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Career Services Office
Campus Box 1120
One Brookings Drive
St. Louis, Missouri 63130-4899
Phone: (314) 935-6451
Fax: (314) 935-4835
careerservices@wulaw.wustl.edu
recruiting@wulaw.wustl.edu
http://law.wustl.edu/
Current as of August 2007
OFF-CAMPUS RECRUITMENT PROGRAMS AND JOB FAIRS

Washington University Law students are invited to participate in a number of off-campus recruitment programs and specialty job fairs throughout the country. These programs offer a great opportunity to interview with a number of organizations that do not typically interview on-campus. The timing and types of off-campus programs and specialty job fairs will vary by location. While most off-campus interview programs are coordinated by the CSO (in conjunction with other participating law schools) and some are administered through Symplicity, some specialty programs may be organized and administered by outside organizations.

Similar to on-campus interview programs, student participation in off-campus job fairs may be limited to certain class years, degree or prior experience. Pay close attention to the requirements of each program and the requests of individual participating employers. Employers that interview through these programs will typically pre-screen resumes and extend interviews to their choice of candidates. Students cannot attend these off-campus fairs unless they receive and accept at least one interview. We recommend that you set up as many additional interviews directly with non-participating employers in the area to make the most of your trip.

- West Coast Off-Campus Interview Program - held in late Summer or early Fall of each year in Los Angeles. Co-sponsored with University of Minnesota, University of Iowa, and University of Wisconsin.

It is imperative that students review and read all CSO e-mails and mailings carefully to stay attuned to these opportunities.

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.

- Beverly Hills Bar Association (encompasses West Side of Los Angeles) – [www.bhba.org](http://www.bhba.org)
- The State Bar of California – [www.calbar.ca.gov](http://www.calbar.ca.gov)
- Lawyers’ Club of Los Angeles County – [www.lawyersclub.org](http://www.lawyersclub.org)
- Los Angeles County Bar Association – [http://www.lacba.org](http://www.lacba.org). Please note that the Section and Committee leadership, as well as members, are identified in the Directory Sections Index of this site. Terrific way to identify individuals interested in the practice areas you may be interested in. Also provides links to local and specialty bar associations.
- Orange County Bar Association – [www.ocbar.org](http://www.ocbar.org)
SPECIALTY BAR ASSOCIATIONS

- Black Women Lawyers Association of Los Angeles – [www.blackwomenlawyersla.org](http://www.blackwomenlawyersla.org)
- California Minority Counsel Program – [www.cmcp.org](http://www.cmcp.org)
- Federal Bar Association, Orange County Chapter – [www.fbaoc.com](http://www.fbaoc.com)
- Italian American Lawyers Association – [www.iala.info](http://www.iala.info)
- Korean American Bar Association – [www.kabasocal.org](http://www.kabasocal.org)
- Mexican American Bar Association – [www.mabalawyers.org](http://www.mabalawyers.org)
- Southern California Chinese Lawyers Association – [www.sccla.org](http://www.sccla.org)
- Women’s Lawyers Association of Los Angeles – [http://wlala.org](http://wlala.org)

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 Los Angeles, from “Legal>Research,” select “Martindale-Hubbell Listings, All.” Type: LAW-SCHOOL (washington pre /1 university and not george) and CITY (Los Angeles).
  - To search for your undergraduate alumni, type: COLLEGE (Vanderbilt) and CITY (Los Angeles).
CONTINUING LEGAL EDUCATION (CLE) PROVIDERS

California has a minimum continuing legal education requirement for all attorneys. 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.

- See www.calbar.ca.gov. Click on the “MCLE” (for “Minimum Continuing Legal Education”) link in the right-hand column for information, including a list of approved MCLE providers, requirements and calendars.
- Los Angeles County Bar Association – www.lacba.org
- Practising Law Institute – www.pli.edu

RECIROCITY

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:

LOS ANGELES
- Pepperdine University School of Law (Malibu) – 2Ls, 3Ls, and alumni. http://law.pepperdine.edu/careers/reciprocity
- Southwestern University School of Law – 2Ls, 3Ls, and alumni. http://www.swlaw.edu/studentervices/careerservices/reciprocity.cso

METRO LOS ANGELES
- Chapman University School of Law, Orange, CA – 1Ls (after Nov. 1), 2Ls, 3Ls, and alumni. http://www.chapman.edu/law/career/reciprocity.asp
- Whittier Law School, Costa Mesa, CA – All students and alumni. http://www.law.whittier.edu/career_services/policies.asp

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.

- California Bar Journal – [www.calbar.org/2cbj/cbjndx.htm](http://www.calbar.org/2cbj/cbjndx.htm)
- California positions through Law.com – [www.lawjobs.com](http://www.lawjobs.com)
- California Law Business, published weekly as a supplement to the *Los Angeles Daily Journal*. Features insightful profiles of cutting-edge law firms, new practice areas and business trends. Also compiles lists of the state’s largest firms, biggest rainmakers and highest verdicts. Online access via subscription only at [www.dailyjournal.com](http://www.dailyjournal.com).

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.

- CitySearch/Los Angeles: [http://losangeles.citysearch.com/](http://losangeles.citysearch.com/)
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

Federal

State
- California Department of Justice Career Opportunity – [http://caag.state.ca.us/careers/civil.htm](http://caag.state.ca.us/careers/civil.htm). Hotline telephone number (916) 445-7676. This 24-hour automated telephone service provides weekly updates of job vacancies, attorney examinations, special agent examinations, forensic examinations, etc.
- Office of Attorney General – [http://caag.state.ca.us/careers/students.htm](http://caag.state.ca.us/careers/students.htm). Internships and Student Positions listings.
- California State Personnel Board – [www.spb.ca.gov](http://www.spb.ca.gov). Comprehensive site providing application requirements and jobs for all positions with the State of California, including summer positions. If you are not a current or former State Employee, you must first take an examination to obtain list eligibility.
- Legal Aid Association of California – [http://www.calegaladvocates.org/about.cfm](http://www.calegaladvocates.org/about.cfm). Statewide organization representing programs which provide legal services to the poor.

Local
- League of California Cities – [www.cacities.org](http://www.cacities.org). Click on “About the League” then “Municipal Departments.” Provides links to California municipal departments, municipal law research and information regarding new appointments in city law departments. Also provides access to a roster of city attorneys by county.
- City of Los Angeles – [www.ci.la.ca.us](http://www.ci.la.ca.us). Comprehensive listing of government offices of the City of Los Angeles.
- Los Angeles County District Attorney’s Office – [http://da.co.la.ca.us](http://da.co.la.ca.us)
- Los Angeles County Public Defender’s Office - [http://pd.co.la.ca.us](http://pd.co.la.ca.us)

NONPROFIT
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.
- **California Law** – [www.law.com](http://www.law.com). Click on California. Provides access to legal news, job listings and other resources for California.
- **California Lawyers – Directory of Attorneys** – [www.dailyjournal.com](http://www.dailyjournal.com) (subscription required to search)
- **California Minority Counsel Program** – [www.cmcp.org](http://www.cmcp.org). Contains an online searchable database from law firms, corporations, and public agencies for minority attorneys in California.
- **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.
- **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). Contains a number of classified ads from firms on the West Coast.
- **Law Information Employment Center** – [http://jobs.lawinfo.com](http://jobs.lawinfo.com). Based on the West Coast, this site solicits positions from throughout the nation.
- **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)
- **Monster** – [www.monster.com](http://www.monster.com)
- **Craig’s List** – [http://losangeles.craigslist.org/](http://losangeles.craigslist.org/)
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.

- State of California Member Records Online – [www.calsb.org](http://www.calsb.org). Database of California Attorneys which includes contact information, date of admission to the California Bar, schools attended and whether the member is entitled to practice law in California.
- 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 (“Los Angeles”) 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.
- 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.

**Court Information**

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.

  - United States District Court, Central District of CA – [www.caed.uscourts.gov](http://www.caed.uscourts.gov)
  - United States District Court, Southern District of CA – [www.casad.uscourts.gov](http://www.casad.uscourts.gov)
- Supreme Court, State of California – [www.courtinfo.ca.gov/courts/supreme](http://www.courtinfo.ca.gov/courts/supreme)
- Court of Appeals, State of California – [www.courtinfo.ca.gov/courts/courtsofappeal](http://www.courtinfo.ca.gov/courts/courtsofappeal)
- Superior Court of California, County of Los Angeles – [www.lasuperiorcourt.org](http://www.lasuperiorcourt.org)
- Superior Court of California, Orange County – [www.occourts.org](http://www.occourts.org)

### 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 in Los Angeles
    - 90% Range: $60,000 - $135,000
    - Median: $125,000
    - Mean: $110,375
  - Government Jobs (California)
    - 90% Range: $40,000 - $70,000
    - Median: $56,000
    - Mean: $56,166
  - Business Jobs (California)
    - 90% Range: $37,000 - $150,000
    - Median: $70,000
    - Mean: $79,792
  - Median Starting Salaries by Employer Type for Los Angeles
    - Private Practice: $125,000
    - Business: $68,500
    - Government: $55,000

### 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)
- **Putting Associate Salaries into Perspective**, By Rex S. Heinkes, President of the Los Angeles County Bar Association – [www.lacba.org/showpage.cfm?pageid=1288](http://www.lacba.org/showpage.cfm?pageid=1288)

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**BAR EXAMINATION AND ADMISSION INFORMATION**

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

- **State Bar of California, Office of Admissions** – [www.calbar.org/admissions](http://www.calbar.org/admissions). Online Bar Application is available at [http://calbar.xap.com](http://calbar.xap.com).
- **Washington University Law’s Advising Department** - [http://law.wustl.edu/advising/index.asp?id=1014](http://law.wustl.edu/advising/index.asp?id=1014)

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