THE TOTAL professional

SAN FRANCISCO JOB SEARCH RESOURCES

OFF-CAMPUS RECRUITMENT PROGRAMS AND JOB FAIRS

BAR ASSOCIATION INFORMATION

ALUMNI RESOURCES

CONTINUING LEGAL EDUCATION (CLE) PROVIDERS

RECIPROCITY

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
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 Interview Program – held in August of each year. Although it is held in Los Angeles, several San Francisco-based employers participate. *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.

- Alameda County Bar Association (Oakland) – [www.acbanet.org](http://www.acbanet.org)
- The State Bar of California – [www.calbar.ca.gov](http://www.calbar.ca.gov)
- Bar Association of San Francisco – [www.sfbar.org](http://www.sfbar.org)
- Marin County Bar Association – [www.marinbar.org](http://www.marinbar.org)

SPECIALTY BAR ASSOCIATIONS AND RELATED ORGANIZATIONS

- Bay Area Lawyers for Individual Freedom – www.balif.org. Minority bar association in the San Francisco Bay area with a membership of nearly 600 lesbians, gay men, bisexuals, transgenders, and their supporters in the legal community.
- California Association of Black Lawyers – www.calblacklawyers.org
- California Minority Counsel Program – www.cmcp.org
- California Women Lawyers – www.cwl.org. Provides contact names for local and minority women’s bar associations.
- Federal Bar Association, Northern California Chapter – www.fedbar.org/chptr-location.html#ninth. Contact information for chapter president may be found at this site.
- Filipino Bar Association of Northern California – http://fbanc.org
- Korean American Bar Association of Northern California – www.kabanc.org
- Queen’s Bench Bar Association of San Francisco – www.queensbench.org. Strives to eliminate gender bias in the legal community.
- South Asian Bar Association of Northern California – www.southasianbar.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 – 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; 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) to access the Martindale-Hubbell Law Directory.
For example, to find Wash U law alumni who practice in San Francisco, from “Legal-Research,” select “Martindale-Hubbell Listings, All.” Type: LAW-SCHOOL (washington pre /1 university and not george) and CITY (San Francisco).

To search for your undergraduate alumni, type: COLLEGE (Vanderbilt) and CITY (San Francisco).

**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.

- See [www.calbar.ca.gov](http://www.calbar.ca.gov). Click on “MCLE”, then on “Top 10 FAQs” and “Approved Education” for a list of approved MCLE providers. Since California has a minimum continuing legal education requirement for all attorneys, there are numerous organizations that offer programs.
- American Law Institute – American Bar Association (ALI-ABA) – [www.ali-aba.org](http://www.ali-aba.org)
- Practising Law Institute – [www.pli.edu](http://www.pli.edu)
- Bar Association of San Francisco – [http://www.sfbar.org/calendar/?type=cle](http://www.sfbar.org/calendar/?type=cle)

**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:

**SAN FRANCISCO**

- Golden Gate University School of Law – All students and alumni. [http://www.ggu.edu/school_of_law/law_career_services/current_students/attachment/GGU+Reciprocity+Policy.pdf](http://www.ggu.edu/school_of_law/law_career_services/current_students/attachment/GGU+Reciprocity+Policy.pdf)
- University of California, Hastings College of the Law – Alumni only. [http://www.uchastings.edu/?pid=1912](http://www.uchastings.edu/?pid=1912)
- University of San Francisco School of Law – 2Ls, 3Ls, and alumni. [http://www.usfca.edu/law/shared/CareerPlanning/ReciprocityPolicy.pdf](http://www.usfca.edu/law/shared/CareerPlanning/ReciprocityPolicy.pdf)
SAN FRANCISCO METRO AREA

- University of California, Berkeley School of Law (Boalt Hall) – Case-by-case Basis
  http://www.law.berkeley.edu/students/career_services/foralumni/recip_guide.html
- Stanford Law School – Alumni only.
- Santa Clara University School of Law – All students and alumni.
  http://www.scu.edu/law/careers/reciprocity_policy.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.

- California Bar Journal – www.calbar.org
- California Lawyer – www.dailyjournal.com/calLawyer
- San Francisco Attorney magazine, published by the Bar Association of San Francisco.

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.

- San Francisco Chronicle – www.sfgate.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](http://caag.state.ca.us). 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. The employment opportunity page for the Office of Attorney General – [http://caag.state.ca.us/careers/index.htm](http://caag.state.ca.us/careers/index.htm). Internships and Student Positions listings – [http://caag.state.ca.us/careers/students.htm](http://caag.state.ca.us/careers/students.htm).
- 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 – [www.pic.org](http://www.pic.org). Statewide organization representing programs which provide legal services to the poor.
- Office of the Public Defender, San Francisco – [http://www.ci.sf.ca.us/pd](http://www.ci.sf.ca.us/pd)

Local
- To access government, court, law, community & other Bay area information, visit [http://www.marinlaw.net/bayarea.html](http://www.marinlaw.net/bayarea.html) for a series of “quick links” by county.
- San Francisco Cityspan – [www.ci.sf.ca.us](http://www.ci.sf.ca.us). Official website of the city and county of San Francisco. Contains links to most city agencies.
- City Attorney Departments – [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 count.
• San Francisco – Office of the City Attorney – www.sfgov.org/site/cityattorney_index.asp
• San Francisco District Attorney’s Office – http://sfgov.org/site/pd_index.asp. Information about the unpaid summer internship program is available through this site.
• San Francisco Office of the Public Defender – www.sfgov.org/site/pd_index.asp
• Public Defender’s Office, Juvenile Division – http://www.sfgov.org/site/pd_index.asp

NONPROFIT
• Bay Area Volunteer Information Center – www.volunteerinfo.org. Links to many non-profit organizations in Northern California.
• California Non-Profit Organizations – www.calif.com/nonprofit.php. Links to more than 900 non-profit organizations throughout the State of California.
• Community Partners of Marin County – http://npo.marin.org. Links to numerous non-profit organizations in the Bay Area.
• Exploratorium – www.exploratorium.edu
• University of San Francisco – www.usfca.edu
• San Francisco State University – www.sfsu.edu
• Sierra Club Environmental Law Program – www.sierraclub.org
• Trust for Public Lands – www.tpl.org
• Greenbelt Alliance – www.greenbelt.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 –
  o 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 Lawyers, Directory of Attorneys – www.dailyjournal.com (subscription required to search)
• Palidan Legal Exchange - http://www.palidan.com/
• CareerBuilder.com – www.careerbuilder.com – Combines help-wanted listings from newspapers around the country. You can focus your search by geographic region and industry.
• FindLaw.com’s job search page – http://careers.findlaw.com
• Hieros Gamos Employment Center – www.hg.org/employment.html
• Law.com’s Legal Career Center – www.lawjobs.com
• The Legal Employment Search Site – www.legalemploy.com, contains links to over 100 law-related job search sites.
• Legal Staff – www.legalstaff.com
• Monster- www.monster.com
• Craig’s List - http://sfbay.craigslist.org/

**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.

• State of California Member Records Online – http://members.calbar.ca.gov/search/member.aspx. 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.
• Marin County Bar Association Attorney Directory – www.marinbar.org/search/index.cfm. One may search by name, firm, city or practice-specialty.
• Directory of Northern California Small Firms – www.alm.com. Select “publications and services” link, then scroll down to the directory link.
• San Francisco, Directory of Attorneys – www.sfbar.org. The directory lists approximately 16,000 attorneys, plus law firms and legal administrators in San Francisco and the Bay Area. This resource is available in print and is published each February.
• Martindale-Hubbell Law Directory – 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 – 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 (“San Francisco”) 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.

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.

  - 9th Circuit Court of Appeals – www.ce9.uscourts.gov
  - United States District Court, Northern District of California – www.cand.uscourts.gov
    - United States District Court, Central District of California – www.cacd.uscourts.gov
- Supreme Court, State of California – www.courtinfo.ca.gov/courts/supreme
- Court of Appeals, State of California – www.courtinfo.ca.gov/courts/courtofappeal
- Superior Court of the County of San Francisco – http://sfgov.org/site/courts_index.asp

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 San Francisco
    - 90% Range: $62,400 - $135,000
    - Median: $125,000
    - Mean: $112,041
  - Government Jobs (Entire State of California)
    - 90% Range: $40,000 - $70,000
    - Median: $56,000 (San Francisco: $57,000)
    - Mean: $56,166
Business Jobs (Entire State of California)
90% Range: $31,200 - $150,000
Median: $70,000 (San Francisco: $65,000)
Mean: $79,792

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. N.B.: be aware that this site contains information supplied ANONYMOUSLY via the internet and cannot be confirmed.
- 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. 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
- Putting Associate Salaries into Perspective, By Rex S. Heinke, President of the Los Angeles County Bar Association – www.lacba.org/showpage.cfm?pageid=1288

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

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