

ALLISON O. MARSLAND

January 6, 2011

Jason E. Green, City Attorney
Office of the City Attorney
300 Sixth Street
Rapid City, SD 57701

Dear Mr. Green:

I write in application for the available Assistant City Attorney position. I am currently clerking for the Seventh Judicial Circuit. My goal is to remain in Rapid City, and in particular to work in government.

Employers and academic advisors alike have described me as ambitious, driven, career-minded, and as an over-achiever. I strive to be an informal leader, have a strong work ethic, and love a challenge.

One of the most important challenges lawyers face is making sure a position being advocated is heard above the din of the surrounding legal complexities. This is especially true when working to advocate the legal positions of a municipality. Communication is a key component in any professional environment, and clear and concise written and verbal communication are necessities when providing legal services for the City of Rapid City. To that end, of note are my law school grades of 92 in Legal Writing and 90 in Trial Techniques.

Analytical and problem solving skills are also an essential capability when practicing law. In that regard, my law school education was enhanced by the foundation I gained while attaining my science degree. In addition, I currently research and analyze many complex issues that are presented to the Seventh Judicial Circuit. The strong communication and critical thinking skills I have sharpened through my unique combination of educational and work experiences set me apart from most of my peers.

Having had over twenty years of experience in the working world, with almost four of those years being in the legal field, I am skilled in working with members of the public, as well as clients, attorneys and the Court. More importantly, I endeavor to be an asset to the organizations I become associated with, and would make it my goal to do the same as an Assistant City Attorney for the City of Rapid City.

Sincerely,

/s/ Allison O. Marsland

Allison O. Marsland

ALLISON O. MARSLAND

WORK HISTORY

August 2010 – July 2011 **Seventh Judicial Circuit of South Dakota** Rapid City, SD

Law Clerk

Research and write memos as assigned by the judges of South Dakota's Seventh Circuit. Recent topics include service of process, hearsay, suppression, and collateral attack on previous convictions.

Summer 2009 **Gunderson, Palmer, Nelson & Ashmore** Rapid City, SD

Summer Associate

Writings filed in South Dakota Circuit Court cases, various circuits: motion with supporting brief and proposed order in support of unsealing documents; motion with supporting brief in response to adversary's motion for partial summary judgment; documents to file for a conservatorship to protect a minor's interest in a small personal injury settlement. Wrote motion to strike and supporting brief which was filed with the South Dakota Public Utilities Commission. Wrote special appearance and motion to dismiss with brief in support thereof which was filed with the Rosebud Sioux Tribe Public Utilities Commission. In addition, conducted research and wrote memos as assigned by associates and partners; including in-depth analysis of issues surrounding R.S. 2477 rights-of-way, products liability in the context of negligent failure to warn, and the Service Members Civil Relief Act.

Summer 2008 **Bangs McCullen Law Firm** Rapid City, SD

October 2004 – June 2007

Legal Secretary

Worked as a floating staff member during the summer of 2008. Previous to that, assisted a partner with a busy litigation practice and an associate whose primary focus was research and brief writing. Responsibilities included editing and formatting attorney work-product, including legal pleadings and briefs, and client status reports; drafting legal notices, subpoenas, affidavits, proposed orders, and client letters; scheduling and calendar maintenance; proofing and mailing monthly billing statements; ensuring current files were kept up to date; maintaining client relations through answering and returning phone calls.

July 2001 – June 2004 **Allianz Life** Minneapolis, MN

The Minneapolis office employs 2,400 plus individuals, and is the North American flagship company of the global group of Allianz companies.

Quality Assurance Representative

Responsible for coordinating production and reporting of individual quality scores for an Operating Department staffed with 55 Customer Service Representatives. In addition, responsible for conducting analysis of current processes and procedures in order to

recommend and market new efficiencies to Senior and Executive Management, and also to ensure compliance with rules and regulations pertaining to agent contracting and payment of agent commissions.

- Researched and analyzed Agent Contracting guidelines and policies in order to ensure compliance, and to make efficiency recommendations to Division CEO.
- Selected for Allianz's Sarbanes-Oxley compliance work group. Researched and analyzed department procedures to determine compliance under the legislation.

May 2000 – September 2000 **NDSU Ag Research Station** Minot, ND
May 1999 – September 1999

Research Assistant

Summer Intern position. Responsible for off-site scientific field data collection in the Northwestern portion of North Dakota. This involved sample collection and grading of crops in my assigned territory for disease-rate data. Also involved in on-site canola crop flea beetle study.

September 1998 – May 2001 **Minot State University** Minot, ND

Lab Assistant

Work-study position with the Biology Department Head as my direct supervisor. Responsible for making stock solutions, taking care of the green house, maintaining student data bases, grading student lab reports, and other various department tasks.

September 1996 – May 1998 **Teen Tutoring Center** Williston, ND

Tutor

Responsible for tutoring and mentoring junior high and high school age children, some of whom were court-ordered to attend the after-school center.

1989 - 2000 **Bonanza Family Restaurant** Williston, ND

Assistant Manager

Began working at a young age in my father's restaurant, the latter three years in a management role. I was responsible for training and supervising a crew of 45, customer relations, inventory, bookkeeping, marketing and advertising campaigns, and budgeting for the 200-seat steak house. The restaurant closed in December, 2000.

EDUCATION

2007 – 2010 University of South Dakota School of Law Vermillion, SD

Juris Doctor degree

- GPA: 83.98
- Rank: 23/62

1998 – 2001 Minot State University Minot, ND

Bachelor of Arts degree, Cum Laude

- Biology major, philosophy minor, chemistry and psychology concentrations

1996 – 1998 University of North Dakota - Williston Williston, ND

AA and AS degrees, Cum Laude

- General studies

DISTINCTIONS & ACTIVITIES

Client Counseling and Negotiation Board (now known as the ADR Board)

- President, 2009-2010 Academic Year
- Treasurer, 2008-2009 Academic Year
- Participant, Regional Negotiation Competition, Creighton, 2008
- Participant, Regional Client Counseling Competition, William Mitchell, 2009
- Participant, International Mediation Competition, Loyola, 2010

High Grade. Torts II

Roger and Claudia Baron 1L Award

William Brady Memorial Scholarship

1L Law Review Writing Competition

1L Client Counseling Competition

1L Negotiation Competition

Women in Law

Phi Alpha Delta Legal Fraternity

Kaplan PMBR Campus Representative for USD School of Law

- Selected as Head Representative at completion of 1L year

Phi Sigma Biological Honor Society – Charter member of the Minot State University chapter which was established fall, 2000. It is a society “devoted to the promotion of research and academic excellence in the biological sciences.”

REFERENCES

The Hon. Jeff Davis	Presiding Judge, Seventh Judicial Circuit	(605) 394-2571
The Hon. Janine Kern	Judge, Seventh Judicial Circuit	(605) 394-2571
The Hon. Mary Thorstenson	Judge, Seventh Judicial Circuit	(605) 394-2571
Greg Erlandson	Partner, Bangs McCullen Law Firm	(605) 343-1040
Talbot Wieczorek	Partner, Gunderson, Palmer, Nelson & Ashmore	(605) 342-1078