### UDSL JOB VACANCIES
#### PART TIME SCHOOL YEAR & PT/FT SUMMER

<table>
<thead>
<tr>
<th>Class Year</th>
<th>Position</th>
<th>Respond to</th>
<th>City/State</th>
<th>Job Description</th>
<th>Posting Date</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>3L</td>
<td>Law Clerk</td>
<td>Mr. R. Jason Howard Attorney</td>
<td>Dayton, Ohio</td>
<td><strong>Law Clerk:</strong> with potential position as a full-time associate attorney, pending bar passage. Require 3L or law school graduate interested in general practice. Applicants should submit resume, references and writing sample (10 pgs. max)</td>
<td>8/29/17</td>
<td>10/28/2017</td>
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<td></td>
<td></td>
<td>Howard Law Office</td>
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<td><strong>Salary:</strong> Negotiable</td>
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<tr>
<td>2L/3L</td>
<td>Law Clerk</td>
<td>Mr. Jacob A. Gebelle Wright &amp; Schulte, LLC</td>
<td>Vandalia, OH</td>
<td><strong>Law Clerk:</strong> Our firm is immediately seeking law clerks to assist with several large Federal Court consolidated litigations involving defective medical devices, pharmaceuticals, and consumer products. Tasks will involve research, complaint drafting, discovery, client communication, and other tasks associated with each litigation. The ideal candidates will have an interest in complex civil litigation. Require second or third year law student in top 50% of class. Law Review or Moot Court preferred but not mandatory. Applicants should submit resume via email ASAP to Jacob Gebelle at: <a href="mailto:jgebelle@yourlegalhelp.com">jgebelle@yourlegalhelp.com</a></td>
<td>10/4/17</td>
<td>11/01/2017</td>
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<td></td>
<td>865 south Dixie Drive</td>
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<td><strong>Salary:</strong> negotiable</td>
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<td>Vandalia, Ohio</td>
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<td><strong><a href="http://www.yourlegalhelp.com">www.yourlegalhelp.com</a></strong></td>
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| 2L  | Summer Law Clerk | Diana Flint, Court Administrator  
Warren County Domestic Relations Court  
500 Justice Drive  
Lebanon, Ohio 45036 | Lebanon, OH | POSITION: Summer Law Clerk  
JOB DESCRIPTION: This is a fulltime summer law clerk/part-time school year law clerk to Judge Jeff Kirby. The position will introduce law clerk to all aspects of domestic relations practice. The law clerk will mainly be working with Judge Kirby on decisions regarding objections to Magistrates’ Decisions. The clerk will need to be strong in research, writing, and trial preparation. The clerk will do hands-on work drafting opinions with Judge Kirby.  
REQUIREMENTS:  
2nd year law school student as of fall 2017  
Begin job late spring of 2018 (usually sometime in mid to late May)  
APPLICATIONS: Applicants should submit cover letter, resume and law school transcript, if available. Please indicate class rank on resume and/or cover letter, if available.  
INTERVIEWS:  
Interviews will be scheduled for the afternoon of Wednesday, November 15, 2017.  
SALARY: $14.00/hour  
REPLY TO:  
Diana Flint, Asst. Court Administrator  
Warren County Domestic Relations Court  
500 Justice Drive  
Lebanon, OH 45036  
Diana.flint@co.warren.oh.us | 10/16/2017 | 11/03/2017 |
| 2L/3L | Law Clerk | Judge Adolfo Tornichio  
Greene County Court of Common Pleas  
Juvenile Division  
2100 Greeneway Blvd  
Xenia, Ohio 45385 | Xenia, Ohio | Law Clerk: must have the ability to spot issues and independently do legal research and writing. Applicants should submit cover letter, resume, law school transcript, references and writing sample directly to court.  
Salary: unpaid | 8/28/17 | 11/11/2017 |
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<tr>
<th>Role</th>
<th>Name</th>
<th>Company/Office</th>
<th>Location</th>
<th>Overview</th>
<th>Salary</th>
<th>Dates</th>
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<tr>
<td>Law Clerk</td>
<td>Mr. Craig T. Matthews</td>
<td>Craig T. Matthews &amp; Associates, LPA</td>
<td>Centerville, OH</td>
<td><strong>Law Clerk:</strong> Under an A-V Preeminent rated mentor: conduct research, draft pleadings and documents, and actively participate in highly successful litigation practice. Hiring Criteria: Strong research and writing skills, top 25% of class is preferred. Ability to ask questions, think outside of the box, and work as a team is essential. Applicants should submit cover letter, resume, law school transcript, references and writing sample (20 pgs. max) directly to firm. <strong>Salary:</strong> $16.00/hour</td>
<td>$16.00/hour</td>
<td>10/12/17</td>
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<tr>
<td>Law Clerk</td>
<td>Ms. Lynn Busch-Heyman</td>
<td>Butler County Court of Common Pleas</td>
<td>Hamilton, Ohio</td>
<td><strong>Law Clerk:</strong> at Butler County Court of Common Pleas-General Division. Candidate will assist the Court with all areas of research and writing in various Civil and Criminal matters. Position will also include various administrative duties, as the Court requires. Candidate should have strong writing, research skills, and be open to learning. Court hours are 8AM-4:30PM M-F. Interested parties can email their resume, cover letter, and a writing sample to Ms. Lynn Busch-Heyman at <a href="mailto:Busch-HeymanLA@butlercountyohio.org">Busch-HeymanLA@butlercountyohio.org</a></td>
<td>Unpaid</td>
<td>9/13/17</td>
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<td>Volunteer</td>
<td>Mr. Daniel P. Driscoll</td>
<td>Clark County Prosecutor’s Office</td>
<td>Springfield, Ohio</td>
<td><strong>Volunteer Legal Intern:</strong> Assist Attorneys in preparing discovery, legal research, interviewing witnesses, drafting briefs and preparing for trial. Applicants should submit cover letter, resume and writing sample (10 pgs. max)</td>
<td>Unpaid</td>
<td>8/28/17</td>
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| 3L | Volunteer Interns | Ms. Kay Locke  
Managing Attorney, Juvenile Division  
Law Office of the Montgomery County Public Defender  
117 South Main Street  
4th Floor  
Dayton, Ohio 45422  
[www.mcohio.org/government/courts/public_defender](http://www.mcohio.org/government/courts/public_defender) | Dayton, Ohio | **Volunteer Intern**: for Defense Representation of Juveniles. Require Intern’s license from the Ohio Supreme Court. Applicants should submit cover letter and resume via email to: Ms. Locke at locke@mcohio.org  
Benefits: Paid parking and invaluable experience! | 8/28/17 | 12/15/2017 |
|---|---|---|---|---|---|
| 2L/3L | Internship | Mr. David D. Hayes  
Attorney  
Office of the Greene County  
Prosecuting Attorney  
61 Greene Street  
Suite 200  
Xenia, Ohio 45385  
[www.co.greene.oh.us/Prosecutor/default.asp](http://www.co.greene.oh.us/Prosecutor/default.asp) | Xenia, Ohio | **Internship**: Part time, unpaid internship opportunity with Greene County Prosecuting Attorney’s Office. Interns will have the opportunity to work with criminal and civil division attorneys in fast-paced, litigation focused, and deadline driven environment. Tasks will include writing briefs and legal opinions in preparation for litigation in felony criminal proceedings. In addition, interns will be expected to observe numerous court proceedings including trials, motions to suppress, plea hearings, and sentencing hearings. Interns who have obtained their legal interns license will have the opportunity to handle court proceedings. Civil Division interns will work with attorneys on Criminal/Civil Appeals and will write briefs and legal opinions regarding differing aspects of local government. Possible topics include zoning and elections law. Applicants are expected to have exceptional communication skills and must be available for a face-to-face interview. Applicants are expected to have completed courses in criminal law, criminal procedure, and evidence. Applicants will submit a cover letter, resume and writing sample no longer than 5 pages. First year law students will not be considered. Applicants are strongly encouraged to e-mail all required documents to David Hayes: dhayes@co.greene.oh.us  
Salary: Unpaid | 8/30/17 | 12/15/2017 |
| 2L/3L | Internship/Externship | Ms. Karen Clift Personnel, Payroll and Benefits Officer Montgomery County Prosecutor’s Office 301 West third Street P.O. Box 972 Dayton, Ohio 45422 www.mcohio.org | Dayton, Ohio | **Intern or Extern:** If you are a law student who is interested in applying to be an intern or extern with our office, please submit a cover letter, resume, and a list of three references to: Ms. Karen Clift: cliftk@mcohio.org Ohio Certification as a Legal intern is a plus. Cover letter should indicate why applicant is interested in volunteering at our office, dates applicant is available, and best way to contact applicant. Successful applicants will be assigned either to our Criminal, Appellate, juvenile, or Civil Division. **Salary:** Volunteer/Extern Course Credit | 9/20/17 | 5/01/2018 |