



BAY AREA JOB SEARCH GUIDE

This guide is to be used in conjunction with the *Job Search Action Plan* handout which contains additional useful resources for your Bay Area legal job search.

OFF-CAMPUS RECRUITMENT PROGRAMS AND JOB FAIRS

- **Bay Area Diversity Career Fair.** The Bar Association of San Francisco (BASF) sponsors the Bay Area Diversity Career Fair for 2L minority law students; however, all students are welcome. The Diversity Career Fair, typically held in early August, provides Bay Area legal employers with access to the most diverse pool of second year law students. Contact BASF for more information: (415-782-9004) or visit them online at www.sfbar.org/diversity/career_fair.aspx.
- **Intellectual Property Job Fair.** San Francisco Intellectual Property Law Association (SFIPLA) holds an Intellectual Property Job Fair in early August. Registration materials are available in early June and are due by mid-July. For more information, visit www.sfipla.com/job.html or contact SFIPLA directly at (415) 249- 9249, or email: info@sfipla.com.
- **Public Interest/ Public Sector Legal Careers Day (PI/PS Day).** PI/PS Day provides law students with the opportunity to meet and interview with public interest organizations and government agencies from throughout the United States. The fair takes place in February in UC Hastings College of the Law and USF is a sponsoring school. For more information, please contact either the Office of Career Planning, the Public Interest Clearinghouse at (415) 834-0100, or go to www.pic.org and click on “PI/PS Day”. The formal interviews are open only to students from the sponsoring schools, but the table-talk session, called Meet the Advocates, is open to everyone.
- **Vault Legal Diversity Job Fair.** For 2L, 3L and laterals. This job fair is for minority, female, and LGBT 2L and 3L law students, as well as lateral attorneys. Typically held in August, you can register online at www.vault.com/legaldiversity. There is no cost to attend.

BAR ASSOCIATION INFORMATION

- **State Bar of California:** www.calbar.ca.gov
- **Local/Specialty Bars:**
 - **Bar Association of San Francisco (BASF):** www.sfbar.org
 - **Alameda County Bar Association (Oakland):** www.acbanet.org
 - **San Mateo County Bar Association:** www.smcba.org
 - **Marin County Bar Association:** www.marinbar.com

- **Santa Clara County Bar Association (Silicon Valley):** www.sccbba.com
- **Sonoma County Bar Association:** www.sonomacountybar.org
- **Asian American Bar Association of the Greater Bay Area (AABA):** www.aaba-bay.com
- **Bay Area Lawyers for Individual Freedom (GLBT):** www.balif.org
- **Federal Bar Association, Northern California Chapter:** www.fedbar.org/chptr-location.html#ninth
- **Queen's Bench Bar Association of San Francisco:** www.queensbench.org
- **Filipino Bar Association of Northern California:** <http://fbanc.org>
- **Korean American Bar Association of Northern California:** www.kabanc.org
- **South Asian Bar Association of Northern California:** www.southasianbar.org
- Stop by OCP for a more detailed listing of Local and Specialty bars

LEGAL PUBLICATIONS

Acclimate yourself to the local legal market by reading its related publications. The information you learn will help you define your target market during networking and job search efforts and help you to distinguish yourself in an interview situation.

- **The Recorder/California Law:** www.callaw.com (requires a subscription online but OCP and the Law Library have copies of the Recorder).
- **The Daily Journal:** www.dailyjournal.com.
- **California Lawyer:** www.dailyjournal.com/calLawyer.
- **California Law Business**, published weekly as a supplement to Los Angeles Daily Journal.
- **California Bar Journal:** www.calbar.org/2cbj/cbjndx.htm.

LOCAL PUBLICATIONS

It is important to be informed about local issues and to understand the geographical area and local economy as this impacts the legal community. Local publications can be very useful to meet this need; the following is a list of Bay Area newspapers and journals:

- **San Francisco Chronicle:** www.sfgate.com/chronicle.
- **The San Francisco Examiner:** www.examiner.com.
- **San Francisco Business Times:** www.bizjournals.com/sanfrancisco.
- **San Francisco Weekly:** <https://sfweekly.com>.

GOVERNMENT AND NONPROFIT RESOURCES

1. FEDERAL GOVERNMENT:

- **The Government Honors & Internship Handbook:** www.law.arizona.edu/career/honorshandbook.cfm. Lists government agency programs and includes salaries, deadlines and housing resources. Contact OCP for login information.

- **USAJobs:** www.usajobs.opm.gov/. Run by the U.S. Office of Personnel Management (OPM), USAJobs is an excellent source of online information for federal job opportunities.
- **NALP's Federal Employment Opportunities Guide:** www.nalp.org/assets/522_0607fedlegalempguide.pdf. Provides comprehensive information on federal departments and agencies as well as the federal government hiring process.
- **The United States Government Manual:** www.nara.gov (to download a free copy from the National Archives and Records Administration). Provides a brief description of every agency, its organization, mission, and locations.
- **Fedworld:** www.fedworld.gov. Contains job listings, both law-related and other, with the federal government. Run by the Dep't of Commerce and links to USA Jobs.
- **Federal Jobs Search Page:** www.hrsjobs.com. Similar to Fedworld site listed above, this site is notable because it contains links to state government web pages.
- **Roll Call Jobs:** www.rcjobs.com. Features jobs in government affairs, lobbying and other positions with organizations that do lobbying and other work with the federal government.

2. STATE GOVERNMENT:

- **California Department of Justice Career Opportunity:** <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.
- **California Attorney General Employment Opportunity Page:** <http://caag.state.ca.us/careers/index.htm>.
- **California Attorney General Internships and Student Positions Listings:** <http://caag.state.ca.us/careers/students.htm>.
- **California Home Page:** www.ca.gov/state/portal/myca_homepage.jsp. Comprehensive site to State of California. Includes links to California state agencies.
- **California State Personnel Board:** 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.
- **California Job Service/Employment Development Department:** www.edd.cahwnet.gov/jscjb.htm. Lists attorney positions together with all other positions.
- **Legal Aid Association of California:** www.calegaladvocates.org/. Statewide organization representing programs which provide legal services to the poor.

3. LOCAL GOVERNMENT:

- **San Francisco Cityspan:** 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. 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 county.

- **San Francisco Office of the City Attorney:** www.ci.sf.ca.us/cityattorney.
- **San Francisco District Attorney's Office:** www.sfdistrictattorney.org/. Information about the unpaid summer internship program is available through this site.
- **Public Defender and District Attorney Hiring Practices Guides:** Provide information on national PD and DA programs, full-time positions, and application processes. Located on USFLawLink.com under the "Document Library."

NONPROFIT ORGANIZATIONS

- **Bay Area Volunteer Information Center:** www.volunteerinfo.org. Links to many non-profit organizations in Northern California.
- **Community Partners of Marin County:** <http://npo.marin.org>. Links to numerous non-profit organizations in the Bay Area.
- **Opportunity Knocks:** www.opportunitynocs.org. Resource for nonprofit jobs and employment opportunities. Job seekers can search a database of available non-profit jobs online.
- **Public Interest Clearinghouse:** www.pic.org. California-based organization that fosters student interest in public interest law. Site includes links to many public interest legal organizations in and outside of California.
- **PSLawNet:** www.pslawnet.org. Searchable database of public interest and public sector employers and job opportunities.

JOB POSTINGS

Besides checking the Office of Career Planning's career website www.USFLawLink.com for job postings, these additional sites may be helpful:

- **Craig's List:** www.craigslist.com.
- **Indeed.com:** www.indeed.com aggregates job postings from a number of different sources. Conduct searches for "attorney", "counsel", "legal" to pull up additional listings.
- **The Daily Journal:** www.dailyjournal.com.
- **Bar Association of San Francisco:** <http://sfbar.legalstaff.com>. Links to the Legal Career Center of BASF with searchable job postings.
- **PSLawNet:** www.pslawnet.org. Non-profit / public sector job openings.
- **American Lawyer Media's Law News Network:** www.lawjobs.com. A comprehensive site, with legal classifieds, lists jobs by category and geographical area. Most of these listings are with legal recruiters.

DIRECTORIES

- **State Bar of California:** <http://members.calbar.ca.gov/search/member.aspx>. Database of California Attorneys that includes contact information, date of admission to the California Bar, schools attended, and whether the member is entitled to practice law in California.

- **Martindale-Hubbell:** www.martindale.com. A legal directory which contains listings for over 1 million attorneys and law firms in the United States, Canada and worldwide. By using the Lawyer Locator > Advanced Search feature, you can search for attorneys or USF alums by city, state, practice area(s), and countries. As it is expensive to list in Martindale, not all attorneys or firms are listed in the directory. Available in hard copy in the Law Library.
- **San Francisco Directory of Attorneys:** www.sfbar.org for information. 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. Available free to members of the Bar Association of San Francisco (BASF), OCP also has a copy in its office.
- **California Minority Counsel Program:** www.cmcp.org. Contains on-line searchable database for minority attorneys in California from law firms, corporations, and public agencies.
- **Cal Law Corporate Counsel Directory:** Go to www.calllaw.com/ccd to order. Lists each corporation alphabetically, and then lists its attorneys. One of the most comprehensive resources on California corporate/in-house counsel. A copy is available in OCP.

COURT INFORMATION

1. FEDERAL COURTS:

- **9th Circuit Court of Appeals:** www.ca9.uscourts.gov.
- **Unites States District Court, Northern District of California:** www.cand.uscourts.gov.
- **United States District Court, Central District of California:** www.cacd.uscourts.gov.

2. STATE COURTS:

- **State Courts:** www.courtinfo.ca.gov. Provides recent court opinions, forms, rules, job listings, and news and information.
- **Supreme Court, State of California:** www.courtinfo.ca.gov/courts/supreme.
- **Court of Appeals, State of California:** www.courtinfo.ca.gov/courts/courtsofappeal.
- **Superior Court of the County of San Francisco:** http://sfgov.org/site/courts_index.asp.