DO YOUR CAREER JUSTICE

Fall, 2007
THE BIG PICTURE

• The Department’s mission is to protect the people of the United States from criminal acts against its citizens and to enforce the rule of law.

• Most of the civil litigation of the US government is handled by the Department.

• With 9500+ attorneys, we are the largest legal employer in the world.
WHERE THE JOBS ARE

Washington, DC:
Litigating Divisions, Policy Offices, and Headquarters for US Trustees, Federal Bureau of Prisons, EOUSA, FBI, etc.

- 94 US Attorneys’ Offices in US and territories
- 54 Immigration Courts in 25 states
- 95 US Trustees Offices nationwide
- Antitrust and ENRD Field Offices in major US cities
- Federal Bureau of Prisons locations nationwide
HOW DOJ IS ORGANIZED

- **Litigating Divisions and Offices**
  - Antitrust, Civil, Civil Rights, Criminal, Tax, Environment, National Security, US Attorneys’ Offices

- **Investigatory and Law Enforcement Offices**
  - FBI, ATF/E, USMS, BOP, DEA, and more

- **Legal and Policy Offices**
  - EOIR, USTP, OLP, and more

- **Leadership and Management Offices**
  - Attorney General, Deputy Attorney General, Solicitor General, and more
U.S. DEPARTMENT OF JUSTICE
LEGAL EMPLOYMENT PROGRAMS

• LEGAL INTERN RECRUITMENT (1800)
  – Volunteer, Work-Study, Part-Time
  – Open To All Law Students After First Semester of First Year

• SUMMER LAW INTERN PROGRAM (90-100)
  – Compensated Positions During Summer Following Second Year
  – On-line **APPLICATION DEADLINE: September 17, 2007** (for employment summer 2008)

• ATTORNEY GENERAL’S HONORS PROGRAM (120-160)
  – Positions Following Graduation/Judicial Clerkship
  – On-line **APPLICATION DEADLINE: September 17, 2007** (for employment beginning summer/autumn 2008)

• LATERAL ATTORNEY RECRUITMENT (750 +)
  – Minimum One Year Post-J.D. Experience + Must Be Admitted to Bar
  – No Application Form or Deadline (unless specified in a vacancy announcement)
ATTORNEY GENERAL’S HONORS PROGRAM
2007 PARTICIPANTS (120-160 hires)

- Antitrust Division
- Bureau of Alcohol, Tobacco, Firearms & Explosives
- Civil Division
- Civil Rights Division
- Criminal Division
- National Security Division
- Drug Enforcement Agency (informal participant)
- Environment and Natural Resources Division
- Executive Office for Immigration Review
- Federal Bureau of Prisons
- Tax Division
- US Trustees Program
- US Attorneys’ Offices
  - District of Massachusetts
  - Central District of California
  - Southern District of California

☆☆ Hires for 1-2 year clerkships only
☆ Hires for 2-year fellowships only
☆ 2-year term appointment / option to apply for permanent employment
SUMMER LAW INTERN PROGRAM
2007 PARTICIPANTS (90-100 hires)

- Antitrust Division
- Civil Division
- Civil Rights Division
- Environment & Natural Resources Division
- Executive Office for Immigration Review
- Federal Bureau of Prisons
- Tax Division
- Office of Justice Programs
- Professional Responsibility Advisory Office
- Bureau of Alcohol, Tobacco, Firearms & Explosives
- Office of the Solicitor General
- Office of Legal Counsel

3Ls entering Judicial Clerkships only
ON-LINE ALERTS

- Print out and review the application checklist
- Use spell check
- Proof-read before hitting the “submit” button
- Don’t submit until absolutely complete
- Don’t wait until the last minute
- Keep e-mail address current
- Read e-mails before deleting
- Look for: Mail@avuedigitalservices.com
  U.S. DOJ - Important Information
- Turn off or modify spam and junk mail filters
FOR BEST RESULTS

• Carefully select one to four organizations.

• Think through your ranking.
  • Be practical: Does your resume demonstrate an interest in the field?
  • Consider number of available vacancies.

• Take advantage of opportunities on the application to provide “additional information.”
  • Highlight relevant responsibilities and experience.

• Think through responses to final questions carefully. In addition to providing information, they serve as informal writing samples. Be sincere.
REMEMBER . . .

- WHEN IN DOUBT, USE COMMON SENSE
- DON’T SELF-ELIMINATE - THROW YOUR HAT INTO THE RING
- MANY ORGANIZATIONS CAREFULLY SCREEN APPLICANTS USING PUBLICLY AVAILABLE RESOURCES
TIMELINE - The Hiring Process

SEPTEMBER 17, 2007
- ALL APPLICATIONS RECEIVED

FIRST WEEK OF OCTOBER
- REVIEW APPLICATIONS

SECOND WEEK OF OCTOBER
- CANDIDATES SELECTED FOR INTERVIEWS

LATE OCTOBER THROUGH MID-NOVEMBER
- DOJ ATTORNEYS CONDUCT INTERVIEWS

MID-NOVEMBER THROUGH JANUARY
- ORGANIZATIONS EXTEND OFFERS

CHECK STATUS ON THE WEB AT:
www.avuedigitalservices.com/dojoarm/applicant.html
WHY JUSTICE?

MISSION DRIVEN NOT

DRIVEN
WHAT DOES JUSTICE LOOK FOR?

- Judicial Clerkship
- Law Review / Journal
- Academic Achievement
- Work Experience / Prior DOJ Experience
- Clinical / Volunteer Experience
- Moot Court Experience
- Interest in Public Service
- Undergraduate Majors
- Language Skills
- Energy and Enthusiasm
SECURITY AND SUITABILITY

- **VOLUNTEERS**
  - Check credit and fingerprint records
  - Pre-employment forms reviewed

- **SUMMER LAW INTERNS**
  - Check credit and fingerprint records
  - Pre-employment forms reviewed
  - Drug test

- **ATTORNEYS**
  - Full FBI background investigation
  - Credit check
  - Tax check
  - Drug test
SECURITY AND SUITABILITY

POTENTIAL PROBLEMS

- Credit issues
- Drug use
- Tax issues
- Providing false or misleading information on your pre-employment forms
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U.S. DEPARTMENT OF JUSTICE
OFFICE OF ATTORNEY RECRUITMENT AND MANAGEMENT

The DOJ Experience

WHAT TO EXPECT IF YOU JOIN "THE NATION'S LITIGATOR"

The Department of Justice offers a wide array of practice areas, some unique to the mission of the individual components, all operating under an umbrella of programs available to employees. Attorneys and law students enter the Department at all stages of their legal careers for a range of personal and professional reasons. Whether you are a law student, a recent graduate, a judicial law clerk, a litigator, a policy developer, an advisor, or a seasoned professional, there are opportunities for you at DOJ.

- Building Your Skills.
- Valuing Diversity.
- Securing Your Future.
- Maintaining Life Balance.
- Recognizing Achievement.

VIEW THE DOJ EXPERIENCE

(Click the icon above)

Listen to DOJ attorneys and legal interns tell you about the opportunities available at the Department of Justice and what they enjoy the most about practicing law at the nation’s largest law firm.

- Meet Our Attorneys (Click the photos below)
- Meet Our Interns (Click the photos below)
OTHER PERKS

The Attorney Student Loan Repayment Program
Open to all DOJ and HP attorneys

A Department-Wide Mentor Program
New attorneys are assigned a mentor

Training Opportunities
Division, Section and the National Advocacy Center
HOW DO I APPLY?

• VOLUNTEER
  • Semi-annual vacancies posted at www.usdoj.gov/oarm
  • Submit resume directly to each organization

• SUMMER LAW INTERNS AND HONORS PROGRAM ATTORNEYS
  • Apply online at www.usdoj.gov/oarm between August 1 and September 17, 2007
  • Centralized application and selection process

• EXPERIENCED ATTORNEYS
  • Apply directly to vacancies posted on OARM website
FOR QUESTIONS ABOUT . . .

• The hiring process
• The work of the organizations
• Eligibility
• Interviews
• The security process

Please visit www.usdoj.gov/oam
THANK YOU FOR YOUR INTEREST IN THE DEPARTMENT OF JUSTICE