

**CAREER
PLANNING
MANUAL**

2013

**BROOKLYN LAW SCHOOL
CAREER CENTER**

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I. THE CAREER CENTER

The legal job market demands a combination of solid academic training, student legal experience, and effective job search skills. Employers expect professional resumes, clear and concise cover letters, a polished interviewing style, and knowledge of their practice areas and needs. Therefore, it is important to understand that the acquisition of job search skills is an integral part of your legal education, and to view gaining legal experience while in law school a prerequisite to a post-graduate job. The Career Center will help you learn about the job market, identify opportunities for summer, part-time, full-time (for evening students) and post-graduate employment, and develop the skills and strategies necessary to secure productive and satisfying employment both during and after law school.

The Career Center includes eight attorneys, six of whom are career counselors and one who is solely dedicated to employer relations. You will be assigned to a career counselor at the beginning of your first year, and you should consult with your assigned counselor throughout your three or four years here (and beyond graduation, when necessary). Counseling sessions are by appointment only. To make an appointment to see your counselor, please call the Career Center at 718-780-7963.

The Career Center is located on the second floor at One Boerum Place, across the street from the Law School and is open Monday through Thursday from 9:00 a.m. to 6:00 p.m., and Friday from 9:00 a.m. to 5:00 p.m. Career counseling is supplemented by a program of workshops and panel discussions designed to identify new markets and job opportunities.

Brooklyn Law School is a member of the National Association for Law Placement ("NALP"), a professional organization whose members include all ABA accredited law schools and many legal employers throughout the country.

A. Summary of Career Center Resources and Services

1. Individual Counseling

The legal job search presents unique challenges at each stage of your law school career. During counseling sessions, your career counselor will discuss your career goals, review interviewing and networking techniques, assist you with your resume and cover letters, and generally deal with all of your career-related issues and concerns. The first meeting with your career counselor is just the beginning of an important process. Your goals and strategies may change, and it is very important that you regularly schedule meetings with your career counselor to update your career plan. Even if your goals do not change, it is crucial to keep your counselor advised of what you are doing so that he or she can continue to guide your progress and insure that your career "building blocks" are being assembled correctly and in a timely manner.

2. Career Services Manager- Job Database

The Career Center uses Symplicity Corporation's Career Services Manager ("Symplicity"), a comprehensive web-based system through which you can view announcements, quicklinks, alerts, and your own calendar right on your own Home Page. Using Symplicity, you can upload resumes and other documents, look for jobs, search for employers by practice area, apply for positions online, submit resumes in connection with our Fall On-Campus Interviewing Program, and RSVP to our

events. Career Center workshops and events will be posted on Symplicity in “Events” and in the “Announcements” section of your Home Page. Be sure to check Symplicity regularly for Events and Announcements.

You can access Symplicity through the Brooklyn Law School portal at <https://blsconnect.brooklaw.edu/career/Pages/default.aspx>, and click on “Symplicity” under “Links,” or you can reach the site directly at <https://law-brooklaw-csm.symplicity.com/students>. To log on, use your Brooklyn Law School email address and the password you have received from Symplicity. Be sure to consult the Quick Guide before using Symplicity for the first time.

3. Interview Preparation

Interviewing for legal positions requires preparation. Even if you feel you have strong interviewing skills, and have interviewed for many positions before, we suggest that you arrange an interview preparation session with your counselor. During the session, your counselor will ask critical interview questions and identify potential weak spots.

4. Computer/Copier/Fax Resources for Students and Graduates

The Career Center's Resource Library houses six computer terminals and a printer for student and graduate use in preparing and printing resumes and cover letters. All of these computers offer Internet access. A copy machine is available for making copies of Career Center library resources and other materials related to the job search. A fax machine is available, at no charge, for faxing employers requested materials.

5. Programs and Workshops

In addition to specialized skills workshops, presented by members of the professional staff, we also sponsor Practice Area Programs. The programs present different perspectives on “hot” practice areas, provide substantive information about the area of practice, and describe what a lawyer actually does in the particular field.

Our Public Sector Informational Programs are quite popular. Representatives of various public sector employers discuss job opportunities with their agency or organization and how to apply for them. For example, we routinely host representatives from the New York City Law Department, various offices of the District Attorney, and the State Office of the Attorney General, just to name a few.

All of our programs provide excellent networking opportunities. Notices are posted on your Home Page under “Announcements”, on the bulletin boards inside and directly outside the Career Center, on the Career Center’s bulletin board on the fourth floor of the main building, and on the monitors in the main building.

6. Diversity Recruitment

We help our diversity students participate in various diversity recruitment programs and job fairs such as: the Diversity Summer Fellowship Program of the New York City Bar Association, which places first-year diversity students with major law firms and corporations; the IMPACT Career Fair for Law Students and Attorneys with Disabilities; the National LGBT Bar Association Career Fair and Conference (a/k/a Lavender Law); the AFL-CIO Minority Outreach program; the Minority Judicial Internship Program sponsored by the New York County Lawyers' Association; and a number of other diversity programs.

7. Public Service/BLS Public Service Grants

Extensive job development in the public sector has led to increased placements both in public interest organizations, not-for-profit companies, and government agencies, as well as in private sector firms practicing public interest law. Through BLS Public Service Grants, many students are able to take excellent summer positions in the public sector that otherwise would be non-paying.

8. Resource Library

Although much material is available on the Internet, the Career Center maintains an impressive Resource Library of the latest books, directories, and periodicals containing information about a wide variety of legal employers. It also includes numerous books on career planning and job search strategies generally. A list of the Career Center's Resource Library holdings is included as Appendix A to this Manual.

9. Job Development

Continuing the Career Center's long-standing commitment to job development activities—the identification of markets and the establishment of relationships with employers—the Associate Director for Employer Relations, Private Sector as well as the Interim Director of Public Service Programs meet regularly with law firms, government agencies and corporations in metropolitan and suburban markets to establish new relationships for future hiring, learn about hiring trends, and identify currently available opportunities for students and graduates. The Law School's alumni base of over 18,000 practitioners is a valuable asset in the Career Center's ongoing job development efforts.

10. Bar Association Liaison

Members of the professional staff serve on bar association committees related to career planning and development. Our presence on these committees enables us to influence policy, assures you of receiving the most current information about hiring trends, relevant seminars and workshops, and provides us with opportunities to develop special programs with practicing attorneys.

11. Career Services for Graduates

Graduates are entitled to all of the services of the Career Center which they received as students (except participation in the Fall On-Campus Interviewing Program), including individual counseling, access to library resources, and invitations to our programs and receptions. In addition, graduates are granted password-protected Internet access to all of the Career Center's job listings. The Career Center maintains reciprocal arrangements with the career services offices of out-of-state law schools for graduates seeking positions outside New York State. These arrangements permit our graduates to access the job listings and other resources of these out-of-state schools. The Center can also facilitate contact with Brooklyn Law School alumni who practice in almost every state in the country.

II. EMPLOYMENT OPPORTUNITIES

A. Your First Summer And Beyond

1. General Considerations

The highly competitive legal job market and the great emphasis employers place on legal experience in their permanent hiring decisions demand that students supplement summer legal experience with part-time legal work during each semester of their second and third years of law school. You can obtain such experience through a combination of paid positions and internships for credit, as well as through the Law School's in-house clinical offerings for which you receive academic credit. **The American Bar Association regulations limit part-time work to 20 hours per week for full-time students.**

It is important to evaluate part-time positions based on the quality and type of experience offered. You need not limit yourself to a particular practice area or type of employer because certain skills are transferable across practice areas. However, if you have a definite interest and/or prior experience in a particular practice area, you may wish to build a specialized resume. This is especially important for careers in public interest. You should keep in close touch with your career counselor for resume-building advice.

The importance of part-time work cannot be underestimated. In addition to providing you with a competitive resume, it sometimes leads to summer employment and/or to the development of contacts that can lead to post-graduate employment.

First year students will begin their legal work during the summer following their first year in law school. Since most large and mid-size law firms do not offer summer employment to first year law students, finding paid legal summer employment after the first year can be difficult but it is not impossible. Smaller law firms and a few government agencies do offer paid positions, but most government agencies and public interest organizations do not. However, if you are eligible for a BLS Public Service Grant, you will be paid for your work in a government agency, public interest organization, or for a judge.

The BLS Public Service Grant is aimed at increasing students' ability to meet their law school expenses while gaining legal experience and serving the community. You should address all questions about securing eligible placements to your career counselor and all questions regarding your eligibility to the Office of Financial Aid. BLS Public Service Grants may be used for work off campus and for on-campus research positions for professors.

Most off-campus BLS Public Service Grant positions are with public sector employers, i.e. government agencies, public interest organizations, and the courts. With guidance and counseling from the Career Center, most students secure their summer positions through the Career Center's job listings and through the NYU Public Interest/Public Service Legal Career Symposium in February, which is primarily geared towards first year law students. Please note that the BLS Public Service Grant may not be used for positions in the private sector even if the positions are unpaid (except for positions in firms practicing public interest law). **Please also note the funding for BLS Public Service Grants is not guaranteed.**

An excellent alternative to paid employment is participation in Brooklyn Law School's clinical programs where you can work for any number of civil or criminal law organizations as an extern, or participate in one of the excellent in-house clinics. Most clinical programs are available during the school year and in the summer, and you will receive law school credit. The clinical faculty presents informational programs several times a year, and they are available to speak with you throughout the year regarding the in-house clinics. If you are interested in securing an externship for credit, you should discuss this with your career counselor.

The Career Center participates in several formal recruitment programs. The Fall On-Campus Interviewing Program brings legal employers to Brooklyn Law School during the late summer and throughout the fall to interview second, third and fourth year students for summer and permanent positions. The Program attracts national law firms, large federal, state and local government agencies, and Legal Aid. For students especially interested in the public sector, the Equal Justice Works Job Fair in October and the NYU Public Interest/Public Service Legal Career Symposium in February are important recruitment programs. In addition, the Career Center participates in several minority job fairs, most notably the Northeast BLSA Job Fair, and a national patent law job fair. However, most Brooklyn Law School students obtain their summer, part-time and full time positions with smaller law firms, government agencies and public interest organizations through our job listings, networking and personal contacts.

SOME RESOURCES FOR STUDENT LEGAL EMPLOYMENT

Online Job Listings

Password-protected listings of part-time and summer jobs, full-time jobs for evening students, and post-graduate jobs for graduating students and graduates are available on Symplicity, located at <https://law-brooklaw-csm.symplicity.com/students>. New listings are added daily. Six terminals and dedicated printers are available in the Career Center for student use. You received your ID and password by email from the Career Center. If you are having trouble accessing the site, please contact Danielle Atkins, the Senior Career Services Coordinator, at Danielle.Atkins@brooklaw.edu.

PSJD.org

The website, www.psjd.org, is a web-based national database that permits law students to search for opportunities with public interest organizations and government agencies in the New York metropolitan area as well as across the country.

AttorneyJobsOnline

The web site, www.attorneyjobs.com, sponsored by Federal Reports, Inc. and the West Group, includes listings of summer opportunities in government agencies, international organizations, and private sector nonprofit organizations. The web site is accessible with the Westlaw password that you will receive through the Law School.

The Government Honors & Internship Handbook. Published by the University of Arizona James E. Rogers College of Law, contains information about summer and post-graduate honors and internship programs at many federal agencies. You can access the Handbook at <http://www.law.arizona.edu/career/honorshandbook.cfm>. Please contact the Career Center to obtain the current user name and password needed to access the Handbook online.

The Public Policy Handbook. Published by the University of Arizona James E. Rogers College of Law, contains information about the many career opportunities available in the public policy arena. You can access the Handbook at <http://www.law.arizona.edu/publicpolicyhandbook/>. Please contact the Career Center to obtain the current user name and password needed to access the Handbook online.

See Appendix A for a complete list of books, directories, periodicals and newspapers available in the Career Center's library.

2. Issues Confronting Evening Students

We recognize that many evening students come to law school with well-paying, non-legal jobs, as well as with family and other financial and time commitments. Therefore, many cannot take full advantage of legal job opportunities during law school. Evening students who do not obtain any legal experience during law school, either full-time or during the summer, will find it difficult to compete for post-graduate legal positions. To the extent possible, evening students should consider seeking a legal position after the end of their second year in law school, and should consult with their career counselor about making such a transition. The Career Center receives many excellent full-time job listings for evening students from legal employers.

An alternative is to obtain a summer position and take a leave of absence from your regular job, if possible. It is important to network, to think creatively, and most importantly, to consult your career counselor who can help you understand your options and make informed career decisions. The Career Center is open until 6:00 p.m. except on Friday, and early or late appointments can be arranged.

We understand that because of your time constraints you may not be able to attend some of our programs, but please keep in mind that they are an excellent way for you to learn more about specific practice areas in a short period of time and develop a framework for your job search. We have made every effort to schedule programs at the lunch hour or at 5:00 p.m. In the event you cannot attend a program in which you are interested, please note that many of the Career Center programs are recorded, and are available as videos or podcasts (audio and video) online at <https://blsconnect.brooklaw.edu/career/videos>.

III. CAREERS IN THE LAW

A good legal job is one that gives you solid legal training and provides you with the experience to pursue any number of career options. With this in mind, you will be able to think more creatively about job options during law school and after graduation. It is generally difficult to begin practicing in a specialized area of the law unless you build a resume in that area from the very beginning of law school. In fact, however, most of you will not even know what area of the law you like or in which you can work most effectively until you have begun your student legal experience. Of course, if you do develop a resume of specialized experience during law school, or if you have entered law school following a specialized career, you will be in a better position to choose among practice areas or types of employers at the outset. If you have the option to choose among types of employers, you may want to consider factors such as area of practice, service to society, size, location, flexibility, salary, atmosphere and prestige. The following section outlines some typical career opportunities for lawyers today, in which positions as student interns or student law clerks are also available.

A. Law Firm Practice

Lawyers in private practice are in the business of delivering legal services to clients for a fee. The term private practice includes the solo practitioner as well as a law firm of several hundred attorneys. Differences in size determine salary, hours, atmosphere, client contact, and entry-level opportunities. Size is relative to geographical location. The categories included below are based upon law firms in New York City.

1. The Small Law Firm (2-40 Attorneys)

Small firm practice often attracts graduates who want more client contact and responsibility at an earlier stage in their careers. Most small firms are general practice firms. They do not departmentalize, and it is quite possible for a first or second year associate to work on matters in a number of different practice areas. However, some small firms do specialize. These "boutiques", as they are known, seek to hire students and graduates who have demonstrated an interest in their particular specialty or have an undergraduate degree or work experience in a particularly relevant area.

Small law firms do not have structured hiring programs, nor do they follow any kind of hiring patterns. Generally, they hire on an "as needed" basis. They are most likely to hire second year students in late spring for summer positions and recent graduates in the late summer and fall following the bar examination. They almost never participate in the Fall On-Campus Interviewing Program, nor do they widely advertise their positions. They are more likely to rely on the referrals or recommendations of colleagues, and upon listings with law school career services offices. This is why networking and attention to our job listings are especially important. Unlike the larger firms, the majority of smaller firms place less emphasis on academic criteria. They seek students and graduates with relevant experience that will enable them to "hit the ground running."

2. The Mid-Size Law Firm (40-100 Attorneys)

The mid-size law firm may be loosely structured, like a small firm, or formally structured and departmentalized like a large firm. Many branch offices of large law firms fall into the latter category. A mid-size firm may intend to remain at a certain size, or it may wish to become a larger firm through entry-level and lateral hiring, merger with another firm or both.

The hiring patterns of mid-size firms also differ widely. Those that pattern themselves after larger firms tend to have formal summer associate programs and recruit on campus during the fall hiring season. However, many mid-size firms do not follow structured hiring patterns, and will hire on an "as needed" basis in the same manner as the small firms. Emphasis on academic criteria is mixed, with many mid-size firms following the large firm pattern.

3. The Large Law Firm (100+ Attorneys)

Large law firms tend to provide greater opportunities for specialization, in-depth training, and the highest initial starting salaries. However, long and unpredictable hours, less independence and a highly competitive atmosphere are frequently associated with large firm practice. Large law firms are almost always departmentalized. It is extremely difficult to become a partner in a large firm, and partnership decisions frequently are not made before eight to ten years.

Large firms recruit second and third year students almost exclusively during the Fall On-Campus Interviewing season, and the majority of their first-year associates are drawn from the second-year summer program. There is almost always an emphasis on class rank, as well as law review or journal membership, and moot court honor society membership.

SOME RESOURCES FOR LAW FIRM PRACTICE

Martindale-Hubbell

Students can generate lists of firms by practice area, size and geographic location using this web site, www.martindale.com.

WESTLAW

Contains the online version of West's Legal Directory.

National Association for Law Placement (NALP)

This organization's web site, which can be accessed at www.nalp.org, contains information on legal recruitment and hiring, professional development, career paths, and contains an extensive research library.

NALP Directory of Legal Employers identifies large and mid-size firms by geographic location. It can be found at www.nalpdirectory.com.

Directory of New York City Law Firms, prepared by the Career Center in mail merge format and Excel.

Vault Reports

This company publishes several Guides, all of which can be found in the Career Center's Resource Library. They include the Guide to the Top 100 Law Firms.

America's Greatest Places to Work with a Law Degree, Kimm Walton (book)

Law Firm Web Sites

Most large and mid size firms have detailed web sites that can be publicly accessed.

B. Corporations

Practice in a corporation compares favorably to law firm practice. Salaries and benefits are comparable, and hours are usually (although not always) better. While many corporations still refer their more complex matters to outside law firms, many others have responded to rising legal costs by increasing their legal staffs in order to handle more matters in house. This trend has made corporate legal positions more interesting, challenging and sought-after. Although very few corporations hire recent law school graduates and usually require at least five years of prior legal experience, several have summer programs for first and second year students, which are available through the Career Center's job listings. If you are interested in eventually working for a corporation, you should try to obtain one of these summer positions, in addition to law firm experience that will give you a solid litigation, corporate or real estate background.

SOME RESOURCES FOR CORPORATIONS

Directory of Corporate Counsel (Two Volumes)

Published annually, contains alphabetical listings. The Directory is available in the Career Center and online through Westlaw.

Corporate Yellow Book

Spring 2009 Hard Copy Available in the Career Center's library.

Please see your counselor for password information for the current online version.

Corporate Counsel (magazine)

Published monthly and available in the Career Center's library.

C. Government

Government practice is a particularly attractive career choice for law school graduates. Although there is a substantial difference in salary levels between the larger law firms and government agencies, the difference is less significant when compared to smaller law firms. Hiring

patterns vary among government agencies, but most prefer to hire someone who has worked for them previously or who has demonstrated an interest in government work through clinical experience, summer employment or experience prior to law school.

1. The Federal Government

As a lawyer with the United States government, you can obtain experience in nearly any type of legal practice, including environmental law, consumer protection, labor law, international relations, immigration, energy law, civil rights, contracts and procurement, torts, securities, business and tax law and intellectual property. A government lawyer usually has more responsibility than an associate in a law firm, and the work often involves issues of national significance. Practicing as a government lawyer can be a very rewarding and exciting experience.

In many regulatory agencies, lawyers are heavily involved in investigations, rulemaking, and administrative trial practice. Attorneys who work in agencies where federal programs are planned and developed become skilled in writing and interpreting regulations, drafting opinions and briefs, reviewing legislation, and advising program managers.

There is some opportunity for trial experience, notably with the Department of Justice and with certain divisions of agencies such as the Federal Trade Commission, Securities and Exchange Commission, the Internal Revenue Service among others. In addition, government lawyers frequently assist Justice Department lawyers in handling cases that have passed through their own agencies before being turned over to the Justice Department for final resolution in the federal courts.

Government lawyers are not required to take the Civil Service Examination. Each agency establishes its own application procedures and there is no central source of information for job vacancies. You must apply separately to all of the agencies which interest you. The Career Center receives many listings of positions with government agencies and you will find them in our online job listings database. In addition, AttorneyJobsOnline.com, which you can access with your Westlaw password, contains the online versions of the *National and Federal Legal Employment Report* and the *Summer Legal Employment Guide*, both excellent resources for government listings.

Some government agencies have regular recruiting and hiring programs every year. Others hire only as vacancies occur. Many large agencies have application deadlines early in the fall for both summer and permanent positions. Numerous federal agencies have offices in New York City, and offer opportunities for summer positions. Watch our job listings for announcements of government positions and application deadlines or visit www.usajobs.opm.gov. Many government agencies also have their own websites, with information about that particular agency's hiring practices. Remember, much federal government hiring depends primarily upon congressional budget allocations. You can try to predict areas of government hiring by asking yourself what the nation's priorities are and which agencies will carry out these priorities. Chances are, hiring will increase in these agencies. You should also consult with your career counselor who can help you identify these areas.

One extremely useful and important resource that you should regularly consult is the Government Honors and Internship Handbook, published by the University of Arizona Law School,

which can be found at www.law.arizona.edu/career/honorshandbook.cfm. Please contact the Career Center for the current user name and password needed to access the Handbook online.

Applications for federal government positions usually include a resume, transcript, and OF-612 Form. The OF-612 Form is the standard government application form used by most federal agencies. If you plan to apply to several different agencies, be sure to make photocopies of your completed OF-612 Form before you sign it. Photocopies may be submitted as long as they bear an original signature (it is best to sign in blue ink). The OF-612 Forms and information about how to complete them are available in the Career Center. In cases where the application requires any form other than the OF-612, you should contact the employer directly to confirm exactly which materials you must submit.

2. New York State Government

Legal positions in New York State government are as varied as those in the federal government. Opportunities exist for attorneys interested in numerous substantive areas and for litigation, regulatory, investigative, and administrative work.

Application procedures vary from agency to agency depending upon job classification. There are three classifications of attorney positions within state government--competitive, exempt and non-competitive. Attorneys in competitive positions, filled by interviewing candidates from the Legal Specialty Area Examination, receive protection under the State Civil Service Law. Exempt positions, filled by state appointment independent of any Civil Service list, are at-will employees and receive no Civil Service protection. A hybrid of the two, non-competitive positions, are not exempt positions and are not filled by an examination because the skills required are generally non-quantifiable (e.g. litigation skills). However, attorneys are given tenure protection after one year of service. There is no predictable mix of competitive, exempt and non-competitive positions within the state agencies. The mix varies depending upon factors such as budget, agency need, history and politics.

As in the federal government, most state agencies hire when there is a vacancy. You should not become discouraged if your initial efforts are not successful. Most agencies prefer initial contact by letter, but follow-up is essential. Most state agencies hire in the spring or early summer when budget allocations are finalized, and list their positions with the Career Center. There are many opportunities for summer internships.

The Directory of Legal Careers in New York State Government contains detailed information about legal employment with over fifty state agencies, commissions and authorities, and information about the New York State Civil Service legal examination and an explanation of the Civil Service system. Another publication, *The New York State Directory*, contains information about the Governor's Office and New York State executive departments and agencies, the New York State legislature, and New York congressional and senatorial delegations. The 8th Editions of these publications are available in the Career Center. Also visit New York State's official website for additional information at www.state.ny.us.

3. New York City Government

Among the most sought-after positions are those with the offices of the District Attorney in the five boroughs, and with the New York City Law Department, Office of the Corporation Counsel which represents the City of New York. Assistant District Attorneys prosecute persons accused of crimes. They are given enormous responsibility for substantial caseloads and opportunities to grow and develop as litigators. Lawyers for the Corporation Counsel represent New York City in a variety of civil matters, including torts, real estate, and civil rights, and in one area of criminal law (the Family Court Division), and are given responsibility for substantial caseloads. Student interns are able to appear in court under a special practice order of the Appellate Division.

Other city agencies, including the Department of Finance and the Department of Housing Preservation & Development, also employ recent graduates. Each of the City's Mayoral agencies has its own general counsel's office which employs as many as 30 attorneys. Attorneys in the general counsel's offices work with and advise Corporation Counsel attorneys during pending litigation, develop legislation and handle a wide variety of substantive matters. A few agencies, such as the Department of Housing, Preservation & Development, have their own staff of litigators. In most cases, however, the Corporation Counsel itself litigates on behalf of City agencies. In larger and medium size agencies, attorneys work at the program level and tend to specialize. For example, attorneys at the Department of General Services may concentrate on purchasing contracts or real estate matters depending upon the division in which they work. There are also positions available where legal training is helpful but not essential to the position.

Most city agencies hire as vacancies occur and list positions with the Career Center. It is important to remember that many of these agencies prefer to hire former interns and students who have demonstrated an interest in working in City government through participation in clinics, fellowships and other programs. However, the District Attorney's offices and the Corporation Counsel also hire recent graduates. They recruit in the fall and participate in our Fall On-Campus Interviewing Program.

The most effective way to apply is to contact the general counsel's office or human resources department of a particular agency directly. You can also contact the New York City Department of Personnel which maintains a centralized list of openings in City government. However, you will have to wade through listings for all types of jobs to identify attorney positions. You can also take the Civil Service Examination which renders you eligible for certain competitive positions. Competitive positions are filled by interviewing candidates from the Civil Service list. Attorneys in these positions receive protection under the Civil Service Law. Contact the Department of Citywide Administrative Services at (212) 669-1357 for information about the administration of the examination for attorneys. Also visit New York City's official website for additional information at www.nyc.gov.

SOME RESOURCE MATERIALS FOR GOVERNMENT

AttorneyJobsOnline, accessible through Westlaw or at www.attorneyjobs.com. This successor to the *National and Federal Legal Employment Report* contains listings of government and other public sector positions nation-wide. You will need your Westlaw password.

Government Honors & Internship Handbook. Published by the University of Arizona James E. Rogers College of Law, this Handbook contains information about summer and post-graduate honors and internship programs at many federal agencies. You can access the Handbook at www.law.arizona.edu/career/honorshandbook.cfm. Please contact the Career Center to obtain the current user name and password needed to access the Handbook online.

The Green Book, Official Directory of New York City

The New York State Directory
Information on New York State offices.

Carroll's State Directory
Information on Executive, Legislative and Judicial offices and personnel.

The Directory of Legal Careers in New York State Government

Web Sites

PSJD: www.psjd.org.

For New York City: www.nyc.gov.

For New York State: www.state.ny.us.

For the federal government: www.jobsfed.com (follow the links) and www.usajobs.com.

D. Public Interest Practice

a. In General

Public interest lawyers represent individuals who might otherwise lack meaningful access to the legal system, and handle issues that otherwise may not be heard in the courts, so as to improve the quality of life for or vindicate the rights of their client populations. While limited resources in many non-profits make many public interest salaries on the low side, opportunities for professional development are everywhere, the work is deeply gratifying, and new federal loan payment and loan forgiveness for those in public interest offset the lower salaries.

Some public interest internships are salaried, but most will be funded through BLS Public Service Grants or fellowship funds, such as through Brooklyn Law School's Edward V. Sparer Public Interest Law Fellowship Program and the BLSPI Fellowship Program. The School also has several international human rights fellowships. Information on fellowship programs is available on the Portal at <https://blsconnect.brooklaw.edu/academics/publicservice/funding/Pages/default.aspx>. and through the Director of Public Service Programs.

The timing of permanent offers for public interest positions depends upon the availability of funding and staff turnover. The Legal Aid Society and other public defenders typically hire on an “as needed” basis, as do most civil legal services providers and most issue oriented non-profits. That means that graduating students may find it most useful to apply later than their peers looking for corporate positions—in the spring and, if necessary during and after the

bar exam. While some public interest organizations, especially the policy organizations, require experience, most of the direct services organizations including The Legal Aid Society and Legal Services do hire recent graduates.

Most other public interest organizations are relatively small firms (under 50 attorneys) and hire only when openings occur. While competition for these jobs is often intense, prior commitment to public interest (as evidenced by internships or experience prior to law school) and networking are equally if not more important than academic performance. Persistence is also important; rejection by a public interest organization is frequently a question of timing. Try again.

There are two major public sector job fairs for law students and recent graduates each year. Equal Justice Works hosts a public sector job fair in late October in Washington, D.C. This job fair is open to students and graduates from any law school and is typically attended by over seventy-five government and public interest employers based across the nation. The Public Interest Legal Career Fair for law schools in the Northeast takes place in late February and is hosted by New York University School of Law. This is a two-day job fair and is typically attended by more than 100 government and public interest employers. Information about these fairs is available on the Portal at <https://blsconnect.brooklaw.edu/academics/publicservice/employment/jobfairs/Pages/default.aspx> , and through the Public Service Programs Office. Also look for announcements on Symplicity.

Public interest law firms exist in many forms including private and non-profit firms, those with a civil or criminal or particular issue focus, and those providing direct services, engaging in broad based litigation, or policy advocacy. And, every combination of the above.

(i) Policy Organizations

Policy organizations work to effect social change through legal and policy channels. Examples of such organizations are the American Civil Liberties Union, the NAACP Legal Defense and Education Fund, Earthjustice, the National Center for Law and Economic Justice, and the Software Freedom Law Center. These organizations undertake litigation which presents significant legal questions, affects a large number of people, and/or has the possibility of resulting in systemic reform. In addition to broad-based litigation, attorneys in these and similar organizations participate in legislative and administrative policy reform activities, including proposing, negotiating, and lobbying for legislation and regulatory change. Competition for these positions is fierce and many of the organizations do not offer entry-level positions. Some however, such as the ACLU, offer post-graduate fellowships to graduating students. Most offer summer and part-time internships. Many policy organizations have extensive Web sites containing information ranging from the work of the organization to internship, job and fellowship opportunities.

(ii) Civil Legal Services

General civil legal service organizations are often community and neighborhood-based offices which provide free civil legal assistance to low-income persons, with most cases involving areas such as family law, domestic violence, housing, access to health, government benefits, consumer protection, predatory lending, veterans' rights, or employment law. Most have a general civil practice, but some offer specific expertise such as in elder law or AIDS law. While the

major focus is on individual case work, opportunities also arise for lawyers to be involved in impact litigation, community education, and legislative advocacy.

These offices provide opportunities for extensive client contact and trial experience and give staff attorneys primary responsibility for case selection and determination of litigation strategy. Staff attorneys research issues arising in their clients' cases, draft motions and memoranda, argue motions and negotiate settlements or conduct trials. While permanent positions in programs located in major urban areas are often competitive, recent graduates are hired. Most legal services offices offer summer jobs, internships and school-year externships that may be less difficult to obtain, and provide experience and evidence of the commitment to legal services that employers look for when making permanent hiring decisions. Examples of such organizations include: The Legal Services Corporation, which encompasses MFY Legal Services (Manhattan), Brooklyn Legal Services-Corporations "A" and "B", Bronx Legal Services, and other units; and The Legal Aid Society of New York's neighborhood offices, which encompass the Juvenile Rights Division, a Homeless Rights Project and Brooklyn Office for the Aging, for example.

(iii) Criminal Legal Aid and Public Defenders

Attorneys in these federal, state and locally-funded offices serve as court-appointed counsel and represent indigent persons in criminal cases. Staff attorneys have primary responsibility for strategizing, preparing and conducting trials, interviewing clients and witnesses, motion practice, and legal research and writing. Most state public defender offices start new attorneys with misdemeanor cases and within two years they may be conducting felony trials. Office organizations vary—in some, attorneys handle their own cases from pre-trial through sentencing; in others, attorneys have responsibility at any one time for certain portions of the proceedings. Other offices handle only appellate work, with an emphasis on research, writing and appellate argument. Public defenders hire attorneys at entry-level, but most require a demonstrated commitment to criminal work. Summer and part-time internships are available at almost all offices.

(iv) Advocacy Groups for Specific Populations

Many organizations practice law and advocacy in a specialized field such as the environment or education or on behalf of the rights of certain groups such as the disabled, Mexican-Americans or children. Advocacy in this type of setting involves substantial client contact, community education, and legislative advocacy. Many of these organizations have relatively small staffs and community-based offices located near the client group they serve. Earthjustice, the HIV Law Project, Advocates for Children, the Gay Men's Health Crisis and the Asian American Legal Defense and Education Fund (AALDEF) are examples of this type of public interest organization. Most of these organizations offer summer employment and will consider recent graduates for permanent positions.

(v) Private Sector Public Interest Law Firms

A small core of private firms engage in public interest practice. Many firms specialize in civil rights practice, labor law, first amendment cases, whistle blower protection, and other public interest fields. Most of these firms are small, and some have paid summer positions. Opportunities for permanent positions tend to be highly competitive and sporadic.

b. *PSJD.org*

PSJD.org is an invaluable resource for academic-year and summer internships, as well as for post-graduate jobs and fellowship opportunities. PSJD is a web-based national database that permits users to search for opportunities with public interest organizations and government agencies in their local area or anywhere internationally. PSJD allows students to search by criteria such as: geographic location, legal subject area, context (judicial, government, non-profit or public interest firm) and type of job (including internship, attorney position or fellowship). Placements are available in the areas of civil rights, criminal law, environmental law, consumer law, disability law, poverty law and racial justice, to name but a few.

All Brooklyn Law School students can log on to PSJD. Students register using their email address as their username and may select their own password.

SOME RESOURCE MATERIALS FOR PUBLIC INTEREST PRACTICE

PSJD at www.psjd.org.

Equal Justice Works at www.equaljusticeworks.org.

The Directory of Legal Aid and Public Defender Offices

A nationwide listing of legal aid and public defender offices.

Serving the Public: A Job Search Guide

A directory sponsored by Harvard Law School for those seeking public interest work. See especially the section on public interest organizations and government agencies by subject.

The Portal's public service section (under Academics) contains many additional resources and can be accessed at <https://blsconnect.brooklaw.edu/academics/publicservice>.

RESOURCES IN SPECIFIC SUBSTANTIVE AREAS

Washington, D.C. Internships in Law & Policy

International Public Interest Law: A Guide to Opportunities in the United States and Abroad

The Big Green Internship Book (Public Interest & Environmental Internships)

E. Post-Graduate Judicial Clerkships

A judicial clerkship is a post-graduate, full-time paid position working for an individual judge or a group of judges in a federal or state court. Students entering their last year of law school and graduates may apply for judicial clerkships. The faculty Judicial Clerkship Committee, assisted by the Career Center, has the primary institutional responsibility for helping students obtain federal clerkships during the regular clerkship recruiting seasons. The Career Center also offers some mail merge and mailing service for federal and state clerkship applications. This service extends to recommendation letters written by faculty members and others. These services are detailed in each year's edition of the Clerkship Committee's *Judicial Clerkship Manual*. Students interested in obtaining post-graduate clerkships should watch for the information sessions presented by the Clerkship Committee and the Career Center.

SOME RESOURCES FOR JUDICIAL CLERKSHIPS

Judicial Clerkship Manual, prepared by the Judicial Clerkship Committee

Comprehensive guide to federal judicial clerkship procedures. The Manual contains a complete list of all federal court judges, federal magistrate-judges, and specialized court judges such as Bankruptcy Court. The Manual is updated annually and is available in April of each year from the Career Center and online at https://blsconnect.brooklaw.edu/career/postgrad_clerkships.

The American Bench (Judges of the Nation)

Contains biographical information on nearly 18,000 judges from all levels of federal and state courts.

The Judicial Yellow Book

A directory of both federal and higher state courts.

Almanac of the Federal Judiciary (2 Volumes)

These volumes contain profiles and evaluations of all of the judges of the United States Circuit and District Courts.

The Complete Online Guide to State Court Judicial Clerkships

A state-by-state directory of application procedures, salary information and contacts compiled annually by the Vermont Law School can be found online at <http://forms.vermontlaw.edu/career/guides>. Please contact the Career Center to obtain the username and password which is necessary to access the site.

NALP Federal and State Judicial Clerkship Directory

A listing of opportunities and application procedures for federal and state judicial clerkships prepared by the National Association for Law Placement.

F. Alternative (Non-Traditional) Careers

The terms “alternative” and “non-traditional” have been used to describe law-related positions in which a law degree enhances a person’s credentials but is not a necessary qualification. Law-related positions can be found in many fields, such as financial services, compliance/risk management, banking, education, health, accounting, securities, insurance, real estate, mediation, arts/media, and management. Legal publishing is also an excellent source of non-traditional careers for lawyers. Publishers such as West Publishing Company and Brownstone Publishers occasionally seek editors with a legal background. A related area is library science. Law librarians have both J.D. and M.L.S. degrees and find employment in law schools, courts and government offices, as well as in a growing number of law firms.

Legal training is also valuable for non-legal positions in government. Legislators, for example, frequently have legal backgrounds. Other related work includes the administration of departments and agencies, land-use planning, political campaigns, the investigation of white collar corruption within government, and research. Legal training is also helpful to lobbyists.

SOME RESOURCES FOR NON-TRADITIONAL CAREERS

J.D. Preferred: 600+ Things You Can Do With A Law Degree

Available online at www.attorneyjobs.com.

Non-Legal Careers For Lawyers

See Appendix A to this *Manual*, specifically the section on Alternative Careers

G. Academia

Scholastic achievement, a prestigious judicial clerkship, and membership on law review or journal, are some of the common prerequisites for entry-level faculty positions in law schools. With these credentials you may be able to join a law school’s legal writing faculty, but if you want to teach substantive courses, you will have to develop expertise and/or recognition in a particular field of law. Teaching positions are also available at colleges and universities that offer law-related courses not requiring this level of expertise or qualifications.

SOME RESOURCES FOR ACADEMIA

The Association of American Law Schools offers three services:

- The Faculty Appointments Register
- The Placement Bulletin
- The Faculty Recruitment Conference

Appendices

APPENDIX A

CAREER CENTER RESOURCE LIBRARY

GENERAL LEGAL CAREER RESOURCES

America's Greatest Places to Work with a Law Degree
BARMAN: Ping-Pong, Pathos & Passing the Bar
Building Career Connections
Chambers USA America's Leadings Lawyers for Business 2011
Changing Jobs: A Handbook for Lawyers in the New Millennium, 3rd Edition
Choosing Small Choosing Smart: Job Search Strategies for Lawyers in the Small Firm Market, 2nd Edition
Dear Sisters, Dear Daughter: Strategies for Success from Multicultural Women Attorneys
Dear Sisters, Dear Daughters: Words of Wisdom from Multi-cultural Women Attorneys
Excellence in the Workplace: Legal and Life Skills
Flying Solo: A Survival Guide for the Solo Lawyer, 4th Edition
From Finals To The Firm: The Top Ten Things New Law Associates Should Know
From Law School to Law Practice, 3rd Edition
From Metropolis to Mayberry: A Lawyer's Guide to Small Town Practice
Full Disclosure: The New Lawyer's Must-Read Career Guide, 2nd Edition
Guerrilla Tactics for Getting the Legal Job of Your Dreams, 2nd Edition
How to Get The Job You Want In a Law Firm
How to Start and Build a Law Practice, 5th Edition
Jobs & J.D.'s: Employment & Salaries of New Law Graduates, Class of 2007
Jobs for Lawyers: Effective Techniques for Getting Hired in Today's Legal Marketplace
Law 101, Everything You Need to Know About the American Legal System, 2nd Ed.
Maximize Your Lawyer Potential
New York Lawyers Diary and Manual 2012
Presumed Equal: What America's Top Women Lawyers Really Think About Their Firms
Should You Really Be a Lawyer?
Solo Contendere: How to Go Directly from Law School into the Practice of Law Without Getting a Job
The Best of the Job Goddess
The Complete Guide to Contract Lawyering, 3rd Edition
The Law Firm Interview
The Legal Career Guide: From Law Student to Lawyer, 5th Ed.
The New Lawyer's Survival Guide, from Lemons to Lemonade in the New Legal Job Market. Vol. 1
The Official Guide to Legal Specialties
The Perfect Legal Job Search
The Right Moves: Job Search and Career Development Strategies for Lawyers
The Ultimate Guide To Your Legal Career
Vault Guide to the Top 100 Law Firms 2013 Edition
View from the Top: Q&A with Legal Women Leaders, 1st Edition, 2007
What Can You Do With a Law Degree? A Lawyer's Guide to Career Alternatives Inside, Outside & Around the Law, 5th Edition
What Law School Doesn't Teach You: But You Really Need to Know

GOVERNMENT RESOURCES

FEDERAL

CQ Press Federal-State Court Directory, 2013 Edition
Federal Regulatory Directory, 13th Edition
Federal Legal Employment Opportunities Guide, NALP, 2011-2012
Federal Regional Yellow Book, Summer 2013 Volume 22, Number 2
Federal Resume Guidebook, 4th Edition
Federal Staff Directory, Winter 2011
Federal Yellow Book, Summer 2013 Volume 74, Number 1
FedLaw: Legal Internships with Federal Agencies 2012
For the Prosecution: Internships with America's Prosecutors 2011
The Congressional Internship Book 2011-2012
Washington, D.C. Internships in Law & Policy 2012
Washington Information Directory 2012-2013
Washington Representatives 2012

CITY AND STATE

Carroll's State Directory 2013 Annual Edition
Green Book, Official Directory of The City of New York 2008-2009
The City and County Attorney Internship Book 2010
The New York State Directory 2013-2014

JUDICIAL

Behind the Bench: The Guide to Judicial Clerkships
BNA's Directory of State and Federal Courts, Judges, and Clerks, 2013 Edition
Directory of Minority Judges of the United States, 3rd Edition
Federal Appellate Court Law Clerk Handbook
Federal District Court Law Clerk Handbook
Judicial Clerkship Feedback Forms (3 Binders)
New York Judge Reviews and Court Directory 2012-2013 Edition

PUBLIC INTEREST

Directory of Legal Aid and Defenders Offices in the United States and Territories 2011-2012
Good Works: A Guide to Careers in Social Change, 5th Edition
Guide to Internships and Fellowships in Reproductive Rights & Justice 2011-2012
Green Law: Public Interest Environmental Internship 2012
Legal Services Internships 2011
National Directory of Prosecuting Attorneys 2007
Public Interest Group Profiles 2006-2007
Public Sector & Public Interest Attorney Salary Report, 2008
Serving the Public: A Job Search Guide, Volume I –USA 2008-2009, 18th Edition

Serving the Public: A Job Search Guide, Volume II – International 2008-2009, 8th Edition
The Comprehensive Fellowship Guide – The Ultimate Resource for Law Students & Lawyers 2010-2011
The Human Rights Internship Book 2011
The Women’s Rights Internship Book 2011
Vault Guide to Law Firm Pro Bono Programs 2013

DIRECTORIES

Directory of Corporate Counsel 2012-2013 (A-M), Vol. 1
Directory of Corporate Counsel 2012-2013 (N-Z), Vol. 2
Associations Yellow Book, Winter 2013, Vol. 22, No.1
Directory of Environmental Websites, 12th Edition
Directory of Metro D.C. Law Offices, 2008 Legal Times
Directory of U.S. Labor Organizations, 2012 Edition
Law and Legal Information Directory, 20th Edition (Volumes 1-3)
NALP Directory of Legal Employers 2011-2012
National Directory of Arts Internships 11th Edition
National Trade and Professional Associations of the United States 2010
Sports Market Place Directory 2008

GENERAL CAREER RESOURCES

Business Etiquette: 101 Ways to Conduct Business with Charm & Savvy, 2nd Edition
Great Connections: Small Talk and Networking for Businesspeople, 2nd Edition
Internships with America’s Top Companies 2010
It’s Who You Know: Career Strategies for Making Effective Personal Contacts
Job Hunting Tips for the So-Called Handicapped or People Who Have Disabilities, 2nd Edition
Job Strategies for People with Disabilities: Enable Yourself for Today’s Job Market
Knock ‘em Dead, The Ultimate Job Seekers Guide, 2009
Navigating Detours on the Road to Success
One Minute Manners
Proceed with Caution: A Diary of The First Year At One Of America’s Largest Most Prestigious Law Firms
Successful Job Search Strategies for the Disabled
Through the Brick Wall: How to Job Hunt in a Tight Market
Vault Guide to the Top 50 Consulting Firms, 2009 Edition
Vault Guide to Top Internships, 2009 Edition
Website Source Book, 13th Edition

INTERNATIONAL CAREERS

Careers in International Law, 3rd Edition ABA
Careers in International Law: A Guide to Career Paths and Internships in International Law, ASIL, 2009/2010 Edition
How to Get a Job in Europe, 5th Edition
International Jobs: Where They Are, How to Get Them, 6th Edition
International Opportunities Resources Guide, NALP
International Public Interest Law, Yale Law School, CDO 2011-2012

Internships in International Affairs 2011
Jobs and Careers Abroad, 13th Edition
Journey to Become a Diplomat
Law Firm Recruitment in Canada: Job Search Advice for Law Students and Associates
Summer Jobs Abroad 2009
Public International Law, 4th Edition

ALTERNATIVE CAREERS

Beyond the Big Firm
Judgment Reversed - Alternative Careers for Lawyers
Landing a Non-Traditional Legal Job (3 binders)
Non-Legal Careers for Lawyers, 5th Edition
Running from the Law, 3rd Edition
The Lawyer's Career Change Handbook: More Than 300 Things You Can Do with a Law Degree
The Road Not Taken: A Practical Guide to Exploring Non-legal Career Options (booklets)
What Can You Do With a Law Degree? A Lawyer's Guide to Career Alternatives Inside, Outside & Around the Law, 5th Edition

PRACTICE AREA SPECIFIC

Becoming a Mediator: An Insider's Guide to Exploring Careers in Mediation
Big Green Internship Book: Internships and Summer Jobs for the Environment 2012
Careers in Intellectual Property Law
Environmental Law, Yale Law School, Career Development Office 2011-2012 (PDF binder)
Family Law Careers
Sports Internship Book 2011

PERIODICALS

ABA Journal
Brooklyn Barrister
Corporate Counsel
CRAIN'S
New York Law Journal
The American Lawyer