JOB SEARCH RESOURCES

Use this handout in conjunction with the Job Search Action Plan handout for your legal job search in the Bay Area and beyond.

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 at (415) 982-1600 or visit them online at [www.sfbar.org/diversity/career_fair.aspx](http://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](http://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 1L, 2L and 3L law students with the opportunity to meet and interview with public interest organizations and government agencies from throughout the United States. The annual fair takes place in February at UC Hastings College of the Law. USF is a sponsoring school. For more information, please contact either the Office of Career Planning or OneJustice at (415) 834-0100 / [http://one-justice.org/](http://one-justice.org/) and click on “News & Events” then “Conferences.” The formal interviews are open only to students from sponsoring schools, but the table-talk session, called Meet the Advocates, is open to all.

- **Vault Legal Diversity Job Fair.** 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](http://www.vault.com/legaldiversity). There is no cost to register.

BAR ASSOCIATION INFORMATION

- **State Bar of California:** [www.calbar.ca.gov](http://www.calbar.ca.gov)
- **Local/Specialty Bars:**
  - Bar Association of San Francisco (BASF): [www.sfbar.org](http://www.sfbar.org)
  - Alameda County Bar Association (Oakland): [www.acbanet.org](http://www.acbanet.org)
  - San Mateo County Bar Association: [www.smcba.org](http://www.smcba.org)
  - Marin County Bar Association: [www.marinbar.com](http://www.marinbar.com)
  - Santa Clara County Bar Association (Silicon Valley): [www.sccba.com](http://www.sccba.com)
Sonoma County Bar Association:  www.sonomacountybar.org
Asian American Bar Association of the Greater Bay Area (AABA):  www.aaba-bay.com
Bay Area Association of Muslim Lawyers (BAAML):  www.baaml.net
Bay Area Lawyers for Individual Freedom (LGBT):  www.balif.org
Charles Houston Bar Association:  www.charleshoustonbar.org
Filipino Bar Association of Northern California (FBANC):  www.fbanc.org
Korean American Bar Association of Northern California:  www.kabanc.org
Queen’s Bench Bar Association of San Francisco:  www.queensbench.org
San Francisco La Raza Lawyers Association:  www.larazalawyers.org
San Francisco Trial Lawyers Association (SFTLA):  www.sftla.org
South Asian Bar Association of Northern California:  www.southasianbar.org
Vietnamese American Bar Assn of Northern California:  www.vabanc.org

LEGAL PUBLICATIONS

Familiarize yourself with the legal industry 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**: Published weekly, copies of the Recorder are available in OCP. The online version, requiring a subscription, is at www.callaw.com.
- **The Daily Journal**:  www.dailyjournal.com
- **California Lawyer**:  www.callawyer.com
- **California Bar Journal**:  www.calbarjournal.com

LOCAL PUBLICATIONS

Arming yourself with information about local issues and understanding the geographical area and local economy as it impacts the legal community is helpful in finding a job. 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.sanfrancisco.bizjournals.com
- **San Francisco Weekly**:  https://sfweekly.com

GOVERNMENT AND NON-PROFIT RESOURCES

1. FEDERAL GOVERNMENT:

- **The Government Honors & Internship Handbook**: Students - check this out FIRST! Login information can be found on the Quick Links section of your home page on USFLawLink.com.  www.law.arizona.edu/career/honorshandbook.cfm
- **USAJobs**: Official source for federal job opportunities.  www.usajobs.opm.gov
Fedworld: Contains job listings, both law-related and other, with the federal government. [www.fedworld.gov](http://www.fedworld.gov)

Federal Jobs Search Page: Similar to Fedworld site listed above; contains links to state government web pages. [www.hrsjobs.com](http://www.hrsjobs.com)

Roll Call Jobs: Jobs in government affairs, lobbying and organizations that do lobbying and other work with the federal government. [www.rejobs.com](http://www.rejobs.com)


Federal Regional Yellow Book: A who’s who in federal government departments, agencies, military installations and more. Hardcopy found in OCP and Zief Law Library.

2. STATE GOVERNMENT:

Directory of State, Local & City Government Listings: [www.statelocalgov.net](http://www.statelocalgov.net)


California Attorney General 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: Application requirements and jobs for all positions with the State of California, including summer positions. [www.spb.ca.gov](http://www.spb.ca.gov)

Legal Aid Association of California: Statewide organization representing programs that provide legal services to the poor. [www.calegaladvocates.org](http://www.calegaladvocates.org)

3. LOCAL GOVERNMENT:

San Francisco Cityspan: Official website of the city and county of San Francisco. [www.ci.sf.ca.us](http://www.ci.sf.ca.us)

City Attorney 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. [www.cacities.org](http://www.cacities.org). Click on “About the League,” then “Municipal Departments”.

San Francisco Office of the City Attorney: [www.sfcityattorney.org](http://www.sfcityattorney.org)

San Francisco District Attorney’s Office: Information about the unpaid summer internship program is available through this site. [www.sfdistrictattorney.org](http://www.sfdistrictattorney.org)


Public Defender and District Attorney Hiring Practices Guides: Provides information on California PD and DA programs, full-time positions, and application processes. Find on USFLawLink.com under the “Resources” and search for “public defender” or “district attorney.”
NON-PROFIT ORGANIZATIONS

- **PSJD**: A must-visit site for your public interest or public sector job search! Searchable database of public interest and public sector employers, job opportunities, and fellowships. USF students can sign up for a free user-subscription. [www.psjd.org](http://www.psjd.org)

- **Equal Justice Works**: Equal Justice Works provides summer funding to students working at host sites. [www.equaljusticeworks.org/programs/americorps/apply](http://www.equaljusticeworks.org/programs/americorps/apply).

- **Idealist (Action without Borders)**: Comprehensive listing of public service positions, both legal and non-legal, in over 140 countries. [www.idealist.org](http://www.idealist.org)

- **National Legal Aid & Defender Association**: Contains both student and post-graduate positions. [www.nlada.org/jobop.htm](http://www.nlada.org/jobop.htm)

- **American Society of International Law**: Listings and links to internships in international law, both internationally and domestically. [www.asil.org/internships.cfm](http://www.asil.org/internships.cfm)

- **American Civil Liberties Union (ACLU)**: Listings of internships in various ACLU locations. [www.aclu.org/jobs](http://www.aclu.org/jobs)

- **Opportunity Knocks**: Resource for non-profit jobs and employment opportunities. [www.opportunityknocks.org](http://www.opportunityknocks.org)

- **Legal Aid Association of California**: Contains job postings for legal aid positions throughout California. [www.calegaladvocates.org/employment](http://www.calegaladvocates.org/employment)

- **OneJustice**: California-based organization that runs Public Interest/Public Sector Career Day. Site includes links to many public interest legal organizations in and outside of California. [http://one-justice.org/](http://one-justice.org/)

- **Law Student Pro Bono Project**: Contains pro bono opportunities for law students as part of the Law Student Pro Bono Project. [www.lawstudentprobono.org](http://www.lawstudentprobono.org)

- **California Pro Bono.org**: Joint project of OneJustice and Pro Bono Net. Connects volunteers to legal pro bono resources and opportunities. [www.probono.net/ca](http://www.probono.net/ca)

- **Finding and Funding International Public Service Opportunities, by NALP**: Comprehensive list of international public interest and government organizations, organized by area of focus. Also contains helpful information on applying for international positions. [www.nalp.org/assets/142_intpsopps.pdf](http://www.nalp.org/assets/142_intpsopps.pdf)


**JOB POSTINGS**

Besides checking the Office of Career Planning’s career website [USFLawLink.com](http://USFLawLink.com) for job postings, these additional sites may be helpful:

- **Craig’s List**: Pre-eminent job posting website. [www.craigslist.com](http://www.craigslist.com)

- **Indeed.com**: Aggregates job postings from a number of different sources. Conduct searches for “attorney”, “lawyer”, “counsel”, “legal”, and “law clerk” to pull up additional listings; also good for alternative legal careers. [www.indeed.com](http://www.indeed.com)


- **PSJD**: Non-profit / public sector job openings. [www.psjd.org](http://www.psjd.org)
- **American Lawyer Media’s Law News Network**: A comprehensive site, with legal job postings by category and geographical area. [www.lawjobs.com](http://www.lawjobs.com)
- **Corporate, Start-Ups or Big Law Firm Sites**: [www.goinhouse.com](http://www.goinhouse.com), [www.startuphire.com](http://www.startuphire.com), [www.ventureloop.com](http://www.ventureloop.com), and [www.gobiglaw.com](http://www.gobiglaw.com) are specialty sites for specific types of legal employers.

**DIRECTORIES**

- **State Bar of California**: Database of California attorneys that includes contact information, date of admission to the California Bar, schools attended. [www.calbar.ca.gov](http://www.calbar.ca.gov)
- **Martindale-Hubbell**: 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. Available in hard copy in the Law Library. [www.martindale.com](http://www.martindale.com)
- **San Francisco Directory of Attorneys**: The Bar Association of San Francisco’s Directory lists approximately 16,000 attorneys, in addition to law firms and legal administrators in San Francisco and the Bay Area. This resource is available online for members Hardcopy available in OCP. [www.sfbar.org](http://www.sfbar.org)
- **California Minority Counsel Program**: Contains on-line searchable database for minority attorneys in California from law firms, corporations, and public agencies. [www.cmcp.org](http://www.cmcp.org)
- **HG Worldwide Legal Directories**: Directory of law firms, searchable by location (including international locations) and practice area. [www.hg.org/lawfirms.html](http://www.hg.org/lawfirms.html)
- **Cal Law Corporate Counsel Directory**: One of the most comprehensive resources on California corporate/in-house counsel. A copy is available in OCP. [www.callaw.com/ccd](http://www.callaw.com/ccd)

**COURT INFORMATION**

1. **FEDERAL COURTS**:
   - **Supreme Court of the United States**: [www.supremecourt.gov](http://www.supremecourt.gov)
   - **Ninth Circuit Court of Appeals**: [www.ca9.uscourts.gov](http://www.ca9.uscourts.gov)
   - **United States District Courts**:  
     - Northern District of California: [www.cand.uscourts.gov](http://www.cand.uscourts.gov)  
     - Central District of California: [www.cacd.uscourts.gov](http://www.cacd.uscourts.gov)  
     - Eastern District of California: [www.caed.uscourts.gov](http://www.caed.uscourts.gov)  
     - Southern District of California: [www.casd.uscourts.gov](http://www.casd.uscourts.gov)

2. **STATE COURTS**:
   - **State Courts**: [www.courtinfo.ca.gov](http://www.courtinfo.ca.gov)
   - **California Supreme Court**: [www.courtinfo.ca.gov/courts/supreme](http://www.courtinfo.ca.gov/courts/supreme)  
   - **California Court of Appeals**: [www.courtinfo.ca.gov/courts/courtsofappeal](http://www.courtinfo.ca.gov/courts/courtsofappeal)  
   - **Superior Court, County of San Francisco**: [http://sfgov.org/site/courts_index.asp](http://sfgov.org/site/courts_index.asp)