

Office of Career & Professional Development
End-of-Semester Newsletter, Fall 2007

Hello, 3Ls! We hope that final exams are treating you as kindly as possible under the circumstances! Semester break is definitely a time to relax and enjoy friends and family. It's also a good time to update your resume and think about post-graduate opportunities. Don't hesitate to call the office over semester break if you'd like to talk (573-882-7386), or email either Dean Wilson Setser (wilsonsetsert@missouri.edu) or Ms. Follett (folletta@missouri.edu) with questions or resume/cover letter drafts.

Jobs, Jobs, Jobs!

Missouri

St. Louis: The United States Court of Appeals for the Eighth Circuit is looking for smart, hardworking lawyers or recent law school graduates to serve in two-year clerkships as staff attorneys in St. Louis beginning in August 2008 or earlier. Staff attorneys work under the direction of the Senior Staff Attorney for the court as a whole, primarily preparing legal memoranda and proposed per curiam opinions for cases in which a party is proceeding without an attorney, and for counseled cases that are decided by the court on the briefs. Candidates should excel in legal research and analysis, and should be superior writers who wish to become better writers. Candidates must be willing and able to work with an editor. A demonstrated commitment to justice is desirable. Minimum qualifications for a CL 27, Step 25 level (currently \$52,912) are graduation with a J.D. from an accredited law school, and one year of specialized experience, which may be satisfied by superior academic performance in law school. Candidates with experience may be placed at a higher level. Qualified candidates are eligible for future promotion. Candidates are being sought on a nationwide basis; must be U.S. citizens or eligible to work in the United States; must agree to be paid by direct deposit; and are subject to a background check. Applicants should submit cover letter (referencing announcement #2008-01), resume, copy of law school transcript, indication of class rank, unedited writing sample, and a list of three references, either by mail to Senior Staff Attorney, U.S. Court of Appeals for the Eighth Circuit, 111 South 10th Street, Suite 23.336, St. Louis, Missouri 63102, or via email to angela_schardan@ca8.uscourts.gov (all documents must be submitted in PDF format). **Only resumes received by December 17, 2007 are assured consideration.**

Kansas City: Dysart Taylor Lay Cotter & McMonigle, P.C., a Kansas City AV-rated Plaza-area law firm, seeks resumes from 2Ls and 3Ls with a background in aviation and an interest in aviation litigation. If interested in this opportunity, please send a resume and cover letter to Patrick J. Kaine, Dysart Taylor Lay Cotter & McMonigle, P.C., 4420 Madison Avenue, Kansas City, MO 64111 or email to pkaine@dysarttaylor.com. For more information about the firm, visit www.dysarttaylor.com.

Springfield: Judge Dan Scott of the Missouri Court of Appeals, Southern District, seeks a judicial law clerk for a September 2008 opening. Good academics and strong writing

skills are required. Law review/journal experience is preferred. Send resume, transcript, and writing sample to the Honorable Daniel E. Scott, Missouri Court of Appeals, 300 Hammons Parkway, Springfield, MO 65806 or e-mail to Dan.Scott@courts.mo.gov.

Other States

Washington, D.C.: Judge Bruce E. Kasold of the United States Court of Appeals for Veterans Claims seeks a clerk to begin approximately September 2008. This position is in Washington, D.C. Applicants may be current 3L students who seek Bar membership or currently licensed attorneys. Qualifications: 1) graduation by June 2008 from an ABA or AALS-accredited law school; 2) standing in upper 33% of class (preference given to applicants in the top 10% of graduating class); 3) law review or other legal journal or moot court experience involving substantive writing. To apply, complete one of the following: 1) OF 612, 2) resume, 3) other written application, or 4) SF 171. The application submitted must contain all information requested on the OF 612. In addition to the application, please submit: 1) completed OF 306 (Declaration for Federal Employment), 2) undergraduate and graduate school transcripts, and 3) writing sample. Copies of OF 612 and the Declaration for Federal Employment are available at www.vetapp.gov or may be obtained by calling Ramona Garcia at (202) 501-5988. Submit application materials to Judge Bruce E. Kasold, ATTN: Dorothy A. McKinney, 625 Indiana Avenue, N.W., Suite 900, Washington, D.C. 20004-2950. The position is open until filled or until April 1, 2008, whichever occurs first.

Virginia: The United States Court of Appeals for the 4th Circuit, Office of Staff Counsel, seeks candidates for Staff Attorney positions. Between 1-5 positions are available; one or two may be available in Spring 2008, but it is anticipated that most, if not all positions will be filled by candidates who are available to begin in August or September 2008. All positions are located in Richmond. Salary is \$53,743 for recent law graduates and up to \$64,414 for candidates with relevant legal experience. These positions are open until filled, but it is anticipated that all hiring will be completed no later than March 2008. Qualifications: 1) students at or graduates of an AALS-accredited law school; and 2) United States citizenship or eligibility to work for the United States government. The most competitive applicants will possess the following: 1) rank in the top 20% of law school graduating class; 2) have law review or similar legal publication experience, writing experience as part of interscholastic moot court competition team, or equivalent exceptional writing experience; 3) particular proficiency in legal analysis and writing ability; and 4) exemplary oral communication skills. Additionally, applicants should possess a genuine interest in the subject areas typically presented to staff attorneys: criminal law and procedure, constitutional law, evidence, employment law, civil rights litigation, federal jurisdiction, administrative law, and prisoner post-conviction relief law. Application packages must include: 1) cover letter; 2) resume; 3) self-edited writing sample; 4) law school transcript; 5) statement of applicant's current/final class ranking, if it does not appear on the transcript, or a statement explaining why such information is unavailable; 6) names, addresses, and telephone numbers of at least 3 references having first-hand bases for evaluating the applicant's aptitude for the work performed by staff attorneys (letters of recommendation are not required). Application materials may be

mailed to Carolyn S. Neal, Personnel Officer, Office of Staff Counsel, 600 East Main Street, Suite 2200, Richmond, VA 23219-2441. Application packages may also be emailed to carolyn_neal@ca4.uscourts.gov, but a paper copy of the applicant's law school transcript must be sent by the applicant's law school. Questions may be directed to Ms. Neal at (804) 916-2900. Application deadline: February 4, 2008.

New York: Mertz, Bitelman & Associates Law Office, PC is recruiting resumes from recent graduates, 3Ls, and LLM students for a full-time position. The firm is a general-practice law office located in midtown Manhattan, and the firm is willing to sponsor H1-B for qualified candidates. Applicants must be admitted to the Bar of New York, New Jersey, or Connecticut. Additionally, applicants must speak English and either Korean, Chinese, or Spanish. To apply, email resume, cover letter, and writing sample to recruiting.mblaw@gmail.com. Application deadline: December 31, 2007.

Washington, D.C.: The Center for Workforce Development (District of Columbia) seeks applicants for the Capital City Fellow Program. In 2008, the Office will hire 10-25 3Ls and recent graduates (from December 2005-July 2008) for its 2-year Capital City Fellow Program. The program's late July mandatory start date may interfere with Bar examinations (see website for more information). Permanent employment is possible, but not guaranteed. Beginning salary is \$50,000 with 4 percent increase in the second year. This is designed for those with an interest in administration, local government, and policy development, the Fellowship offers four 6-month rotations in a variety of agencies, including Office of City Administrator; Department of Consumer and Regulatory Affairs; Office of Citizen Complaint Review; Department of Health; Department of Human Services; Metropolitan Police Department; Office of Personnel; Office of Deputy Mayor for Planning and Economic Development; Office of Chief Financial Officer; Department of Motor Vehicles; and District Department of Transportation. Placements are based on need, as well as skills and preference. In addition to on-the-job training, Fellows meet with high level city officials, and participate in educational and professional development seminars. Applicants must have a demonstrated interest in public service as well as public policy and management. A connection or commitment to District is also viewed favorably. Within 180 days of beginning work, Fellows must become residents of the District. United States citizenship is not required, but non-citizens must provide documentation of identity and employment eligibility (the Program cannot sponsor visas). The deadline is Friday, January 4, 2008. Carefully review application requirements and process on the website, as numerous documents are required, including: application; 1-page cover letter; resume (2-page maximum); 3 personal essays (topics described on website); official, sealed law school transcripts; 3 completed, signed, and sealed Reference Forms, including 1 academic and 1 professional reference; self-addressed, stamped postcard for notification of receipt; and optional EEO form. Selected candidates will be contacted by mid-February for mid-March all-day, in person interviews (consisting of individual and group interviews, and writing assessment). Candidates will be informed in mid-Late April whether they have been selected, wait-listed or declined for entry into program. Send application documents to Center for Workforce Development (District of Columbia), 441 4th Street, NW, Suite 850 N, Washington DC 20001. Visit the website at <http://dcop.dc.gov>

New York: The Office of Appellate Defender (OAD) seeks applicants for Staff Attorney positions to begin in Fall 2008. OAD is a non-profit indigent defense organization of 21 lawyers devoted to providing high-quality, client-centered representation to indigent defendants primarily in criminal appeals in state court and collateral proceedings in state and federal court. OAD is a unique hybrid—part law firm, part training program—that has built a national reputation for attracting outstanding lawyers and finding innovative and economical ways to serve indigent clients. OAD offers 2-year staff attorney positions, with a possibility for a third year, to lawyers who have demonstrated top-level skills in legal research and writing, as well as a commitment to providing legal services to the indigent. The office attracts attorneys who have clerked in state and federal courts, attorneys with non-judicial post-graduate experience, and law graduates directly out of law school. Salary for OAD staff attorneys is based on years of experience, and currently starts at \$50,000 for law graduates. All OAD staff receive excellent benefits. Strong preference will be given to applications received by December 15, and applications received after that date may not be considered. Interviewing will occur in January and February. Interested applicants should submit a resume, writing sample, and cover letter that specifically addresses: 1) why the applicant is interested in working at OAD, and 2) what skills or experiences make the applicant a strong candidate. Application materials should be sent by mail only to Carolyn Wilson, Administrative Specialist, Office of the Appellate Defender, 11 Park Place, Suite 1601, New York, NY 10007.

Washington, D.C.: The Honorable Mary J. Schoelen of the United States Court of Appeals for Veterans Claims seeks a Clerk to begin approximately August 25, 2008. Applicants may be law school graduates or 3L students who will complete law school and receive a degree by the start date. Student applicants must be in the upper one-third of the law school class or have experience on the editorial board of a law review or have an LLM degree or have demonstrated proficiency in legal studies that, in the opinion of the appointing judge, is the equivalent of the above. To apply submit one of the following means of application: 1) resume, 2) OF 612, or 3) SF 171. The application submitted must contain all information requested on the OF 612. In addition to the application, include a cover letter, a completed OF 306 (Declaration of Federal Employment), law school transcript, a self-edited legal writing sample, 3 letters of reference (2 of which must be law-related), and class rank to Judge Mary J. Schoelen, Attention: Ms. Patty A. Lewis, 625 Indiana Avenue, N.W., Suite 900, Washington, D.C. 20004. Both forms can be obtained by calling Ramona Garcia at (202) 501-5988. The position is open until filled.

Georgia: The United States Court of Appeals for the Eleventh Circuit is accepting applications for Staff Attorney positions to begin in November and December 2007 and throughout 2008 (February, March, June, July, August, September, October, November, and December).. These are 2-year appointments in the Atlanta, Georgia office. The Staff Attorneys' Office is a central legal staff, serving the Court at large rather than individual judges. The principal task of the office is to assist in the disposition of appeals through the preparation of legal memoranda. Types of cases the office presently handles include (1) direct criminal appeals involving sentencing guidelines and guilt/innocence issues, (2)

social security and black lung appeals, (3) all pro se appeals, including collateral attacks on criminal convictions by state and federal prisoners, and civil rights suits under 42 U.S.C.1983, (4) employment discrimination cases, and (5) immigration cases. There are also three specialized units within the office. The Jurisdiction Unit assists the Court in the initial review of all appeals filed for the purpose of determining appellate jurisdiction. The Issue Tracking Unit serves to track and catalog relevant legal issues. The Motions Unit processes certain substantive motions, including those for in forma pauperis status, certificates of appealability for 28 U.S.C. 2254 and 2255 appeals, transcripts at government expense, and motions to appoint, withdraw, and/or substitute counsel. Staff attorneys work in a highly collegial environment with other recent law school graduates and lawyers coming from judicial clerkships or private practice, as well as with more experienced supervisory staff attorneys and senior management. Employment with the office offers a generous benefits package, civil and criminal law experience at the federal court level, and an environment providing significant responsibility and challenge. Starting salary is \$54,438. Applicants must possess a Juris Doctor from a law school accredited by the American Bar Association and have excellent academic credentials. They must also have superior analytical, research, and writing skills and be proficient in computer-assisted research and WordPerfect. Good communication and interpersonal skills are essential. Applicants must be U.S. citizens or eligible to work in the United States; selected candidates will be subject to a background check as a condition of employment. Send a resume (including law school class rank and/or percentile if available), cover letter, official law school transcript, self-edited writing sample, and a list of at least three professional references to Sara Gilibert, Manager for Recruiting, Training, and Professional Development, Eleventh Circuit Court of Appeals, Staff Attorneys' Office, 56 Forsyth Street, NW, Atlanta, Georgia 30303-2289.

Nebraska: Scudder Law Firm seeks to hire associate attorney candidates. Applicants must have excellent academic credentials, superior writing and interpersonal skills, an interest in sophisticated business transactions, and a desire to live in Lincoln, Nebraska. Scudder Law Firm is a business law boutique located in Lincoln, Nebraska, with a nationwide clientele and a transactional practice as sophisticated as those of much larger firms operating in major metropolitan areas. When adjusted for cost-of-living differences, attorney compensation is competitive with major cities. Beginning in 2008, the first-year attorney salary is \$100,000. The firm offers small-firm collegiality, client contact, and law practice opportunity in a city that is safe, clean, and friendly, and features excellent schools and manageable traffic. The firm brings large-firm experience to client projects at Midwestern billing rates, operating in a low-overhead environment that returns to the attorneys as much as 80% of collected revenue, while maintaining a debt-free balance sheet and a fiscally stable business structure. The firm intends to continue the tradition of hiring attorneys with superior academic backgrounds and wishes to schedule telephone interviews with associate candidates. The firm's size and client intimacy do not lend themselves to planned associate turnover. Each summer associate is deemed to have the potential for employment as an associate attorney, and each of the latter is believed to be a prospect for becoming a principal attorney. If interested, please submit a cover letter, resume, transcript, and writing sample to hhornung@scudderlaw.com. Applicants should

also include a brief summary of their interest in Lincoln, Nebraska. For more information about the firm, please visit www.scudderlaw.com

Internship Possibilities—Spring Semester 2008

Jefferson City: The Missouri Secretary of State's Office seeks applicants for its Policy Internship. This paid internship will last throughout Spring Semester 2008 and is located in Jefferson City. The selected individual will help support the Policy Director as the Director develops the overall policy agenda for the office. This intern will report to the Policy Director and will interact with all levels of staff including the Secretary of State, Chief of Staff and Deputy Secretary of State. The Secretary of State's Office seeks a student who wants to make a difference and who truly cares about public service and consumer protection. Ability to appreciate and understand how the actions of the legislature and government agencies impact people's lives is a must. Responsibilities: 1) Research the law and track pending legislation at the federal level and in other states relating to securities and investor education; 2) Prepare and submit reports detailing off-season legislative developments; 3) Analyze the potential impact of proposed legislation in Missouri; 4) File, proofread, edit documents, and develop data bases. Requirements: 1) Must have or develop an interest in the areas of small business, corporate and securities laws and regulations, investor education and elections; 2) Must be able to easily draft briefing materials and reports; 3) Must have strong analytical and critical thinking skills; 4) Must be able to articulate own viewpoints and advocate for the policy initiatives of the Secretary of State. Responsible, motivated students interested in an exciting, challenging internship should e-mail a cover letter, resume, and at least one writing sample to Heather Kaiser at heather.kaiser@sos.mo.gov. Please remember that per ABA rules, law students cannot work more than 20 hours/week while school is in session.

Jefferson City: The Missouri Secretary of State's Office seeks applicants for its Administrative Rules Internship. This paid internship will last throughout Spring Semester 2008 and is located in Jefferson City. The intern will help support the editorial staff and director of the Administrative Rules Division and they edit and review state regulations for publication in the Missouri Register and Code of State Regulations. The intern will report to the Deputy General Counsel and Director of Administrative Rules and will interact with all levels of staff, including the Secretary of State and the Chief of Staff. This is an outstanding opportunity for a law student with an interest in administrative or government law. General Responsibilities: 1) Assist in logging in rulemakings filed with the Administrative Rules Division; 2) Become familiar with the formatting and requirements for rulemaking in Missouri; 3) Track and monitor rules as they proceed through the rulemaking process; 4) Attend hearings with the Joint Committee on Administrative Rules on pending rulemakings; 5) Assist in editing and analyze rules filed with the Secretary of State; 6) Become familiar with the operations of the Office of Secretary of State; 7) Answer and respond to telephone inquiries; 8) Serve as a greeter to general public and agency personnel filing rules; 9) Become familiar and utilize Microsoft office products (Word processor, Microsoft Outlook, Excel spreadsheets, etc.); 10) Other duties as assigned. Responsible, motivated students interested in an engaging, challenging internship should e-mail resume and cover letter to

Heather Kaiser at heather.kaiser@sos.mo.gov. Please remember that pursuant to ABA rules, law students cannot work more than 20 hours/week while school is in session.

Columbia: Missouri Employers Mutual Insurance (MEM) seeks a current 2L or 3L to intern in its Compliance Office. The selected student will work under the compliance officer/attorney and will assist with legal research, policy development, and numerous other projects. The student will work approximately 10 hours/week during the academic year and 40 hours/week during Summer 2008 (if a 2L is selected). If interested in this opportunity, please send a cover letter and resume to Missouri Employers Mutual Insurance, Human Resources, 101 North Keene Street, Columbia, MO 65201.

Good Luck With Finals—Enjoy Break!