

ATTORNEYS OR GRADUATE LAW CLERKS

The Law Office of Stephanie F. Dominguez is a growing federal employment and virtual law firm. We help federal government employees who are victims of discrimination, including harassment and retaliation, before the Merit Systems Protection Board (MSPB) and the Equal Employment Opportunity Commission (EEOC).

Our firm is seeking two highly motivated and detail-oriented attorneys or graduate law clerks for long term employment—preferably with prior experience in handling employment discrimination matters—to handle everything, from helping clients with the initial stages of their legal matters, mediation, discovery (propounding and responding to written discovery), drafting pleadings, taking and defending depositions, and hearings. Ideally, the candidate should be based within sixty miles of Los Angeles for mediations, depositions, and hearings. The candidate must have superior skills in organization, legal research, negotiation, written and oral communication, people and time management, leadership, and collaboration.

At our firm, you will have the opportunity to work remotely 100%—during and after the COVID pandemic—except for travel required for in-person depositions, mediations, hearings, staff events, etc. Our firm also provides the opportunity to be trained by a supervising attorney, to shadow a supervising attorney, to supervise other employees, and to work on cases both independently and with co-representatives. Here, there is ample opportunity for promotion and growth for a long-term career.

If this opportunity appeals to you, we look forward to reviewing your resume, cover letter, and writing sample (no more than ten pages). In your cover letter, please tell us (1) why you practice or want to practice federal employment law, (2) what you are looking for in a job including your pay expectations for the position, and (3) why you think you would be a good fit for this firm.

Compensation:

- Hourly pay and benefits depend on experience. (Include your pay expectations in your cover letter as described above.)

Requirements:

- If a law clerk - candidate has a Juris Doctor (JD)
- If an attorney - candidate has a JD and is admitted to the CA bar.
- Candidate can work full-time (at least 30 hours a week.)
- Candidate is proficient in Microsoft Word and Westlaw. (Proficiency in Teams, Zoom, Apple Calendar, Numbers, Adobe Acrobat Pro DC, Outlook, OneDrive, and the EEOC Public Portal is desirable but not required. Only basic knowledge required. However, you must quickly gain proficiency upon hire.)
- Strong computer skills
- Very well organized
- Strong communication skills
- Great aptitude to learn
- Works well in a fast-paced environment without in-person supervision

Qualifications:

- Disciplined to work diligently and efficiently
- Highly motivated team player who works well collaboratively and can work independently
- Well-developed legal writing and research skills
- Ability to handle and be responsible for multiple client matters, prioritize, and work efficiently
- Has integrity, initiative, intellectual engagement, resilience, composure, open mindedness, dedication, responsibility, attention to detail, dedication to doing one's best, and a strong work ethic

Prospective Start Date:

- January 18, 2022 to March 14, 2022.

To apply, please send Resume, Cover Letter, and Writing Sample to Nicole@SFDLawyers.com. Application deadline is January 16, 2022.

This firm is an equal opportunity employer.