

Federal Government Jobs

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- All three branches of the federal government employ attorneys:
 - Executive (the President and his or her administration – cabinet agencies)
 - Legislative (the Senate and the House of Representatives)
 - Judicial (entry-level judicial opportunities are Judicial Clerkships)
- 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 Legal Services Corporation, etc.
- Among the three branches and independent agencies, the executive branch and independent agencies employ the greatest number of attorneys. In March 2014, there were more than 107,000 employees with law-related positions in executive and independent agencies.

WHAT WORK IS DONE WHERE?

Criminal
Litigation

Civil
Litigation

Regulatory

Advisory &
Public Policy

Legislative

Military

PATHS FROM LAW SCHOOL TO FEDERAL GOV'T JOBS

Volunteer Externship
or Internship

Honors, Fellows &
Pathways Programs

Post-grad
(USAjobs.gov)

DEMONSTRATE COMMITMENT TO MISSION; BUILD CONNECTIONS; DEMONSTRATE SKILLS



Resumes—Best Practices for all Fed Gov't Jobs

- More than 1 page is okay – if 2 pages, try to have much of 2nd page filled
- Detail all pro bono, community service, volunteer, public sector work
- Highlight expertise with a sub-heading, e.g., “Environmental Advocacy”
- Focus the reader on relevant experience and qualifications, using subheadings to hammer home repeated exposure/experience
- Emphasize lawyerly skill development and responsibilities in non-legal experience, e.g., research, writing, policy analysis
- Craft dynamic, active-verb descriptions that use the skills and tasks included in the job description – use our [action verb list](#) to help
- When relevant to job, detail other languages and exposure/travel to other regions in a separate section
- Read these [important tips for resumes](#) if applying through USAjobs.gov

Important To Know If Hoping to Work for the Federal Government

- Citizenship
 - Many jobs require you to be a US citizen
 - Male citizens and permanent residents must register with the Selective Service before age 26 to be eligible to be a federal government employee, or demonstrate that the failure to register was not knowing and willful [5 USC §3328]
- Security Clearances are required for many jobs
 - The investigation for long-term post-grad jobs can cover 7-10 years back and take 7+ months.
 - The process for students for summer work is usually much shorter.
 - The process can include a name and fingerprint check; a drug test; and a thorough check of credit, military, tax and police records.
 - For long-term jobs it can also include interviews with references, close personal associates, former spouses, former employers, co-workers, neighbors, landlords, and educational institutions.
 - If U.S. government employment is your goal and you engage in any illegal or questionable behavior, such as recreational drug use or inappropriate web postings, clean up your act! Think carefully about your answers, answer truthfully, and consult with a career counselor if you have any questions or concerns.

Additional Resources

- **AZ Government Honors Handbook** on HCO (on your home page click “Password Protected Sites”)
- NALP 2009-2010 Federal Legal Employment Opportunities Guide : http://www.nalp.org/uploads/FLEOG_2009_2010.pdf
- “Public Sector Career Paths” tab of psjd.org: http://www.psjd.org/resource_center
- www.gogovernment.org
- <http://ourpublicservice.org/>
- Keep up with news on Capitol Hill: <https://www.rollcall.com/>
- Ten Steps to a Federal Job: How to Land a Job in the Obama Administration 2nd Edition, Kathryn Troutman (good tips on USAJobs Resumes and KSAs- available in the Career Office)