TEN TOP HIRING AGENCIES IN THE FEDERAL GOVERNMENT
FOR 2009-2010

DEPARTMENT OF JUSTICE (2700 attorneys)

GENERAL HIRING INFORMATION
The Department of Justice hires 3Ls and recent law school graduates coming out of clerkships, through the DOJ’s Honors Program, which is described here: http://www.usdoj.gov/oarm/arm/hp/hp.htm. The hiring process occurs in the late summer-fall of the preceding year, with applications for rising 3Ls and law clerks due August 1st. Typically, interviews are in October, and offers are made in November. And note that, while not advertised as much, many 3Ls and post-clerkship people are hired as laterals into different divisions in DOJ. Those jobs would be listed on either the DOJ website (http://www.usdoj.gov/oarm/attvacancies.html) or on USA jobs, which lists available positions in all parts of the federal government (http://www.usajobs.gov/)
Rising 3Ls are hired through the SLIP program, which is paid: http://www.usdoj.gov/oarm/arm/sp/sp.htm
Rising 2Ls are hired through the volunteer intern program: http://www.usdoj.gov/oarm/arm/int/legalinternjq.htm

CIVIL DIVISION, ENVIRONMENTAL TORTS SECTION
Duke Law Alumni: Brian Bowcut, Trial Attorney
This office defends agencies of the federal government in lawsuits for personal injury and property damage arising out of those agencies' activities in the environment (environmental contamination).
Like most DOJ divisions, this section hires paid 2L interns through the Summer Law Intern Program. They also take on a number of 1L and 2L volunteer interns each summer. Again like most DOJ divisions, they also hire for permanent positions through the Honors Program. They typically hire one or two new lawyers each fall. 3Ls can and do apply for these positions, but the process is quite competitive and this Section most often hires from the ranks of judicial law clerks who are finishing their clerkships.

CIVIL DIVISION, FEDERAL PROGRAMS BRANCH
Duke Law Alumni: Lily Farel, Line Attorney; Jeff Smith
The approximate 100 lawyers in this branch handle all constitutional challenges to legislation, so the work is 99% defensive. They also represent agencies that are sued or when the agency wants to sue someone else, which means that this branch gets some affirmative cases as well. The work is primarily at a district court level, although sometimes they handle appeals. Attorneys appear in courts all over the country, as well as Puerto Rico, the Virgin Islands, and Guam.
NOTE: When contacting Jeff Smith, please do so by phone, not email.

CIVIL RIGHTS DIVISION, DISABILITY RIGHTS SECTION
Duke Law Alumni: Barbara Elkin, Alyce Bass
Barbara was at the Department of Housing and Urban Development for 13 years, Counsel's Office 10 years, at DOJ for four years now. She is quite passionate about her work, and specializes in Disability Rights. While she could offer no new information regarding hiring practices at DOJ, she did have some insight regarding HUD hiring practices. The process for HUD applicants is similar to that of DOJ applicants – is it always best to come in through the
HUD Honors program. There are some postings for laterals, and one must have at least one year minimum of experience. Barbara notes that it is important to be able to navigate through USAJobs website.

CIVIL RIGHTS DIVISION, HOUSING AND CIVIL ENFORCEMENT
Duke Law Alumni: Christopher Fregiato
Trial attorney with two years at this job; Chris was a paralegal in that division before law school. Plenty of travel (unlike the Tax Division, which assigns attorneys to a particular area of the country), the attorneys in the Civil Rights Division can have cases in NY, LA, Guam, and everywhere in between.

COMMERCIAL LITIGATION
Duke Law Alumni: Reed Clay
Reed has been a trial attorney with the DOJ for four years. He is not involved in the hiring process, but suggested that the Office of Attorney Recruitment and Management (which is in charge of the Honors Program) really makes the decisions. His office hires every year and has a formal intern/clerk program. Due to the economy, this office is hiring a lot of "really good" laterals, which means that competition is fierce.

ENVIRONMENT AND NATURAL RESOURCES DIVISION
Duke Law Alumni: See Career Center for assistance
This division hires new grads and law clerks through the DOJ Honors Program only. Interning here definitely helps in getting an interview. They also hire lateral attorneys, about 2-4 per year, on an as-needed basis. Positions typically are posted on the USAJobs website.

NATIONAL SECURITY DIVISION, COUNTERTERRORISM SECTION
Duke Law Alumni: See Career Center for assistance
The section is generally responsible for the coordination and implementation of the country’s national counterterrorism prosecution strategy. They hire junior full-time attorneys through the DOJ Honors Program. The Counterterrorism Section (CTS) also hires summer interns. Applications for summer internships are due December 15th. See DOJ website for info regarding the Honors Program. For CTS's mission, see http://www.justice.gov/nsd/counter_terrorism.htm

OFFICE OF IMMIGRATION LITIGATION
Duke Law Alumni: Jen Paisner, Senior Litigation Counsel
Jen writes briefs and presents argument in the federal appellate courts, and reviews the work of other members of her team. Before OIL, she was in the Office of Federal Programs/Civil Division/Department of Justice. This office hires 2Ls as summer interns and 3Ls through the Honors Program.

OFFICE OF POLICY AND LEGISLATION, CRIMINAL DIVISION
Duke Law Alumni: Amy Pope, Counsel
Develops and evaluates federal crime, sentencing and corrections policy and legislation; meets with and advises Congressional staff and senior Department officials on behalf of the Criminal Division; and coordinates the Department’s efforts on federal sentencing law and policy. This office hires 2Ls for the summer. They rarely hire graduating 3Ls into permanent positions, although other sections in the Division regularly do so. Most hires occur through the Attorney General’s Honors program (for permanent positions), the Summer Law Intern Program (for paid internships), and through word of mouth for unpaid
internships. Applications for paid positions are usually due in the fall; unpaid interns usually are hired in the late fall or early spring.

**OFFICE OF SPECIAL COUNSEL, CIVIL RIGHTS**

Duke Law Alumni: Margaret Hu, Special Policy Counsel

Margaret offered significant insight into the DOJ’s hiring process. She believes that summer internships are a great way to get one’s “foot in door”. In particular, internships can showcase how talented student is – but make it memorable, for students need a VERY strong recommendation to be considered for the Honors program.

Harvard and Yale students typically have a “leg up” on summer internship positions: they turn in their applications in December before leaving for winter break. Margaret suggests that Duke Law students do the same thing -- research the positions within the DOJ in October and November, start scheduling phone calls/interviews with Duke Law alumni in federal agency positions as soon as possible in the fall, and turn in applications for summer positions in December/January.

As for post-law school positions, Margaret suggests that one way to get around the Honors program is to find a clerkship. If no clerkships are available, look for White House announcements regarding individuals who have been nominated for District Court judgeships. Send a resume to that person immediately, before the confirmation process starts. Congratulate them on their nomination and open a dialog on a possible clerkship. Student availability may dovetail with the new judge's appointment, given that the confirmation process can take six to nine months.

**TAX DIVISION, CRIMINAL ENFORCEMENT**

Duke Law Alumni: Mark Daly

The Tax Division has the most honors openings in the DOJ. Note that each section has a criminal division, so if a student really wants to do criminal work, they are not limited to only the DOJ’s criminal division. At Tax, new attorneys start out with six months in the US Attorney’s Office, then back to Tax for their own caseload. Caseload is not onerous (like a typical DA's caseload), but quite complex and time consuming, usually with an interesting human interest element.

Mark is involved in interviews for the Honors program. However, candidate selection is done by political appointees and senior career staff members rather than Mark or other interviewers.

**TRANSPORTATION, ENERGY, AND AGRICULTURE DIVISION**

Duke Law Alumni: Susan Edelheit

Susan conducts civil investigations and participates in regulatory proceedings. This Division adheres to the standard application procedure through the DOJ for summer internships and post-graduation positions.

**DEPARTMENT OF HOMELAND SECURITY** (745 attorneys)

**GENERAL HIRING INFORMATION**

The address for the DHS homepage is: [http://www.dhs.gov/index.shtm](http://www.dhs.gov/index.shtm)

For legal employment opportunities with DHS, and in particular for information regarding the DHS Honors Program, see: [http://www.dhs.gov/xabout/careers/gc_1192223920159.shtm#2](http://www.dhs.gov/xabout/careers/gc_1192223920159.shtm#2)

Applications for the Honors Program will be accepted online from August 15, 2009 to September 21, 2009. Candidates interested in the 2010 Honors Program should submit a resume, cover letter, references and a current law school transcript to OGCstaffing@dhs.gov. Final selections for the Honors Program are expected in the beginning of November 2009. Subject to budgetary or security clearance issues, individuals selected for the Honors Attorney Program can expect to commence employment with the Department in the fall of 2010. For additional information
please contact Craig Raynsford, Attorney Advisor, Office of the General Counsel at 202-447-3303.

OFFICE OF CITIZENSHIP AND IMMIGRATION
Duke Law Alumni: Wendy Kamenshine, Acting Deputy Ombudsman
The mandate of this office is to assist individuals and employers dealing with immigration benefits issues -- humanitarian, family, and business. Small office of 30 people with many different backgrounds.

SECURITIES AND EXCHANGE COMMISSION (441)

GENERAL HIRING INFORMATION
For general information and links regarding legal employment opportunities with the SEC, see: http://www.sec.gov/jobs/jobs_attorneys.shtml. The SEC has a Summer Honors Program for both 1Ls and 2Ls. In addition, they offer The Advanced Commitment Program, which allows lawyers to begin work as law clerks after graduation and before they pass the bar. This program is designed for third-year law students, LLM and JD/MBA graduates and judicial law clerks. In addition, the SEC offers the Law Student Observer Program, which is a volunteer or for-credit positions offered to current law students during the academic year. This Program provides exposure to the workings of the Commission and to the regulation of securities and securities markets.
For information regarding the SEC Summer Honors Program, the Advanced Commitment Program, and the SEC Law Student Observer Program, see: http://www.sec.gov/jobs/jobs_students.shtml.

ENFORCEMENT DIVISION
Duke Law Alumni: Sharon Binger, Staff Attorney
This division does not hire graduating 3Ls into permanent positions, or 2Ls for the summer. Summer internships are available for 1Ls, but they do not turn into permanent positions. In this office, attorneys are hired after several years or more in private practice or other government service. Check the SEC website for job updates.

Duke Law Alumni: See Career Center for assistance
The Commission’s practice of hiring directly out of law school has varied over the years, but, currently, this group does not hire much, and almost never hires recent graduates (the only recent exception being a Harvard Law School graduate who had worked for the SEC the previous summer and was extraordinarily qualified).
The Office of General Counsel usually places ads when it is hiring or so indicates on the Commission’s website. The only hope of getting a job with the SEC directly out of law school would be to participate in the summer honors employment program for law students. However, in recent years, the SEC has made far fewer offers to participants in that program then is typical for other summer programs, even where the student performed in an exemplary way. Realistically, a candidate would be better off getting experience in the private sector and then applying to the SEC by submitting (and resubmitting) resumes/cover letters to the divisions/offices in which she or he is interested.

ENFORCEMENT DIVISION, COLLECTIONS AND DISTRIBUTIONS UNIT
Duke Law Alumni: See Career Center for assistance
This alum’s caseload involves litigating against delinquent debtors and entities who have been assessed disgorgement and penalties payable to the SEC, but who have not paid. She also works on distributing money back to harmed investors, either through fair funds created by Sarbanes-Oxley and the courts, or by Administrative Order. Generally, the Enforcement Division hires a very small number of graduating 3Ls into permanent positions through the SEC’s Advance Commitment Program. Enforcement also hires a few 2L students for its summer program. The Collections and Distributions Unit generally hires only experienced attorneys who are familiar with collections litigation, distributions, and the SEC’s internal processes. Hiring decisions are made by committee and are affected by the amount of Congressional funding the agency receives. Timing may vary.

OFFICE OF COMPLIANCE, MARKET OVERSIGHT SUBGROUP
Duke Law Alumni: Lee Robinson
Lee works in the SEC’s Denver Regional Office (“DRO”). He investigates potential violations of the federal securities laws the agency oversees, such as the Securities Act of 1933 and the Securities Exchange Act of 1934. When violations are found, he may also participate in litigated administrative proceedings or enforcement actions brought in federal court on behalf of the SEC. The DRO does hire 2Ls for the Summer Honors Program, which Lee coordinates for the DRO. The DRO does not typically hire 3Ls into permanent positions, but 3Ls have been hired by larger offices within the SEC, such as Washington D.C., New York, or Chicago.

Duke Law Alumni: Tim White
Direct and to the point. Tim will talk to students for informational purposes only; not willing to mentor or assist with the application process.

FEDERAL TRADE COMMISSION (389)
No Duke Law alumni are participating at this time.

DEPARTMENT OF TREASURY (339)
No Duke Law alumni are participating at this time.

DEPARTMENT OF TRANSPORTATION (293)
GENERAL HIRING INFORMATION
Please refer to http://careers.dot.gov/stu_entryprog.html for general information and links regarding hiring within the Department of Transportation.
For graduating 3Ls, the DOT offers the Honors Attorney Program every two years. The DOT Office of the General Counsel sponsors and administers this Program for new or recent law graduates. During the two-year program, each Honors Attorney spends at least four months in the General Counsel's office, and completes several four-month rotations in Chief Counsels' offices throughout DOT's Operating Administrations. See http://www.dot.gov/ost/ogc/HONORS/index.html for information regarding the DOT Honors Program.
In addition, the DOT participates in the Presidential Management Fellows Program (PMF), which is a two-year Federal career developmental program for individuals with master's or doctorate degrees. See http://careers.dot.gov/stu_entryprog.html for additional information regarding the PMF program.

Finally, the DOT’s Co-Operative Education Program is open to students from high school through graduate school, and offers a paid work experience while in school that may lead to “non-competitive” permanent employment after graduation. For more information, please see: [http://careers.dot.gov/stu_coop.html](http://careers.dot.gov/stu_coop.html).

**CENTER FOR ALTERNATIVE DISPUTE RESOLUTION**

Duke Law Alumni: Fern Kaufman

Fern is the sole person in the Center for ADR. She has worked in the federal government since graduating from Duke Law, starting out at Health and Human Services, then on to the Federal Labor Relations Authority, then to the DOT. The Center for ADR is part of the DOT’s General Counsel's office. Fern trains, counsels, manages, mediates, etc., employment cases.

The Center for ADR does not hire; it has no money. However, the DOT has a highly competitive Honors program -- they interview over 2000 candidates at 70 schools. They hire 8. **NOTE:** Students interested in working for DOT should mention that they are from Duke Law when they contact Fern.

**OFFICE OF INSPECTOR GENERAL**

Duke Law Alumni: Omer Poirier, Chief Counsel

Omer is responsible for oversight of federal funds spent on highway related matters. His office reports to the Cabinet and Congress. The Inspector General’s Office is within the DOT, but separate from them as well. This is a small office; Omer has five attorneys who work for him. The DOT hires two ways: 1) through the DOT Honors program. They have taken 8 people in 2 years. New hires are rotated through the department for 1-2 years. (2) The Inspector General’s Office hires independently from the DOT, in a very informal process. Given the size of this particular IG’s office, new hires are rare. However, they do take summer interns. Summer jobs are non-paying. Interested students should send their resume directly to Omer for the time being.

Two items of note: First, Omer asked that all job-related documentation (resumes, etc.) be sent via email, and stated that this is a significant problem for any governmental agency. That is, there are problems with getting hard copies of documents in a timely fashion due to all mail now being screened at a central location. Sometimes the mail arrives at its destination in very poor condition.

Second, Omer also noted that as an IG, he has connections to other IG's throughout DC, and could forward a resume to the appropriate IG, if a student had a true desire to work in an Inspector General's office.

**FEDERAL TRADE COMMISSION** (201)

No Duke Law alumni are participating at this time.

**SOCIAL SECURITY ADMINISTRATION** (120)

**GENERAL HIRING INFORMATION**

The Social Security Administration (SSA) plans to hire a number of new employees to fill a variety of positions nationwide before the end of fiscal year 2010.
The SSA offers several programs for rising 2Ls and 3Ls. For example, the Student Temporary Employment Program (STEP), which provides an opportunity for students to gain temporary work experience and internship opportunities in an area related to the student’s field of study. The SSA also offers the Volunteer Internship Program (VIP) which typically lasts for one semester. Please see http://www.ssa.gov/careers/student1.htm for information related to pre-degree law student hiring. For graduating 3Ls, the SSA participates in the Presidential Management Fellows Program (PMF). More information for this two-year post-graduate program can be found at http://www.ssa.gov/careers/pmf1.htm.

For entry-level attorney positions within the SSA, a candidate must have membership in a state bar. For information regarding these positions, please see http://www.ssa.gov/careers/legalcareers.htm.

OFFICE OF DISABILITY ADJUDICATION AND REVIEW
Duke Law Alumni: Mike Siegel, Appeals Officer
This office handles appellate adjudication and review of claims in a process similar to the U.S. Supreme Court’s granting certiorari. There are three layers of attorneys: analysts who review all claims; appeals officers who review what the analysts have done; and judges. The ODAA just hired around 120 attorneys -- they are almost desperate, hiring one person Mike knows of over the phone. SSA is hiring more administrative law judges, and intends to double their attorney staff this coming year by adding a quality review function.

DEPARTMENT OF COMMERCE (95)
No Duke Law alumni are participating at this time.

DEPARTMENT OF LABOR (94)

GENERAL HIRING INFORMATION
Please see http://www.dol.gov/oasam/doljobs/occupations/collegemajors.htm for a list of attorney career paths at the Department of Labor.
To learn about vacancies within the DOL, you may access the Department’s home page at http://www.jobs.dol.gov.

OFFICE OF SOLICITOR, EMPLOYMENT, TRAINING AND LEGAL SERVICES DIVISION
Duke Law Alumni: Jayant (Jay) Reddy
In general, the Office of Solicitor administers federal laws affecting workers in the United States. These laws include those regulating safety and health in the work place, workers' compensation, employment discrimination, minimum wage and overtime guarantees, job training, protection of pension and other employee welfare plans, and "whistle blower" protection. The Solicitor is the chief legal officer of the Department. SOL enforces the laws under the Department's jurisdiction through litigation and provides a full range of legal services to the Secretary of Labor and the numerous agencies and bureaus that comprise the Department of Labor.
The Employment, Training and Legal Services Division provides services and legal advice on unemployment compensation and adjustment assistance. They oversee state governments who are receiving federal monies regarding the above issues. The Division also deals with federal grants law, administrative law, and drafting and interpreting statutes.
The Department of Labor, in general, and this Division in particular, are exceedingly "family friendly". The culture is one of respecting family needs. A flex-time system is in place to facilitate this.

There is an Honors program for post-grads, but Jay does not know the point of contact. His office hired a number of people earlier this year, but he notes that the DOL is really "in flux" in terms of hiring.

They do have summer internships, but to his knowledge, they either are not paid or not paid well. Interested students should check with the head of each division, or the main Solicitor's office (202) 693-5260, or the Human Resource Center (292) 693-7600.

February 2010