-ranging, investigation, litigation and enforcement experience and expertise; First or second chair responsibility in a minimum of three trials or substantial evidentiary hearings; Experience in or with the public sector is desired; Knowledge of applicable federal, state, and local laws, codes, regulations, and/or ordinances are advantageous; Should have knowledge of human resources/employment law; SHAC/EEOC; civil and criminal law; rules of civil and criminal procedures and rules of evidence; legal research; legal ethics.

Application Instructions: Only applications submitted through the City of Columbia's Career Portal will be considered. Visit the website for full job description and to submit application. Include a resume, writing sample and contact information for three professional references. Only those candidates considered for an interview will be contacted. NO phone calls, mail, hand deliveries or e-mails regarding the position will be accepted. Only applicants who have previously applied and would like to be reconsidered may contact [dana.thye@columbiasc.gov](mailto:dana.thye@columbiasc.gov).

Materials & Response Method:  Email  Mail  Hand Deliver  Apply Online:  
<https://columbiasc.csod.com/ats/careersite/search.aspx?site=1&c=columbiasc>  
 Resume  Cover Letter  Transcript  Writing Sample  References: 3  Application

Posted 05/14/19. Job Listing #054

## City of Columbia

PO Box 147  
Columbia, SC 29217

Contact Person: Shari Ardis

Title: Office Manager

Email: [shari.ardis@columbiasc.net](mailto:shari.ardis@columbiasc.net)

Website: <https://columbiasc.csod.com/ats/careersite/search.aspx?site=1&c=columbiasc>

### City Prosecutor

<https://columbiasc.csod.com/ats/careersite/search.aspx?site=1&c=columbiasc>. Entry-level position with the primary duty of managing the criminal docket in Municipal court, preparing cases and representing the City in legal matters. Other duties as assigned may include but not be limited to review of and response to subpoenas; review and preparation of legal documents and real estate documents; research; preparation of legal opinions; management of civil and administrative caseloads; attending meetings, training, conferences, seminars, etc. The incumbent exercises professional judgment independently, and supervises the work of professional and clerical assistants. Work is subject to general administrative and judicial review. Minimum qualifications: Juris doctorate degree; licensed to practice law in South Carolina and a member in good standing with the South Carolina Bar no experience required; valid South Carolina Class "D" Driver's License. Application Instructions: Only applications submitted through the City of Columbia's Career Portal will be



considered. <https://columbiasc.csod.com/ats/careersite/search.aspx?site=1&c=columbiasc> for full job description and to submit application. Include a resume, writing sample and contact information for three professional references. Only those candidates considered for an interview will be contacted. NO phone calls, mail, hand deliveries or e-mails regarding the position will be accepted. Only applicants who have previously applied and would like to be reconsidered may contact [jessica.mangum@columbiasc.gov](mailto:jessica.mangum@columbiasc.gov).

Materials & Response Method:  Email  Mail  Hand Deliver  Apply Online:  
<https://columbiasc.csod.com/ats/careersite/search.aspx?site=1&c=columbiasc>  
 Resume  Cover Letter  Transcript  Writing Sample  References:  Application

Posted 05/08/19. Job Listing #053

## Parkway Law Group LLC

1755 North Brown Rd, Suite 150  
Lawrenceville, Georgia, 30043

Contact Person: Shonia Shaw  
Title of Contact Person: Director of Operations  
Email: [shonia@parkwaytitle.com](mailto:shonia@parkwaytitle.com)  
Website: <https://parkwaylawgroup.com/>

### Associate Attorney

Residential Real Estate Attorney needed for an established, busy and growing Real Estate Law Firm. Responsibilities will include reviewing title for serving as the attorney during real estate closings, reviewing title work for pending closings, assisting with document preparation, ensuring legal compliance in assigned areas, and delivering an excellent customer service experience to our clients.

All applicants must represent the following:

- Attorney must be licensed in Georgia and in good standing with the state of Georgia.
- Ability to work both independently and contribute in every aspect to a team environment.
- Experience in reviewing and drafting leases, contracts, deeds and other legal documents.
- Ability to work in an accurate, detail-oriented and highly productive manner
- Experience in managing non-attorney personnel
- Ability to communicate professionally, both verbally and in writing
- Superior Customer Service skills

Preferred but not required:

- Experience handling residential real estate transactions.
- Experience in title review, curative and claims.
- Familiarity with SoftPro Select closing software.
- Bilingual

Those seeking part-time & contract opportunities should apply as well.

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

Posted 05/03/19. Job Listing #052

## AgFirst Farm Credit

1901 Main Street  
Columbia, South Carolina 29201

Contact Person: Whitney Nellems

Title: Recruiter

Email: [wnellems@agfirst.com](mailto:wnellems@agfirst.com)

Website: <https://www.agfirst.com/Careers/Opportunities-in-our-district.aspx>

Deadline date to apply: 08/01/2019

Position start date: 05/01/2019

Corporate Attorney

Who is AgFirst?

AgFirst is a wholesale funding bank serving a large east coast Federated Lending Cooperative and maintains strategic Lending relationships nationwide. As a \$32 Billion Bank, we are the largest financial institution headquartered in South Carolina.

AgFirst is a part of the Farm Credit System, a nationwide network of borrower-owned lending institutions and specialized service organizations. The Farm Credit System provides loans, leases, and related services to farmers, ranchers, rural homeowners, aquatic producers, timber harvesters, agribusinesses, and agricultural and rural utility cooperatives and has more than \$330 billion in assets and over 12,000 employees.

What is the role?

The Corporate Attorney will provide complex legal advice and support including researching, drafting, and reviewing legal documents and opinions and providing guidance in connection with compliance issues and regulatory matters. The Attorney will also provide diligent support in connection with participation/syndication loans and provide legal support to other bank functions as needed.

Duties and Responsibilities:

Provide legal support for document preparation, review and finalization for AgFirst's capital markets and lending departments regarding syndication and participation loans and sub-participation with district associations and other system institutions Review and provide feedback for loan and security documentation Examine and extend feedback for master or other participation agreements requiring bank prior approval Assist with legal analysis and determinations regarding eligibility and similar entity issues. Supply legal support to CCO, CFO, Controller and Treasury and Credit Department in relation to regulatory compliance issues including policies/procedures General corporate legal and regulatory matters as assigned

Requirements:

Licensed attorney with Juris Doctor and Bachelor's Degree

5-7 years' experience in capital markets (participation/ syndication loans), commercial lending law, multi-lender transactions, real property law, special assets, foreclosure, bankruptcy, and other banking transactions State Bar membership Gathers and analyzes information skillfully Writes clearly and informatively and is proficient in word processing, online research and electronic communications Exhibits sound and accurate

judgment Able to define problems, establish facts and draw valid conclusions Prioritizes and plans work activities and manages competing demands Ability to travel as required

Materials & Response Method:  Email  Mail  Hand Deliver  Apply Online:  
<http://agfirst.balancetrak.com//04201901CorporateAttorney>  
 Resume  Cover Letter  Transcript  Writing Sample  References:  Application

Posted 05/01/19. Job Listing #051

### PRO•TEM Legal Solutions, LLC

901 Adams Crossing, 4<sup>th</sup> Flr  
Cincinnati, Ohio 45202

Contact Person: Katie Lange  
Title: Director of Recruiting  
Email: [katie.lange@protem.pro](mailto:katie.lange@protem.pro)

Corporate/M&A Associate Attorney - St. Louis, MO

Pro.Tem Legal Solutions is currently recruiting a Corporate/M&A Associate Attorney with three plus years of legal experience for a prestigious St. Louis, MO law firm. Ideal candidates have experience in M&A, complex commercial transactions, securities law, procurement agreements, software development and licensing, tax and corporate restructurings. Critical-thinking and problem-solving skills are also required to act as outside general counsel to privately held businesses. All candidates should have strong academic credentials and share our commitment to client service and professional excellence. Please send cover letter, resume, writing sample and law school transcript to [katie.lange@protem.pro](mailto:katie.lange@protem.pro) or call (513) 500-4881 for more information

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

Posted 04/29/19. Job Listing #050

### Levine Law Group

128 Medical Park Rd #300  
 Mooresville, NC 28117

Contact Person: Trina Goodman  
Title: Director of Operations  
Email: [trina@levinelawgroup.com](mailto:trina@levinelawgroup.com)  
Website: [www.calllevinelaw.com](http://www.calllevinelaw.com)

Deadline date to apply: 06/30/2019

Position start date: Open

Associate Personal Injury Attorney  
Job Description

Small, high-energy law firm seeks a motivated self-starting attorney to handle all aspects of Personal Injury and Workers' Compensation cases. Must be willing to learn and grow with a great legal team, working with other attorneys and staff to help clients receive a fair outcome in every case handled.

Responsibilities:

- Review intake inquiries.
- Serve as a point of contact for the resolution of client issues and complaints.
- Provide legal guidance as needed.
- Meet with clients as needed to review potential settlement offers and assist in reaching resolution of claims.
- Work with other staff to ensure that all clients or prospective clients receive personalized service.
- Handle litigation in PI and WC cases as needed.

Requirements:

Juris Doctor from an ABA accredited law school Admission in good standing to North Carolina State Bar Admission in good standing to South Carolina State Bar preferred Two to five years' personal injury practice experience Experience with Needles or other CRM software a plus Ability to build strong relationships, manage multiple priorities and lead others Excellent analytical, oral and written communication skills and attention to detail Bilingual (Spanish) preferred Employment Type Full-time Job Type: Full-time

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

Posted 04/29/19. Job Listing #049

## City of Rock Hill

155 Johnston Street  
Rock Hill, SC 29730

Contact Person: Natalie Jeter

Title: HR Coordinator

Email: [natalie.jeter@cityofrockhill.com](mailto:natalie.jeter@cityofrockhill.com)

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

Deadline date to apply: Until Position is Filled

Interested In: Alumni

CITY SOLICITOR - MUNICIPAL COURT – CITY MANAGEMENT The City of Rock Hill is currently seeking a City Solicitor to act as lead attorney and one of three fulltime prosecuting attorneys for City Court criminal cases. Calls cases on the court docket and actively manages jury trial docket and conducts jury trials. Serves an in-house legal resource role on specified issues. Assists with confiscation and forfeiture cases. Assists with training law enforcement and city employees. Keeps abreast of changes in laws, rules, and regulations. Keeps abreast of changes in laws, rules, and regulations.

Materials & Response Method:  Email  Mail  Hand Deliver  Apply Online:

Resume  Cover Letter  Transcript  Writing Sample  References:  Application

Posted 04/29/19. Job Listing #050

### Anderson Reynolds & Stephens, LLC

37 1/2 Broad Street  
Charleston, South Carolina 29401

Contact Person: Mark Powell  
Title: Bookkeeper/Manager  
Email: [hiring@arlawsc.com](mailto: hiring@arlawsc.com)  
Website: [www.arlawsc.com](http://www.arlawsc.com)

Deadline date to apply: 7/31/2019  
Position start date: ASAP (5/01/2019)

#### Associate Attorney

Established Charleston Law Firm has an opening for an associate attorney to assist in very active litigation practice. Applicant must have excellent communication skills and the ability to comprehend and analyze a variety of complex issues in the medical, engineering, and construction fields. Knowledge of issues confronted in governmental liability and trial experience are viewed favorably. Applicant must be a member of the South Carolina Bar and have completed the Rule 403 requirements.

Applicants should be proficient in Microsoft Office Suite. Applicants please send a cover letter and resume in .pdf format to [hiring@arlawsc.com](mailto: hiring@arlawsc.com)

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

Posted 04/26/19. Job Listing #045

### Collins & Lacy

1330 Lady Street, 6th Floor  
Columbia, South Carolina 29201

Contact Person: Carl Martin  
Title: Chief Operating Officer  
Email: [cmartin@collinsandlacy.com](mailto: cmartin@collinsandlacy.com)  
Website: [www.collinsandlacy.com](http://www.collinsandlacy.com)

#### Defense Attorneys-Columbia

Collins & Lacy is growing practices and looking for attorneys to join the Columbia, SC team.

The firm is seeking self-starters, quick learners and great writers who are interested in retail and hospitality and professional liability practice areas.

Successful candidates will have an excellent academic record and strong legal research and writing skills.

He/she should be capable of analyzing large amounts of information and have an entrepreneurial outlook.

Ideal Qualifications:

- Licensed in South Carolina
- 3-4 years of experience; or
- Completed a judicial clerkship; and/or
- 1-2 years of experience in civil litigation; and/or
- Comparable government service

Application Requirements:

To be considered, please submit a cover letter, your resume and references via email to [cmartin@collinsandlacy.com](mailto:cmartin@collinsandlacy.com) and [hbradberry@collinsandlacy.com](mailto:hbradberry@collinsandlacy.com).

Materials & Response Method:  Email       Mail       Hand Deliver       Apply Online:  
 Resume     Cover Letter     Transcript       Writing Sample     References: 2-4     Application

Posted 04/25/19. Job Listing #042

**Rosen Litigation Technology Consulting, Inc.**

65 Broad St  
Charleston, SC 29401

Contact Person: Alex Rosen

Title: President

Email: [alex@rosenltc.com](mailto:alex@rosenltc.com)

Website: [rosenltc.com](http://rosenltc.com)

Deadline date to apply: 7/1/19

Position start date: Immediate

Litigation Consultant & Forensic Specialist

If you are a tech-savvy attorney seeking a non-traditional alternative to the practice of law, this may be your opportunity. Rosen LTC provides litigation support services to attorneys nationwide and has an expanding set of local services in the data-collection, e-discovery and forensics field. This position will involve several years of training and certifications in the computer forensics and device imaging field, while providing trial-support services nationwide, learning the litigation support field hands-on.

For the first few years, expect intense travel and unpredictable schedules as you provide graphic, video and technical support to trial teams nationwide. Our team provides services on a variety of trials ranging from construction to product liability and beyond. This atmosphere is intense and you'll be working alongside some of the best trial attorneys in the country. While learning the basics of the litigation support world at trial, you'll attend seminars, CLEs and certification classes for e-discovery and computer forensics. Down the road, we aim to train the best South Carolina resource for data collection, e-discovery and computer forensics with a practical background in the courtroom.

SC Bar member John Akerman leads our forensics services and will guide you through the training and certifications process. Applicants should have a background in either IT, Multimedia or comparable technical field.

Materials & Response Method:  Email  Mail  Hand Deliver  Apply Online:  
 Resume  Cover Letter  Transcript  Writing Sample  References: 2  Application

Posted 04/25/19. Job Listing #041

### The McKay Law Firm

PO BOX 7217  
Columbia, South Carolina 29202

Contact Person: Mark McGill  
Email: [mmcgill@mckayfirm.com](mailto:mmcgill@mckayfirm.com)

Deadline date to apply: 6/1/2019  
Position start date: ASAP

Insurance Defense Litigation Attorney

The McKay Firm, PA is seeking an Insurance Defense Litigation Attorney for our growing practice. Please email resume and cover letter to Mark at [mmcgill@mckayfirm.com](mailto:mmcgill@mckayfirm.com)

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

Posted 04/15/19. Job Listing #040

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

7011 Rivers Avenue, Suite 105  
North Charleston, SC 29406

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

Associate Attorney

George Sink, P.A. Injury Lawyer's, ([www.sinklaw.com](http://www.sinklaw.com)) a plaintiffs' practice located in Charleston, South Carolina, has an immediate opening for a full-time attorney with 1 to 3 years of experience. The attorneys filling this position would handle a high volume of personal injury cases on their own.

Benefits: This position will begin as a full-time position with a competitive salary commensurate with experience and employment benefits that include medical, vision, and dental care, plus PTO and additional holiday closures.

Interested candidates should submit a resume and cover letter to [HR@sinklaw.com](mailto:HR@sinklaw.com). Rule 403 requirements must be completed. Ideal candidates must be licensed in South Carolina.

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

Posted 04/15/19. Job Listing #039

## South Carolina Second Chance Justice Collaborative

Greenville, SC

Contact Person: Katherine Katcher

Email: [info@rootandrebounce.org](mailto:info@rootandrebounce.org)

Site Director & Managing Attorney

Full position description can be found here: <https://docs.google.com/document/d/1Bdf9z156-ZCREEE5bVTJYCxwYGcuCd3niZwT4YNoxNU/edit>

### Qualifications:

- Licensed to practice law in the state of South Carolina, active and in good standing.
- 7+ years of practicing law.
- Experience working directly with clients and in court representation. Direct experience working with people with records and/or in reentry preferred.
- Knowledge of criminal justice system and collateral consequences of a criminal record.
- Demonstrated commitment to racial equity and social justice.
- Eagerness to take initiative, solve intricate problems, work on multiple projects simultaneously, and prioritize and organize in a deadline-driven environment.
- Positive, professional, and humble attitude.
- Strong work ethic, resilience, and determination.
- Proactive communicator and team builder.
- Flexible and able to prioritize work effectively with excellent time-management.
- Creative, enthusiastic, and willing to learn and try new things.
- Eagerness to travel as needed, and to spend time at R&R's HQ office in Oakland for training/orientation.
- Driver's license required.

Compensation & Benefits: This position will begin as a full-time position with a competitive salary commensurate with experience and employment benefits that include medical, vision, and dental care, plus 15 days PTO and additional holiday closures.

Application Instructions: To apply for this position, please send a resume, cover letter, two short writing samples, and at least three references (explaining your professional relationship and including their contact information) in an email with "**South Carolina Site Director & Managing Attorney**" in the email subject line to Katherine Katcher (Executive Director) at [info@rootandrebounce.org](mailto:info@rootandrebounce.org). Incomplete applications will not be reviewed. Applications will be accepted on a rolling basis until the position is filled. No phone calls, please.



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

Posted 03/28/19. Job Listing #034

## Burr Forman, LLP

2411 Oak Street, Suite 206  
Myrtle Beach, SC 29577

Contact Person: Callen Whatley

Title: Director of Recruiting

Email: [Callen.Whatley@burr.com](mailto:Callen.Whatley@burr.com)

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

### Associate

Burr & Forman LLP, a Southeast regional law firm with 360 lawyers and nineteen offices in Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Delaware and Tennessee, has an immediate opening for an associate with material experience as the lead associate on sophisticated business litigation matters. The candidate will be housed in the Myrtle Beach, South Carolina office. This position requires 4+ years' experience, with material experience in *the* business litigation in state and federal courts, including but not limited to directors and officers liability and employment related litigation. Candidate should be licensed in South Carolina (dual license in North and South Carolina a plus) and must possess excellent academic credentials, as well as strong research, writing, organizational and analytical skills. We value collegiality and diversity among our lawyers and staff and seek to make the practice both professionally and personally rewarding. The selected candidate will receive a competitive salary and benefits package. Submit resume and letter of interest to [callen.whatley@burr.com](mailto:callen.whatley@burr.com). EOE/M/F/Vet/Disabled.

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

Posted 03/19/19. Job Listing #031

## PERMANENT POSTINGS

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### **SCBar.org – (recent graduates/alumni)**

Columbia, SC

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

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

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

Various Locations

Associate Positions

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

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

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

### **U.S. Department of Justice – (alumni)**

US Dept. of Justice seeks to attract, retain, and promote individuals of exceptional ability and talent from all walks of life. The work environment and atmosphere is open, diverse, collegial, and inclusive. There are active affinity groups for African-American; Asian-American; Hispanic; lesbian, gay, bisexual and transgender (LGBT); and Native American employees, which are open to all DOJ employees regardless of background. Justice fosters a work environment where people of all backgrounds and experiences may reach their full potential. Attorney vacancy announcements may be found at: <http://www.justice.gov/legalcareers/attorneys-vacancies>.

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

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

### **U.S. Office of the Attorney General – (alumni)**

Various Locations

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

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

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

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

NY

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

### **Veteran Employment Opportunities**

Veterans may access future job opportunities on our *VA for Vets* website; from the right side of the homepage, scroll to the end under the header -- Featured Jobs: <http://vaforvets.va.gov/>.

### **City of Chicago Department of Law – (recent graduates/alumni)**

Chicago, IL

PLEASE GO TO [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers) FOR A COMPLETE LISTING OF CURRENT JOB ANNOUNCEMENTS AND INFORMATION.

### **Carolina Legal Associates – (recent graduates/alumni)**

1330 Lady Street, Suite 503

Columbia, SC 29201

Attention: Marsha Silver, President

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

Contract Attorneys (Document Review)

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

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

To learn more about Justice and our legal careers, please visit our website: [www.justice.gov/careers/legal](http://www.justice.gov/careers/legal). We encourage all interested applicants to apply; however, please note that due to temporary funding restrictions we may not be able to fill all of the currently advertised positions.

### **LinkedIn (Search for Jobs) [www.linkedin.com](http://www.linkedin.com)**

LinkedIn has a Jobs section and people seeking jobs are encouraged to join. A

PROFESSIONAL picture is needed. Please contact the Career Services Office if you have any questions.

## **American Civil Liberties Union Foundation**

Various Locations

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

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

Columbia, SC

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

## **WEBSITE INFORMATION**

### **Carolina Legal Staffing LLC**

South Carolina: Columbia, Greenville, and Charleston

North Carolina: Charlotte, Raleigh,

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

### **Federal Bureau of Investigation**

Job postings for this agency are continually listed at [www.fbijobs.gov](http://www.fbijobs.gov) Please visit website for information.

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

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

### **Millennium Challenge Corporation (MCC)**

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

## South Carolina Government Jobs – (recent graduates/alumni)

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

<http://agency.governmentjobs.com/sc/default.cfm>

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

### USDOJ – (alumni)

Various Locations

Attorney Vacancies at the U.S. Department of Justice

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

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

[www.justice.gov/careers/legal/](http://www.justice.gov/careers/legal/).

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BarBri Bar Review <http://www.barbri.com>

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

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

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

Equal Employment <http://www.eeoc.gov>

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

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

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

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

Institute for Justice <http://ij.org>

Landmen [www.landmen.net](http://www.landmen.net)

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

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

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

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

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

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

Political and Legislative News [www.rollcall.com](http://www.rollcall.com)

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

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

Top Nonprofits [www.topnonprofits.com](http://www.topnonprofits.com)

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

United States Court of Appeals for the Ninth Circuit <http://www.ca9.uscourts.gov>

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

END OF ALUMNI JOB OPPORTUNITIES BULLETIN