

**Position Available:** Appellate Practice Coordinator/ Assistant to Tom Goldstein  
**To apply,** please send a cover letter, résumé, undergraduate transcript (either official or unofficial) to [bsagona@akingump.com](mailto:bsagona@akingump.com), [kmoore@howerussell.com](mailto:kmoore@howerussell.com), and [washstaffrecruiting@akingump.com](mailto:washstaffrecruiting@akingump.com) as soon as possible.

We'll take applications through next week, ending Friday, August 7. Hiring decisions will be made immediately and the job will begin immediately thereafter.

### **Job Requirements**

- Preparing, filing, and serving Supreme Court and appellate court briefs and other legal documents. This involves cite checking and proofreading briefs, coordinating changes among an array of attorneys, creating appendices, and ensuring that all documents are printed, filed, and served before deadlines. This task may involve working overtime on nights, weekends, or early mornings.
- Obtaining briefs and other materials from the Supreme Court, government officials, and practitioners for internal review and/or public posting.
- Assisting with [SCOTUSblog.com](http://SCOTUSblog.com), [SCOTUSWiki.com](http://SCOTUSWiki.com), and other legal reporting/research
- Doing background research about clients, potential clients, and cases. This involves monitoring an array of current news sources and blog posts as well as online databases.
- Handling various administrative tasks, such as answering Tom's phone, keeping his calendar, entering billable hours, and submitting expense reports. It also requires coordination of travel plans and meeting arrangements, which may entail making frequent last-minute changes and arrangements, sometimes during off hours.

### **Qualifications:**

- Strong interest in learning about the U.S. Supreme Court and its workings.
- Undergraduate experience with law-related courses is a plus, though not a requirement, as is an interest in attending law school. Part-time law students are not eligible for this position.
- Some experience working with (or at least interest in) blog or website technology. No computer programming is necessary, but a familiarity with blogs, wikis, and online database searching is a major plus.
- Entrepreneurial spirit – we are always looking to increase/improve content on the blog and welcome suggestions. In addition, our team here is very small; you will be involved in planning the long-term strategy and vision of the blog, wiki, and the practice as a whole.
- Excellent writing and editing skills.
- Excellent organizational skills and attention to detail
- Ability to improvise. We occasionally need all hands on deck to turn projects around on tight deadlines, and you'd be assisting in many of these efforts.

Please do not hesitate to contact Brian or Kristina with any questions. You can reach Kristina at [kmoore@howerussell.com](mailto:kmoore@howerussell.com) or (301) 654-2625, and Brian at [bsagona@akingump.com](mailto:bsagona@akingump.com) or 202-887-4296.