

# Searching for Federal Jobs



PRESENTED BY THE OFFICE OF CAREER  
AND PROFESSIONAL DEVELOPMENT  
FOR THE PROGRAM ON LAW AND GOVERNMENT  
*ADAPTED FROM PROF. TENNEY'S 2015 PRESENTATION*

# Today's Agenda

- Overview of federal hiring
- Overview of USAJobs system
- Searching for positions
- Submitting a successful application
- Other important information and next steps
- Other government opportunities

# Where are the jobs?

## Federal “Attorney” Jobs

- Usually found in a government agency’s chief legal office (OGC or OCC)
- Approximately 40,000 nationwide

## Law-Related Jobs

- Law degree is often directly related to the work involved
- Policy work or some form of analysis
- Approximately 100,000 nationwide, more than twice as many mainstream



# Two Types of Hiring

## **Competitive Service**

Can be hired only after a competition with other applicants in open competition

## **Excepted Service**

Can be hired through noncompetitive process

- People with disabilities
  - Special jobs
- Critical hiring need

# Excepted Service: Schedule A Disability

- Must be able to provide supporting documentation of intellectual disability, severe physical disability, or psychiatric disability
- Checklist with important info:  
<https://www.dol.gov/odep/wrp/scheduleachecklist.pdf>

# The Hidden Job Market: Law Jobs In Disguise

- Financial Regulation and Consumer Protection
- Keep Government Honest: Fraud
- Government Contracting
- Regulatory Compliance
- Customs and Immigration
- Labor Relations Specialist
- Elder Law



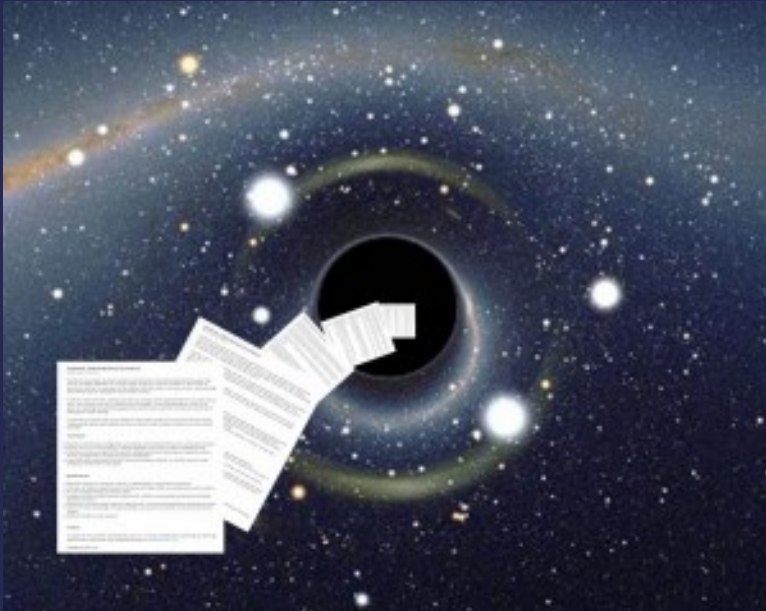
# 2016 GS Pay Scale

**SALARY TABLE 2016-GS  
INCORPORATING THE 1% GENERAL SCHEDULE INCREASE  
EFFECTIVE JANUARY 2016**

*Annual Rates by Grade and Step*

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	WITHIN GRADE AMOUNTS
1	\$ 18,343	\$ 18,956	\$ 19,566	\$ 20,173	\$ 20,783	\$ 21,140	\$ 21,743	\$ 22,351	\$ 22,375	\$ 22,941	VARIES
2	20,623	21,114	21,797	22,375	22,629	23,295	23,961	24,627	25,293	25,959	VARIES
3	22,502	23,252	24,002	24,752	25,502	26,252	27,002	27,752	28,502	29,252	750
4	25,261	26,103	26,945	27,787	28,629	29,471	30,313	31,155	31,997	32,839	842
5	28,262	29,204	30,146	31,088	32,030	32,972	33,914	34,856	35,798	36,740	942
6	31,504	32,554	33,604	34,654	35,704	36,754	37,804	38,854	39,904	40,954	1,050
7	35,009	36,176	37,343	38,510	39,677	40,844	42,011	43,178	44,345	45,512	1,167
8	38,771	40,063	41,355	42,647	43,939	45,231	46,523	47,815	49,107	50,399	1,292
9	42,823	44,250	45,677	47,104	48,531	49,958	51,385	52,812	54,239	55,666	1,427
10	47,158	48,730	50,302	51,874	53,446	55,018	56,590	58,162	59,734	61,306	1,572
11	51,811	53,538	55,265	56,992	58,719	60,446	62,173	63,900	65,627	67,354	1,727
12	62,101	64,171	66,241	68,311	70,381	72,451	74,521	76,591	78,661	80,731	2,070
13	73,846	76,308	78,770	81,232	83,694	86,156	88,618	91,080	93,542	96,004	2,462
14	87,263	90,172	93,081	95,990	98,899	101,808	104,717	107,626	110,535	113,444	2,909
15	102,646	106,068	109,490	112,912	116,334	119,756	123,178	126,600	130,022	133,444	3,422

# USAJobs.gov



Black hole of applications?

or



A real way to find a real job?



# Create a USAJobs.gov Account

- By creating an account you can:
  - Save your searches
  - Edit your profile
  - Create and upload multiple versions of your resume
  - Create and upload application materials
  - Track the status of your applications

# usajobs.gov



Keywords

Job title, Skills, Agency

Location

City, State, ZIP, or Country

Search



## SHAPE AMERICA'S FUTURE

Find your fit in the Federal Government

Create Profile

Create a USAJOBS Profile

Federal Application Process

Explore Opportunities

Create a USAJOBS Profile

# Hiring Eligibility

- Citizenship
  - For most federal jobs to be a permanent employee must be a U.S. Citizen; federal appropriations law governs.
  - For student and volunteer opportunities, some agencies allow non-citizens
- Status Candidates:
  - Veteran
  - Disabled Individual
  - Recently returned Peace Corps Volunteer
  - Current Federal Employee
- New section on home page describing process and opportunities depending on your status

# Students and Recent Grads Section

<https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/>

- Homepage section → Pathways page
- Pathways: Internships and Recent Grads
- “Federal Occupations by College Major”



The screenshot shows the top section of the Pathways website. On the left is the logo, which features three stars above a stylized red and blue wave, with the word "PATHWAYS" in large, bold, serif font. Below this, it reads "FOR STUDENTS & RECENT GRADUATES TO FEDERAL CAREERS". To the right of the logo is a paragraph of text: "Under President Obama's leadership, the Federal Government has taken steps to help students and recent graduates join the Federal service. New opportunities will appear on USAJOBS as agencies post them. We encourage you to visit this site periodically, or set up a [saved search](#)." Below the text are two blue buttons: "Find Internships" and "Find Recent Graduate Jobs".

Under President Obama's leadership, the Federal Government has taken steps to help students and recent graduates join the Federal service. New opportunities will appear on USAJOBS as agencies post them. We encourage you to visit this site periodically, or set up a [saved search](#).

[Find Internships](#)

[Find Recent Graduate Jobs](#)

# Pathways Program



- **Internship Program:** This program is for current students enrolled in a wide variety of educational institutions from high school to graduate level, with paid opportunities to work in agencies and explore Federal careers while still in school.
- **Recent Graduates Program:** This program is for individuals who have recently graduated from qualifying educational institutions or programs and seek a dynamic, career development program with training and mentorship. To be eligible, applicants must apply within two years of degree or certificate completion.
- **Presidential Management Fellows Program:** For more than three decades, the PMF Program has been the Federal government's premier leadership development program for advanced degree candidates. This program is now for individuals who have received a qualifying advanced degree within the preceding two years.

# Pathways Internship and Recent Graduates Programs

OPM suggests using the following search terms: Pathways, Internship, Recent Graduate

The best way to sort these positions is through the work type function.

You are currently searching on:

Keyword: 0950 [Remove](#)

Refine Your Results By:

Who May Apply:

Open to the Public

Federal Employees [?](#)

▶ Salary [?](#)

▶ Pay Grade [?](#)

▶ Job Categories [?](#)

▶ Location [?](#)

▶ Department and Agency [?](#)

▼ Work Type [?](#)

[Permanent](#) (6)

[Term](#) (3)

[Recent Graduates](#) (1)

▶ Posting Date [?](#)

▶ Exclude These [?](#)

1 to 10 of 10 jobs

Sort By: Relevance ▼

**CFPB Pathways Recent Graduate (Public Notice Flyer)** [Save Job](#) | [More Like This](#)

...Management and Program Analysis Series CN-0501-20/51 - Financial Administration and Program Series CN-0570-20/51 - Examiner Series CN-0950-20/51 - Paralegal Specialist Series CN-0986-20/51 - Legal Assistance Series CN-1101-20/51 - General Business and Industry Series...

Salary: \$28,140.00 - \$96,961.00 / Per Year

Agency: Consumer Financial Protection Bureau

Position Info: Full Time - Recent Graduates

Who May Apply: Recent Graduates must have obtained a qualifying associates, bachelors, master's...

Series & Grade: CN-0110, 0950, 2210, 0301, 0343, 0501, 0570, 1101, 1160-20/51

Location(s): [Multiple Locations](#) (4)

Open Period: 10/16/2015 to 10/15/2016

Announcement Number: PH-NM-16-1529461

**Paralegal Specialist, GS-0950-09/11 (Open to All U.S. Citizens) AB** [Save Job](#) | [More Like This](#)

The U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administrations (PHMSA) mission is to protect people and the environment from the risks inherent in transportation of hazardous materials by pipeline and other modes of transportation. The position is located in the Pipel

Salary: \$53,435.00 - \$84,044.00 / Per Year

Department: Department Of Transportation

Agency: Pipeline and Hazardous Materials Safety Administration

Position Info: Full Time - - Permanent

Who May Apply: Applications will be accepted from any U.S.

Series & Grade: GS-0950-09/11

Location(s): Washington DC, District of Columbia






# Search Strategies

- Salary
- Pay Grade
- Occupational Series and Job Categories
- Location
- Department and Agency
- Work Schedule/Type
- Title

*....but be careful!*





# Attorney Jobs that Don't Have Attorney in the Title

Specialist

Director

Analyst

Administrator

Examiner

Negotiator

Law Clerk

Officer

Researcher

Investigator

# Law Related Job Series Designations

## **Attorney (0905)**

Auditing (0511)

Budget Analysis (0560)

Civil Rights Analysis (0160)

Compliance Inspection and Support (1802)

Contract Attorney (0962)

## **Contracting (1102)**

Copyright (1210)

Copyright and Patent Student Trainee (1299)

Correctional Officer (0007)

Criminal Investigation (1811)

Employee Benefits Law (0958)

Environmental Protection Assistant (0029)

Environmental Protection Specialist (0028)

Equal Employment Opportunity (0260)

Equal Opportunity Assistance (0361)

Equal Opportunity Compliance (0360)

Equal Opportunity Investigation (1860)

Financial Analysis (1160)

Financial Assistance Awarding Official (1109)

GAO Evaluator (0347)

General Inspection, Investigation, Enforcement, and Compliance Series (1801)

General Investigation (1810)

General Legal and Kindred Administration (0901)

Government Contracts Attorney (0905)

Government Information Specialist (0306)

Grants Management (1109)

History (0170)

Import Compliance Series (1889)

Intelligence (0132)

Intelligence Aid and Clerk (0134)

Internal Revenue Agent (0512)

Internal Revenue Officer (1169)

International Relations (0131)

Investigation Student Trainee (1899)



# Law Related Job Series Designations

Investigative Analysis (1805)

Land Law Examining (0965)

**Law Clerk (0904)**

Legal Assistance (0986)

Legal Claims Examination (0900)

Legal Instruments Examining (0963)

Legal Occupations Student Trainee (0999)

Librarian (1410)

Library and Archives Student Trainee  
(1499)

Library Technician (1411)

Loan Specialist (1165)

Management and Program Analysis (0343)

Management and Program Clerical and  
Assistance (0344)

Miscellaneous Administration and Program  
(0301)

Operations Research (1515)

**Patent Attorney (1222)**

Presidential Management Fellow (0352)

**Procurement Analyst (1102)**

Program & Management Analyst (0343)

Public Affairs (1035)

Securities Compliance Examining (1831)

Security Administration (0080)

Small Business Analyst (1102)

Social Work (0185)

Tax Attorney (0987)

Tax Examining (0592)

Tax Law Specialist (0987)

Tax Specialist (0526)

Veterans Claims Examining (0996)

# USAJobs: Filtering Search Results



Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.

Show: [All Expanded](#) [All Collapsed](#)

▶ **Keywords** ?

▶ **Salary or Pay Grade** ?

▶ **Occupational Series or Job Category** ?

▶ **Location** ?

▶ **Department and Agency** ?

▶ **Type of Work or Work Schedule**

▶ **Posting Options** ?

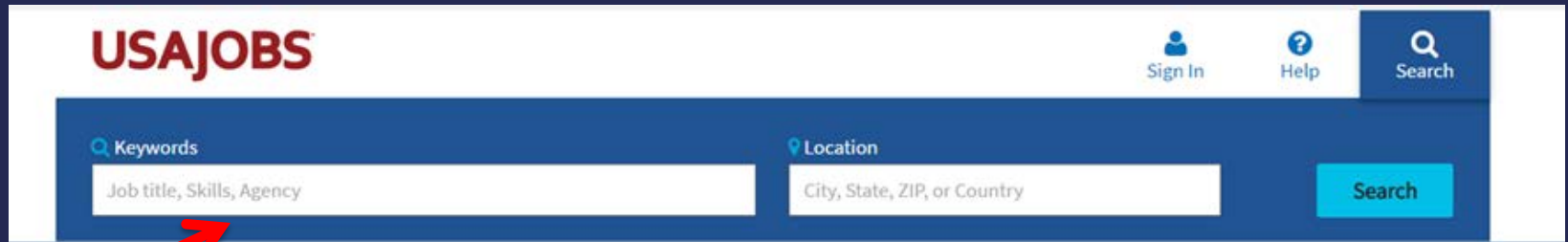
▶ **Additional Search Options**

**Who May Apply** ?

# How to search by job designation series

## Option 1:

Type series number into the “keyword” box.

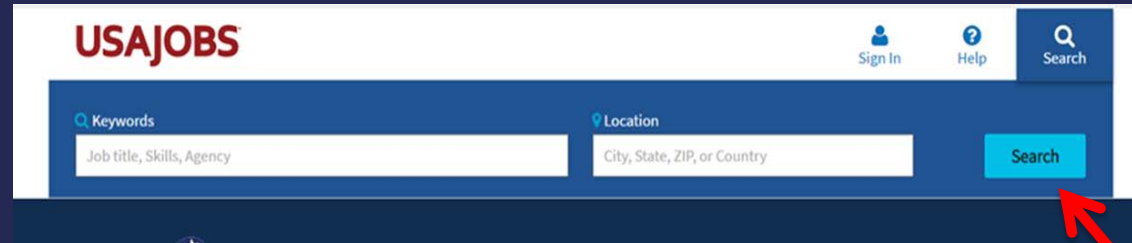


The screenshot shows the USAJOBS search interface. At the top left is the USAJOBS logo. On the right side of the header are links for Sign In, Help, and Search. Below the header is a search bar with two input fields: 'Keywords' and 'Location'. The 'Keywords' field contains the placeholder text 'Job title, Skills, Agency' and is highlighted with a red arrow. The 'Location' field contains the placeholder text 'City, State, ZIP, or Country'. A 'Search' button is located to the right of the input fields.

# How to search by job designation series

## Option 2:

Leave fields blank,  
click "Search."



USAJOBS

Sign In Help Search

Keywords Location

Job title, Skills, Agency City, State, ZIP, or Country

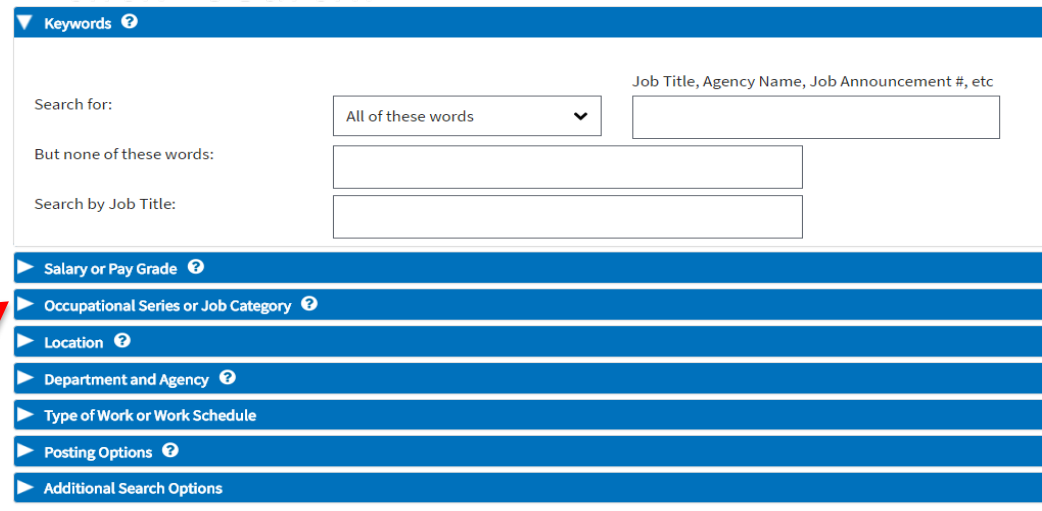
Search

## Option 2:

Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.

Show:

All Expanded All Collapsed



Keywords

Search for: Job Title, Agency Name, Job Announcement #, etc

All of these words

But none of these words:

Search by Job Title:

Salary or Pay Grade

Occupational Series or Job Category

Location

Department and Agency

Type of Work or Work Schedule

Posting Options

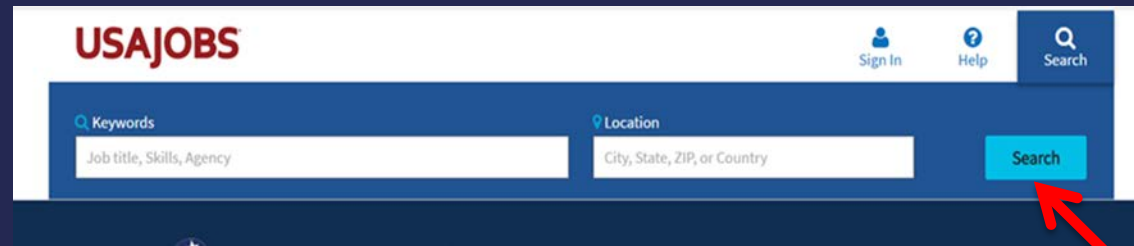
Additional Search Options

Then, enter the  
Series number here.

# How to search by job designation series

## Option 3:

Leave fields blank,  
click “Search.”



USAJOBS

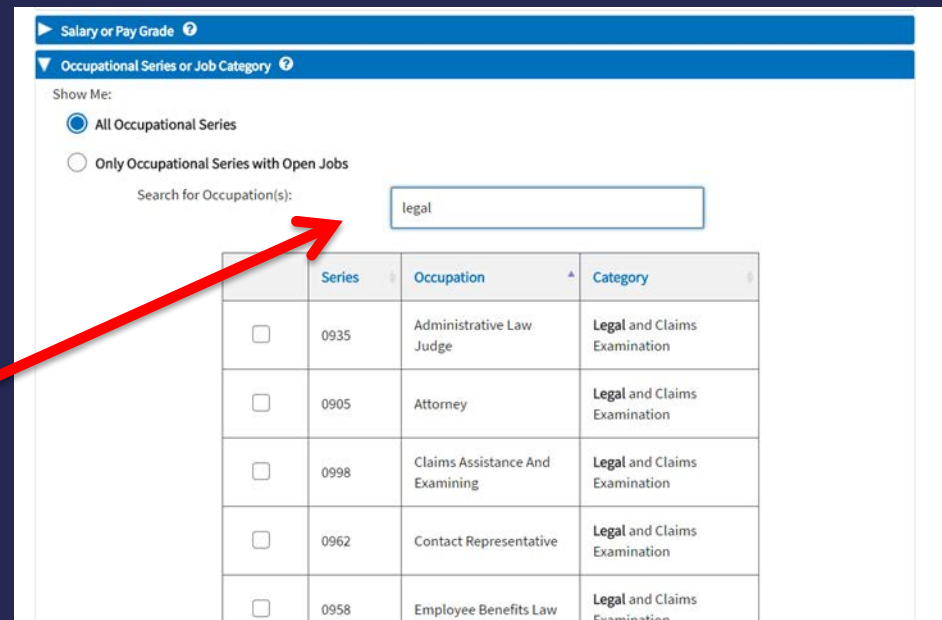
Sign In Help Search

Keywords: Job title, Skills, Agency

Location: City, State, ZIP, or Country

Search

Then, search for your  
own series category.



Salary or Pay Grade

Occupational Series or Job Category

Show Me:

All Occupational Series

Only Occupational Series with Open Jobs

Search for Occupation(s): legal

	Series	Occupation	Category
<input type="checkbox"/>	0935	Administrative Law Judge	Legal and Claims Examination
<input type="checkbox"/>	0905	Attorney	Legal and Claims Examination
<input type="checkbox"/>	0998	Claims Assistance And Examining	Legal and Claims Examination
<input type="checkbox"/>	0962	Contact Representative	Legal and Claims Examination
<input type="checkbox"/>	0958	Employee Benefits Law	Legal and Claims Examination







# How to Complete the Online Application

- When browsing job opportunities, focus on the basic qualifications and eligibility requirements and ensure you meet them.
  - Applications are immediately dismissed if the candidate is not eligible, is not qualified, or incorrectly completed the application.
- If the job opportunity seems like a good match for you, click the “Apply online” button.



# How to Read Federal Job Announcements

- **Who may be considered**
- **Duties**
- **Qualifications and Evaluations**
  - **Assessment Questionnaire/Vacancy Questions**
- **How to apply**
- **How to apply - Documents**

# Assessment Questionnaire

- Preview the questions before deciding whether to apply
- If you can choose the two highest levels for 90 percent of the questions, apply for the position.
- Don't lie, but take credit for the work you have done (through work, externships, coursework, and community service.)
- You must be able to back up your statements.
- Incorporate these skills into your resume and cover letter.

# Example of Assessment Questionnaire

<http://bit.ly/1Ear7i4>





# Resumes

- Up to 5 resumes
  - 2 Word Documents
  - 3 built in USAJobs System
- Can make resume searchable by recruiters



# Differences between Government and Private Industry Resumes

- Must tailor for vacancy announcement
- Have multiple versions
- Make it as long as need be
- State specialized experience that you have gained in other positions
- Connect assessment answers and the duties you have performed
- Focus on experience related to the position
- Various types of experience (volunteer, community service) are creditable
- Include as many details as possible

# Experience Descriptions

## Satisfactory

Conducted legal research.

## Best

Conducted legal research on the applicability of the Mandatory Victims Restitution Act by identifying and analyzing appropriate statutes, regulations and caselaw.





# Loan Repayment Options

- Public Service Loan Forgiveness
- Income-based Repayment
- Federal Loan Repayment Assistance Program
- More information available at <http://www.equaljusticeworks.org/ed-debt>.

# Security Clearance

- Potential complications
  - Alcohol Consumption
  - Drug Involvement
  - Financial Considerations
    - Credit Score
    - Loan Default
  - Dual/multiple citizenships



- Don't lie! When in doubt, DISCLOSE.



# Action Steps

- Build a USAJobs profile and resume.
- Obtain undergraduate and law school transcripts
- Line up references.
- Perfect subject matter specific writing samples.
- Set up automatic searches.



# Digital Footprint

- Update your LinkedIn Profile
  - Use a professional photo
- Change your privacy settings on Facebook
- Keep your Tweets tame





# Government Honors & Internship Handbook

- Honors Programs aggregated here in one place
- Log-in through OCPD Government and Capitol Hill Page
- Navigate using the dropdown menus by class year





# Clerkships

- Federal Clerkships are not the only game in town: many State and ALJ clerkships are still available
  - But last minute federal clerkships open up – set up a search on OSCAR!
- Look on CareerLink
- Counseling Appointment and Resources in OCPD
- Faculty Practice Group



# State and Federal Judicial Positions

- Clerk's Office
- Staff Attorneys
- Circuit Executives
- Administrative Office of the U.S. Courts
- Federal Judicial Center



# Federal Legislative Positions

- U.S. House of Representatives:
  - House Employment Bulletin: [http://www.house.gov/content/jobs/hvaps\\_subscribe.php](http://www.house.gov/content/jobs/hvaps_subscribe.php)
- U.S. Senate:
  - U.S. Senate Employment Bulletin: <http://www.senate.gov/employment/po/positions.htm>
- Committees
- Commissions
- Inspector General
- Congressional Research Service
- Library of Congress
- Trade organizations
- Lobbyists
- Policy organizations
- Think tanks



# State and Local Legislative Positions

- D.C. City Council
- Maryland General Assembly
- Virginia General Assembly
- County-wide offices



# State and Local Government

- Attorney General/District Attorney
- Agencies
  - Many of the same types of agencies, but at the state instead of federal level

# Presidential Management Fellowship (PMF)

- Prestigious two year paid government fellowship
- Opportunity to work in a variety of federal agencies
- Policy work
- Two year eligibility
- Fall application cycle
- [www.pmf.gov](http://www.pmf.gov)

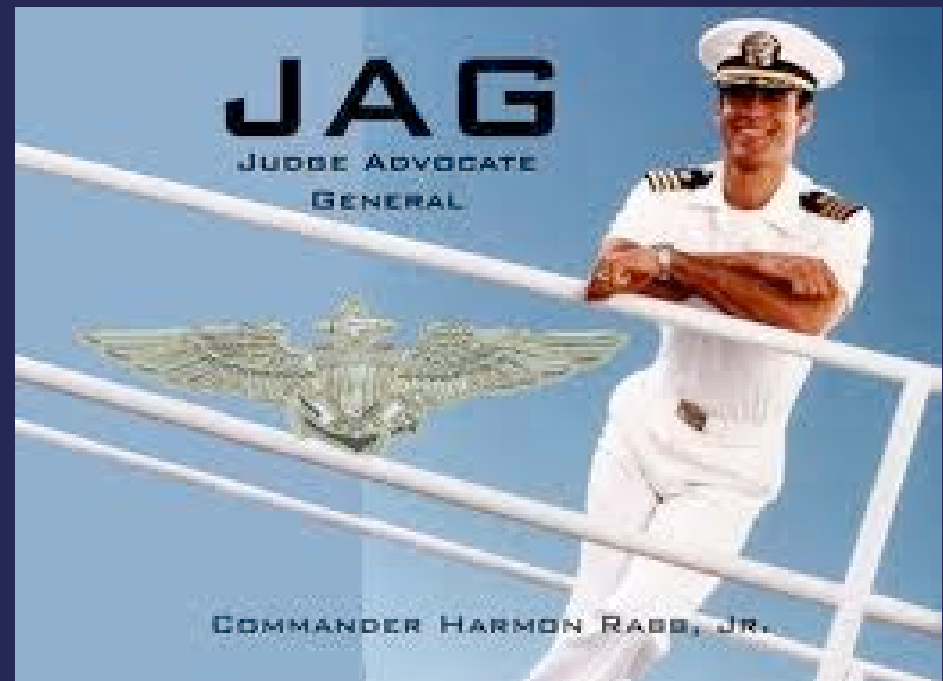


# Presidential Management Fellowship (PMF): Prep Sessions at AUWCL

- These sessions are strictly reserved for eligible candidates who have received/will receive graduate/law degrees between Dec 2014 and Aug 2017.
  - Two WCL-specific PMF programs for PMF Prep
    - Tuesday, September 20<sup>th</sup>, 12-2pm, NT-01
    - Wednesday, September 21<sup>st</sup>, 3-5pm, N-101
- RSVP to [au.pmfCandidate@gmail.com](mailto:au.pmfCandidate@gmail.com)

# The JAG Corps

- Army, Navy, Air Force, Marines, and Coast Guard
- Four year active duty commitment
- Substantive training and experience immediately
- The potential to travel
- Veterans benefits
- Loan forgiveness





# Questions?

**Kelly E. Noble**

Assistant Director for Public Service Careers  
Office of Career and Professional Development

Request an Appointment through CareerLink

Email quick questions to  
**[KNoble@wcl.american.edu](mailto:KNoble@wcl.american.edu)**