UPSTATE NEW YORK JOB SEARCH RESOURCES

ALBANY
BUFFALO
ROCHESTER
SYRACUSE

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
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.

- Albany County Bar Association (Albany) – [www.albanycountybar.com](http://www.albanycountybar.com). The membership directory is available online through this site.
- Bar Association of Erie County (Buffalo) – [www.eriebar.org](http://www.eriebar.org)
- Monroe County Bar Association (Rochester) – [www.mcba.org](http://www.mcba.org)
- New York State Bar Association – [http://nysba.org](http://nysba.org)
- Onondaga County Bar Association (Syracuse) – [www.onbar.org](http://www.onbar.org)

**SPECIALTY BAR ASSOCIATIONS**
- New York State Defenders Association – [www.nysda.org](http://www.nysda.org). This site includes a listing of Chief Public Defenders, by county, for New York State.
- New York State Trial Lawyers Association – [www.nystla.org](http://www.nystla.org). Association members may participate in NYSTList, the list service for the New York Trial Lawyers Association that provides immediate access to the resources and opinions of New York’s best trial minds.

**Minority Bar Associations**
- Capitol District (Albany) Black Bar Association – For contact information of current president, go to [www.nationalbar.org/about/affiliates2.shtml](http://www.nationalbar.org/about/affiliates2.shtml).
- Minority Bar Association – Niagara Square Station, P.O. Box 211, Buffalo, NY 14201-0211, (716) 852-6781
- Rochester Black Bar Association – For contact information of president, go to [www.nationalbar.org/about/affiliates2.shtml](http://www.nationalbar.org/about/affiliates2.shtml)

**Women’s Bar Associations**
- Women’s Bar Association of the State of New York – [www.wbasny.org](http://www.wbasny.org)
  - Capitol District Women’s Bar Association (Albany) – [www.wbasny.org](http://www.wbasny.org). Click on Chapters for links to specific groups.
  - Greater Rochester Association for Woman Attorneys – [http://grawa.org](http://grawa.org)
  - Western New York Chapter (Buffalo) – [http://wnychapter-wbasny.org](http://wnychapter-wbasny.org)
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 New York, from “Legal>Research,” select “Martindale-Hubbell Listings, All.” Type: LAW-SCHOOL (washington pre /1 university and not george) and CITY (New York).
  - To search for your undergraduate alumni, type: COLLEGE (Vanderbilt) and CITY (New York).

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.

New York State is a mandatory CLE state. Complete information on the rules and regulations, as well as a list of approved providers throughout the state, may be found at www.courts.state.ny.us/mcle.htm
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:

- University at Buffalo Law School (SUNY) – 2Ls, 3Ls, and alumni.
  http://www.law.buffalo.edu/Student_Life_And_Services/default.asp?firstlevel=0&secondlevel=1&filename=reciprocity
- Cornell Law School (Ithaca) – all students and alumni.
  http://www.lawschool.cornell.edu/careers/students/about_services/reciprocity.cfm
- Syracuse University Law School – all students and alumni.
  http://www.law.syr.edu/careerdevelopment/reciprocity_guidelines.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.

- The Bulletin (Bar Association of Erie County) – http://www.eriebar.org/bulletin.aspx

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.


**Albany**
- Albany Times Union – [www.timesunion.com](http://www.timesunion.com)

**Buffalo**
- Buffalo News – [www.buffnews.com](http://www.buffnews.com)

**Rochester**
- Rochester Democrat & Chronicle – [www.democratandchronicle.com](http://www.democratandchronicle.com)

**Syracuse**
- The Post-Standard – [www.syracuse.com](http://www.syracuse.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**

**Federal**
- Federal Public Defender – Buffalo, NY - [http://nyw.fd.org/contact.htm](http://nyw.fd.org/contact.htm)

**State**
- New York State Government Information Locator Service – [www.nysl.nysed.gov/ils](http://www.nysl.nysed.gov/ils). Comprehensive site that provides a single point of access to information services provided by New York State Government agencies, the State Legislature and the Judiciary.
• New York State Assembly – [http://assembly.state.ny.us](http://assembly.state.ny.us). Contains extensive information on the members, committees, commissions, task forces and legislative initiatives of the NYS Assembly. Information on career opportunities with the Assembly is available at [http://assembly.state.ny.us/career](http://assembly.state.ny.us/career)
• New York State Attorney’s General Office – [www.oag.state.ny.us](http://www.oag.state.ny.us). Employment opportunities with the AG’s Office may be found at [www.oag.state.ny.us/lawyers/employment.html](http://www.oag.state.ny.us/lawyers/employment.html)
• New York State Department of Taxation and Finance – [www.tax.state.ny.us](http://www.tax.state.ny.us)
• New York State government Home Page – [www.state.ny.us](http://www.state.ny.us)
• New York State Senate – [www.senate.state.ny.us](http://www.senate.state.ny.us). Contains extensive information on the members, committees, commissions, task forces and legislative initiatives of the NYS Senate.
• New York State Unified Court System, Employment Opportunities – [www.courts.state.ny.us/careers](http://www.courts.state.ny.us/careers)
• New York State Public Service Commission – [www.dps.state.ny.us](http://www.dps.state.ny.us)
• Conflict Defender and Assigned Counsel Office – [www.mcacp.org](http://www.mcacp.org)

**Local**

- County Public Defender – Each county in the state has a public defender’s office.

**Albany**

- Albany County – [www.albanycounty.com](http://www.albanycounty.com). Official site of Albany County. Contains employment opportunities (including information on the Legal Intern program), listing of departments and offices, and community links.

**Buffalo**


**Rochester**

- Monroe County (Rochester) – [www.co.monroe.ny.us](http://www.co.monroe.ny.us). Official site for Monroe County. Contains employment opportunities, listing of department and offices by subject areas, and other pertinent information.
- City of Rochester, NY – [www.cityofrochester.com](http://www.cityofrochester.com). Official site of the City of Rochester. Contains links to many business initiatives, local government, and programs offered by the city.

**Syracuse**

- Official site for Onondaga County – [http://ongov.net](http://ongov.net). Contains employment opportunities, links to county departments, and links to other government, cultural, and sports entertainment sites.
- City of Syracuse – [www.syracuse.ny.us](http://www.syracuse.ny.us). Overview to Syracuse, the Mayor’s Office, current events, and city departments.

**NONPROFIT**

- Council of Community Services of New York State – [www.ccsnys.org](http://www.ccsnys.org)
- The Susan B. Anthony Center for Women’s Leadership – [www.rochester.edu/SBA/resources.html#RACR](http://www.rochester.edu/SBA/resources.html#RACR). Rochester area community resources.
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 - 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 – 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
- 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
- New York State Unified Court System, Employment Opportunities – www.courts.state.ny.us/careers
- Monster- www.monster.com
- Craig’s List- http://geo.craigslist.org/iso/us/ny

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.

**Albany**
- Albany County Bar Association Membership Directory – www.albanycountybar.com
Buffalo

- Buffalo Lawyers.com – www.buffalolawyers.com. This site is a multi-faceted web portal dedicated to the practice of law and law enforcement in Western New York.
- Bar Association of Erie County Directory of Attorneys & the Courts – www.eriebar.org/directory.asp. Print resource that provides addresses, telephone, and fax numbers for attorneys and law firms in Erie County and surrounding counties.

Rochester


Legal Directories for other areas in New York State

- 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 (“Buffalo”) 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.
- New York State Attorney Directory – http://iapps.courts.state.ny.us/attorney/html/AttorneyWelcome.html. Comprehensive directory of all lawyers registered to practice in the State of New York. If you are trying to find contact information for a particular attorney practicing in New York State, this can be helpful.
- 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.
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)
- U.S. Court of Appeals, 2nd Circuit – [www.ca2.uscourts.gov](http://www.ca2.uscourts.gov)
- U.S. District Court, Northern District of New York (Albany & Syracuse) – [www.nynd.uscourts.gov/CourtAddress.htm](http://www.nynd.uscourts.gov/CourtAddress.htm)
- U.S. District Court, Western District of New York (Buffalo & Rochester) – [www.nywd.uscourts.gov](http://www.nywd.uscourts.gov)

**STATE**
- E.Court – [http://e.courts.state.ny.us](http://e.courts.state.ny.us), Service offered by the New York State Unified Court System. Provides one with access to many court cases in the New York Courts.
- The New York State Unified Court System – [www.courts.state.ny.us](http://www.courts.state.ny.us).
- New York State Court of Appeals – [www.courts.state.ny.us/ctapps](http://www.courts.state.ny.us/ctapps)
- New York State Supreme Court – [www.courts.state.ny.us](http://www.courts.state.ny.us)
- New York State Court of Claims – [www.nyscourtofclaims.state.ny.us](http://www.nyscourtofclaims.state.ny.us)
- Erie County Family Court – [www.courts.state.ny.us/8jd/eriefam/framesrc.htm](http://www.courts.state.ny.us/8jd/eriefam/framesrc.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
    - Albany
      - 90% Range: $40,000 - $74,000
      - Median: $50,000
      - Mean: $55,814
    - Buffalo
      - 90% Range: $35,000 - $75,000
Rochester
90% Range: $45,000 - $85,000
Median: $72,500
Mean: $69,682

Syracuse
90% Range: $31,000 - $70,000
Median: $54,000
Mean: $53,217

Government Jobs (all of New York State)
90% Range: $41,000 - $60,000
Median: $49,000
Mean: $49,720

Business Jobs
90% Range: $43,700 - $126,000
Median: $70,000
Mean: $76,563

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.
• 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/
• State Board of Law Examiners – www.nybarexam.org

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