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DALLAS AND HOUSTON JOB SEARCH RESOURCES

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Current as of August 2007
BAR ASSOCIATION INFORMATION

Bar associations are professional legal organizations with membership based on factors including common geography, affinity group and/or specialty. Participating in bar association events (i.e., committee involvement, continuing legal education classes, etc.) is a great way to build a resource network and learn more about specific practice areas. Most associations encourage student involvement and offer student memberships at a very low cost, so take advantage of the opportunity to get to know your future colleagues now.

- Dallas Bar Association – [www.dallasbar.org](http://www.dallasbar.org)
- Houston Bar Association – [www.hba.org](http://www.hba.org)
- State Bar of Texas – [www.texasbar.com](http://www.texasbar.com). Provides links to local, specialty, and minority bars.

SPECIALTY BAR ASSOCIATIONS
- Dallas Asian American Bar Association – [www.daaba.org](http://www.daaba.org)
- Dallas Hispanic Bar Association – [www.dallashispanicbar.com](http://www.dallashispanicbar.com)
- J. L. Turner Legal Association (African American Bar Association in Dallas) – [www.jhta.org](http://www.jhta.org)
- Tarrant County Black Bar Association – [http://home.swbell.net/qdcg](http://home.swbell.net/qdcg)

ALUMNI RESOURCES

Alumni from Washington University Law and one’s undergraduate institution can be a tremendous, yet oftentimes overlooked, resource in one’s job search. Alumni can provide invaluable information about a geographic area, a particular practice area, or the legal profession in general through an informational interview. Attending an alumni event is a great networking venue – don’t be shy; go and introduce yourself to others. You never know what you may learn!

- Alumni Connections Database – More than 1,200 Washington University Law Alumni/ae from around the country may be found in this database, assembled by the Alumni & Development Office, and willing to serve as a resource. Available on the Law School Intranet, mylaw.wustl.edu, under Documents.
- Washington University Law Alumni Class Notes – [http://law.wustl.edu/alumni/classnotes.asp](http://law.wustl.edu/alumni/classnotes.asp) – Class Notes is a compilation of information that alumni submit to Washington University Law about their professional and personal lives.
- University Career Connections Database – Database of over 8,000 Washington University alumni & parents who have identified themselves as willing to assist in career path research – [www.wustlconnections.com](http://www.wustlconnections.com); click on career & networking services, student or alumni login.
- Another great way to search for Washington University Law alumni or alumni from your undergraduate school is to use LEXISNEXIS ([www.lexis.com](http://www.lexis.com)) to access the Martindale-Hubbell Law Directory.
- For example, to find Wash U law alumni who practice in Dallas, from “Legal>Research,” select “Martindale-Hubbell Listings, All.” Type: LAW-SCHOOL (washington pre /1 university and not george) and CITY (Dallas).
- To search for your undergraduate alumni, type: COLLEGE (Vanderbilt) and CITY (Dallas).

CONTINUING LEGAL EDUCATION (CLE) PROVIDERS

Participation in CLE events offers students and alumni the two-fold benefit of learning practical information about a relevant, substantive legal topic while networking with practicing attorneys in your desired geographical region and substantive interest areas. A CLE program offers a myriad of ways to facilitate networking with attorneys practicing in your desired field. Strike up a conversation with the person sitting next to you. Smile and introduce yourself to people during coffee breaks. Approach the panel of speakers during a break or after the session, or write to members of the panel following the program. Ask for business cards, and follow-up. Don’t be shy. Often, attorneys attend these events both to gain knowledge and to network themselves. While not all states have a CLE requirement, every state offers CLE opportunities through local bar associations, CLE organizations, and local law schools.


RECIPROCITY

The CSO can request reciprocal services on your behalf from the career services office at an out-of-state law school typically between November 1 and August 15. The services that schools offer reciprocity recipients, and the dates during which reciprocal services are rendered, vary. For example, some law schools do not provide access to job listings. Other law schools limit reciprocity to alumni or alumni and 3Ls, and suspend reciprocity starting July 15. For more information about requesting reciprocity, contact the CSO. Consider requesting reciprocity from one of the following schools:

- St. Mary’s University School of Law (San Antonio) – all students and alumni. http://www.stmarytx.edu/law/career_services/?go=recip
- South Texas College of Law (Houston) – all students and alumni. http://www.stcl.edu/career/03reciprocity.htm
- Southern Methodist University, Dedman School of Law (Dallas) – alumni only. http://career.law.smu.edu/reciprocitypolicy05.shtm
- Texas Tech University School of Law (Lubbock) – all students and alumni. http://www.law.ttu.edu/lawWeb/careerservices/TexasLawSchoolsReciprocityPolicy.pdf
- Texas Wesleyan University School of Law (Fort Worth) – 2Ls, 3Ls, and alumni. http://law.txwes.edu/Portals/0/reciprocity%20policy.pdf
- University of Houston Law Center – all students and alumni. http://www.law.uh.edu/career/reciprocity.html
NALP provides an alphabetical listing of law schools and reciprocity policies at http://www.nalp.org/content/index.php?pid=94

N.B.: Do not go to or call another law school's career services office without first requesting reciprocity access through the Washington University Career Services Office.

**LEGAL PUBLICATIONS**

Start to acclimate yourself to the local legal market by reading its related publications. The information you learn will help you define your target audience during networking and job search efforts. You can also use your new familiarity with the local bar to distinguish yourself in an interview situation. The following resources might also contain job postings.

- Texas Lawyer - www.law.com/jsp/tx/index.jsp

**LOCAL PUBLICATIONS AND INFORMATION**

If you are considering relocating, it is very important to have some knowledge of the region. Reading local publications, such as newspapers and business journals, will give you a general understanding of the local landscape and hot current topics, and can even spark creative networking ideas. Keep up with local market and real estate conditions and explore what cultural activities the region offers. Most importantly, in the interview context your knowledge of the geographical region will reflect your commitment to relocate.

**PUBLICATIONS**

- The Dallas Morning News – www.dallasnews.com
- Houston Chronicle – www.chron.com
- Star Telegram (Tarrant County) www.dfw.com/mld/dfw

**CITY INFORMATION**

- The Dallas Convention and Visitors Bureau – www.visitdallas.com/visitors
- Greater Houston Convention & Visitors Bureau – www.houston-guide.com
- CitySearch/Dallas – http://dallas.citysearch.com

**GOVERNMENT AND NONPROFIT RESOURCES**
Public service and public interest organizations present valuable opportunities not only as full-time work but also on a volunteer basis during your job search. The following resources may help you locate local, state and federal offices to contact. Some may also contain job postings.

GOVERNMENT
- Dallas County Online - www.dallascounty.org
- FindLaw’s Texas State Resources – www.findlaw.com/11stategov/tx/laws.html. Contains links to information from the state’s Constitution to tax regulations from the Department of Revenue to federal and state court pages.
- USA.Gov – www.usa.gov/index.shtml. Informational site regarding the U.S. Government, including government departments and agency links at the federal, state/local/tribunal, and international levels.
- Texas Online – www.texasonline.com
- U.S. Attorney’s Office – Southern District of TX (Houston) www.usdoj.gov/usao/txs

NONPROFIT
Dallas
- Baylor Health Care System – www.baylorhealth.com
- Communities Foundation of Texas – www.cfntexas.org
- Dallas Legal Hospice – www.dlh.org. Provides legal services to persons with AIDS.
- Dallas Museum of Art – www.dallasmuseumofart.org
- Human Rights Initiative of North Texas (Dallas) – www.hrionline.org. Dedicated to the promotion of international human rights and service to immigrants and refugees who have suffered human rights abuses.
- Preservation Dallas – www.preservationdallas.org
- Texas Human Rights Foundation – www.thrf.org. Mission is to end discrimination against lesbian, gay, bisexual, and trans-gendered persons, and persons with HIV and AIDS, through public education, high impact litigation, and legal assistance.

Houston
- Advocate Legal Senior Center, 2501 Rosewood, Houston, TX, 77004, (713) 521-7704. Guardianship, probate, money management, and Medicaid financial planning.
- Houston Volunteer Lawyers Program – http://hvl.org
- Lone Star Legal Aid – www.lonestarlegal.org
- Texas Public Interest Research Group (TexPIRG) – www.texpirg.org

JOB POSTINGS
Keeping abreast of advertised job announcements is one component of a job search. Approximately 10-20% of all positions are found through advertised positions. Listed below are a few websites you may want to use – it is by no means an exhaustive list and its inclusion herein is not an endorsement by the CSO.

- **Job Listings Available Through the Career Services Office** –
  - [https://law-wustl-csm.symplicity.com/students](https://law-wustl-csm.symplicity.com/students) - Detailed information on employers currently participating in on-campus interviews, off-campus interviews, job fairs, and resume collections. Students should use their e-mail address and password; please contact the CSO with any problems.
- **CareerBuilder.com** – [www.careerbuilder.com](http://www.careerbuilder.com) – Combines help-wanted listings from newspapers around the country. You can focus your search by geographic region and industry.
- **Dallas County Online** – [www.dallascounty.org](http://www.dallascounty.org). Click on “employment opportunities.”
- **Hieros Gamos Employment Center** – [www.hg.org/employment.html](http://www.hg.org/employment.html)
- **Law.com’s Legal Career Center** – [www.lawjobs.com](http://www.lawjobs.com)
- **The Legal Employment Search Site** – [www.legalemploy.com](http://www.legalemploy.com), contains links to over 100 law-related job search sites.
- **Legal Staff** – [www.legalstaff.com](http://www.legalstaff.com)
- **Texas Bar, Quick Link to State Bar of Texas Employment** – [http://texasbar.com](http://texasbar.com)
- **Monster** – [www.monster.com](http://www.monster.com)
- **Craig’s List** – [http://dallas.craigslist.org/](http://dallas.craigslist.org/)
- **Texas Online** – [www.texasonline.com](http://www.texasonline.com)
- **Texas Young Lawyers Association Career Center** – [http://tyla.legalstaff.com](http://tyla.legalstaff.com)

**DIRECTORIES**

In addition to databases such as Martindale-Hubbell, NALP Directory of Legal Employers, and West Legal Directory, there are national and local directories for attorneys, firms, companies, financial institutions, public interest organizations, state and federal government organizations, etc. These directories can be valuable tools in researching and collecting contact information for targeted mailings and networking outreach.

- **Martindale-Hubbell Law Directory** – [www.martindale.com](http://www.martindale.com) – Fill-in form through which one can search for individual attorneys and firms by name, geographic location, and law school or via [www.lexis.com](http://www.lexis.com) – Advanced searches for individual attorneys and firms by segments which include city, firm, firm-size, law-school, name, practice, college, date of admission, and more i.e., *firm-size > 50 and city (“Dallas”) and law-school (“Washington University School of Law”) and college (“Bates”).*
- **NALP Directory of Legal Employers** – [www.nalpdirectory.com](http://www.nalpdirectory.com) – Forms for all NALP members, including law firms, corporations, public interest organizations and government offices. The forms provide demographic information, an organizational narrative, hiring information and other
useful resources. The listings are broken down by state and by practice area. Print Resource available in the CSO.

- Texas Bar – [www.texasbar.com](http://www.texasbar.com). Includes link to member directory from home page.
- West Legal Directory – [www.westlaw.com](http://www.westlaw.com) or [http://lawyers.findlaw.com](http://lawyers.findlaw.com) – Fill-in form through which one can search for individual attorneys and firms by name, geographic location, law school, undergraduate institution, firm-size and more.
- JobNet, offered by the University of Michigan, is a public job site listing of only public service jobs – [https://cgi2.www.law.umich.edu/_JobNet/main.asp](https://cgi2.www.law.umich.edu/_JobNet/main.asp)
- Partnership for Public Service – The goal of the Partnership for Public Service is to encourage job seekers to consider government service. Sign-up for the Partnerships’ e-newsletters, find information on the government internship and job search, and read federal employees’ biographies. [http://www.ourpublicservice.org](http://www.ourpublicservice.org)
- PSLawNet is a national database of public service opportunities both nationwide and international for law students. [http://www.PSLawNet.org](http://www.PSLawNet.org)
- Harvard Law School’s *Serving the Public: a Job Search Guide* vols. I and II available in the CSO.
- Nonprofit Sector Yellow Book, a directory listing the major nonprofit institutions in the United States is available online and in the CSO.
Regardless of your career goals, knowing the ins and outs of the local, state, federal and specialty court systems in the area is an important first step toward a successful transition into the legal market. The information is also helpful in preparing for judicial clerkship interviews. Use the following resources to start your research.

**FEDERAL**
- Find general information on Federal Courts – [www.uscourts.gov/allinks.html](http://www.uscourts.gov/allinks.html)
- Supreme Court of the United States – [www.supremecourtus.gov](http://www.supremecourtus.gov)
- United States Court of Appeals, 5th Circuit – [www.ca5.uscourts.gov](http://www.ca5.uscourts.gov)
- United States District Court, Eastern District of Texas – [www.txed.uscourts.gov](http://www.txed.uscourts.gov)
- United States District Court, Northern District of Texas – [www.txnd.uscourts.gov](http://www.txnd.uscourts.gov)
- United States District Court, Southern District of Texas – [www.txss.uscourts.gov](http://www.txss.uscourts.gov)
- United States District Court, Western District of Texas – [www.txwd.uscourts.gov](http://www.txwd.uscourts.gov)

**STATE**
- Supreme Court of Texas – [www.supreme.courts.state.tx.us](http://www.supreme.courts.state.tx.us)
- Texas Court of Criminal Appeals – [www.cca.courts.state.tx.us](http://www.cca.courts.state.tx.us)
- Texas Office of Court Administration – [www.courts.state.tx.us/oca](http://www.courts.state.tx.us/oca)

**SALARY INFORMATION**

Starting salary figures vary greatly region by region, and employer type to employer type. The information below will provide you with the general parameters for this particular geographic region. Public interest salaries are not provided due to lack of geographical information, but the national mean salary is $39,858.

- The following information is taken from NALP’s publication, *Jobs & J.D.’s; Employment and Salaries of New Law Graduates, Class of 2005*:
  - **Law Firm Jobs**
    - 90% Range: $50,000 - $125,000 (Dallas) / $50,000 - $125,000 (Houston)
    - Median: $110,000 (Dallas) / $110,000 (Houston)
    - Mean: $98,786 (Dallas) / $95,068 (Houston)
  - **Government Jobs**
    - 90% Range: $36,000 - $76,200 (Texas)
    - Median: $50,000 (Texas)
    - Mean: $51,170 (Texas)
  - **Business Jobs**
    - 90% Range: $32,500 - $155,000 (Texas)
    - Median: $65,000 (Texas)
    - Mean: $75,526 (Texas)
**SALARY INFORMATION RESOURCES**

- FindLaw.com’s Career Center provides data that it collects via the web concerning regional legal employers at [www.infirmation.com/shared/insider/payscale.tcl](http://www.infirmation.com/shared/insider/payscale.tcl). N.B.: be aware that this site contains information supplied ANONYMOUSLY via the internet and cannot be confirmed.
- Cost of Living Comparison: [http://www.bestplaces.net/col/](http://www.bestplaces.net/col/). Sterling’s Best Places provides a cost-of-living comparison between U.S. cities and towns so that you can see what salaries in various locations lead to similar lifestyles.
- Law Employment Center: [www.lawjobs.com](http://www.lawjobs.com). The Career Center contains a salary information section.
- NALP’s Annual Report on Compensation.
- NALP’s Jobs and JDs: Employment and Salaries of New Law Graduates.
- NALP’s Associate Salary Survey.
- Paycheck City: [www.paycheckcity.com](http://www.paycheckcity.com). Offers several online tools to calculate take home pay, gross pay, 401(k)s, bonuses, etc.
- Salary Wizard computer at [www.salary.com](http://www.salary.com)

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**BAR EXAMINATION AND ADMISSION INFORMATION**

Bar admission requirements, bar exam deadlines and fees vary by state, so educate yourself early!

- WASHINGTON UNIVERSITY LAW’s Advising Department - [http://law.wustl.edu/advising/index.asp?id=1014](http://law.wustl.edu/advising/index.asp?id=1014)
- Texas Board of Law Examiners – [www.ble.state.tx.us](http://www.ble.state.tx.us)

*The CSO thanks Boston University School of Law for allowing us to adapt this resource for Washington University Law student and alumni use.*