THE TOTAL professional

PHILADELPHIA JOB SEARCH RESOURCES
Also includes information on Wilmington, Delaware and Southern New Jersey

BAR ASSOCIATION INFORMATION
ALUMNI RESOURCES
CONTINUING LEGAL EDUCATION (CLE) PROVIDERS
RECIROCITY
LEGAL PUBLICATIONS
LOCAL PUBLICATIONS AND INFORMATION
GOVERNMENT AND NONPROFIT RESOURCES
JOB POSTINGS
DIRECTORIES
COURT INFORMATION
SALARY INFORMATION
BAR EXAMINATION AND ADMISSION INFORMATION

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
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.

- Delaware County Bar Association (Media, PA) – [www.delcobar.org](http://www.delcobar.org). A searchable online member directory is available.
- Montgomery Bar Association (Norristown, PA) – [www.montgomerybar.org](http://www.montgomerybar.org)
- Philadelphia Bar Association – [www.philabar.org](http://www.philabar.org). Contains information on the various Sections and Committees of the Bar Association. Most include contact information for members of the Executive Committees. Also contains information on the Philadelphia Bar Association Legal Career Center.

SPECIALTY BAR ASSOCIATIONS
- Pennsylvania Defense Institute – [www.padefense.org](http://www.padefense.org)
- Pennsylvania Trial Lawyers Association – [www.patla.org](http://www.patla.org)

Due to Philadelphia’s proximity to Southern New Jersey and Wilmington Delaware, you may want to also consider these locations in your search.

- Delaware Bar Association – [www.dsba.org](http://www.dsba.org)
- New Jersey Bar Association – [www.njsba.com](http://www.njsba.com)
**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 Philadelphia, from “Legal>Research,” select “Martindale-Hubbell Listings, All.” Type: LAW-SCHOOL (washington pre /1 university and not george) and CITY (Phiadelphia).
  - To search for your undergraduate alumni, type: COLLEGE (Vanderbilt) and CITY (Phiadelphia).

**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.

Pennsylvania is a mandatory CLE state. Information on upcoming CLE programs and providers may be found at [www.pacle.org](http://www.pacle.org). A few providers offering programs in the Philadelphia area include:

- **American Law Institute – American Bar Association Committee on Continuing Professional Education (ALI-ABA)** – [www.ali-aba.org](http://www.ali-aba.org)
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:

- Pennsylvania State University, Dickenson School of Law (Carlisle) – All students and alumni. [http://www.dsl.psu.edu/alumni/fullreciprocity.cfm](http://www.dsl.psu.edu/alumni/fullreciprocity.cfm) (Located two hours from Philadelphia in Central PA area.)
- Rutgers University School of Law (Camden, NJ) – 3Ls and alumni. [http://camlaw.rutgers.edu/site/cservices/](http://camlaw.rutgers.edu/site/cservices/)
- Villanova University School of Law – All students and alumni. [http://www.law.vill.edu/studentservices/careerstrategy/reciprocityguide.asp](http://www.law.vill.edu/studentservices/careerstrategy/reciprocityguide.asp)
- Widener University School of Law (Wilmington, DE) – All students and alumni. [http://www.law.widener.edu/departments/career_development/career_management/reciprocity.shtml](http://www.law.widener.edu/departments/career_development/career_management/reciprocity.shtml)

NALP provides an alphabetical listing of law schools and reciprocity policies at [http://www.nalp.org/content/index.php?pid=94](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.

• Pennsylvania Law Weekly – Provides analysis of state and federal cases. To order, visit www.palegalpubs.com/catalogue/newspapers.shtml#plw

Due to Philadelphia’s proximity to Southern New Jersey and Wilmington, Delaware, you may want to also consider these locations in your search:

• New Jersey Lawyer – http://www.njlnews.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.

• The Philadelphia Inquirer – www.philly.com/mld/inquirer
• Philadelphia Magazine – www.phillymag.com

Due to Philadelphia’s proximity to Southern New Jersey and Wilmington, Delaware, you may want to also consider these locations in your search:

• The News Journal (Wilmington, DE) – www.delawareonline.com
• New Jersey Monthly – www.njmonthly.com
• CitySearch/Philadelphia - http://philadelphia.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
• District Attorney’s Office, City of Philadelphia – www.phila.gov/districtattorney. Information on attorney positions and summer legal internships may be found at www.phila.gov/districtattorney/jobs
• USA.Gov – www.firstgov.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.
• Law Department, City of Philadelphia – www.phila.gov/law.
• Pennsylvania Governor’s Office of General Counsel – www.ogc.state.pa.us. The office of General Counsel represents the Governor and the majority of Commonwealth agencies. Hiring for summer, entry level, and lateral positions for these agencies is handled through one source – the Hiring Committee.
• Pennsylvania State Government – www.state.pa.us/PAPower
• City of Philadelphia – www.phila.gov. Portal for information on the City of Philadelphia. Includes links to various municipal offices and also links to the municipal phone directory.
• Clean Air Council – www.cleanair.org
• U.S. Environmental Protection Agency – Region 3 – http://www.dep.state.pa.us
• Defender Association of Philadelphia – www.phila.gov/defender

Due to Philadelphia’s proximity to Southern New Jersey and Wilmington, Delaware, you may want to also consider these locations in your search.

• Delaware State Government – www.state.de.us
• State of New Jersey – www.state.nj.us

NONPROFIT
• Directory of Public Interest Legal Organizations – www.philadelphiabar.org. Click on Sections, Committees and I.D, scroll to Public Interest section, click on Directory of Public Interest Legal Organizations. Directory of many of the metro-Philadelphia public interest legal organizations with basic contact information and links to organization websites.
• Pennsylvania Legal Services – www.palegalservices.org. Pennsylvania Legal Services provides the principal funds for and oversees organizations that provide legal assistance to low-income residents of Pennsylvania. Contains links to legal services agencies within the state. Also contains information on the Martin Luther King (MLK) Internship Program (summer).
• William Penn Foundation – www.williampennfoundation.org
• The Pew Charitable Trust – www.pewtrusts.com
• Temple University – www.temple.edu
• The Athenaeum of Pennsylvania – www.philaathenaeum.org
• The Children’s Hospital of Philadelphia – www.chop.edu
• Independence Seaport Museum – www.phillyseaport.org
• University of Pennsylvania – www.upenn.edu
• Pennsylvania Juvenile Defenders – www.pajuvdefenders.org
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.
- 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)
- Palidan Legal Exchange – [www.palidan.com](http://www.palidan.com)
- Pennsylvania Resources – [www.careers.org/reg/crusa-pa.html](http://www.careers.org/reg/crusa-pa.html). This site is a career research and job-hunting site that also includes job advice, career articles, and career sites on the web. Most of the positions listed are non-legal.
- Monster – [www.monster.com](http://www.monster.com)
- Craig’s List - [http://philadelphia.craigslist.org/](http://philadelphia.craigslist.org/)

Due to Philadelphia’s close proximity to Southern New Jersey, you may also want to consider:


### 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.

- Greater Philadelphia Chamber of Commerce – [www.gpcc.com](http://www.gpcc.com)
- 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 (“Philadelphia”) and law-school (“Washington University School of Law”) and college (“Bates”).

- NALP Directory of Legal Employers – 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 or 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


- 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

- PSLawNet is a national database of public service opportunities both nationwide and international for law students. 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.

Due to Philadelphia’s proximity to Southern New Jersey, you may also want to consider:


| 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.

| FEDERAL |

- Supreme Court of the United States – www.supremecourts.gov
STATE

- The Superior Court of Pennsylvania – www.superior.court.state.pa.us. Includes a court directory and biographies of the judges.
- Supreme Court of Pennsylvania – www.courts.state.pa.us/Index/Supreme/indexSupreme.asp.

Due to Philadelphia’s proximity to Southern New Jersey and Wilmington, Delaware, you may want to also consider these locations in your search.

- Delaware Courts – http://courts.state.de.us
- New Jersey State Courts – www.judiciary.state.nj.us
- New Jersey State Courts Job Opportunities (clerkships are under “continuous recruiting”) – www.judiciary.state.nj.us/jobs/index.htm

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
    - Philadelphia (90%): $49,500 - $125,000
    - Median: $110,000
    - Mean: $96,686

  - Government Jobs (Pennsylvania)
    - 90% Range: $33,500 - $71,125
    - Median: $44,500 (Philadelphia: $45,000)
    - Mean: $45,631

  - Business Jobs
    - 90% Range: $35,000 - $175,000
    - Median: $60,000
    - Mean: $76,646
SAALY INFORMATION RESOURCES

- FindLaw.com’s Career Center provides data that it collects via the web concerning regional legal employers at www.information.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/. 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.
- 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. Offers several online tools to calculate take home pay, gross pay, 401(k)s, bonuses, etc.
- Salary Wizard computer at www.salary.com

BAR EXAMINATION AND ADMISSION INFORMATION

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

- BAR/BRI – http://www.barbri.com/
- Washington University Law’s Advising Department - http://law.wustl.edu/advising/index.asp?id=1014
- Pennsylvania Board of Law Examiners – www.pabarexam.org

N.B. – Many individuals who practice in Philadelphia also sit in for the New Jersey Bar Exam or the Delaware Bar Exam. Information may be found at:

- Board of Bar Examiners of the Supreme Court of Delaware – http://courts.state.de.us/bbe. Note: Bar exam is only administered in July.
- New Jersey Board of Bar Examiners – www.njbarexams.org

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