

WORKING FOR THE FEDERAL GOVERNMENT



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Working for the Federal Government

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Much of the information contained in this handbook was taken from PSLawNet.org, “Federal Government Resources,” and “The 2009-10 Federal Legal Employment Opportunities Guide,” which is a production of NALP/PSLawNet in partnership with the American Bar Association’s Government & Public Sector Lawyers Division (GPSLD) and the Partnership for Public Service. Both resources can be found at PSLawNet.org.

Part I: The Federal Government as an Employer

A. Why Work for the Federal Government?

The federal government is the nation’s largest employer with 1.9 million civilian employees. Now is a particularly exciting time to pursue a federal job. Government is changing the way it does business and is promoting more dynamic work environments.¹

Lawyers working for the federal government report high levels of satisfaction with their jobs. Federal employment offers significant responsibility early in one’s career, intellectually challenging work, and an opportunity to serve the public good. Government lawyers can obtain experience in nearly any type of legal practice imaginable, including environmental law, consumer protection, labor law, international relations, civil rights, contracts, torts, business and tax law. Also, they work in all three branches of government, although most are employed in the executive branch. Responsibilities may include drafting regulations or legislation, enforcing existing laws and regulations at administrative hearings, serving as legal counsel to officials and departments.²

B. Reasons to Consider Federal Employment³

New Job Openings: An expected large-scale retirement by Baby Boomers in the next decade is likely to leave many federal positions open for new attorneys to fill. One-third of full-time federal employees are expected to leave their jobs in the next five years.

Variety of Legal Jobs: Attorneys work in all three branches of government and in numerous capacities, including litigating civil and criminal cases, counseling lawmakers, drafting statutes and regulations, issuing administrative legal opinions, and much more.

Immediate Responsibility: Attorneys working for the federal government develop key leadership skills quickly as a result of managing their own caseloads and other significant immediate responsibilities.

Not Only in Washington DC: 85% of federal jobs are located outside of the Washington, DC area, and almost 50,000 federal employees work outside the United States.

Lighten the Debt Load: Many federal agencies have their own loan repayment assistance programs. Learn more about federal student loan repayment programs, and note that the recently passed College Cost Reduction & Access Act can benefit attorneys working in the federal government. Refer to **Part V: Compensation & Loan Repayment Options** for more information.

High-end Public Interest Pay: Federal jobs tend to pay better than jobs with nonprofit organizations. Starting salaries for entry level federal attorneys are generally in the \$50,000 range. From there, federal attorneys can move up the salary scale quickly.

Because the federal government is so large and the opportunities within it so varied, the process of researching and applying for government jobs can be daunting. Below you will find information about where to find federal government jobs and how to apply successfully for those jobs. Our hope is that this information, though not exhaustive, will help you navigate the federal hiring process.⁴

Part II: Legal Practice in Federal Government

A. Types of Legal Work in Federal Government⁵

When most law students think of being a lawyer, they think of litigation – filing and trying lawsuits in court. But lawyers in the federal government are just as likely to draft and interpret regulations, advise and counsel other federal employees, and write policy. Below are some examples of the types of work a federal lawyer might do.

Litigation: If you know you want to litigate, consider the **Department of Justice (DOJ)**. The DOJ is the central agency for the enforcement of federal laws and consequently is the main litigating branch of the US government. The DOJ is composed of headquarters in DC and 93 US Attorneys Offices throughout the country. DOJ hires over 150 recent law graduates every year through the Attorney General’s Honors Program;ⁱ most Honors positions are in DC, though a few are in other major cities throughout the country. Honors Attorneys work in component areas that range from Civil Rights to the Executive Office for Immigration Review. Some attorneys at DOJ do not litigate but instead provide advice and counsel; for example, attorneys in the Office of Legal Counsel and the Federal Bureau of Prisons rarely litigate and focus instead on providing analysis and advice. In addition to the DOJ, attorneys at many other federal agencies are also involved in litigation. Offices with independent litigating authority include the **of the Solicitor** and the **Securities Exchange Commission, Division of Enforcement**. Finally, the majority of agencies have “coordinate jurisdiction” with the DOJ, meaning that DOJ attorneys initiate all lawsuits and handle any depositions and oral arguments, while the agency attorneys draft the legal papers and provide the subject-matter expertise.

Regulatory: Regulatory lawyers are at the forefront of forming and enforcing new rules. Agencies such as the (FDA), **Environmental Protection Agency (EPA)**, **Occupational Safety and Health Administration (OSHA)**, and many others are considered regulatory agencies, because they are empowered to create and implement rules and regulations.

Advisory: If you think you would enjoy working with clients to help them comply with the law, you should investigate “attorney advisor” or “counselor” positions. For example, lawyers at the are divided into “counselors” and “litigators.” The counselors work on congressional inquiries, Freedom Of Information Act requests, rulemaking and citizen petitions.

ⁱ Refer to **Part IV: Government Honors Programs** for more information.

Public Policy: Individuals who want to work in public policy should look beyond “attorney” positions. Agencies that are engaged in a lot of policy work include the **Department of Commerce, and Congressional Research Service**. An excellent entrée to federal policy-making is the Presidential Management Fellows Program (“PMF”). The PMF Program is a two-year fellowship that places over 700 graduate students (including J.D. 3Ls and LL.M.s) in public policy and management positions with executive agencies. Possible placements include **Department of Housing and Urban Development, Department of Education, Department of Transportation, and Occupational Health and Safety Administration.**ⁱⁱ

B. Legal Jobs in the Branches of Government

All three branches of the federal government employ attorneys: **the executive** (the President and his or her administration), the **legislative** (the Senate and the House of Representatives), and the **judicial**. In addition, the federal government includes many **independent agencies** such as the National Labor Relations Board, the Federal Communications Commission, the Federal Reserve System and the Smithsonian. Among the three branches and independent agencies, the executive branch and independent agencies employ the greatest number of attorneys. In 2008, there were some 97,000 employees with full-time, permanent legal positions with executive and independent agencies. In contrast, the number of attorney jobs in the legislature – often referred to as “on the Hill” – is smaller, as is the number of jobs with the judiciary.⁶

1. Executive Branch: Agency Jobs

The Executive Branch⁷ is comprised of:

- Executive Office of the President
- Cabinet-level departments (e.g. Departments of Justice, Defense, Transportation)
- Commissions & Government corporations (e.g. Federal Energy Regulatory Commission)
- Agencies independent of the Executive Office of the President (e.g. Environmental Protection Agency, Securities & Exchange Commission)

Each entity functions as an individual employer. Positions may be located in Washington, DC or in regional offices. The responsibilities for an agency attorney will vary with the type of agency. Agency attorneys often represent the agency within the agency’s own administrative hearing process. They may investigate complaints made to the agency or investigate violations of the laws within the agency’s jurisdiction. They often draft agreements, legislation and regulations.⁸

The **Department of Justice** handles most civil litigation for the federal government and federal agencies. Their client is the Federal Government. They provide legal advice to the President, investigate federal crimes, enforce federal laws and operate federal prisons.⁹

As of July 2009, the executive branch agencies with the most attorneys were:¹⁰

<u>Federal Agency</u>	<u>Number of Attorneys</u>
Department of Justice	10,193
Department of Defense	3,047
Department of the Treasury	2,160

ⁱⁱ Refer to **Part IV: The Presidential Management Fellows Program** for more information.

Social Security Administration	1,903
Department of Homeland Security	1,826
Securities and Exchange Commission	1,517
Environmental Protection Agency	1,074
Department of Veterans Affairs	886
Department of Commerce	858
National Labor Relations Board	676

These figures reflect only those law school graduates who were working *specifically as attorneys*. There are many jobs that are filled by attorneys but not classified as attorney positions. One of the biggest challenges for a graduating law student or attorney seeking to enter federal employment is to discover where, in the enormous and intricate bureaucracy of the United States government, he or she will be able to make the best contribution.¹¹

The **United States Attorney's Office** hires Assistant US Attorneys to prosecute defendants in federal criminal cases. The office handles specialized areas of criminal law such as drug enforcement and organized crime as well as civil litigation. Previous litigation experience is a prerequisite to employment.¹²

2. Legislative Branch: Working "On the Hill"

There are myriad opportunities for attorneys to work on Capitol Hill, both with Senators and Representatives creating policy, and as lobbyists who influence policy making. However, there is no central clearinghouse of Capitol Hill job listings; most offices hire their own staff, and many openings are filled through word-of-mouth. So, the best resources to find a job on Capitol Hill are persistence, networking, and patience! Who you know, and who knows you, is extremely important. Also, hiring is affected by the political nature of the Hill; election years (especially the months immediately following the election) provide the most opportunities.¹³

As a Legislative Assistant on an individual member's personal staff or as a staff attorney for a Committee, attorneys may draft and research legislation, review and comment on proposed legislation, investigate legal matters pertinent to the legislator, constituent or committee and advise individual members.¹⁴

Law students interested in public policy should consider legislative jobs. Although the compensation is less than either private practice or executive departments, the experience gained is usually transferable to other government positions or positions in private practice. Many former legislative attorneys have become lobbyists in private law firms, corporations or trade associations, or have moved to executive departments that support legislative liaison divisions.

Regardless of whether the attorney is hired to serve on the legislator's personal staff or as staff for a legislative committee, these types of jobs share some characteristics. Hiring may be dependent upon political affiliation or support for the policy and programs of the individual legislator or committee. The positions are highly competitive, and many offices prefer staff members with ties to that legislator's district or geographic area. Prior Capitol Hill and/or legislative experience is a plus.¹⁵

3. Practicing Law in the Military

A military legal career offers immediate responsibility for managing cases and exposure to a wide variety of law. There are different branches of the military in which you can serve as JAG Corps attorney, either as an entry-level or experienced attorney.¹⁶ The following websites provide more information on these opportunities:

United States Air Force JAG Corps:

<http://www.jagusaf.hq.af.mil/EDprgrms/howtobecome.htm>

United States Army JAG Corps:

http://www.goarmy.com/jag/about_army_jag_corps.jsp

United States Coast Guard JAG Corps:

<http://www.uscg.mil/legal/>

United States Marine JAG Corps:

<http://sja.hqmc.usmc.mil/>

United States Navy JAG Corps:

http://www.jag.navy.mil/careers/careers/inbrief_overview.html

4. Civil Service Jobs

Graduates may wish to consider civil service jobs for which a law degree and/or legal experience may be useful but not a requirement, such as Paralegal Specialist, Hearings and Appeals Specialist, Contract Specialist, Labor Relations Specialist, and Estate Tax Examiner. See “Attorneys in the Federal Service” – <http://www.usajobs.gov/EI24.asp> - on USA Jobs for information on attorney positions and non-attorney, legal positions.

Part III: Strategies & Resources for Finding Federal Government Jobs

A. Resources to Help You Find a Position with the Federal Government

There are many resources, available in print, and online, that can help you find a position with the federal government. Below are some of the more popular resources, but also see **APPENDIX A** for additional resources.

1. USA Jobs

[USAJobs.gov](http://www.usajobs.gov) is the official job site of the United States Government, and the majority of all federal job openings are posted on this website. You can complete a job search by job type, location, salary, agency and other criteria. Job seekers can become members of USA Jobs, at no cost, and then post resumes online, apply to jobs directly through the website, and receive automated email alerts of recent job openings.

For tips on searching the USA Jobs database refer to **Appendix B: The Federal Job Search – A “Three Step Process” on USA Jobs.**¹⁷ Also visit “Attorneys in the Federal Service” at, <http://www.usajobs.gov/ei/attorneys.asp>, for more information on attorney career opportunities and hiring procedures.

Important Note: While USA Jobs is a valuable resource for attorney position announcements, in some cases federal agencies use streamlined procedures for hiring attorneys and should be contacted directly about potential opportunities.

2. Plum Book

US Government Policy and Supporting Positions Book can be accessed at http://www.gpoaccess.gov/plumbook/2008/2008_plum_book.pdf. This publication, commonly referred to as the *Plum Book*, is published every four years, just after the Presidential election. The *Plum Book* contains data (as of September 1, 2008) of over 7,000 Federal jobs that are political appointee positions. If you find a position that interests you, apply directly through that agency.

3. Capitol Hill Jobs

Check out the following resources for job listings on Capitol Hill:

- **“Working on Capitol Hill,”** published by Yale Law School, available at http://www.law.yale.edu/documents/pdf/CDO_Public/cdo_workingoncapitolhill_PUBLICFINAL.pdf, breaks down the types of employment opportunities available on the Hill and includes personal narratives from Hill employees.
- **Senate Employment Bulletin**, <http://www.senate.gov/employment/po/positions.htm>, is the official recruitment site for the United States Senate. Updated weekly, opportunities range from unpaid internships to legislative counsel to chief of staff positions.
- **Roll Call**, a Capitol Hill Newspaper, lists jobs on Capitol Hill at: <http://www.rcjobs.com/>

B. Strategies for Obtaining Government Positions¹⁸

1. General Strategies

- **Do your research on the different agencies and then target your job search:** The government may be the nation’s largest single employer, but each agency does its own hiring. Start at USAJobs.gov to explore current job openings and also check the job pages of agencies that are of particular interest to you to find out about any special hiring initiatives.
- **Identify the job you want and carefully review the job announcement:** Do you have the experience—from prior jobs, school, volunteer activities, co-ops, civic organizations—that they are looking for?
- **Carefully follow the application instructions:** Most jobs require applicants to respond to a series of Knowledge, Skills and Abilities questions, otherwise known as “KSAs.” Your answers to these questions are very important since they serve a similar function as a first-round interview.ⁱⁱⁱ
- **Patience is a virtue and no news may be good news:** The federal application process typically takes longer than the private sector, so don’t assume you are out of the running. However, if you need to make a decision and haven’t heard back, follow up! Call the agency contact listed for the job opening.
- **Be prepared:** Keep all of your records, awards, transcripts, writing samples, references and a current resume handy for the next steps, such as an interview and/or background investigation.

ⁱⁱⁱ The federal government has announced that it will be eliminating KSA’s as of November 1, 2010.

2. Federal Resumes

Federal Resumes: USA Jobs provides advice about federal resumes and KSAs at <http://www.usajobs.gov/infocenter/resumetips.asp>. Federal resumes require more detail than traditional legal resumes; applicants must specify dates and number of hours worked per week, for example. Candidates should use the key words in the job description, or “Duties,” as labeled in USA Jobs, in their resumes to describe prior experience. Applicants can save up to five different resumes on USA Jobs to use for varied job announcements, and you should tailor your resume specifically to each job for which you apply.

The unique goal of a public sector resume is to demonstrate your dedication to public service and to the agency’s mission. Passion and commitment are as critical as skills and credentials. Below are some tips for creating a federal resume:¹⁹

- Highlight your community service and volunteer work. These entries can be included under “Experience” or combined to create a separate “Community Service” section.
- Detail pro bono experience and the skills you may have learned, such as client interview skills, working with litigation documents, or drafting pleadings.
- Format your resume to highlight extensive experience in one area by creating a sub-heading such as “Environmental Advocacy.”
- Focus the employer on your relevant experience and qualifications; avoid a “laundry list” of jobs and academic honors. If you had significant law-related internships years before law school, you may choose to emphasize your “Law Related Experience” in an independent section of your resume.
- Craft dynamic, detailed job descriptions that will capture the employer’s interest and provide a clear snapshot of your work responsibilities. Use action verbs.
- Emphasize relevant skill development and responsibilities, such as research, writing, and policy analysis, in your non-legal job descriptions.
- Create a “Language” subheading if you are fluent, proficient, or conversant in a language other than English. Specify your level of knowledge; you may choose to break down your abilities in speaking, reading and writing if these vary significantly.
- Include travel or interests that illustrate your commitment to the employer’s mission, such as “extensive travel throughout Asia.”
- While a one page resume is the norm for most resumes in the private sector, you may choose to have a longer resume when applying for public sector positions, particularly if you have substantial public service and volunteer experience.

3. KSA’s^{iv}

Knowledge, Skills, & Abilities (“KSAs”): Applicants to federal jobs are often required to write KSAs or narrative statements addressing the selection factors for the job. Whether the application requires KSAs or narrative statements, applicants should write first person descriptions of their experiences, with specific examples and quantitative measures when possible. The Partnership for Public Service provides advice on KSAs, and suggests that candidates use the “CCAR” approach – Context, Challenges, Approach, and Results – to describe experiences and demonstrate skills and success. Take advantage of these resources from Partnership for Public Service:²⁰

^{iv} The federal government has announced that it will be eliminating KSA’s as of November 1, 2010.

- **KSA Writing & Federal Resumes:**
<http://ourpublicservice.org/OPS/assets/documents/KSAWritingWorkshop2009.pdf>
- **A Guide to KSA Writing:**
<http://www.ourpublicservice.org/OPS/programs/calltoserve/toolkit/KSAs.pdf>

C. Titles and Terminology for Federal Hiring

1. Civil Service Positions²¹

There are more than two million people employed as federal civil servants. The federal civil service system includes all federal government employees *except* positions that are politically appointed and military positions in the uniformed services. The civil service consists of: (1) Competitive service positions; (2) Excepted service positions; and (3) Senior Executive Service (SES) Positions. The primary differences among these three services are in appointment procedures and in job protections.

- *The Competitive Service* – The majority of Federal Government employees are hired through what is known as the “competitive service,” for which the Office of Personnel Management (“OPM”) posts open positions on **USAJobs.gov** and applicants compete in a merit system organized by OPM for those jobs.
- *The Excepted Service* – **All attorney positions in the Federal Government are in the excepted service**, typically under an appointment called “Schedule A.” Therefore, agencies may hire for attorney positions directly without conducting examinations or working through OPM. **Because excepted service positions do not have to be advertised on USA Jobs, it is important to look at individual agency websites for job announcements; nevertheless, applicants will often be sent from those agency websites to USA Jobs.**²²
- *The Senior Executive Service (SES)* – Senior Executive Service employees are primarily managers and supervisors, just below the top Presidential appointees. OPM manages SES hiring with a unique set of regulations.

2. Political vs. Career Hires²³

In addition to civil servants, federal agencies have political appointees. Under the Pendleton Civil Service Act, government officials are prohibited from considering candidates’ political affiliations when hiring for civil service positions. In contrast, political appointees are selected by the President or Congress to serve in specified leadership positions. The vast majority of jobs with the federal government are competitive service positions. For example, the Office of the General Counsel for the Department of Health and Human Services employs about 400 attorneys, only 4-5 of whom are political appointees. The rest are hired, and will continue to serve, even as administrations change and the political appointees come and go.

Part IV: Avenues for Obtaining Federal Government Jobs

There are three main avenues for applying for federal government jobs as a recent law school graduate which include: (1) **Direct Hiring**; (2) **Honors Programs**; and (3) **The Presidential Management Fellows (PMF) Program**.

A. Direct Hiring

All three branches routinely hire attorneys and staffers with legal training. The main conduit for finding and applying for federal jobs is The US Office of Personnel Management's (OPM) Official Job Site, USAJobs.gov.^v Current 3Ls should know that many agencies require applicants to have passed a bar exam, but some agencies will post opportunities for which graduating students are eligible, and the successful applicant will have a specified time period in which to sit for and be admitted to a bar.²⁴

B. Honors Programs

Many federal agencies hire new attorneys primarily (and sometimes solely) through an “Honors Program.” The most comprehensive resource for post-graduate Honors Program is the **Government Honors & Internship Guide** published by the University of Arizona, College of Law (<http://www.law.arizona.edu/career/honroshandbook.cfm>). This Guide provides a great deal of substantive information including program descriptions, requirements, and application procedures. To access the website, you will need to enter the following username/password: cookie/dough. Copies of this Guide are also available in the Career Services Resource Room.²⁵

Another resource is Google’s Government Search available at www.google.com/unclesam. Type in key words “attorney honors.” Application instructions can be found by clicking on the link under each agency or department.²⁶

C. The Presidential Management Fellows Program

The Presidential Management Fellows (“PMF”) Program, offered through the Office of Personnel Management (“OPM”), is designed to prepare talented people, committed to public service, for upper-level management positions (not attorney jobs) in the federal government. This prestigious two-year program is open to any graduate student in his/her final year of study (not only law students). PMF positions are structured by each individual agency and differ widely. All include some training opportunities and a rotational assignment, either within the agency or to another agency or branch of government.

The PMF selection process consists of four parts: (1) Application; (2) Nomination; (3) Assessment and Finalist Selection; and (4) Agency Placement as a Fellow. In October, candidates must complete and submit an application, resume, and Qualifications Questionnaire on USAJobs.gov, and be nominated by Northeastern (the nomination process is administered by the Office of Career Development). Once nominated, a candidate must take a proctored, written assessment at one of the nationwide centers. Based on the assessment scores, OPM selects its finalists, and posts the available agency positions. In the spring, finalists are invited to attend an exclusive Job Fair held in Washington, DC at which federal agency representatives are available to discuss their PMF hiring opportunities with finalists who attend. Prior to the Job Fair, many agencies will review resumes and contact finalists directly to arrange phone interviews, meetings during the Job Fair, and/or to make appointment offers. Additional information about the application process can be found at: <https://www.pmf.opm.gov/HowToApply.aspx>. Those interested in applying should make an appointment to meet with a career advisor in the Office of Career Services.

^v See Part III: Strategies and Resources For Finding Federal Government Jobs for information on how to search and apply for jobs via USA Jobs.

Part V: Compensation & Federal Loan Repayment Options

A. Government Salaries²⁷

Most federal government employees are compensated based on the General Schedule (GS), which is set annually. New law graduates usually start at GS-9 or GS-11 (in agency Honors Programs). Attorneys may also receive locality pay if they live in a more expensive part of the country. For example, in 2008 an attorney at the GS-11 grade working in NYC would earn \$60,840, and would earn over \$100,000 after four years of service. However, that same attorney working in Indianapolis would earn \$54,653, and would earn \$92,049 after four years of service because of the difference in locality pay. The *General Schedule and Locality Pay Tables* can be found at, <http://www.opm.gov/oca/09tables>, which include a salary calculator, list the different federal salary levels. Note also that even within General Schedule grades, such as GS-9 or GS-11, there are “steps” within each grade that allow for salary increases. So a federal employee could receive a salary increase even when remaining at the GS-11 grade.

Agencies that belong to the Federal Financial Institutions Examination Council (including the Federal Reserve Board, the Federal Deposit Insurance Corporation, and the Comptroller of the Currency) pay significantly above the GS scale. For example, in 2008, first year attorneys with the Federal Deposit Insurance Corporation in DC earned \$85,416.

B. Federal Loan Repayment Assistance Program (“LRAP”)²⁸

The federal student loan repayment assistant program (“LRAP”) launched fairly recently, in 2002. This program allows agencies to repay federally insured student loans as recruitment or retention incentives for employees of the agency.

Under the LRAP, federal employees can receive up to \$10,000 per year in student loan repayments, and up to \$60,000 total.^{vi} In return, they must commit to at least three years of agency service. If an employee quits or is fired for just cause or poor performance, he/she must reimburse the paying agency for all benefits received. In addition, an employee has to perform at an acceptable level in order to continue to receive payment benefits. To learn more about the Student Loan Repayment Program, visit the <http://www.opm.gov/oca/pay/studentloan/index.asp> page:

C. College Cost Reduction & Access Act of 2007 (“CCRAA”)²⁹

Federal legislation titled the College Cost Reduction & Access Act created a new repayment option for qualifying public service lawyers, called Income Based Repayment (“IBR”), **AND** established a loan forgiveness program that will forgive eligible educational debt after a 120-month (10-year) period of repayment. The program is designed so that after paying via IBR for period of time, a public service lawyer may be qualified to have the rest of his or her eligible loans forgiven.

- *Income-Based Repayment*: Through IBR, high debt/low income borrowers can significantly reduce their monthly payments if they can demonstrate “partial financial hardship,” as defined in the CCRAA statutory and regulatory language. It is essentially a calculation based on the

^{vi} Eligibility criteria to receive federal loan repayment may vary, and require information about class rank and G.P.A. Please contact the Career Services Office at Northeastern School of Law if this applies to your situation.

amount of your eligible debt and your income. You do not have to be poverty-stricken to qualify for IBR; on the contrary, its provisions are generous.

- ***Public Service Loan Forgiveness:*** Borrowers working in a broadly-defined group of public service jobs may have qualified educational loans forgiven after a period of ten years (120 monthly payments) working in public service, provided that during that period they make monthly payments via the IBR Program (or through a combination of IBR and other payments).

For more information on CCRAA, check out these sites:

- Equal Justice Works Student Debt Resource Page:
<http://www.equaljusticeworks.org/resources/student-debt-relief/default>
- The Project on Student Debt's IBR Information Site: <http://ibrinfo.org>
- The National Association of Student Financial Aid Administrators, CCRAA Resource Page:
<http://www.nasfaa.org/SubHomes/2669Resources/HR2669Resources.html>

D. Other Federal Benefits³⁰

The federal government not only offers opportunities for people to make a difference in their world, it also encourages a healthy work-life balance, supports a family-friendly culture and offers excellent benefits:

- ***Health Coverage:*** The federal government offers one of the widest selections of health insurance plans anywhere, and most of the cost is covered by the government. It also offers great deals on life insurance and long-term care insurance.
- ***Flexible Work Schedules:*** Work schedules that allow employees to choose their time of arrival and departure are available to most federal workers, regardless of agency or position, but must be approved by supervisors or managers. Another option: a compressed work schedule that lets full-time employees complete their basic 80-hour biweekly work requirement in fewer than 10 workdays. For many federal government employees, this means every other Friday off.
- ***Family-Friendly Vacation and Leave Policies:*** The federal government offers generous holiday and leave policies. Full-time federal workers get 10 paid holidays annually, from 13-26 days of vacation each year depending on years of service, and 13 days of sick leave. Other leave programs – ranging from leave sharing to time off for medical conditions and family responsibilities – are also available.
- ***Child Care Programs:*** More than 200 federal agencies sponsor on-site child care centers for their employees. One such program, the Department of Defense Child Care System, provides child care for over 200,000 children through 800 Child Development Centers, family child care homes and school-age care programs.
- ***Retirement Benefits:*** The Thrift Savings Plan is the government's 401(k) retirement plan in which agencies match up to five percent of your salary. This is part of a generous three-tiered retirement system which also includes Social Security benefits and a fixed-amount pension.
- ***Transportation Assistance:*** Federal agencies offer subsidies for mass transit where appropriate, and many also enable you to telecommute from your own home.

Part VI: Security Clearances & Citizenship Requirements

A. Security Clearances³¹

Most attorneys working for the US government must pass security clearances. If US government employment is your goal and you engage in any illegal or questionable behavior, such as recreational drug use or inappropriate web postings, you will need to clean up your act. For example, attorneys with the Department of Justice undergo an investigation that includes a name and fingerprint check; interviews with references, close personal associates, former spouses, former employers, co-workers, neighbors, landlords, and educational institutions; a drug test; and a thorough check of credit, military, tax, and police records. The background investigation covers a period of seven to ten years.

This process may take seven months or more to complete. As you move through a security clearance, you must answer all questions completely and accurately. Think carefully about your answers, and don't hesitate to consult with a career services advisor if you have any questions. Students and alumni have been found ineligible for federal positions based on past activities that, had they been properly disclosed, would not have been a bar to employment. The Partnership for Public Service provides information on security clearances for prospective federal job applicants at, <http://ourpublicservice.org/OPS/programs/calltoserve/toolkit/SecurityClearances.pdf>. Another helpful resource is published by Yale University, entitled, "Before You Apply – Understand the DOJ Security Clearance Procedure," and can be found at, http://www.law.yale.edu/documents/pdf/CDO_Public/cdo-DOJ_Security.pdf.

B. Citizenship Requirements³²

Many attorney jobs with the federal government are open only to US citizens. Still others are technically open to citizens of foreign countries but extend offers to non-US citizens only in extraordinary circumstances. Finally, at those agencies that regularly hire foreign citizens, the problems of conducting a security check overseas (e.g., interviewing employers, friends and family in a different time zone and in a foreign language) can significantly delay the start date of employment. If you are not a US citizen or hold dual citizenship and would like to consider federal employment, please make an appointment to meet with a career services advisor.

APPENDIX A:

Web and Print Resources for Finding a Federal Job

A. PSLawNet's Federal Government Careers Webpage:

<http://www.pslawnet.org/federalgovernmentresources>

- a. 2009-10 Federal Legal Employment Opportunities Guide:
http://www.nalp.org/uploads/FLEOG_2009_2010.pdf. Annually updated publication by NALP, the Partnership for Public Service, and the ABA's Government & Public Sector Lawyers Division, offers tips for seeking federal attorney positions, descriptions of federal offices that employ attorneys, and much more.
- b. "Making the Difference," a federal careers website operated jointly by the Office of Personnel Management and the Partnership for Public Service:
<http://www.makingthedifference.org/index.shtml>. Online resource on how to find and apply for federal jobs and internships (including tips on the initial screening process, including the knowledge, skills and abilities – KSAs – required of a position). Contains searchable database of internships and online resources such as the DC Housing Guide.
- c. Martindale-Hubbell: <http://www.lexisnexis.com/lawschool/login.aspx>. Useful for identifying law school graduates working for federal agencies. Select the "Career Development" tab and go to Job Opportunities > Lawyer and Firm Locator > "Government" Tab.
- d. *Where the Jobs Are*, at <http://data.wherethejobsare.org/wtja/home>, is a comprehensive projection of hiring needs for critical occupations in the federal government. This edition is the third in an ongoing series produced by the Partnership for Public Service, covering fiscal years 2010 through 2012, and updating information in the 2005 and 2007 reports.
- e. Careers in Government: <http://www.careersingovernment.com/>
- f. Opportunities in Public Affairs: <http://www.opajobs.com/>

B. Electronic Job Listings

- a. USA Jobs, The U.S. Office of Personnel Management's Official Job Site:
<http://www.usajobs.gov>
- b. Capitol Hill Homepage: <http://www.hillzoo.com>
- c. Political Jobs: <http://www.politicaljobs.net>
- d. Roll Call Jobs: <http://www.rcjobs.com>
- e. The Hill: <http://www.hillnews.com>

C. NUSL Job Listings

- a. Symplicity – Compilation of jobs sent to our office. Search under Position Type, "Post-grad-legal: Government."
- b. Intercollegiate Job Bank – Job listings shared by law schools throughout the country. You will need to enter the *username*: jobbank; *password*: postings. It may be helpful to start with the law schools in Washington, DC, for federal positions.
- c. Internet Sites for Job Hunters – Hundreds of job-related web sites identified by our office, many of which include job listings. *User name* is: social, *password*: justice. Click on "Legal Jobs Listing Sites," and then on "Government."

D. Other Law Schools' Websites & Publications

- a. Boston College Law School – Working for the Government:
<http://www.bc.edu/schools/law/services/career/public/government.html>
- b. Yale Law School's Guide, "Working on Capitol Hill":
http://www.law.yale.edu/documents/pdf/CDO_Public/cdo_working_oncapitolhill_PUBLICFINAL.pdf
- c. Georgetown Law – Government Initiative:
<http://www.law.georgetown.edu/opics/GovernmentInitiative.htm>
- d. George Washington University Law School – Government Related Links:
<http://www.law.gwu.edu/Careers/onlineresources/Pages/GovernmentRelatedLinks.aspx>
- e. Georgetown Law – Capitol Hill and Lobbying /Government Relations
Jobs:<http://www.law.gwu.edu/Careers/currentstudents/Documents/Informational%20Handouts/2010%20Updated%20Handouts/Practice%20Settings/2010%20Capitol%20Hill%20Jobs.pdf>
- f. George Washington University Law School – Power Point Presentation on What to Expect From the Government Hiring Process:
<http://www.law.gwu.edu/Careers/currentstudents/Documents/Informational%20Handouts/WTE%20Government%20Hiring%20Fall%202009.pdf>
- g. Harvard Law School - Fast track to US Attorneys Office:
http://www.law.harvard.edu/current/careers/opia/planning/career-resources/docs/fast-track-to-a-usao_final.pdf

E. Government Honors Programs

- a. University of Arizona, College of Law, "Government Honors & Internship Guide":
<http://www.law.arizona.edu/career/honorshandbook.cfm>
- b. Presidential Management Fellowship: <http://pmf.opm.gov/>
- c. George Washington University Law School - Power Point Presentation on Presidential Management Fellowship Information Session -
http://www.law.gwu.edu/Careers/Publicinterest/Documents/09PMF_Info_Session.pdf

F. Secondary Resources to help you stay abreast of developments in federal government:

- d. www.federaltimes.com (advice and opinion column)
- e. www.governmentexecutive.com; www.fedscope.opm.gov (section of OPM website dedicated to statistics and data on hiring)
- f. www.fedworld.gov (designed as the "online locator service" for comprehensive inventory of information disseminated by the Federal Government; maintained by the National Technical Information Service).
- g. <http://www.gpoaccess.gov/index.html> (Government Printing Office - online library of wide variety of government resources and information).
- h. <http://www.gpoaccess.gov/gmanual/browse-gm-09.html> (US Government Manual - overview and general information about the Legislative Branch, Judicial Branch, Executive Branch, Executive Agencies, Independent Establishments and Government Corporations).

APPENDIX B:

The Federal Job Search - A "Three-Step Process" on USA Jobs

USA Jobs.gov, the government's official job web site provides access to more than 30,000 job listings daily as well as applications, forms, and employment fact sheets. Job postings are updated hourly and are available to job seekers in a variety of formats to ensure accessibility for those with differing physical and technological capabilities. You can search for jobs by location, job category, and agency and you can complete and submit your application directly to the agency online.

Your job search for federal career opportunities is a three-step process with USA Jobs.

Step 1 - Create Your Account

You do not need to create a “My Account” to search for jobs, but you must create an account to apply for jobs online. You should set up your “My Account” if you want to do any of the following tasks: build or upload your resume and post it online, receive customized job alerts, apply for federal Government jobs, or save or email a friend job opportunity announcements.

Step 2 - Search for Jobs

From the www.USAJobs.gov web page, enter your desired job information and submit to search the database of thousands of opportunities. Use your resume to apply online instantly.

Step 3 - Manage Your Career

Once you create an account, you will be able to do the following: build and store up to five distinct resumes, save and automate job searches, save and apply for jobs, learn how to use USA Jobs, learn about the federal hiring process, discover special hiring programs, search by Agency, Occupation, Location, and others factors, see which jobs are in demand, and apply to federal agencies.

USA Jobs provides tutorials in an interactive format designed to be read on-screen and are also available in an alternative printable document format if you are not able to view the interactive tutorial. The tutorials include information of the following topics: the job search, job opportunity announcements, your personal homepage on USA Jobs, resumes, saved documents, and saved searches.

Searching USA Jobs with Keywords

Enter keywords for the job titles and job descriptions you would like to see. By typing in various keywords, you will maximize your chances of retrieving jobs that most accurately match what you're looking for. When using Boolean Logic, you should always enter the below operators (AND, OR, AND NOT) in capital letters.

Search Hints:

- Using AND narrows your search results. If you don't separate your search words, AND is implied by default.
- Using OR widens your search results.
- Use AND NOT to eliminate certain jobs from your search results.

- “ “ When used around keywords, quotes an exact phrase. Use quotes around a phrase when you want to search for a specific phrase.
- () When used around keywords, parenthesis separate keyword phrases. Use parenthesis when searing for multiple phrases at the same time.
- Using * after a root word will bring back any results that contain a variation of that root word in the title or description. Using *, known as the wildcard, widens your search results. Use wildcards when there are similar keywords that use the root word that would be an appropriate match.

Putting together a federal resume on USA Jobs

The Online Resume Builder feature allows job seekers to create on-line resumes specifically designed for applying for federal jobs. Applicants can use the resume builder to create, print, save, edit for future use, or send by fax or mail to employers. Many of the hiring agencies will accept electronic submissions of resumes created through USA Jobs for vacancies listed on the web site.

The USA Jobs Resume Builder allows you to create one uniform resume that provides all of the information required by government agencies. Instead of creating multiple resumes in different formats, you can build your resume once and be ready for all job opportunities.

Whether you're writing your first resume, updating an existing one, or answering a position's Knowledge, Skills, and Abilities (“KSA's”), stop and think about which keywords you need to add.

A Single Keyword Communicates Multiple Skills and Qualifications

When a recruiter reads the keyword "analyst," he or she might assume you have experience in collecting data, evaluating effectiveness, and researching and developing new processes. Just one keyword can have tremendous power and deliver a huge message.

Study Job Announcements

This is the best way to determine important keywords. Review several job announcements and their questions for your ideal position. The jobs don't have to be in your geographic target area. The idea is to find skills, experience, education and other credentials important in your field. You will probably find keywords frequently mentioned by different agencies. Focus on the "requirements," "skills" or "qualifications" sections of job ads, and look for buzzwords and desirable credentials for your ideal job.

The Sales Pitch

Because applications are quickly skimmed during the first pass, it is crucial your resume and KSA's get right to work selling your credentials. Your key selling points need to be prominently displayed at the top of the first page of the resume and directly address each question asked in the KSA section. For example, if an advanced degree is an important qualification, it shouldn't be buried at the end of a four-page resume. If a KSA question asks about your writing ability, immediately detail your experience instead of enjoyment of it.

Use an Editor's Eye

Many workers are proud of their careers and feel the information on a resume should reflect everything they've accomplished. However, a resume shouldn't contain every detail and KSA's should only address the question at hand. Be judicious about what you include in your resume.

APPENDIX C:

Working for the Federal Government: 2 Alumni Narratives

(1) Sunu P. Chandy, Senior Trial Attorney, US EEOC
United States Equal Employment Opportunity Commission

I graduated from Northeastern University School of Law in May 1998. During the past ten years I have kept in mind the words of former Dean, David Hall, that as public interest attorneys we must always, “remember that we are dealing with the lives and stories of trusting people.” My first piece of advice to law students is to remember why you went to law school in the first place. No matter how much you change and grow, try not to completely lose the original inspiration that led you there.

During law school I was open to finding work in a range of public interest areas including poverty law/legal services, women’s rights, racial justice, disability rights, human rights or any type of work that used the law for social change. I always believed I would work in a non-profit organization. As such, I was very surprised to find myself first working for a private firm with a public interest mission and then for a federal government agency committed to civil rights work

My first position after law school was as an associate with a union side labor law firm in New York City, where I had completed my last law school internship, part of the program at Northeastern School of Law. In this role I worked to support union organizing and also represented union employees in arbitrations.

After one year at the firm, I found out about an attorney position with EEOC from a law school friend who had just been hired to work at another EEOC office. I learned that at EEOC I would be able to have more opportunities to take part in all aspects of federal court litigation whereas at the firm, in addition to arbitrations, I was mostly researching and writing and the partners took the lead with depositions and court appearances.

Although many federal government positions for lawyers are posted on the USA JOBS website, word of mouth is still one of the most effective ways to learn about vacant positions. These positions are frequently posted for short periods of time and often must be filled fairly quickly. As such, it is critical for you to let others know the kind of work in which you are interested so that your contacts will keep you in mind when they hear of relevant opportunities. When we are hiring at EEOC, I have been asked to review the resumes that we keep on file. I was surprised to find that employers do occasionally look at the resumes that are “kept on file,” so it is advisable to send your cover letter and resume to the organizations that you find most compelling. You can also take it a step further and request an informational interview if you have been given a contact or if there are graduates from your law school who are working at the organization(s) in which you are interested. A thoughtful, well-written cover letter makes a big difference, so it is critical to target your cover letters to the employer in question and include why you are interested in the organization and are uniquely qualified for the work, both substantively and given your particular skill sets.

I have now served as an attorney with EEOC’s New York District Office (NYDO) Legal Unit for nine years. I also recently served briefly in a detail position as an Acting Supervisory Investigator with the Enforcement Unit overseeing charge investigations. The NYDO staff are committed to bringing about positive change in the workplace, and likewise committed to the Charging Parties who call and visit our offices on a daily basis. In my work, I have been able to bring cases about which I feel passionate because of the legal issues involved and because they benefit under-represented or low-income communities.

The highlights of EEOC litigation for me are the cases where one brave Charging Party steps forward and works alongside EEOC to bring change. For example, my *Home Depot* case involved the relatively novel issue of the use of a job coach as a reasonable accommodation under the Americans with Disabilities Act (ADA) for an individual with learning disabilities. Through this case, Home Depot instituted a nation-wide job coach policy and the settlement was covered in the *New York Times* in October 2005. I continue to receive telephone calls from disability rights organizations and families of individuals with disabilities from across the nation to inquire about this settlement and how it may be used as part of their advocacy. Another case of which I am proud involved a sexual harassment claim brought by a young South Asian woman against a named harasser and owner from the same community (*US Dream & Dollar Stores*). Through this settlement, EEOC obtained policy changes and training throughout forty stores owned by individuals from the same community. Several newspapers in the South Asian press covered this case thereby highlighting EEOC's commitment to this community and informing South Asian employees of their rights in the workplace.

I have also had the opportunity to litigate EEOC's larger class cases such as *Benenson/Flushing Manor Nursing Home* that resulted in a \$900,000 settlement in April 2007 on behalf of 29 claimants who suffered racial and national origin discrimination including "No Creole" language restrictions. Similarly, I litigated *Plaza Hotel* that resulted in a \$525,000 settlement on behalf of 12 South Asian and Arab men who faced post-9/11 backlash discrimination including being called "Osama" and "Bin Ladin" on a regular basis. Earlier this year, I settled *Books For Less* and the settlement was covered on the front page of the *Pittsburgh Courier* on March 12, 2008. This case included egregious racial harassment such as calling the workplace a "plantation" and the use of the "N" word, along with sexual harassment and severe retaliation. In addition to these cases for which I served as the sole or lead counsel, I have also served on teams and taken depositions, wrote motions, and assisted with document production in cases such as *Morgan Stanley* (discriminatory pay and promotion of women) and *Woolworth/Foot Locker* (lay-offs targeting employees age 40 and above).

In my role at EEOC I have also ensured that advocacy organizations are aware of our agency and the role it serves through my work with media outreach. I was interviewed by NPR regarding English-Only policies last year and spoke about my *Highland Hospital* case where Hispanic employees were disciplined for saying "adios" to each other because the new manager felt, "this is America." This case settled for \$200,000 in May 2006 and received extensive favorable media coverage in the Rochester, New York press. I also make every effort to publicize our cases to relevant target audiences. When I filed the *Vonage* case involving a company's failure to hire an Orthodox Jewish employee because he needed time off to observe religious holidays, I forwarded the press release to relevant organizations in addition to the mainstream press. Similarly, when I successfully resolved the *Zappala Farms* case involving a migrant worker with a disability, I made sure to inform various advocacy organizations sympathetic to this group of workers. This case also involved served as an opportunity to remind workers' rights organizations that our statutes cover all employees, regardless of documentation status.

I hope that I have been able to provide a snapshot of the communities and issues to which I have devoted my time as public interest attorney over the past ten years. In closing, I must share that during law school I had very real concerns about my more than \$100,000 in law school debt and whether I could afford to work as a public interest lawyer. I was also shocked to realize that I was entering a field which provided me with the earning potential to easily make more than my parents combined upon graduation. Given these dynamics I felt very torn about my financial future as it related to my career path. At that time I was fortunate enough to speak with a graduate from my law school who shared with me that most often, "ultimately, it's a question of lifestyle" when you make these kinds of decisions about career and finances. She told me that when she graduated she lived in Brooklyn with roommates to minimize her expenses and was able to slowly pay down her debt and still work in

public interest law. Not everyone can make this decision but I followed in her footsteps and have no regrets. I slowly paid off my debt and now make a solid living as a public interest attorney with the federal government.

If you came to law school to work in the public interest, I would encourage you to hold tight to this dream. Be confident that you can make it happen, despite the financial realities of every day life. The meaning that you take from your work on a daily basis makes these very real sacrifices more than worthwhile. Best of luck to you on this exciting journey.

**(2) Heather A. Southwell, Attorney, IRS Office of Chief Counsel
General Legal Services (GLS)**

When people think of what it means to be an attorney for the Internal Revenue Service, it is not surprising that the first image that likely comes to mind is that of a tax attorney. The IRS, with approximately 1,500 lawyers on staff, is the preeminent employer of tax attorneys in the United States. However, in addition to its tax attorneys, the IRS also employs a team of attorneys whose focus is not on tax law, but on administrative law.

I am a third-year attorney with the Internal Revenue Service's Office of Chief Counsel in New York, New York, and I am not a tax attorney. Rather, I am one of approximately 70 attorneys nationwide who work for the Chief Counsel's General Legal Services function, where I primarily practice labor and employment law. The role of General Legal Services can be compared to the role that in-house counsel plays in a private business: we provide advice and guidance to management, and we defend management in administrative litigation concerning personnel matters, discrimination and labor-management relations. As a GLS attorney I have frequent hearings in which I represent the IRS in litigation before arbitrators, the Equal Employment Opportunity Commission, and the Merit Systems Protection Board.

I was hired for my position in 2005, through the Office of Chief Counsel's Honors Program. The Honors Program is targeted primarily to third year students, and presents new lawyers with an opportunity to acquire significant training and experience right out of law school. While the Chief Counsel's Office generally hires through on-campus recruiting efforts, I found my position with the Chief Counsel's Office through a listing on my law school's career services job posting website in my third year of law school. I applied for the position because I was interested in employment law, had a strong interest in working for the government (during law school, I had interned for a state Attorney General's office, a United States Attorneys office, and for a Federal magistrate judge), and because I hoped that a position with the Chief Counsel's Office would provide me with significant hands-on legal experience early in my career.

Working for the office of General Legal Services has surpassed my expectations. In my three years as a GLS attorney, I have had the opportunity to work on a variety of cases concerning issues such as contract interpretation, discrimination, and performance and conduct issues. I litigate my own cases, conduct my own research, and take a leading role in assessing the strengths and weaknesses of each case I am assigned. On any given day, I can be found preparing witnesses to testify at a hearing, writing an advisory opinion for a manager who has requested legal advice, defending a deposition, writing a post-hearing brief, strategizing in a conference call with management and labor relations staff concerning a personnel matter, or litigating a case before an arbitrator, the EEOC or Merit Systems Protection Board. As one would expect, being able to exercise such control over one's cases comes with a great deal of responsibility. However, it also provides numerous opportunities for developing judgment, independence and a sense of accountability for one's work.

In addition to the satisfaction of having my own inventory of cases, one of the most rewarding parts of my job as a GLS attorney is to be able to occupy the role of "counsel" in the truest sense of the word. That is, managers and IRS Human Resources practitioners often seek guidance from GLS when facing a potentially difficult situation, or after a conflict has already arisen in the work place. To feel like I have played a valuable role in solving a problem or fashioning a solution in a difficult situation is immensely rewarding, and nothing is more satisfying to me than to have one of my clients thank me for my help. In addition, I am fortunate enough to have been afforded a good deal of autonomy in my work, to work with a small group of dedicated colleagues who care about what they do, and to enjoy the satisfaction that comes from being able to work toward the right result. If this sounds appealing to you as well, you might consider investigating a position with GLS.

If you're interested in working for GLS, I would recommend taking courses in law school such as Employment Law, Discrimination and Title VII, Disability Law, Negotiations, Trial Practice or Moot Court, and Administrative Law. These courses can provide a solid foundation for the type of work you will be doing as an agency attorney. Additionally, although GLS employs attorneys from a variety of different backgrounds, you should have an enthusiasm for public interest work, as well as an interest in litigation. Finally, you should come to the table with strong writing skills, the ability to prioritize, and the ability to think on your feet.

The Chief Counsel's office is a great place to start, and a great place to build a career. You will develop skills as agency counsel that provide a strong foundation from which to develop as a profession, and that will stay with you for the rest of your career. I cannot recommend it too highly.

APPENDIX D:

Government Oriented Recruitment Programs and Career Fairs

American Bar Association, Law School Division Career Fair

Summer, Various Locations

Career Fair held at the ABA Annual Meeting, and well-attended by federal employers, government agencies, as well as employers from all other legal sectors.

Details can be found at: <http://www.abanet.org/lcd/career/>

Equal Justice Works Public Interest Career Fair

Fall, Washington, DC

National Career Fair with employers from Alaska to New Hampshire that are interviewing for over 1,500 employment opportunities.

Details can be found at: <http://www.equaljusticeworks.org/events/ccf/general>

Massachusetts Law Consortium, Government/Public Interest Program

Fall & Winter, Boston, MA

Each year public interest and government employers take advantage of this opportunity to interview students from the seven ABA-accredited Massachusetts law schools for summer and permanent positions.

Details can be found at: <http://maconsortium.org/programs.html>

Monster.com link to Federal Employer Job Fairs around the U.S. (includes ALL federal jobs, and is not limited to the legal sector).

Details can be found at: http://govcentral.monster.com/content/government_job_fairs

Partnership for Public Service, Public Service Career & Internship Fair

Summer, Washington, DC

Career Fair for undergraduate and graduate students (not specifically law students) attended by legal and law-related employers. Details can be found at:

<http://ourpublicservice.org/OPS/programs/calltoserve/careerfair.shtml>

Shared/ PUBLICATIONS/WkingFedGovt/Handbook2010

¹ <http://bestplacetowork.org/BPTW/jobseekers/>

² [http://76.12.222.174/federalgovernmentresources#Why Work for the United States Government;](http://76.12.222.174/federalgovernmentresources#Why_Work_for_the_United_States_Government;)
<http://www.bc.edu/schools/law/services/career/public/government.html>

³ [http://76.12.222.174/federalgovernmentresources#Why Work for the United States Government](http://76.12.222.174/federalgovernmentresources#Why_Work_for_the_United_States_Government)

⁴ <http://www.law.georgetown.edu/opics/jobs/WhyWorkfortheFederalGovernment.htm>

⁵ [http://76.12.222.174/federalgovernmentresources#Why Work for the United States Government](http://76.12.222.174/federalgovernmentresources#Why_Work_for_the_United_States_Government)

⁶ [Id.](#)

⁷ <http://www.wcl.american.edu/career/government/executive.cfm>

⁸ <http://www.bc.edu/schools/law/services/career/public/government.html>

⁹ Id.

¹⁰ http://76.12.222.174/federalgovernmentresources#Why_Work_for_the_United_States_Government

¹¹ Id.

¹² See Harvard Law School publication, “Fast Track to U.S. Attorneys Office,”
http://www.law.harvard.edu/current/careers/opia/planning/career-resources/docs/fast-track-to-a-usao_final.pdf

¹³ <http://www.law.gwu.edu/Careers/currentstudents/Documents/Informational%20Handouts/2010%20Updated%20Handouts/Practice%20Settings/2010%20Capitol%20Hill%20Jobs.pdf>

¹⁴ <http://www.bc.edu/schools/law/services/career/public/government.html>

¹⁵ <http://www.wcl.american.edu/career/government/legislative.cfm>

¹⁶ http://76.12.222.174/federalgovernmentresources#Why_Work_for_the_United_States_Government

¹⁷ You can also find this information at: http://jobsearch.usajobs.gov/help/Help.aspx?k=keyword_tips

¹⁸ <http://bestplacetowork.org/BPTW/jobseekers/>

¹⁹ http://pslawnet.org/uploads/Resume_Cover_Letter_Spring_2009_PUBLIC.pdf

²⁰ http://pslawnet.org/federalgovernmentresources#How_Do_I_Make_my_Application_a_Success

²¹ http://pslawnet.org/federalgovernmentresources#Civil_Service_Positions

²² See <http://www.makingthedifference.org/federaljobs/exceptedservice.shtml> for more information about excepted service.

²³ Id.

²⁴ <http://pslawnet.org/federalgovernmentresources>

²⁵ Id.

²⁶ http://www.wcl.american.edu/career/government/documents/09gov_honors.pdf?rd=1

²⁷ http://pslawnet.org/federalgovernmentresources#Compensation_and_LRAP

²⁸ Id.

²⁹ Id.

³⁰ <http://bestplacetowork.org/BPTW/jobseekers/benefits.php>

³¹ http://76.12.222.174/federalgovernmentresources#Resources_To_Help_You_Find_a_Position_with_the_Federal_Government

³² Id.