



# Counseling on Federal Opportunities 101

Wednesday, April 28, 2010 ~ 2:15 – 3:30 p.m.  
NALP Conference ~ San Juan, Puerto Rico

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## Overview

- Why the U.S. Government
- Practice Options
- Where are the Jobs?
  - Internships, Entry-Level and Lateral
- Job Search Resources
- Compensation and Loan Repayment
- Strategies for Success
  - Relevant Skills, Experience and Personal Qualities
  - Appropriate /Accurate Application Materials
  - Interview Tips

## Why the U.S. Government

- Significant Responsibility
- Intellectually Challenging Work
- Opportunities to Serve the Public
- Any Bar Exam is OK
- Highest Salaries in the Public Sector and Good Benefits
- Transferable (Geographically and to Other Employers)

## Practice Options

- Branches
  - Executive
  - Legislative
  - Judicial
- Practice Areas
  - Litigation
  - Regulatory
  - Advisory
  - Public Policy
  - Civil / Transactional

## Practice Areas - IP

### 1L, 2L

- Department of the Air Force
- CIA
- Department of Commerce
- Committee on the Judiciary
  - Majority Office
  - Minority Office
  
- Department of the Navy, OGC
- Smithsonian Institution
- Office of the US Trade Representative

### 3L

- US Army Corps of Engineers, Civilian Honors Program

## 1L, 2L Practice Areas - International

- CIA
- Department of Commerce
- Department of Commerce, NOAA, OGC
- Export-Import Bank of the US, OGC
- Federal Aviation Administration, OCC
- Federal Bureau of Investigation
  - Honors Internship Program
  - Summer Volunteer Internship Program
  - National Center for Analysis of Violent Crime

## 1L, 2L Practice Areas - International

- Federal Communications Commission
  - International Bureau - Satellite Division
  - International Bureau - Strategic Analysis and Negotiations Division
- Overseas Private Investment Corporation
- Department of State
- Department of Transportation, Office of International Law
- Department of Treasury, General Counsel
- US Agency for International Development
- US Trade & Development Agency
- Office of the US Trade Representative

## 3L Practice Areas - International

- US Army Corps of Engineers, Civilian Honors Program
- CIA
- Department of Commerce
- Department of Commerce, NOAA, OGC for International Law
- Department of Homeland Security,
  - Honors Program
- Federal Bureau of Investigation
  - Honors Internship Program

## 3L Practice Areas - International

- Office of Personnel Management
  - 2010 Presidential Management Fellows Program
- Department of State
  - 3-Year New Attorney Program
- Federal Communications Commission
  - International Bureau - Satellite Division
  - International Bureau - Strategic Analysis and Negotiations Division
- Overseas Private Investment Corporation
  - Legal Internship Program
- US Agency for International Development
  - Legal Internship Program

## IL Practice Areas – Financial and Commercial

- Department of Commerce
- Commodity Futures Trading Commission
- Export-Import Bank of the US, OGC
- Federal Aviation Administration, OCC
- Federal Reserve Board
- Committee on the Judiciary
  - Majority Office
  - Minority Office
- Comptroller of the Currency, Law Department
- Federal Trade Commission
  - Bureau of Competition
  - Bureau of Consumer Protection (Chicago, Seattle, Atlanta)

## 1L Practice Areas – Financial and Commercial

- Institute of Museum & Library Services
- US Justice Department Summer Law Intern Program
- National Gallery of Art
- Department of the Navy, OCG
- Overseas Private Investment Corporation
- Pension Benefit Guaranty Corporation, OGC
- Public Defender Services for DC
- Securities & Exchange Commission
  - Law Student Observer Program - Spring & Fall
  - Summer Honors Law Program
- Small Business Administration

## 3L Practice Areas – Financial and Commercial

- Comptroller of the Currency Law Department
  - Employment Program/Legal Internships
- Federal Deposit Insurance Corporation, Honors Attorney Program
- Federal Trade Commission
  - Bureau of Competition, Midwest Region (Chicago)
- Institute of Museum & Library Services
- US Justice Department Honors Program
- US Justice Department Summer Law Intern Program
- Office of Personnel Management, PMF Program
- Overseas Private Investment Corporation
- Securities & Exchange Commission
  - 2010 Advanced Commitment Program
  - Law Student Observer Program - Spring & Fall
  - Summer Honors Business Program (JD/MBA)

## 1L, 2L Practice Areas - Environmental

- Department of the Air Force, OGC
- Department of Commerce
  - Alaska Regional Counsel (NOAA)
- Department of Defense
- Department of Energy, OGC

## 1L, 2L Practice Areas - Environmental

- Environmental Protection Agency
  - Office of General Counsel - Honors Fellowship Program
  - Office of General Counsel - Summer Honors Program
  - Office of Enforcement & Compliance Assurance
  - R1 (New England)
  - R2 (New York)
  - R3 (Philadelphia)
  - R5 (Chicago)
  - R6 (Dallas)
  - R7 (Kansas City)
  - R9 (San Francisco)
  - R10 (Seattle)

## 1L, 2L Practice Areas - Environmental

- Federal Aviation Administration, OCC
- Federal Energy Regulatory Commission
- Department of the Interior, OGC
- Department of the Interior, Pacific NW Region
- US Justice Department
- Department of the Navy, OGC
- Nuclear Regulatory Commission OGC
- Smithsonian Institution,
- Department of Transportation, FHA
  - Summer Transportation Internship Program for Diverse Groups
- Office of the US Trade Representative
- White House Internship

## 3L Practice Areas - Environmental

- US Army Corps of Engineers, Civilian Honors Program
- CIA
- Department of Commerce,
- Department of Commerce, NOAA, OGC
- Federal Bureau of Investigation Honors Internship Program
- Department of Homeland Security Honors Program
- Office of Personnel Management, PMF Program
- Department of State
- Federal Communications Commission
  - International Bureau - Satellite Division
  - International Bureau - Strategic Analysis and Negotiations Division
- Overseas Private Investment Corporation
- US Agency for International Development

## Where are the Student Jobs?

- Everywhere. Federal Employers Want Interns!
  - Can Lead to Federal Employment after Graduation
- Summer and Term-Time Opportunities
- Government Honors & Internship Handbook  
<http://www.law.arizona.edu/career/honorshandbook.cfm>

## Entry-Level Positions

- Direct Hiring
  - <http://www.usajobs.gov>
- Honors Programs
  - <http://www.law.arizona.edu/career/honorshandbook.cfm>
- The Presidential Management Fellows (PMF) Program
  - <https://www.pmf.opm.gov/PMF>

## “Attorney” Jobs



## Look Beyond “Attorney” Listings

- Administrative Law Judges
- Analysts
- Law Enforcement Agents
- Foreign Service Officer
- <http://www.usajobs.gov>

## Practicing Law in the Military (Enlisted or Civilian)

- 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](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](http://www.jag.navy.mil/careers/careers/inbrief_overview.html)

## Resources

- See Handout

## Demystifying Job Postings

- Honors & Internship Posting
- USA Jobs Posting

## Job Description – USA Jobs

The screenshot displays the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center", along with a "SIGN IN OR CREATE AN ACCOUNT" button. The USAJOBS logo is prominently displayed, with the tagline "WORKING FOR AMERICA". A search bar is visible with fields for "What: (keywords)" and "Where: (city, state or zip code)", and a search button. Below the search bar, there are tabs for "Back to Results", "OVERVIEW", "DUTIES", "QUALIFICATIONS & EVALUATIONS", "BENEFITS & OTHER INFO", and "HOW TO APPLY". The main content area shows a job listing for the "U.S. Department of Transportation Federal Highway Administration" with the "CAREERS IN motion" logo. The job title is "Attorney Advisor, GS - 095 - 11 / 12 / 13 / 14 SD". Other details include "Department: Department Of Transportation", "Agency: Federal Highway Administration", "Sub Agency: the U.S. Department of Transportation", and "Job Announcement Number: FHWA,HCC-2010-0012". On the right side, there are buttons for "Apply Online" and "Print Preview", and a "Captured by Snagit" watermark.

## Job Description - Govt. Honors & Internship Handbook

**STUDENT INTERNSHIP PROGRAM  
FEDERAL COMMUNICATIONS COMMISSION  
INTERNATIONAL BUREAU - SATELLITE DIVISION**  
[www.fcc.gov/internships/ib.html](http://www.fcc.gov/internships/ib.html)

Mr. Jay Whaley  
International Bureau – Satellite Division  
Federal Communications Commission  
445 12th Street, SW  
Washington, DC 20554  
202-418-7184

**Submit by Email:**  
[jay.whaley@fcc.gov](mailto:jay.whaley@fcc.gov)  
(Include "SAT Internship Opportunities" in subject line of email)

**DESCRIPTION OF PROGRAM:**

The Office seeks 2 **1Ls, 2Ls, and 3Ls** for its unpaid Summer, and 1-2 **1Ls, 2Ls, and 3Ls** for Spring and Fall 2010 internships. The Summer program runs from May to August with flexible dates. Split summers are permitted, but interns are required to work a minimum of 5-6 weeks. 2 interns were hired for Summer 2009 out of over 50 applicants. Interns will research communication topics and administrative law, review public comments in rulemaking proceedings, and assist in drafting initial Commission decisions, as well as U.S. position papers on telecommunications issues for upcoming international meetings and conferences.

The Division is responsible for promoting a competitive and innovative domestic and global telecommunications marketplace. It authorizes as many satellite systems as possible, as quickly as possible, to facilitate deployment of satellite services; minimizes regulation and maximizes flexibility for satellite needs; and fosters efficient use of the radio frequency spectrum and orbital resources. The Division also provides expertise about the commercial satellite industry in the domestic spectrum management process and advocates U.S. satellite radiocommunication interests in international coordinations and negotiations.

**PROGRAM REQUIREMENTS:**

No prior communications or technical experience is necessary, but candidates should possess strong writing and analytical skills and an interest in satellite communications.

**APPLICATION PROCESS:**

Submit cover letter and resume by **Sun., Nov. 1, 2009 (Spring); Mon., Feb. 1, 2010 (Summer); and Sun., Aug. 1, 2010 (Fall)**. Applications are reviewed on a rolling basis, but Summer applicants should not submit materials prior to January 1. Interviews are conducted telephonically or in person (at candidate's expense), and hiring decisions will be made as soon as possible after interviews.

## Compensation

Years of Experience	GS Grade	2010 Annual Base GS Salary Range	2010 Annual GS Salary Range for Washington, D.C. Area
Up to one year	GS-11	\$50,287 to \$65,371	\$62,467 to \$81,204
1 or more years	GS-12	\$60,274 to \$78,355	\$74,872 to \$97,333
1.5 or more years	GS-13	\$71,674 to \$93,175	\$86,927 to \$113,007
2.5 or more years	GS-14	\$84,697 to \$110,104	\$105,221 to \$136,771
4 or more years	GS-15	\$99,628 to \$129,517	\$123,758 to \$155,500

## The College Cost Reduction and Access Act (CCRAA)

- Lowers monthly student loan payments on federally guaranteed student loans
- Cancels remaining debt for public servants after 10 years of public service employment
- <http://www.equaljusticeworks.org/resources/student-debt-relief/public-service-loan-forgiveness>

## Strategies for Success Skills, Experience, Qualities

- Writing, Writing, Writing!
- Ability to Analyze Complex Issues
- Relevant Internships or Clinics
- Agency's Mission/Attorneys' Role
- Public Service Commitment
- Maturity, Good Judgment, Leadership
- Grades Can Matter
- Undergraduate Major...Not So Much

## Applications: Timing

- Timing Not Uniform
- GHIH Class-Specific Deadline Charts
- What Does “Rolling” Mean?

## Applications: Process

- Again, Not Uniform
- Follow Directions!
- Some Applications are Electronic
- Background Checks
- Veterans’ Preference / Selective Service

## Resumes

- More than one page is OK
- Emphasize relevant volunteer work and awards
- Describe clinics and externships in Experience section
- List language skills
- Stress Lawyering Skills
- Show, Don't Tell
- KSAs

## Cover Letters – 4 Essentials

Demonstrate that:

1. you understand the mission of the employer;
2. you understand what the lawyers at that organization do;
3. you want to serve that mission and perform that legal work due to your background and interests; and
4. you would bring the employer specific skills and knowledge to serve that mission and perform that legal work.

## Cover Letters: Structure

- One-page document, 4 paragraphs
- Paragraph one:
  - Identify yourself and position you seek
  - Communicate that you understand the employer's mission and what its attorneys do.
  - Discuss why you want to do this position. Use details from your background and experience.

## Cover Letters: Structure

- Paragraphs two/three:
  - Identify skill or knowledge set important to the employer
  - Topic sentence essential
  - In 3 to 4 sentences, give concrete examples
- Final paragraph:
  - List application materials enclosed
  - Offer to send additional materials
  - Indicate if/when you will be in the area
  - Thank the reader for time and consideration

## Interviews

- Telephonic Interviews
- Behavioral Interviews
- Talking Points
- Follow Up!