EMPLOYMENT OPPORTUNITIES

**Mille Lacs Band of Ojibwe - Job Announcement**

**Position Title:** Deputy Solicitor General

Location: DI

Reports to: Solicitor General

**Opening Date: December 28, 2012**

**Closing Date: January 11, 2013**

**\*\*\* Any individual who receives an offer of employment or will receive a payroll check are required to submit to a drug and alcohol test as a condition of obtaining employment.\*\*\***

**\*\*\*\*Mille Lacs Band Member/American Indian preference applies\*\*\*\***

**SUMMARY**:

The Deputy Solicitor General performs legal work involving interpreting laws and regulations; preparing legal opinions, briefs, and other legal documents; rendering legal advice and counsel; consulting with trial attorneys; assisting in preparing cases for trial; drafting bills for legislative consideration, and assisting the Solicitor General in managing the affairs and duties of the function of Solicitor General.

**QUALIFICATIONS:**

* Graduate of an accredited law school with a LL.B. or J.D. degree.
* Three (3) to five (5) years of experience in American Indian law and court systems.
* Member in good standing with the State Bar of Minnesota.
* Must possess a license to practice law in the State of Minnesota.
* Knowledge of legal principles, practices, and proceedings and of laws, regulations and rules, relating to the Band.
* Ability to plan, assign, and/or supervise the work of others.
* Experience in conducting hearings, preparing opinions and briefs, preparing cases for trial, and appealing cases to higher courts.
* Ability to interpret and apply laws.
* Ability to communicate effectively and persuade or lead others.
* Excellent personal computer skills in a Windows environment.
* A high degree of familiarity with Indian legal system and court system is vitally important in this position.

**DUTIES AND RESPONSIBILITIES**:

* Advise Band executive staff, legislative staff, and the Solicitor General on the interpretation, application, and enforcement of laws and regulations.
* Assist in drafting legislation and reviewing proposed legislation.
* Assist in the representation of the Band in civil actions brought by or against the Band, on all legal issues and at functions related to assigned responsibilities.
* Prepare and present cases in the Band's judicialsystem.
* Review drafts of laws, rules, and regulations affecting Band operations and administration.
* Assure that other divisions within the Band are updated on pertinent legal issues.
* Coordinate regulatory and administrative projects as assigned.
* Ensure Band members have access to capable legal representation when needed.
* Other duties as assigned.

**Submit resume, cover letter, and employment application to:**

**Mille Lacs Band of Ojibwe**

**Human Resources**

**43408 Oodena Dr.**

**Onamia, MN 56359**

**Fax # (320)532-7492**

[**hr@millelacsband.com**](mailto:hr@millelacsband.com)

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**OFFICE OF LEGAL POLICY  
ATTORNEY, ATTORNEY ADVISOR / GS-12 to GS-15  
ANNOUNCEMENT: OLP ATY 13-001**

**About the Office**: The Office of Legal Policy (OLP), located in Washington, D.C., coordinates the development of the Department's major policy initiatives, represents the Department in interagency efforts to coordinate and advance the policies of the Administration, and manages the Department's role in selecting, and seeking the confirmation of, the **President's judicial nominees.**

**Responsibilities and Opportunity Offered**: OLP is seeking experienced attorneys to assist with policy work on a variety of criminal and civil justice matters. This position requires significant collaboration with agencies and components involved in a wide variety of issues, and will involve work on legislation, regulatory, and policy issues related to criminal and civil justice matters. Willingness to work on topics outside a specific area of expertise is also expected.

**Qualifications**: Applicants must possess a J.D. degree, have at least two years of post-J.D. legal experience, and be an active member of the bar of any state (or the District of Columbia).

**Salary Information**: Current salary and years of experience will determine the appropriate salary level ranging from GS-12 ($74,872 - $97,333) to GS-15 ($123,758 - $155,500) and/or its AD equivalent.

**Location**: Washington, D.C.

**Relocation Expenses**: Relocation expenses are not authorized.

**Submission Process and Deadline Date**: Applicants must submit a cover letter (highlighting relevant experience) and a resume or OF-612 (Optional Application for Federal Employment) to:  
U.S. Department of Justice  
Office of Legal Policy (Attn: M. Matthews)  
950 Pennsylvania Ave., N.W., Room 4517  
Washington, D.C. 20530

Alternatively, applications can be faxed to 202-616-4566 or e-mailed to [Matrina.Matthews@usdoj.gov](mailto:Matrina.Matthews@usdoj.gov). No telephone calls please. Please reference this announcement **OLP ATY 13-001** in your cover letter. This vacancy will be open until January 14, 2013 or until a selection has been made.

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**Federal Trade Commission**

**Bureau of Consumer Protection**

**General Attorney (TR)**

The Federal Trade Commission (FTC), Office of General Counsel seeks one highly qualified chief legal officer and adviser, at the GS-13/14/15 grade level.  The highly qualified Attorney will serve in the Legal Counsel Division of the Office of the General Counsel, with a primary focus on advising senior management and other FTC employees on federal ethics laws.  This position involves advising and training FTC employees on the application of federal ethics law, including conflict of interest statutes; the Standards of Ethical Disclosure; and Executive Orders, such as Ethics Commitments by Executive Branch Personnel.  This position also involves advising FTC staff about political activity, gifts, and post-employment concerns.  A successful applicant may also assist the FTC’s Legal Counsel Division in other legal areas, such as ensuring agency compliance with the Administrative Procedure Act, the Government in the Sunshine Act, the Freedom of Information Act, the Civil Service Reform Act, and the Commission’s Rules of Practice.  Candidates should have excellent communication skills, excellent legal research and writing abilities, including strong organizational skills and analytical skills in presenting written arguments.  Candidates should be able to work effectively with other people, exercise sound judgment, have knowledge of the laws enforced by the Commission and exhibit a strong interest in the work of the agency.  The salary range is $89,033.00 to $155,500.00/Per Year.  To apply submit resume, by January 18, 2013, to [www.USAJOBS.gov](http://www.USAJOBS.gov).  Please refer to Announcement No. OGC-2013-0003.  For additional information, call 202.326.2323.

**Other Department of Justice attorney vacancy announcements can be found at:** <http://www.justice.gov/careers/legal/attvacancies.html>**.**

**Quarles & Brady LLP**

**Immigration Attorney - Madison, Milwaukee or Chicago office**

Quarles & Brady LLP is seeking a Staff or Of-Counsel Attorney with at least 2 years of experience practicing business immigration law, for our Madison, Milwaukee, or Chicago offices.  Experience in a range of business immigration matters, the ability to provide exceptional client service, and superb analytical, organizational and case management skills are required.  This position will be full-time for the first four months and at least part-time thereafter.   Please submit a cover letter, resume, law school transcript, and writing samples to: https://applyonline.quarles.com/virecruitselfapply/redefault.aspx.

**Career Opportunity**

**STAFF ATTORNEY [SPT-08]**

**American Civil Liberties Union Foundation**

**Speech, Privacy and Technology Project, NY**

The **American Civil Liberties Union Foundation (ACLU),** founded in 1920, is a nationwide, nonprofit, nonpartisan organization, with more than 500,000 members dedicated to the principles of liberty and equality embodied in the U.S. Constitution.   The **Speech, Privacy and Technology Project** of the ACLU’s National office in New York City seeks applicants for a full-time **Staff Attorney**.

**OVERVIEW**

The Speech, Privacy and Technology Project is part of the ACLU’s **Center for Democracy,** which works to strengthen democratic institutions and values, including the values of government transparency and accountability, and to reinforce the United States’ commitment to human rights and the rule of law.  The Center for Democracy includes – in addition to the Speech, Privacy and Technology Project – the Human Rights Project and the National Security Project, and also works closely with staff from the ACLU’s Communications Department, Affiliate Support and Advocacy Department, and Washington Legislative Office.

The Speech, Privacy and Technology Project is dedicated to protecting and expanding the First Amendment freedoms of expression, association, and inquiry; expanding the right to privacy and increasing the control that individuals have over their personal information; and ensuring that civil liberties are enhanced rather than compromised by new advances in science and technology.  The Project is currently litigating cases and conducting other advocacy efforts on a variety of issues, including political protest, freedom of expression online, privacy of electronic information, journalists’ rights, scientific freedom, and openness in the courts.

**ROLES AND RESPONSIBILITIES**

The Staff Attorney will contribute to all aspects of the Project’s litigation and non-litigation work, including:

·         Litigating free speech, privacy, and technology-related civil liberties cases in trial and appellate courts.

·         Developing new cases and non-litigation advocacy projects relating to free speech, privacy, technology, and civil liberties.

·         Managing case development and conducting client and witness interviews.

·         Serving as a resource for ACLU legislative and policy work, and advancing ACLU policy goals through public education, organizing, and participating in coalitions.

·         Developing and writing advocacy materials for audiences comprised of lawyers and non-lawyers.

·         Conducting legal research and writing legal memoranda; Analyzing legislation for potential litigation;

·         Communicating with the media about the work of the ACLU’s Speech, Privacy and Technology Project and the work of the ACLU more generally.

·         Collaborating with other staff of the Speech, Privacy and Technology Project and across the organization including other Projects within the ACLU’s Legal Department, Communications, Affiliate Support and Advocacy, the Washington Legislative Office, and state affiliates.

·         Supervising legal fellows and law students.

**EXPERIENCE AND QUALIFICATIONS**

The applicant should possess the following qualifications:

·         A J.D. degree and a minimum of five years of litigation experience, preferably including experience litigating cases involving free speech, privacy, technology, and civil liberties issues.

·         A demonstrated commitment to public interest generally and civil liberties in particular.

·         Excellent legal research, writing and verbal communication skills.

·         An ability to engage in complex legal analysis and fact-finding.

·         Ability to work independently as well as within a team.

·         An ability to manage cases without close supervision.

·         Experience dealing with the media.

·         Ability to travel.

**COMPENSATION**

The ACLU offers a generous and comprehensive compensation and benefits package, commensurate with experience and within the parameters of the ACLU compensation scale.

**HOW TO APPLY**

Applications should consist of a cover letter, a resume, the names of two references, and two writing samples, at least one of which should be a legal research memo, brief, or article.  Please send materials to [**hrjobsSPT@aclu.org**](mailto:hrjobsSPT@aclu.org). Reference **[SPT-08/NABA]** in the subject line.***Please note that this is not the general ACLU applicant email address. This email address is specific to Speech, Privacy and Technology Project postings. In order to ensure your application is received please make certain it is sent to the correct e-mail address. You can expect to receive an automatic response that acknowledges the submission of application materials.***

*Alternatively, applications can be mailed to*:

*Ben Wizner*

***RE: [SPT-08/NABA]***

*American Civil Liberties Union*

*125 Broad Street, 18th Floor*

*New York, NY 10004*

*Please indicate in your cover letter where you learned of this career opportunity.*

Applications will be accepted until the position is filled.

**CAREER OPPORTUNITY**

**PARALEGAL [IRP-17]   
AMERICAN CIVIL LIBERTIES UNION FOUNDATION**

**Immigrants’ Rights Project, San Francisco, CA**

The **American Civil Liberties Union Foundation (ACLU),** founded in 1920, is a nationwide, nonprofit, nonpartisan organization, with more than 500,000 members and is dedicated to the principles of liberty and equality embodied in the U.S. Constitution. The **Immigrants’ Rights Project (IRP)** of the ACLU’s National office in San Francisco seeks applications for the full-time position of **Paralegal**.

**OVERVIEW**

The Immigrants’ Rights Project (IRP) works to defend the civil and constitutional rights of immigrants through a comprehensive program of impact litigation and public education. The IRP conducts the largest litigation program in the country dedicated to enforcing and defending the constitutional and civil rights of immigrants and to combating public and private discrimination against non-citizens. The IRP also supports and coordinates the immigrants’ rights work of the ACLU’s 53 affiliates around the country. Current areas of litigation and advocacy include state and local anti-immigrant laws and practices; immigration enforcement practices and racial profiling; immigration detention; habeas corpus and access to the courts; discriminatory language and education policies; and due process in immigration removal proceedings.  IRP maintains offices in New York and California and has a combined permanent staff of 15, plus legal fellows, interns and volunteers. IRP is part of the ACLU’s Center for Equality, which brings together multiple tools – litigation, legislation, administrative advocacy and persuading the public – to make change and to continue the ACLU's long history of working to fulfill America's ideal of personal freedom and equal rights for all. The Center’s work focuses on racial justice, immigrants’ rights, voting rights and the rights of disabled people.

The Paralegal will be an integral part of the IRP team, will participate in regular staff meetings and will have the opportunity to learn about strategies for protecting the rights of immigrants.

**ROLES AND RESPONSIBILITIES**

* Support litigation work of attorneys, including preparation and filing of legal pleadings; arranging for service of legal documents; preparation and service of discovery documents; and research on court rules and procedures.
* Maintain case files, attorneys’ correspondence files, and internal litigation tracking systems including case summaries and calendar of litigation deadlines and hearings.
* Process and respond to requests for legal assistance.
* Work with attorneys recruit and hire law student interns. Work with attorney intern supervisor(s) to coordinate law student internship program.
* Hire and supervise undergraduate interns.
* Conduct factual research in support of litigation and advocacy work.
* Update content on the ACLU website and intranet.
* Provide support to attorneys on correspondence, travel and expenses.
* Handle special projects, event planning, and other duties as assigned by attorneys and the Office Manager.

**EXPERIENCE AND QUALIFICATIONS**

* Bachelor’s degree and one year of paralegal or related experience required.
* Experience in preparing legal pleadings, including production of tables of contents and authorities for legal briefs, is strongly preferred.
* Strong research and organizational skills required.
* Must have outstanding written, verbal and interpersonal skills.
* Ability to work independently as well as within a team.
* Must be well organized, efficient, highly motivated, and able to handle multiple tasks simultaneously and see them through to completion.
* Strong computer skills with advanced knowledge and experience in Microsoft Office and Adobe Acrobat.
* Familiarity with federal court rules and procedures is preferred.
* Basic knowledge of Westlaw is preferred.
* Fluency in Spanish is a plus.
* Commitment to civil liberties, immigrants’ rights and public interest legal work is essential.

**COMPENSATION**

**The ACLU offers** a generous and comprehensive **compensation** and benefits package, **commensurate with experience and within the parameters of the ACLU compensation scale.**

**HOW TO APPLY**

Interested persons should submit a cover letter (include salary requirements), resume, a non-fiction writing sample (sample will not be returned) and three (3) references by email to [hrjobsIRP@aclu.org](mailto:hrjobsIRP@aclu.org). Reference **[IRP-17/NABA]** in the subject line.  ***Please note that this is not the general ACLU applicant email address. This email address is specific to the Immigrants’ Rights Project posting.   In order to ensure your application is received, please make certain it is sent to the correct e-mail address. You can expect to receive an automatic response that acknowledges the submission of application materials.***

Please note that we will only accept email submissions of applications.

Applications will be accepted until the position is filled.

*Please indicate in your cover letter where you learned of this career opportunity.*

**CITY OF ITHACA, NY**

**Assistant City Attorney:** The City Attorney’s Office in Ithaca, NY (consistently rated one of the most “livable” cities in the U.S.), seeks to fill the full-time position of Assistant City Attorney, part of a dynamic legal team that advises City government in its operation and legislation. The successful candidate will have substantial experience in civil litigation or labor and employment law (grievances, arbitration, contract negotiation, etc.). Expertise in contract, land use, environmental, real estate, and/or municipal law is desirable. Requirements: NYS bar admission, at least 3 years of legal practice, and Tompkins County residency within one year of hiring. Must be available for evening meetings. Salary Minimum: $72,333; attractive benefit package. Submit application (with references) to: City of Ithaca Human Resources Department - 108 East Green Street - Ithaca, NY 14850. Applications will be accepted until the position is filled. For more information, see [www.cityofithaca.org](http://www.cityofithaca.org) or call (607) 274-6539. The City of Ithaca is an equal opportunity employer committed to a diverse and inclusive work environment.

**UNIVERSITY OF ARIZONA**

**JAMES E. ROGERS COLLEGE OF LAW**

Position: Dean

James E. Rogers College of Law

The University of Arizona

Tucson, Arizona

The University of Arizona invites nominations and applications for the position of Dean

of the James E. Rogers College of Law. The Dean is the chief administrative and academic officer of the College of Law and reports to the Provost of the University of Arizona.

Arizona Law is rooted in the Southwest, but nationally preeminent in fostering an intimate and supportive environment for learning and scholarship. Our renowned faculty – many of whom are leaders in their fields – help students develop the knowledge, skills, and ethical foundations necessary to succeed in the 21st century. We are inclusive and collegial, with an inspiring and engaging intellectual community, rigorous standards of excellence, a culture of continuous improvement, and respect for professionalism and public service.

We seek candidates who are committed to scholarly excellence and collaborative governance, who are able to think in progressive ways about innovation, partnerships, and new funding models, and who can articulate, enhance, and implement our vision for Arizona Law as it enters its second century. Candidates should possess the ability to interact effectively with faculty, staff, students, college and university administrators, and colleagues in the local, state, national, and international legal communities, and a personal leadership style that is committed to fostering a community of respect and collaboration that inspires and energizes all Arizona Law constituencies. Candidates should embrace the entrepreneurial, independent spirit that has long animated those drawn to the West.

Our next dean will have experience that demonstrates the ability to excel in four core areas of leadership:

1. *Academics*, including recruitment and retention of outstanding scholars and teachers as well as students, and cultivation of innovative scholarship and curricula;

2. *Management* of finances, budget, and personnel during a time when traditional funding models are undergoing rapid and permanent change;

3. *University and Community*, including building upon strategic campus partnerships, strengthening relationships with alumni, and leveraging funding opportunities;

4. *Inclusiveness* across communities and disciplines, including ensuring that our faculty serve the needs of our increasingly diverse student body and community during a time of structural change in legal education and the legal market, and the increasing globalization of the practice of law.

We are looking for a dean who will lead the College through wisdom in vision, excellence in management, and personal attributes to create an environment where faculty, staff, and students can do their very best work. Moreover, we seek candidates who will relish being part of the University Senior Leadership Team, which excels in institutional thinking and collaborative interaction – the qualities that historically have proven to advance the University of Arizona as an AAU institution. *Required Qualifications:*

Qualified candidates must possess (1) a J.D. or equivalent; and (2) academic or other experience warranting appointment as a full professor with tenure at the College of Law.

More information is available here.

Salary and benefits for the position are competitive and negotiable. We encourage applicants to submit materials by February 1, 2013, but applications will be accepted until the position is filled. Review of applications will begin immediately. The Search Committee expects to begin interviews in early 2013, with an appointment effective July 1, 2013. Nominations and inquiries should be directed to Sally Rider, at rider@email.arizona.edu or 520-626-1637.

Formal applications must be filed on-line. You can find the dean position (job number 51597) and apply here.

The University of Arizona is an EEO/AA-M/W/D/V Employer. As an equal opportunity and affirmative action employer, the University of Arizona recognizes the power of a diverse community and encourages applications from individuals with varied experiences, perspectives, and backgrounds.