



The Government is Hiring!



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Federal Government Needs Massive Hiring Binge, Study Finds

By [Steve Vogel](#)
Washington Post Staff Writer
Thursday, September 3, 2009

The federal government needs to hire more than 270,000 workers for "mission-critical" jobs over the next three years, a surge prompted in part by the large number of baby-boomer federal workers reaching retirement age, according to the results of a government-wide survey being released Thursday.

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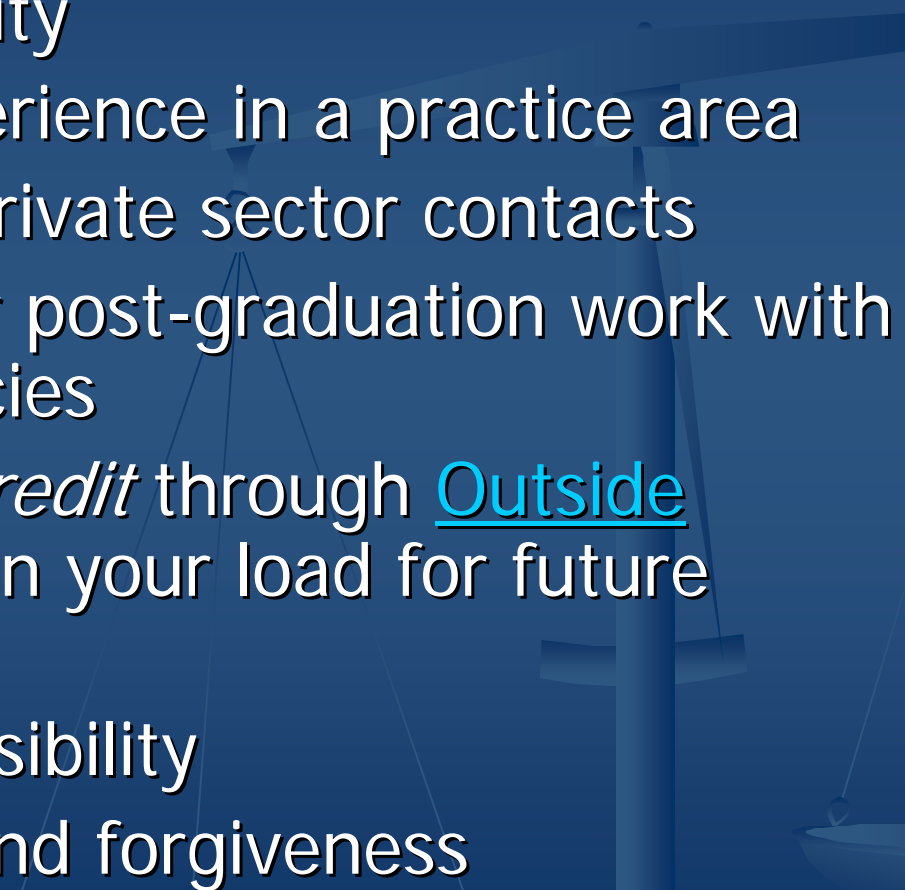
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The Government is Hiring Lawyers!

- 23,569 projected legal hires
- Agencies including: Department of Commerce, Education, Homeland Security, Housing and Urban Development, Justice, Labor, State, Transportation, Treasury, and more!
- Full survey results available on www.wherethejobsare.org.

WHY?

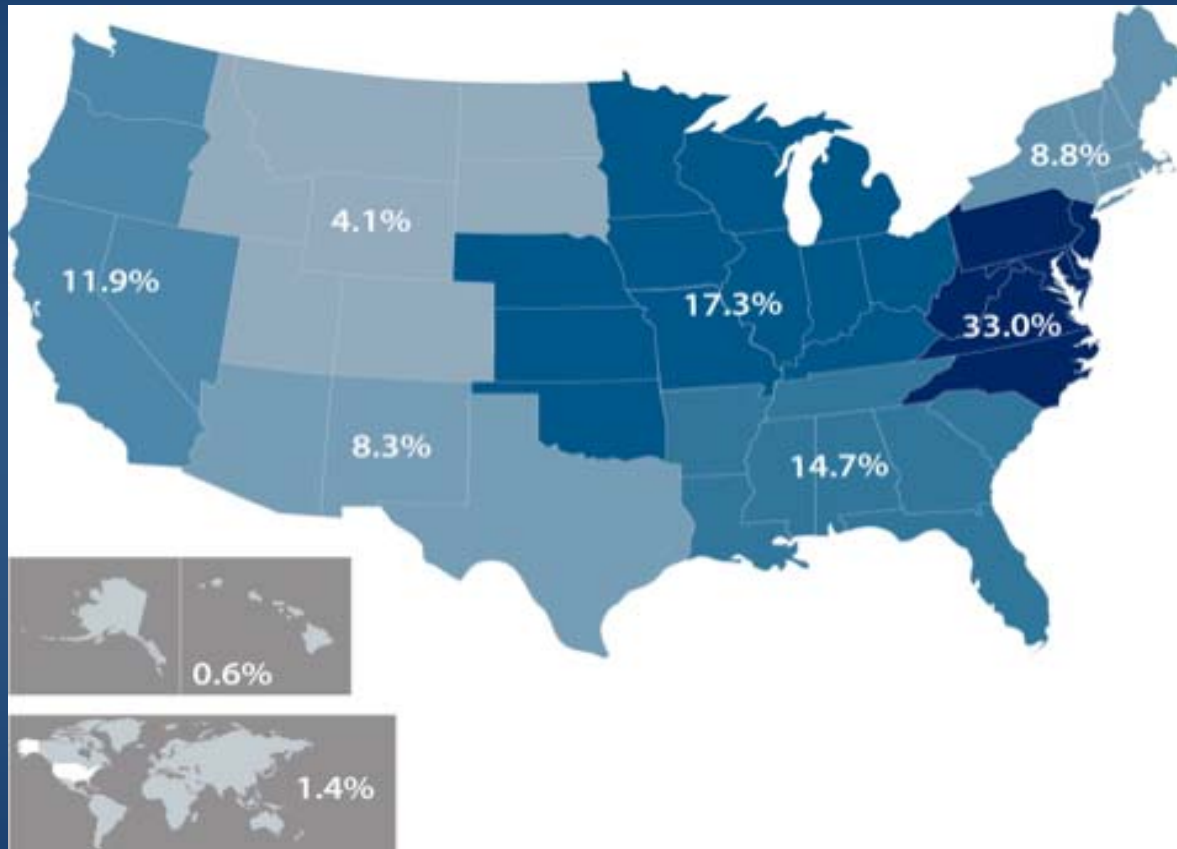
- TONS of opportunity
 - Gain relevant experience in a practice area
 - Make public *and* private sector contacts
 - Set yourself up for post-graduation work with government agencies
 - Do all of this *for credit* through [Outside Placement](#) – lighten your load for future semesters
 - Immediate responsibility
 - Loan repayment and forgiveness
- 

WHAT?

- Federal
- State
- Local
 - County, municipality, city
- Capitol Hill/Lobbying/Policy
- Military
 - Civilian
 - Enlisted



WHERE? (Geography)



Plus 50,000 employees work overseas

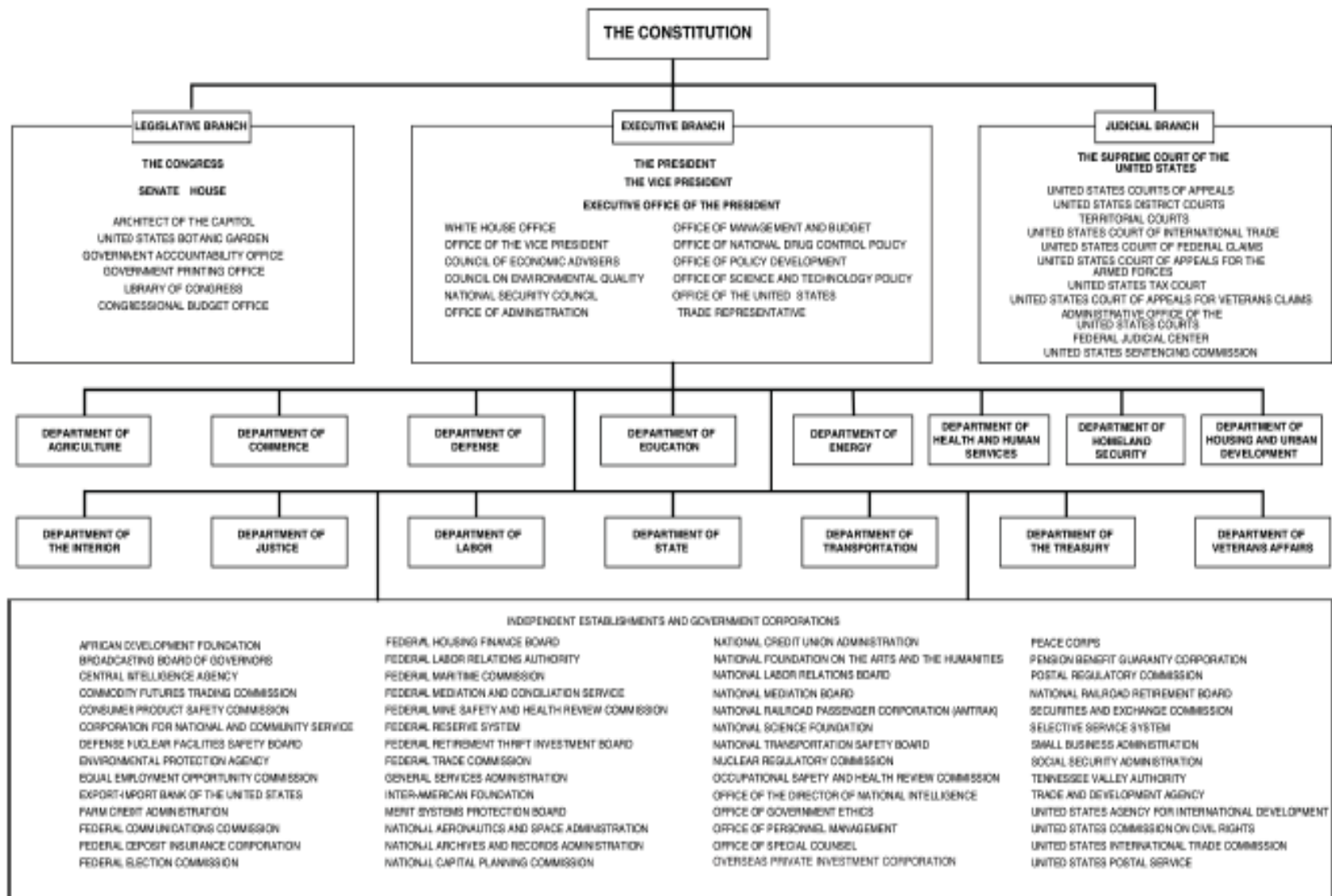
*Partnership for Public Service data



WHERE? (Job Openings)


- Networking and informational interviewing (Leadership Directories)
- Agency websites
- [USAJOBS](#) (post-graduation)
- Arizona Guide ([The Government Honors and Internship Handbook](#))
- Symplicity
- [Makingthedifference.org](#) and [bestplacestowork.org](#)
- Presidential Management Fellows (PMF) Program
- Other sites on [CDO website](#)

THE GOVERNMENT OF THE UNITED STATES



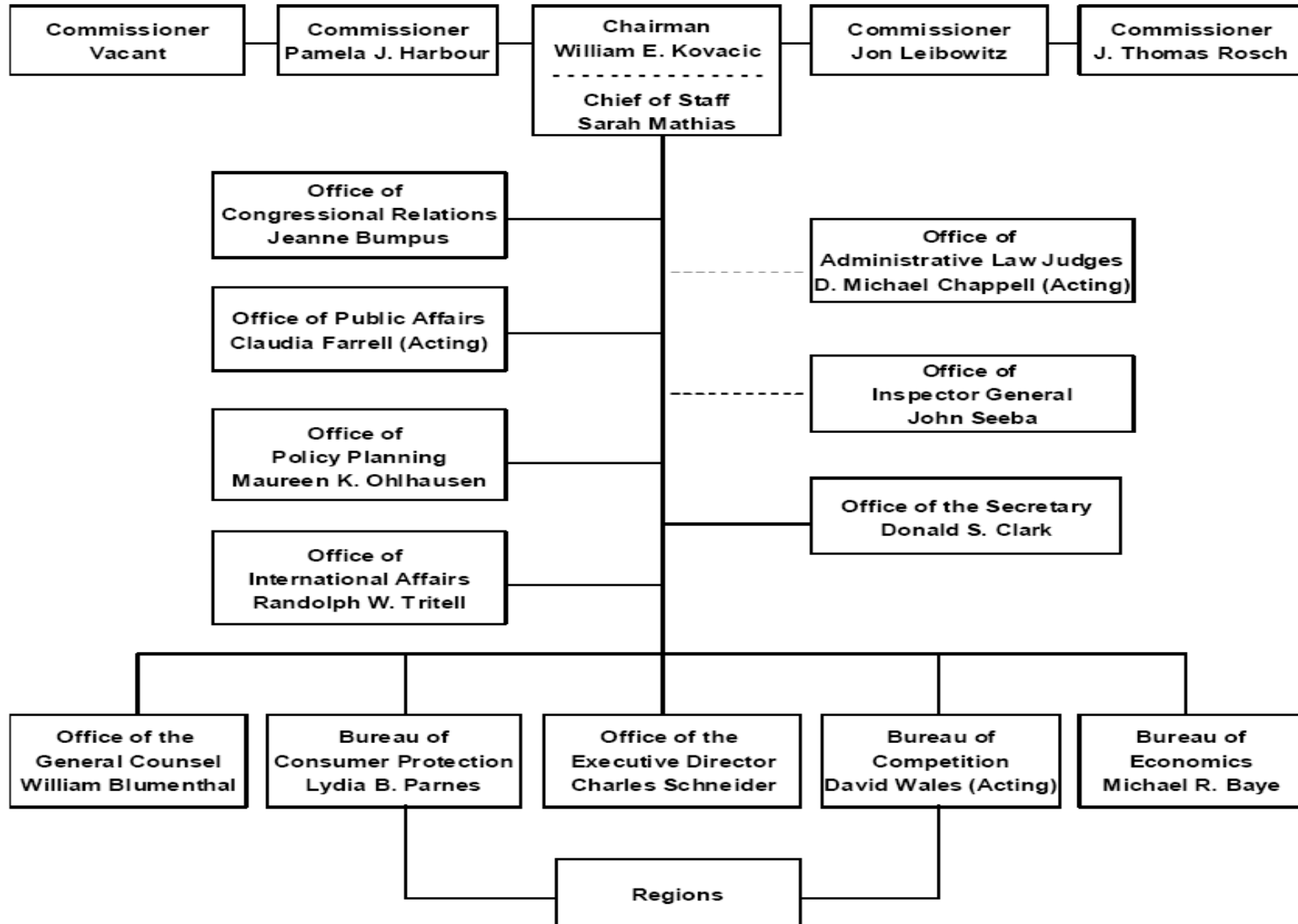


Organization of Federal Agencies

- **Executive Agencies** (ex: Departments of Army, Commerce, Homeland Security, etc.)
 - **Executive agency subdivisions** (ex: IRS (Treasury) and FAA (Transportation))
 - **Independent Establishments & Government Corporations** (ex: EPA, SEC)
 - **Quasi-Official Agencies** (ex: Smithsonian)
- 

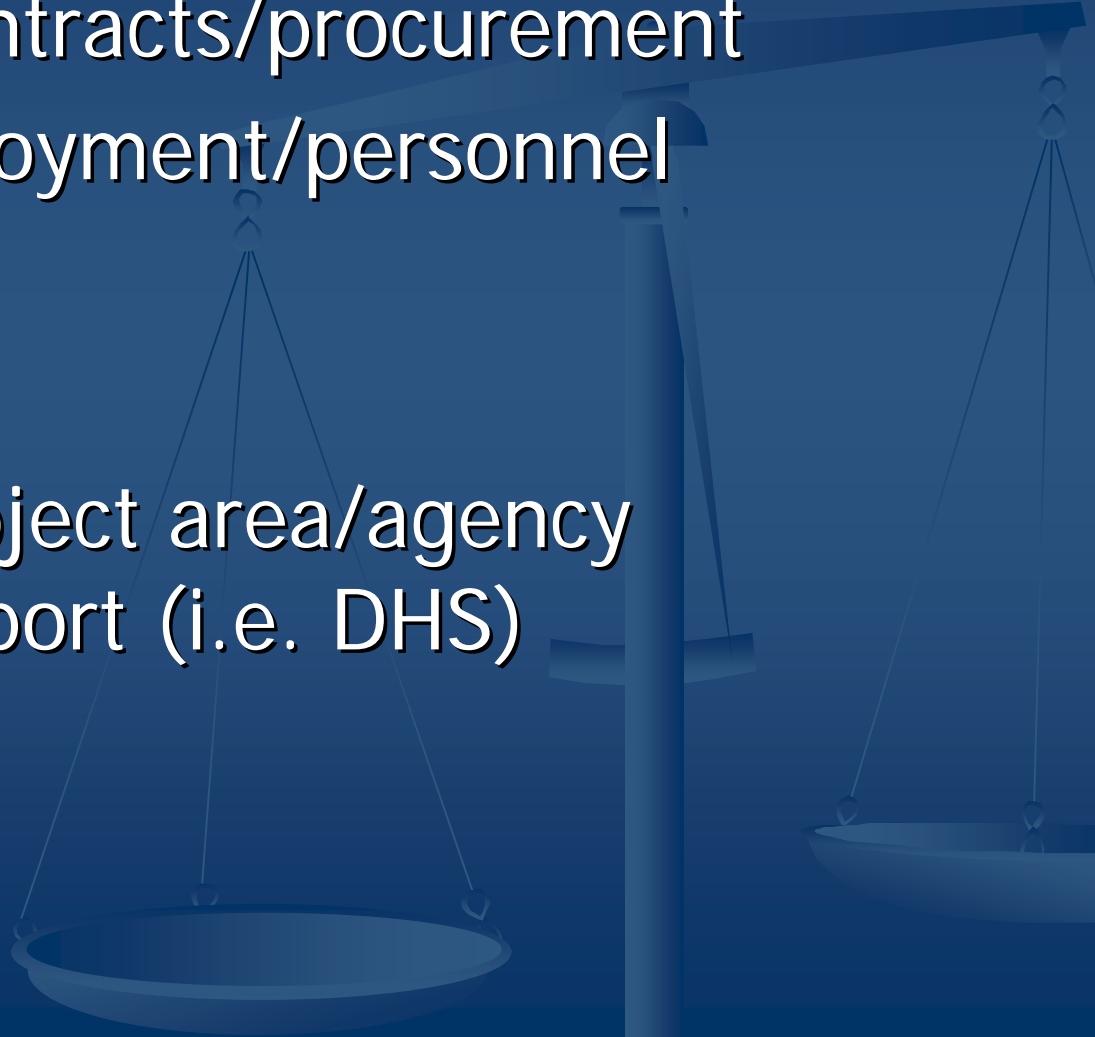
Organization Chart

FEDERAL TRADE COMMISSION





Office of General Counsel ("OGC")

- Government contracts/procurement
 - Labor and employment/personnel
 - Ethics
 - FOIA
 - *Sometimes*: subject area/agency subdivision support (i.e. DHS)
- 



Legal Opportunities Outside of OGC

- Enforcement arm (sometimes in OGC)
 - International Affairs
 - Inspector General
 - Legislative Affairs
 - Commissioners/Secretaries
 - Administrative Law Judges
 - Subject matter divisions/components
 - Region/field/district offices
- 

Department of Justice (DOJ)

A faint, stylized image of a scale of justice is visible in the background, centered behind the text. The scale has a vertical pillar and two pans hanging from a horizontal beam.

- 80% litigation, 20% policy; all federal prosecutors
- Over 50% of attorneys are Assistant U.S. Attorneys (AUSAs)
- Mission of Justice is...well, justice – no rule-making authority
- Over 1,800 summer & academic year interns hired annually
- Hiring info available at:
<http://www.usdoj.gov/oarm/>



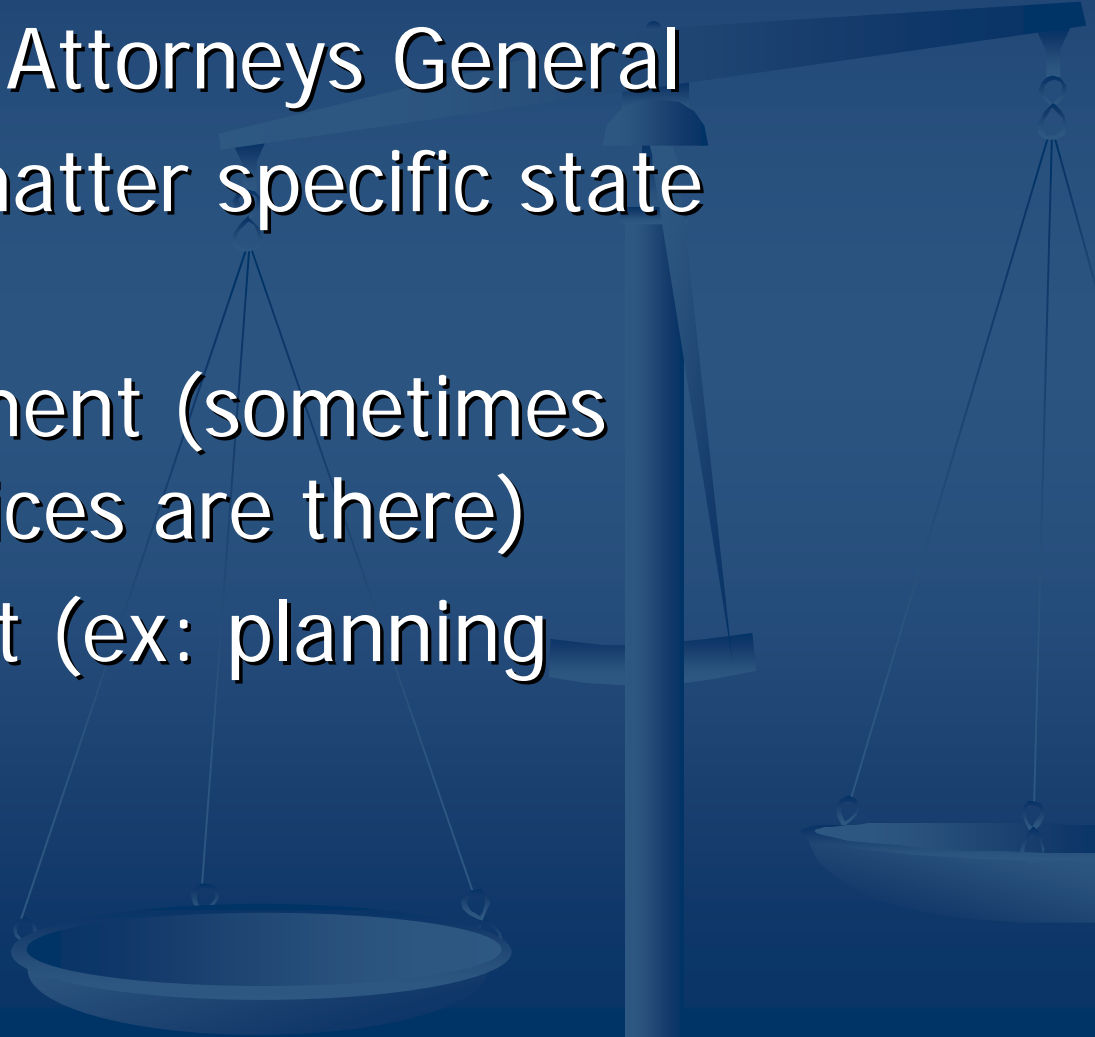
Other Federal Agencies

- **Finance:** SEC, CFTC, FRB, OCC, FDIC, OTS, IRS
- **Litigation:** DOJ, all agencies
- **International Affairs:** State, Commerce, DOD, FCC, FTC
- **Antitrust:** DOJ, FCC, FTC, FERC, NRC
- **Environment:** EPA, Interior, FERC
- **Civil Rights:** DOJ, HUD, HHS, EEOC

*[Findlaw](#): click on a Practice Areas and it shows you relevant government agencies.



State and Local Agencies

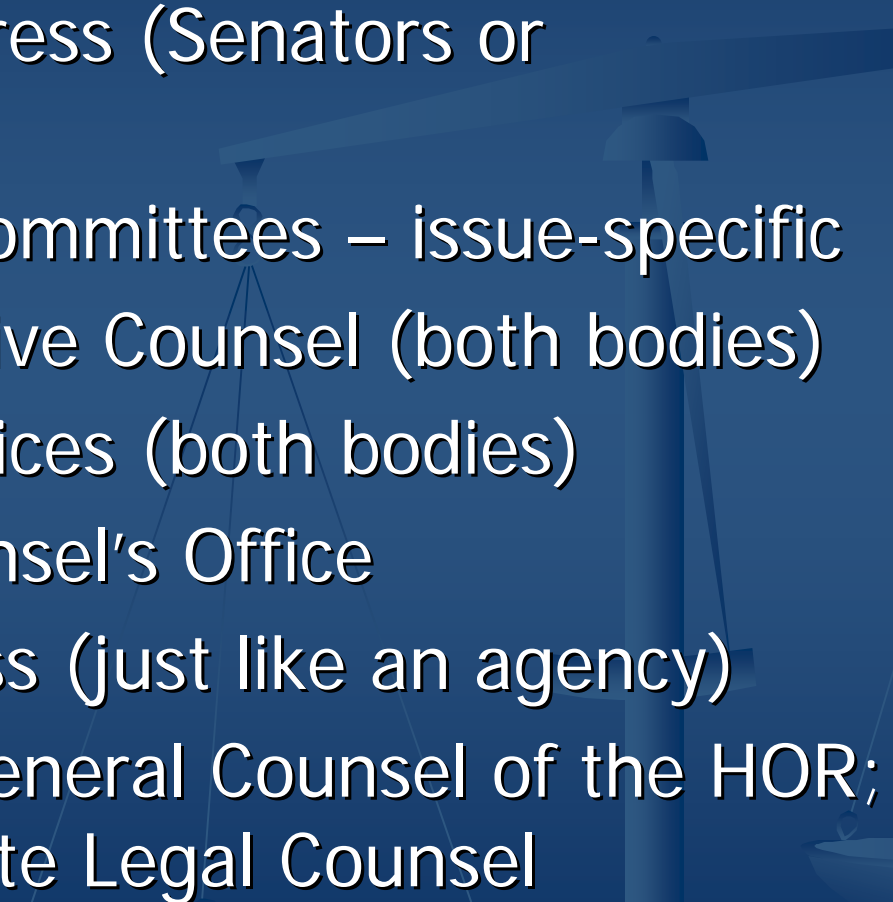
- Offices of State Attorneys General
 - Other subject-matter specific state agencies
 - County government (sometimes prosecutor's offices are there)
 - City government (ex: planning commissions)
- 

State and local agency links

- [PSLawNet](#) (state and local government links page)
 - <http://www.statelocalgov.net/>
 - [Library of Congress](#)
 - [USA.gov](http://www.usa.gov) (the government's official web portal)
 - [GovtJob.net](http://www.govtjob.net)
- 



The “Hill”

- Members of Congress (Senators or Representatives)
 - Committees/Subcommittees – issue-specific
 - Offices of Legislative Counsel (both bodies)
 - Administrative Offices (both bodies)
 - Law Revision Counsel’s Office
 - Library of Congress (just like an agency)
 - OGCs: Office of General Counsel of the HOR; Office of the Senate Legal Counsel
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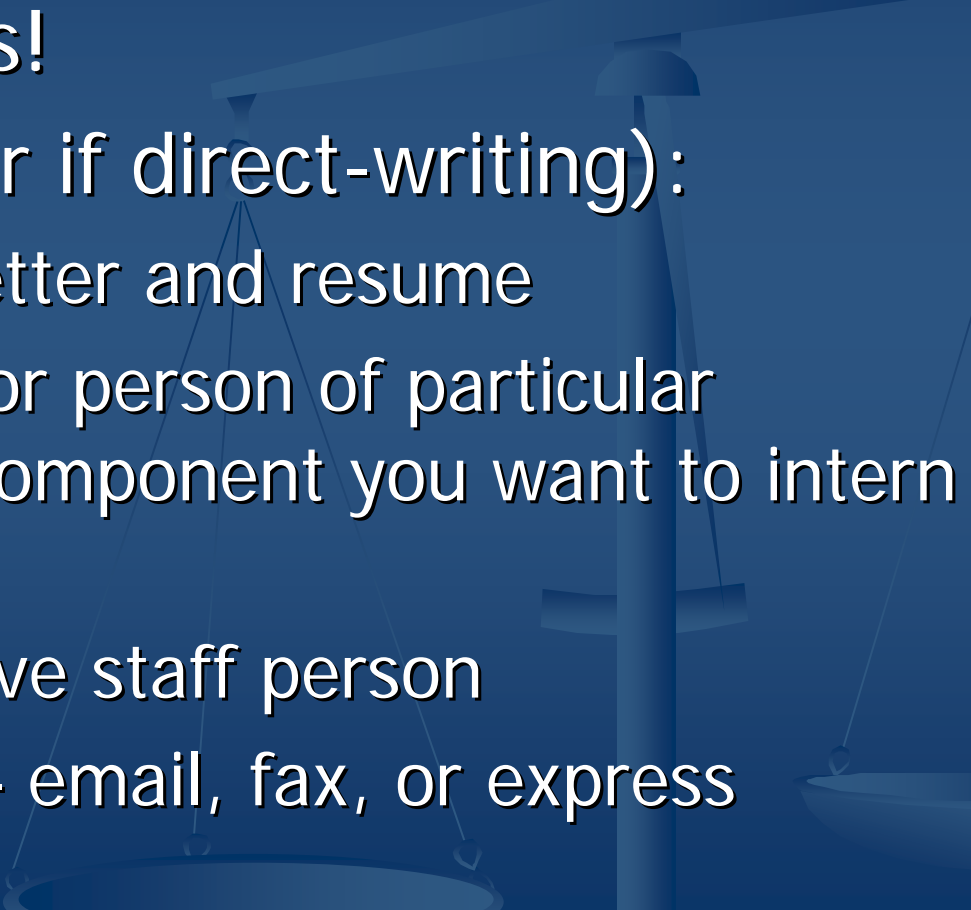
Resources for “Hill”, Lobbying, and Policy Jobs

- www.cq.com (Congressional Quarterly; lists job vacancies)
- www.hillnews.com (newspaper for and about Congress; select Employment under Classifieds menu)
- www.hillzoo.com (job vacancies by political party)
- <http://dyn.politico.com/politicojobs>
- www.jobsthatareleft.com (Democrat)
- www.conservativejobs.com (Republican)
- www.loc.gov/crsinfo (Library of Congress Congressional Research Service)
- www.opajobs.com (Opportunities in Public Affairs; biweekly publication on job openings)
- www.rcjobs.com (Roll Call)
- www.house.gov/cao-hr/ (House of Representatives job postings)
- <http://legcoun.house.gov/> (House Office of Legislative Counsel)
- www.senate.gov/visiting/common/generic/placement_office.htm (Senate job postings)
- www.campaignjobs.com
- www.alldc.org (American League of Lobbyists)
- www.policyjobs.net

HOW?

- Network! Remember [Leadership Directories](#).
- Apply to internship opportunities in the Arizona Guide ([The Government Honors and Internship Handbook](#)) and permanent opportunities on [USAJOBS](#).
- Apply directly to agencies – *even if there is no posting or internship information!*
 - Identify agencies you are interested in:
 - [U.S. Government Manual 2008-09](#)
 - [FAQs about Agencies by USA.gov](#)

HOW?

- Follow directions!
 - If none given (or if direct-writing):
 - Send in cover letter and resume
 - Address to senior person of particular division/office/component you want to intern with
 - Cc: administrative staff person
 - DO NOT MAIL – email, fax, or express delivery only!
- 

HOW?

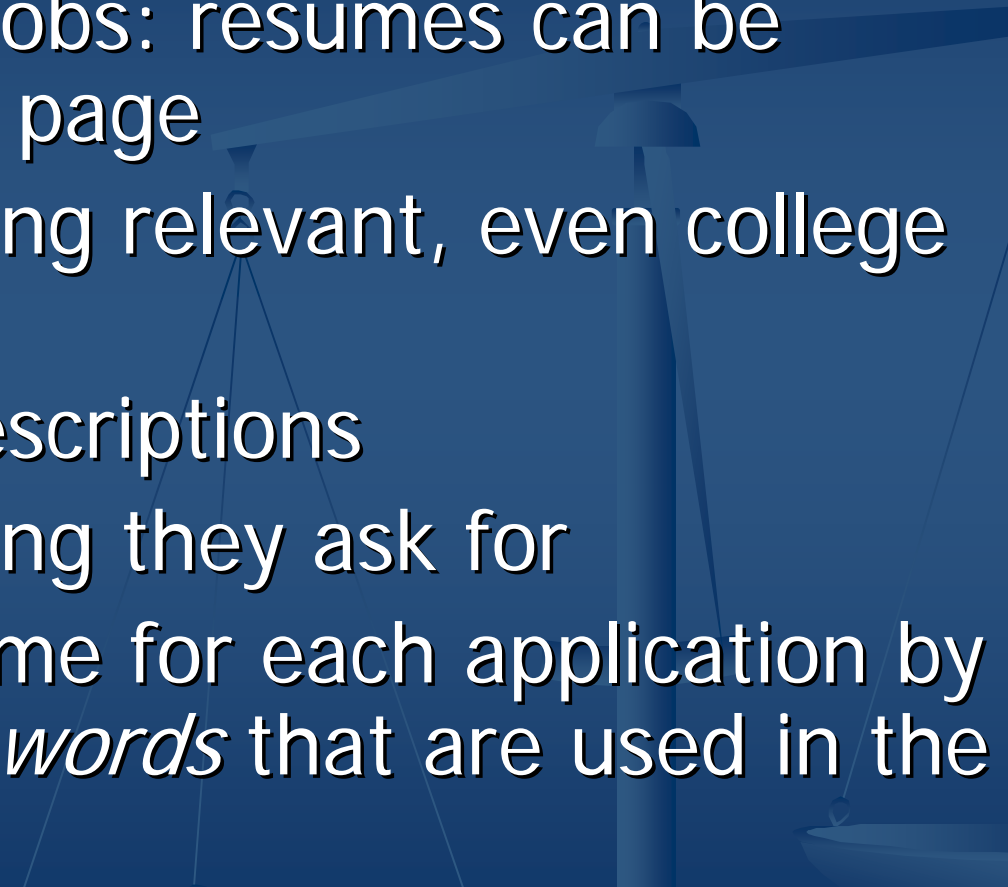
■ Cover Letter

- Research MISSION of agency – check out website and note that mission of a particular division may differ than overall mission of the agency
 - State interest in mission *and*
 - Highlight any experiences (volunteer or paid work, coursework, study abroad, community service, thesis, etc.) that demonstrates that interest

■ Resume

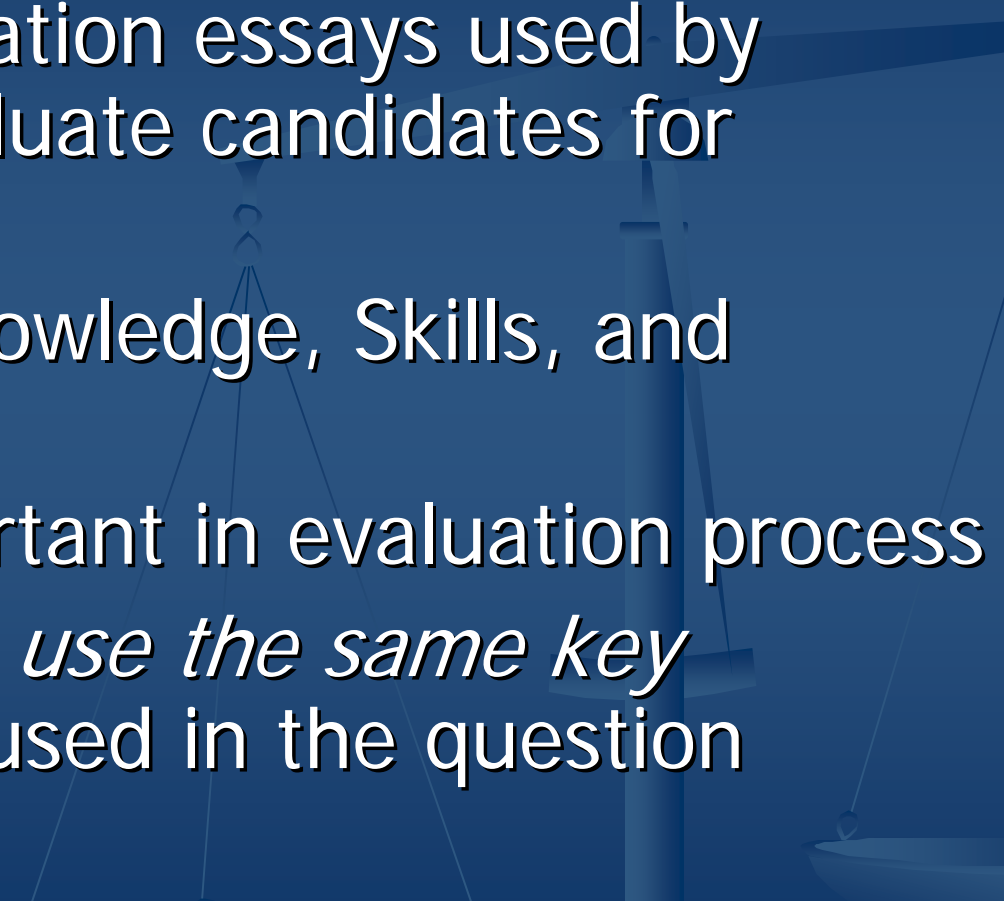
- In addition to standard legal experiences, highlight:
 - Writing
 - Leadership
 - Public service

Government Resumes

- For permanent jobs: resumes can be longer than one page
 - Include everything relevant, even college jobs
 - Lengthen job descriptions
 - Include everything they ask for
 - Tailor your resume for each application by *using the same words* that are used in the job posting
- 

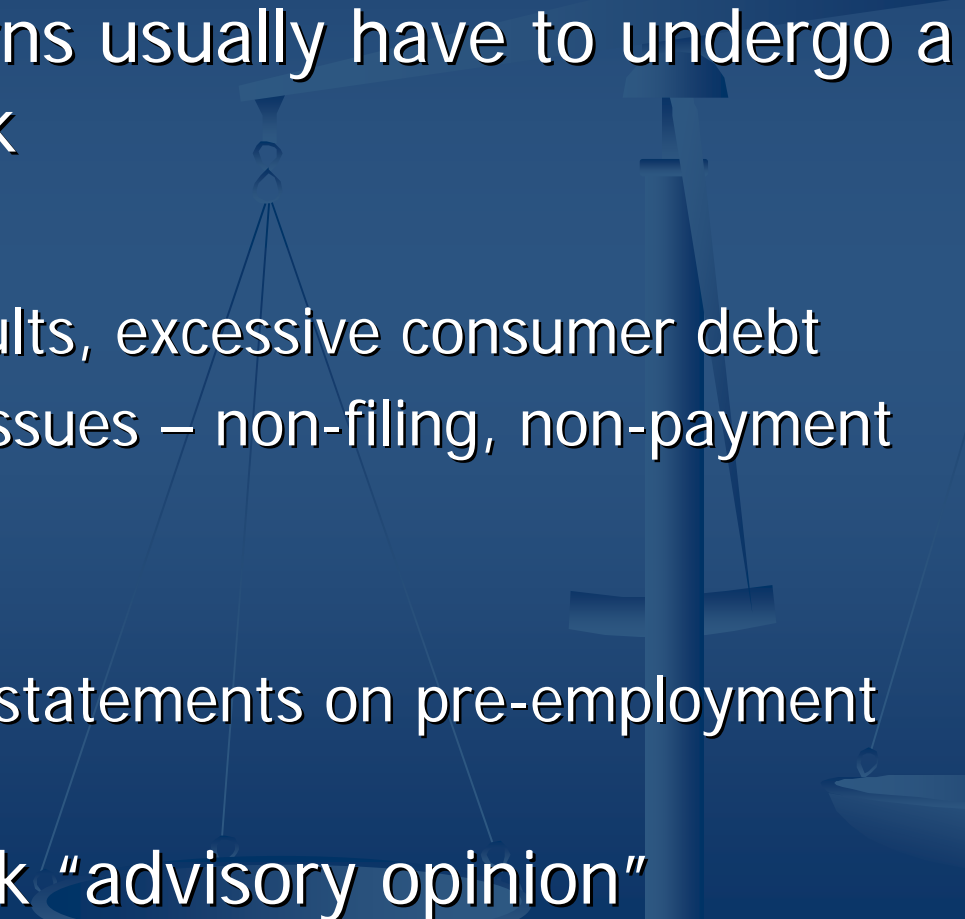


KSAs

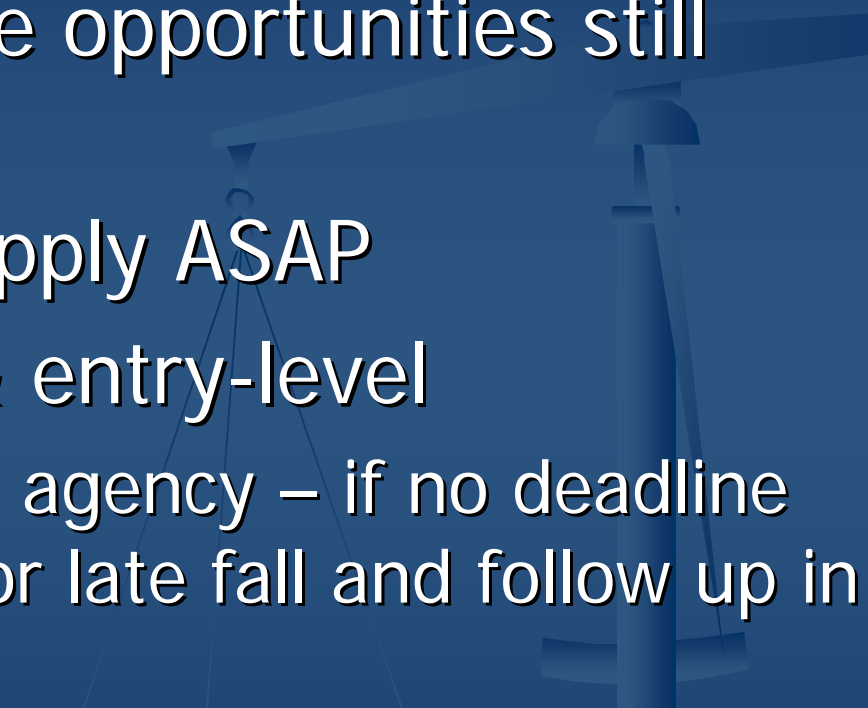
- KSAs are application essays used by agencies to evaluate candidates for permanent jobs
 - Acronym for Knowledge, Skills, and Abilities
 - Extremely important in evaluation process
 - Answers should *use the same key words/phrases* used in the question
 - [KSA guide](#)
- 



Security Clearance

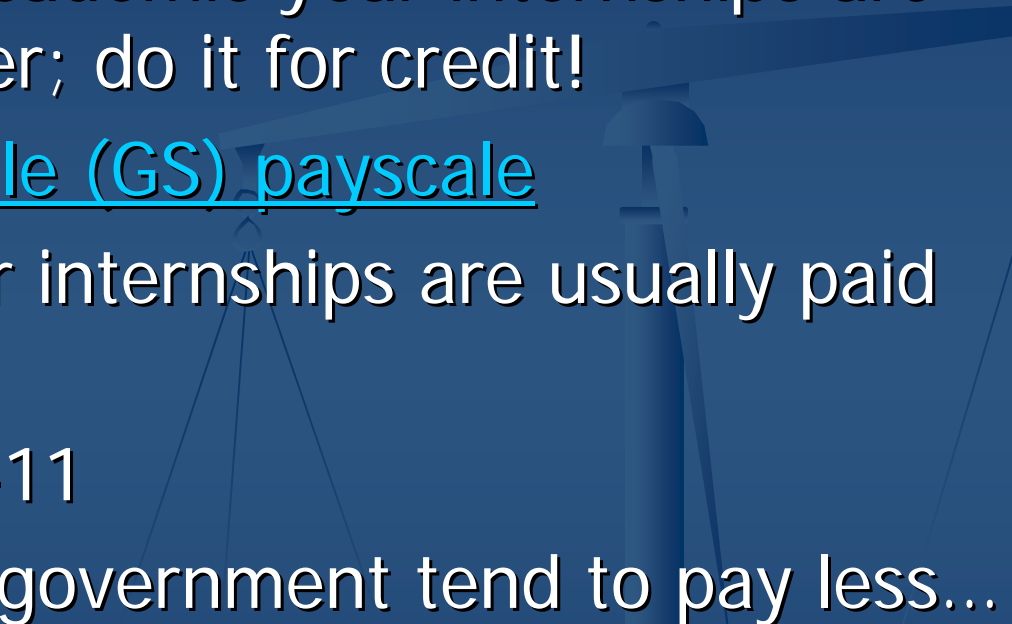
- Even unpaid interns usually have to undergo a background check
 - Potential issues
 - Credit: loan defaults, excessive consumer debt
 - Taxes: ANY IRS issues – non-filing, non-payment
 - Drug Use
 - Citizenship
 - False/misleading statements on pre-employment forms
 - If concerned, seek “advisory opinion”
- 

WHEN?

- Fall 2009 – some opportunities still available
 - Spring 2010 – apply ASAP
 - Summer 2010 & entry-level
 - Depends on the agency – if no deadline specified, aim for late fall and follow up in January
- 



Can I Afford It?

- First summer/academic-year internships are usually volunteer; do it for credit!
 - [General Schedule \(GS\) payscale](#)
 - Second summer internships are usually paid at GS-7
 - Entry-level: GS-11
 - State and local government tend to pay less...
- 

Loan *Repayment*

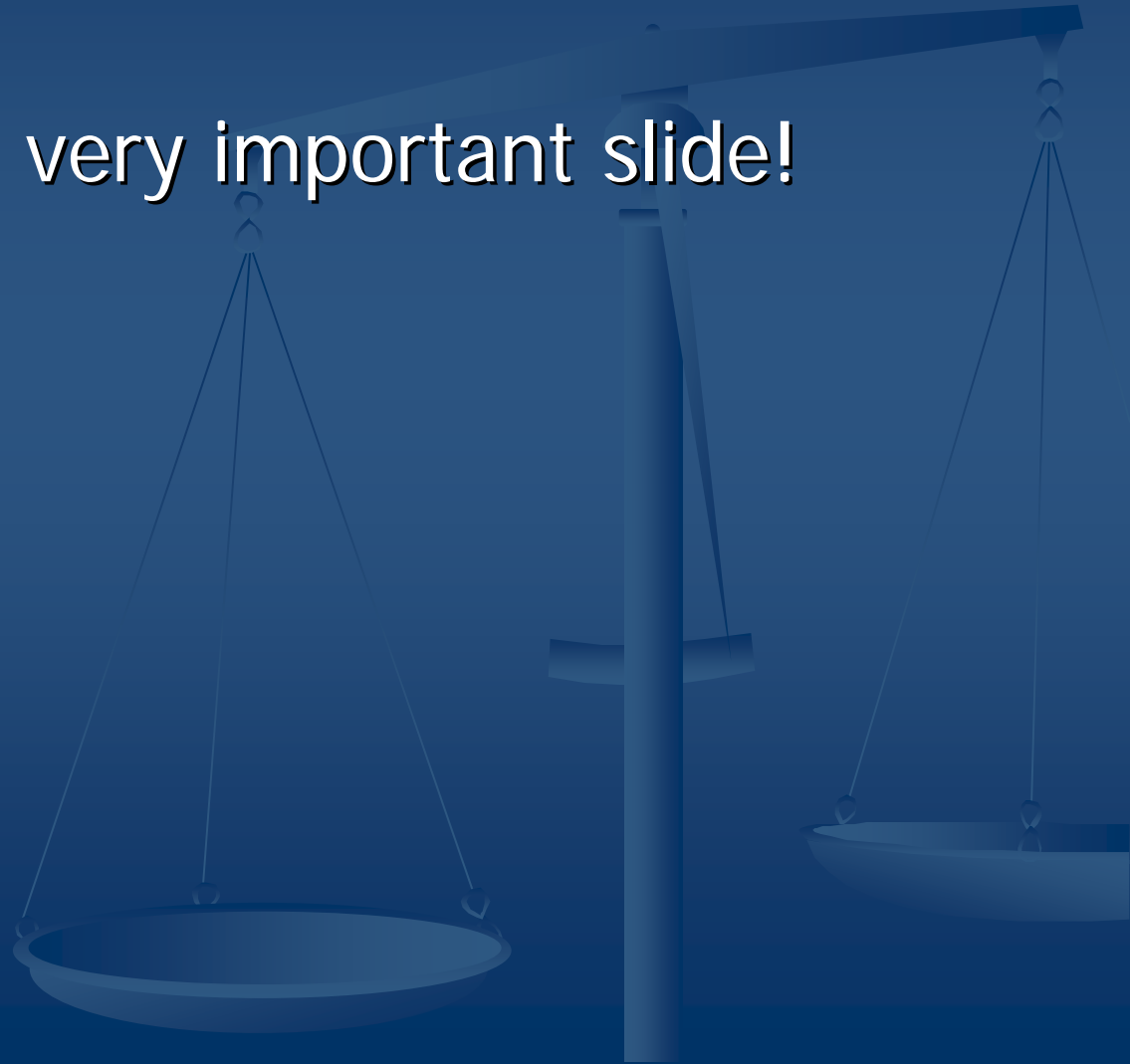
- Federal Student Loan Repayment Program
 - Agencies may make payments to the loan holder of up to a maximum of \$10,000 for an employee in a calendar year and a total of not more than \$60,000 for any one employee
 - Varies by agency


Loan *Forgiveness*

- College Cost Reduction & Access Act
- If you work in a public service job (government included) for 10 years and make all payments on your federal loans during that time, remaining federal loans will be forgiven

Q&A

- Time for Q&A
- Now...one more very important slide!





What Should I Be Doing Right Now?

- Schedule an appointment with your counselor to talk about your job search.
 - Check deadlines.
 - Identify networking contacts and reach out to them for AIR.
 - Read Noteworthy.
 - Email me (amarshall@law.gwu.edu) to join the government listserv.
 - Attend CDO programs!
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