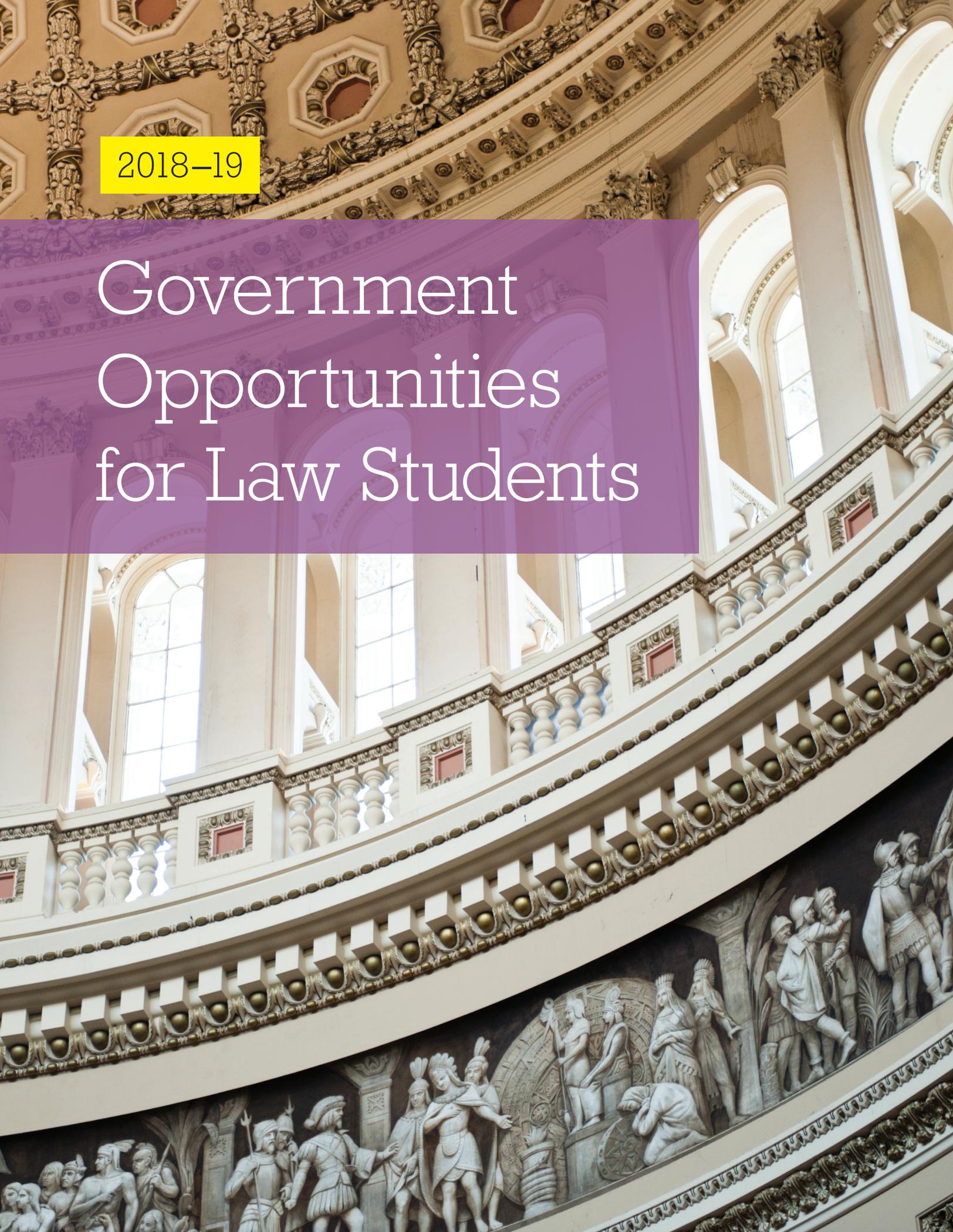


2018–19

# Government Opportunities for Law Students



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## Careers in Government: An Overview

At NYU, we encourage students to live a life of public service, and choosing to work for the government is a great way to engage with the community at large and to work in virtually any practice area that excites you. Government lawyers can be litigators, work on policy matters that affect everything from the environment to civil rights, draft legislation and regulations, and engage in significant transactions that concern domestic or international issues. Government lawyers report high satisfaction with their work, take on significant responsibility early in their careers, develop excellent skills and make a significant impact. In the challenging public interest job market, government offices are dependable sources of jobs, and many provide good compensation and great benefits.

Even if you are just beginning to think about spending part or your entire career in government, you likely have many questions about where exactly you want to be and how to get there. In this Handbook, we offer an overview of the breadth of practice areas and offices in which you can work at all levels of government, and provide you with a roadmap for how you can get there. Although we focus on federal government jobs, we have included plenty of information about opportunities at the state and local levels. You can find information about prosecution jobs and internships in the [Prosecution Handbook](#).

NYU encourages you to explore government service. There are many options for practicing law in the government and doing great work. Consider the mission of each agency, the type of work you enjoy doing, the skills you want to utilize and develop (e.g., writing, appearing in court, counseling), and identify some of the substantive areas of law that interest you the most (e.g., national security, energy, health).

Given the large number of opportunities for government service, it is impossible to cover everything in this Handbook. We do try to answer the most common and important questions our students ask. We encourage you to [make an appointment](#) with a counselor in the Public Interest Law Center (PILC) so that we can provide you with individualized guidance based on your specific interests and goals.

### Federal Government Lawyers

All three branches of the federal government employ attorneys. Most attorney positions are in the executive branch, which includes the Office of the President and his or her administration. Attorneys in the executive branch work in the White House and in the 15 cabinet-level departments and related agencies. Attorney positions are also located in many independent agencies that are part of the executive branch such as the National Labor Relations Board, the Federal Communications Commission, the Federal Reserve Board, the Consumer Financial Protection Bureau, and the Smithsonian Institution. Attorneys work in executive departments and agencies both domestically and abroad. While the largest concentration of executive branch government lawyers is in the Washington, DC area, a substantial number of lawyers are situated in each state throughout the country. And, since many federal agencies do some sort of international work, these agencies employ lawyers abroad. In addition, attorneys who work for federal agencies often work in departments or sections beyond the General Counsel's office of their agency. By example, they may work

on international criminal justice and human rights issues as part of the US Department of State's transitional justice initiative.

Federal government attorney jobs are also situated in the legislature, which includes Congress, i.e., the US Senate and the US House of Representatives, as well as agencies that support Congress such as the Capitol Police, the Government Accountability Office and the Library of Congress.

Finally, attorney jobs in the federal government may be found in the judicial branch, which includes the US Supreme Court, all lower federal courts, and special courts such as the US Tax Court and US Court of International Trade. These courts employ judges, law clerks, and staff attorneys. You can learn more about judicial law clerk positions through the Judicial Clerkship Office and the Judicial Clerkship Handbook and Appendices, which may be accessed by NYU Law students and alumni through [CSM/Symlicity](#).

### State and Local Government Lawyers

At both the state and local levels of government, there are counterparts to the three branches of the federal government, enabling state and local government lawyers to engage in a vast array of roles similar to those of federal government lawyers. Some state and local government offices have post-graduate entry-level hiring programs, while others fill attorney positions on an as-needed basis and/or only hire experienced attorneys.

## Exploring Government Service in the Executive Branch

This Handbook focuses on attorney work in the federal government, with an emphasis on opportunities for legal work in the executive branch of the federal government. Within the executive branch, lawyers play many roles. They may draft and interpret regulations, render advice to other government employees, shape policy and litigate disputes. Some lawyers in executive agencies also serve as mediators and as administrative law judges.

Most government lawyers who work in the executive branch practice administrative law. Administrative law refers to the laws and legal principles that involve or affect the creation, administration, and regulation of government agencies, whether at the federal, state or local level. The modern US legal system depends heavily on laws promulgated by government agencies. The authority to administer statutes and to promulgate regulations is conferred on agencies by constitution and/or statute.

### Attorney Advisor Positions

Every executive agency in the federal government has a group of lawyers designated as “Attorney Advisors.” These attorneys support the day-to-day work of their agencies. Attorney Advisors often become substantive experts in a particular area of law. Attorney advisors may draft regulations, prepare and/or review written opinions with respect to the legal implications of statutory and regulatory matters and may advise program personnel on operating programs or in connection with adversarial proceedings. Attorney advisors may be stationed within different sections of a department or agency, while others may work in the General Counsel’s office of their agency. Almost every federal government agency hires attorneys to handle labor, employment, ethics and procurement matters. Many federal government agencies have attorneys who work on international issues.

Likewise, at the state and local level, there are a multitude of executive agency lawyers who support the operational work of their agencies.

### JAG Positions

Each branch of the U.S. military (Air Force, Army, Marines and Navy) has a Judge Advocate General’s (JAG) office that employs attorneys. Depending on the branch, Judge Advocates may work in a variety of practice areas, including administrative law, civil litigation, criminal law (prosecution and defense), cyber security law, government contract and commercial law, labor law, international law, and operational matters that arise during military conflicts. JAG lawyers may also provide legal assistance and handle civilian matters for military personnel, retirees, and their families. As prospective military officers, all JAG candidates are required to undergo medical and physical fitness examinations.

### Opportunities to Be a Generalist

There are opportunities to be a generalist in the federal government. Some of the offices that offer this opportunity are the US Department of State and the Office of Management and Budget. The Office of

Management and Budget (OMB) is the largest office within the Executive Office of the President. OMB's mission is to assist the President by overseeing the preparation of the federal budget and by administering it in executive agencies. OMB helps set funding priorities and ensures that agency rules, reports and proposed legislation are consistent with the President's budget and the President's policies and priorities. Because OMB is involved in every aspect of the federal government, working for OMB's Office of General Counsel provides an incredibly versatile experience for its interns and attorneys. Attorneys in OMB's Office of Information and Regulatory Affairs (OIRA) tend to work on policy-related matters. OIRA reviews proposed agency rules and regulations to assess whether they comport with the budget and the White House's policies. Entry-level attorneys at OIRA often serve as analysts who become the link between OMB and each of the executive agencies, acting as a point of contact for the agency to which they are assigned and shepherding rules and regulations from the proposal phase, to the notice and comment period and, ultimately, publication of the rule or regulation in the Federal Register. Though situated in the White House, not every position in OMB is a political appointment. In fact, according to OMB's website, "over ninety percent of the staff hold career, rather than political, appointments."

Similar opportunities to be a generalist exist at the state and local level. The offices of governors and mayors have counterparts to OMB, and while they may not have a precise counterpart to OIRA, many do have offices that work on legislation relating to executive initiatives. For example, the City of New York has the Mayor's Office of Intergovernmental Affairs.

### Litigation in the Federal Government

The US Department of Justice (DOJ) serves as the primary litigator of the executive branch, bringing and defending lawsuits on behalf of most government departments and agencies. DOJ attorneys often are assisted in litigation matters by lawyers who work for the executive department or agency that may also be a party to the litigation. In these cases, DOJ attorneys initiate lawsuits and handle depositions and oral arguments, while the executive department and agency attorneys lend subject-matter expertise to a case, may assist in drafting legal papers and may sit as second-chair in courtroom proceedings and depositions.

The majority of attorney jobs at DOJ are situated at DOJ headquarters in Washington, DC ("Main Justice"). Many DOJ attorneys also work throughout the country in "Regional Offices." DOJ also encompasses the Federal Bureau of Prisons, the Federal Bureau of Investigations and the Drug Enforcement Administration, all of which hire lawyers. The US Attorney's Offices (USAOs), which are located across the country, also are part of DOJ and are staffed by attorneys who practice criminal and/or civil law. More information about positions at USAOs may be found in the [Prosecution Handbook](#).

Some government agencies have primary litigating authority so the lawyers in those agencies initiate and defend lawsuits, and do not rely on DOJ lawyers. Federal government offices beyond DOJ that have independent litigating authority include the Department of Labor's Office of the Solicitor, the Securities & Exchange Commission's Division of Enforcement, the Consumer Financial Protection Board and the Office of the General Counsel for the Architect of the Capitol.

Here, too, state and local governments have counterparts to DOJ and other executive agencies that have independent litigating authority. Each State has an attorney general's office that performs functions similar to DOJ, and cities have law departments. In addition, states have other departments that play prominent roles in litigation as well as regulatory and enforcement matters, including agencies involved in banking, transportation and insurance issues. Counties and municipalities also have agencies that have powers similar to federal enforcement agencies, e.g., the Taxi and Limousine Commission (TLC) and the Department of Consumer Affairs in New York City.

### Political Appointment Attorney Positions in the Federal Government

Every four years, just after the Presidential election, [United States Government Policy and Supporting Positions](#), commonly known as "the Plum Book," is published, alternately, by the Senate Committee on Homeland Security and Governmental Affairs, and the House Committee on Oversight and Government Reform. The Plum Book identifies federal civil service leadership and support positions in the legislative and executive branches of the Federal Government that may be subject to noncompetitive appointment.

### Law Clerks and Attorney Advisors to Administrative Law Judges

Approximately 30 federal executive agencies have administrative law judges (ALJs) on staff. A limited number of these ALJs have the budget to hire law clerks or staff attorneys who assist the ALJs by performing legal research and drafting memoranda and orders in connection with the ALJs' "judicial" functions.

States and localities also have administrative law judges, and some of these hire staff attorneys or law clerks.

## Substantive Practice Areas in Which Federal Executive Branch Attorneys Work

Every executive department and agency has opportunities for lawyers. Below is a list of substantive practice areas along with a list of the federal government agencies that offer lawyers an opportunity to work in the substantive practice area. The lists are not exhaustive. [Appendix B](#) contains some of the best resources for finding attorney jobs and internships in the government, and includes resources that are available exclusively to NYU students and alumni, as well as resources that are available to the public.

### Arts Culture<sup>1</sup>

- Institute of Museum & Library Services
- National Endowment for the Arts
- National Endowment for the Humanities
- National Gallery of Art
- Smithsonian Institution

### Antitrust and Trade Law

- Export-Import Bank of the US
- Federal Trade Commission
- Dept. of Justice
- International Trade Administration
- Office of the US Trade Representative
- Sector regulators that oversee particular industries: e.g., Dept. of Defense, Federal Communications Commission, Federal Energy Regulatory Commission
- Small Business Administration

### Bankruptcy

- Office of the US Trustee (Dept. of Justice)
- Pension Benefit Guaranty Corporation

### Civil Rights

- Commission on Civil Rights
- Dept. of Education

- Dept. of Housing and Urban Development
- Dept. of Justice
- Dept. of Labor
- Equal Employment Opportunity Commission

### Communications

- Federal Communications Commission

### Contracts<sup>2</sup>

- Civilian Board of Contract Appeals
- General Services Administration

### Criminal Justice

- Consumer Financial Protection Bureau
- Drug Enforcement Administration
- Dept. of Homeland Security
- Dept. of Justice – Main Justice and USAOs
- Internal Revenue Service
- Federal Bureau of Investigation
- JAG Corps of each branch of military service (i.e., Air Force, Army, Marines and Navy – both prosecution and defense)<sup>3</sup>
- National Security Administration

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<sup>1</sup> Virtually every government agency hires attorneys to do procurement, labor and employment, and ethics/professional responsibility work. In addition, the Office of Management and Budget and its Office of Information of Regulatory Affairs is the United States

Government's central authority for the review of Executive Branch regulations.

<sup>2</sup> Virtually every government agency has attorneys who handle procurement.

<sup>3</sup> Note: Each branch of the military has its own process and its own timeline, and the programs differ substantially.

- Office of the Comptroller of the Currency (Dept. of Treasury)
- Securities & Exchange Commission

#### Education

- Dept. of Education
- Dept. of Veterans Affairs
- JAG Corps of each branch of military service

#### Environmental and Land Use Energy

- Army Corps of Engineers
- Dept. of Commerce
- Dept. of Defense
- Dept. of Energy
- Dept. of Housing and Urban Development
- Dept. of the Interior
- Dept. of Justice
- Dept. of Transportation
- Environmental Protection Agency
- Federal Aviation Administration
- Federal Energy Regulatory Commission
- National Nuclear Security Administration
- National Oceanic and Atmospheric Administration (Dept. of Commerce)
- Nuclear Regulatory Commission
- US Forest Service

#### Finance, Securities & Commercial Law

- Commodity Futures Trading Commission
- Consumer Financial Protection Board
- Dept. of Commerce
- Dept. of Justice
- Dept. of Treasury
- Export-Import Bank of the US
- Federal Deposit Insurance Corporation
- Federal Reserve Board
- Federal Trade Commission
- Office of Comptroller of the Currency
- Overseas Private Investment Corporation

- Postal Service
- Pension Benefit Guaranty Corporation
- Securities & Exchange Commission
- Small Business Administration

#### Government Benefits

- Dept. of Agriculture
- Dept. of Education
- Dept. of Health and Human Services
- Dept. of Housing and Urban Development
- Dept. of Interior
- Dept. of Labor
- Dept. of Veterans Affairs
- National Endowment for the Arts
- Small Business Administration
- Social Security Administration

#### Health

- Center for Disease Control
- Centers for Medicare & Medicaid Services Division (Dept. of Health and Human Services.)
- Dept. of Agriculture
- Dept. of Health and Human Services
- Dept. of Justice
- Dept. of Veterans Affairs
- Domestic Policy Council
- Federal Trade Commission
- Food and Drug Administration
- JAG Corps of each branch of military service
- National Institute of Health
- Presidential Commission for the Study of Bioethical Issues
- White House Office of Science and Technology Policy

#### Immigration

- Immigration and Customs Enforcement, Dept. of Homeland Security

- Executive Office Immigration Review, Dept. of Justice

#### Intellectual Property

- Army Corps of Engineers
- Dept. of the Air Force
- Dept. of Commerce
- Dept. of Defense
- Dept. of the Navy
- International Trade Commission
- Office of the US Trade Representative
- Smithsonian Institution
- US Copyright Office
- US Patent & Trademark Office
- US Postal Service

#### International

- Agency for International Development
- Army Corps of Engineers
- Central Intelligence Agency
- Dept. of Agriculture
- Dept. of Commerce
- Dept. of Defense
- Dept. of Homeland Security
- Dept. of Justice
- Dept. of State
- Dept. of Transportation
- Dept. of Treasury
- Export-Import Bank of the US
- Federal Aviation Administration
- Federal Communications Commission
- Inter-American Foundation
- JAG Corps (Air Force, Army, Marines, and Navy)
- Millennium Challenge Corporation
- National Air and Space Administration
- National Oceanic and Atmospheric Administration, OGC for International Law (Dept. of Commerce)
- National Nuclear Security Administration

- Overseas Private Investment Corporation
- US Commission on International Religious Freedom
- US Trade & Development Agency
- Office of the US Trade Representative

#### Labor and Employment

- Architect of the Capitol
- Dept. of Labor
- Dept. of Veterans Affairs
- Equal Employment Opportunity Commission
- Merits Systems Protection Board
- National Labor Relations Board
- Pension Benefit Guaranty Corporation
- Social Security Administration

#### National Security

- Central Intelligence Agency
- Dept. of Defense (and each branch of the military)
- Dept. of Homeland Security
- Dept. of Justice, Main Justice and some USAOs
- Dept. of State
- Dept. of Treasury (including FinCen, OGC, and OFAC)
- Dept. of Veterans Affairs
- Federal Bureau of Investigation
- National Security Council
- Transportation Security Administration
- US Intelligence Community (comprised of 16 government agencies, and largest listed here)
- Office of the Director of National Intelligence

#### Privacy and Data Security

- Federal Privacy Council
- Federal Trade Commission

- Office of Information of Regulatory Affairs of the Office of Management and Budget
- Office of Privacy and Civil Liberties, Dept. of Justice

#### Tax

- Dept. of Justice
- Internal Revenue Service
- Pension Benefit Guaranty Corporation

#### Transportation

- Dept. of Transportation
- Federal Aviation Administration
- Federal Transit Administration
- National Highway Transportation Safety Board
- National Transportation Safety Board

## Preparing to be a Government Lawyer

Whether you will become a lifelong public servant or spend only a portion of your career in government, there are many ways to prepare for legal work in the government and to enhance the skills that are likely to be sought by government employers.

### Opportunities at NYU

NYU affords students many different ways to enhance their knowledge and understanding of government legal work.

- **Fellowships:** NYU launched the [Moelis Urban Law & Public Affairs Fellowship Program](#) in the fall of 2016, which, among other things, enables NYU students to focus their studies on community development, affordable housing, and other urban law and policy issues that interest them.
- **Coursework:** There are a vast number of courses at NYU that can help prepare you for a career in government. Besides various administrative law classes, NYU offers a seminar in Federal Budget Policy and Process, and classes that are specific to highly-regulated fields such as environmental law, immigration law and food and agriculture law. Check the [Academic & Courses website](#) for the courses being offered while you are enrolled at NYU.
- **Clinics/Externships:** NYU offers clinics and externships in many substantive areas in which the government plays a pivotal role (e.g., education policy and environmental policy) including the Educational Advocacy Clinic, the New York State Attorney General's Office Social Justice Externship and Economic Justice Externship, the Policing Project Externship, and the Environmental Law Clinic. NYU also offers clinics and externships that focus on the role of the government lawyer more generally, including the Government Civil Externship Clinics at the USAOs for the EDNY and the SDNY, the New York City Law Department Externship, and the Legislative and Regulatory Process Clinic. The Legislative and Regulatory Process Clinic is a one-semester clinic that takes place in Washington, DC and is led by Professors Sally Katzen and Robert Bauer. Participants in this clinic work as externs in a variety of federal government agencies. More information about NYU's clinic/externship offerings may be found at <http://www.law.nyu.edu/academics/clinics>.

### Internships

Virtually every government agency hires 2L and 1L summer interns. Interning is often the best way for you to get to know an agency, and for an agency to get to know you. Many government agencies that have NYC offices also offer term-time internships. For example, the Manhattan offices of the Federal Trade Commission (FTC), DOJ Antitrust and the SEC often hire term-time interns. For more information about finding a government internship, see the [Getting Hired](#) section below.

## Networking

Networking is the process of using relationships with people to gain information. Networking is a valuable way to learn about the day-to-day roles of particular types of lawyers, and to help identify and secure internships and jobs. Networking is as important for finding a government job as it is for finding any other job, even if the government agency that is hiring must use a competitive process. Your network can alert you to job openings before they are posted so you are at the front of the application line. Your network can help connect you to employers and put in a good word for you with decision-makers. Last but not least, a strong professional network is invaluable for providing insights about particular agencies that will never be publicly available. PILC encourages you to begin to cultivate a network as early as possible in your career.

## Getting Hired

### Federal Government Entry-Level Attorney Hiring

Many federal agencies hire entry-level attorneys primarily (and sometimes solely) through an “Honors Program.” Federal honors programs are competitive, provide excellent training and generally lead to permanent employment. In addition to providing you with an opportunity to further the missions of the agencies and the public good, agencies that hire entry-level attorneys also offer interesting and intellectually challenging work as well as significant responsibility early in your career. Most federal government honors programs are open to graduating students as well as judicial law clerks. Some programs, such as DOJ’s Honors Program, are also open to graduates completing fellowships such as Skadden or Equal Justice Works. Although some honors programs offer finite opportunities, many agencies use the programs as a way to hire permanent entry-level attorneys. And, even for those that offer finite opportunities, if you do good work, it is highly likely that you will be able to continue at the agency for as long as you like.

Entry-level federal government attorney jobs begin to be posted in mid-July, with the majority of postings “going live” on or about August 1. A few offices begin posting positions as early as June 1. The application periods for some of these positions begin to close by mid-August. Internships for 2Ls also begin to be posted in the [University of Arizona’s Government Honors & Internship Handbook](#) (the “Arizona Handbook”, password: icecream) as early as mid-July; postings can continue well into the spring.

Appendix C contains a table of many (but not all) federal honors programs with their most recent deadlines and information about their participation, if at all, in [NYU’s Early Interview Week \(EIW\) and On Campus Interviewing \(OCI\)](#). The table in [Appendix C](#) includes links to the websites of the agencies that have done entry-level hiring in the past, as well as the last known hiring deadlines for each agency. PILC recommends that you not wait for the last minute (the last 48 hours) to apply to an opening that is of great interest to you because, occasionally, federal agencies change their deadlines and, in all events, the online application systems can get overloaded in the 48 hours before an application period closes. In addition, many of the government websites, including that of DOJ, require you to manually input each part of the application. While you may be able to cut and paste from another document, DOJ’s system can destroy coding (including symbols and quotation marks), so you will need to proofread carefully to make sure you fix any of the mistakes created by cutting and pasting.

### Federal Administrative Law Judge, Law Clerk, and Attorney Advisor Hiring of 3Ls

The hiring process for law clerks and attorney advisors to administrative law judges varies by agency. A couple of offices, including the Drug Enforcement Administration and the Executive Office of Immigration Review, hire attorney advisors to assist their ALJs via honors programs such as DOJ’s Honors Program. More information about these programs may be found in the [Appendix B](#) section.

## State and Local Government Entry-Level Attorney Hiring

Federal honors programs are by no means the sole avenue for graduating 3Ls to obtain entry-level positions in government. There are many states and localities that run comparable honors programs. There are also fellowship opportunities that enable students to gain entry into the government sector (e.g., the [NYS Excelsior Fellowship Program](#)), but bear in mind that these fellowships may be for a finite period, and may not necessarily evolve into permanent positions.

Many of the best entry-level opportunities are found in state Attorney Generals' offices. These offices are the state equivalents of DOJ, in other words, each state's primary litigating arm. In recent years, the Attorney General's office of New York has *not* hired entry-level attorneys, but the Attorney Generals' offices of Connecticut and New Jersey have hired entry-level lawyers. The practices of individual offices do change from time to time.

The law departments of cities and counties such as the New York City Law Department and the Miami-Dade County Attorney's Office often hire entry-level lawyers. In fact, similar to large law firms in New York City, the New York City Law Department has a summer associate program for 2Ls, which it uses as its primary means for filling its entry-level level class of attorneys (about 55 attorneys) for the following year.

Even though many state and city executive agencies do not have formal hiring programs for entry-level attorneys, there can be occasional openings in these agencies. And governors' and mayors' offices often hire attorneys into counsel and policy positions.

Finally, remember that each state has the equivalent of most federal cabinet-level departments, e.g., the department of health, and openings for attorneys exist in state and local legislative and judicial branches of government.

Entry-level state and local government attorney jobs also begin to be posted in July, and the application periods for some of these entry-level positions begin to close by mid-August. The Washington State Attorney General's Honors Program, for example, was posted on May 10, 2018 and will close on August 15, 2018.

[Appendix D](#) contains a table of select state and local government agencies that have recently had a hiring program for entry-level attorneys. The table includes links to the websites of these agencies and the last known hiring deadlines for each agency.

State and local agencies may also post these opportunities on their agency's website and on the website for their state or locality so you should search for opportunities there in addition to consulting the resources described above. For example, the City of Palo Alto's Law Department and the New York City Law Department will post their openings in the [Arizona Handbook](#) (password: icecream), on their respective agency websites, and on their respective city's website.

## Special Considerations for 3Ls Considering Entry Level Jobs in Government

There are two important things to note about post-graduate government honors programs. 1) Some agencies, including the Pension Benefit Guaranty Corporation, typically hire entry-level attorneys strictly from their 2L summer intern classes. Other agencies, including the Federal Trade Commission, the Federal Communications Commission and the New York City Law Department, hire primarily from their 2L summer intern classes. 2) Some honors programs are not run every year. The US Environmental Protection Agency did not hire during the 2017-2018 academic year for a fall 2018 start date, but on June 9, 2018, the EPA began seeking just-graduated 3Ls for full time, paid (GS-11) Law Clerk positions in the OGC's Pesticides and Toxic Substances Law Office. After 1 year of successful performance, these Law Clerk positions are expected to be converted to permanent Attorney Adviser positions. The New York City Department of Housing and Preservation Development did not hire any fellows for the fall of 2018, but is expected to hire fellows for a two-year fellowship beginning in the fall of 2019.

## Finding 1L and 2L Summer Internships in the Government

Nearly every legal office in the federal government hosts summer interns, including some offices outside of Washington, DC. Many state and local government offices also hire summer interns. The fact that you are guaranteed funding from NYU makes you a particularly desirable candidate for offices that cannot compensate summer interns.

Federal, state and local government employers seeking 2Ls for summer internships begin posting openings as early as June for the following summer. The majority of federal government agencies post their 2L summer internship positions on or about July 31 and close the application period as early as mid-August. Some state and local government employers operate on a similarly early schedule.

Each year, one or two government employers attend [EIW](#) to hire 2Ls for the following summer. A much greater number attend [OCI](#). Although many of the government offices that hire 2Ls for the summer also hire 1Ls, under NALP rules, 1Ls may not apply for summer positions until after December 1. For this reason, agencies may re-post summer positions around Thanksgiving.

Each year, many government employers attend [NYU's Public Interest Legal Career Fair](#) in February. Some of these employers participate only in Table Talk, and do not hire through the Fair. However, a good number of government employers do actual hiring through the Fair, and even those that are officially only at the Fair for Table Talk often identify individuals that they wish to interview through Table Talk discussions. Several government employers, including the Social Security Administration, typically interview 1Ls during Spring OCI.

[Appendix E](#) to this Handbook contains a list of select of federal, state and local government employers that hire summer legal interns outside of Washington, DC.

## Pre-Clerkship Summer Internships in the Federal Government

A number of federal agencies, including DOJ and the State Department, offer paid summer employment for law graduates who will be starting clerkships in the fall. These internships are called “pre-clerkship” summers or “3L internships.” Some 3L summer interns study for the bar exam while working; others hold off on taking the bar until the following summer. Two prestigious DOJ components, the Office of Legal Counsel and the Office of the Solicitor General, only hire 3L interns.

## Term-Time Internships

Many government offices hire term-time interns. Although a few of these seek full-time interns, e.g., the New York office of the Securities and Exchange Commission, most offices are flexible. Term-time internships may be found through the [Arizona Handbook](#) (password: icecream). Many opportunities in New York City are posted on [CSM](#), so be sure to check CSM regularly. *Please keep in mind that NYU does not offer credit for term-time internships.*

# The Application Process

## Application and Interview Tips

- **Applying to Government Honors Programs When Your Grades Are Not Stellar:** Government employers may be grade-conscious but grades are just one factor that employers will consider when hiring law students. In fact, many recent NYU graduates who obtained federal government positions had average grades. Only a small number of offices, including Main Justice's Civil Appeals Section, Federal Programs Branch and Office of the Solicitor General, are very grade conscious. For most offices, demonstrated interest in the relevant subject matter and commitment to public service can trump grades. The fact that NYU does not rank students is helpful for this process (more about that below). Employers may also consider whether you have done well in classes relevant to the area in which you would like to practice. Job descriptions are often phrased to solicit applications from students in the top third of the class OR those with journal experience OR internship experience. So, while strong grades are helpful, do not take yourself out of the running if your grades are average or somewhat below average.
- **Including Your GPA:** Although NYU does not provide students with an official GPA, when you apply for jobs through USAJOBS and other government portals, some alumni recommend that you list your unofficial GPA on your resume as some government agencies have GPA cut offs, and failure to include a GPA may result in your application not being forwarded to the hiring office.
- **Applications that Request Class Rank:** PILC suggests that you inform the employer that NYU does not rank students. Most agencies that have hired NYU students are aware of this policy and will understand. However, if you are in contact with an employer who is pressing you for your ranking, feel free to contact a PILC counselor or refer the employer to PILC so we can explain the school's policy. Some students will be awarded honors at the end of their 2L or 3L years, in recognition of their standing in the top 10% or 25% of the class. If you have received one of these honors, the appropriate place to list this is under "Honors or Additional Information" on an application form, in place of class rank.
- **Using USAJobs:** Applications submitted through USAJobs.gov may be read by two very different audiences. The first review may be done by a Human Resources officer, who may know very little about the actual substance of the work, or even by a computer. It is important to identify key terms from the job posting, and work those precise words into descriptions of your qualifications. The second review will be done by the section chief or current staff members, so the application should be crafted to impress those readers as well.
- **Writing Samples:** A number of applications do not request a writing sample or ask only for a short writing sample. Be advised, however, that some of these offices will require a standard-length writing

sample if you are selected for a second round interview. Since there may be a quick turnaround time to submit that writing sample, we encourage you to have it prepared ahead of time.

- **Salary Information for Federal Government Jobs and Internships:** Most federal government employees are compensated based on a General Schedule (GS), which is set annually. Attorneys may also receive locality pay if they live in a more expensive part of the country. Recent law graduates usually start at GS-11 or GS-12. In 2017, an attorney at the GS-11 grade working in NYC earned at least \$70,111, which could jump to over \$100,000 after four years of service. For information on salaries for entry-level and experienced attorneys at DOJ, please see [www.justice.gov/legal-careers/attorney-salaries-promotions-and-benefits](http://www.justice.gov/legal-careers/attorney-salaries-promotions-and-benefits). For General Schedule and Locality Pay tables, including a salary calculator, see [OPM's salary tables](#). Assistant US Attorneys are compensated under a different pay scale than other DOJ attorneys.

The GS Scale allows some room for candidates to negotiate their salaries by requesting an “advance in hire rate,” also known as a “superior qualifications appointment,” based on their qualifications. For more information, [please check out OPM's Fact Sheet](#). As always, be sure to negotiate in a manner that maintains good will even if the employer is unable or unwilling to meet your requests.

Agencies that belong to the Federal Financial Institutions Examination Council (such as the Federal Reserve Board, the Federal Deposit Insurance Corporation, the Securities Exchange Commission, and the Office of the Comptroller of the Currency), pay significantly above the GS scale. For example, in 2018, a law graduate in the FDIC Honors Program in Washington, DC will earn \$103,201. Pay rates are typically set early in the calendar year.

Many federal offices hire paid interns in addition to volunteers. For 1Ls, compensation for paid internships is generally based on the GS-7 scale, while 2Ls are typically paid based on the GS-9 scale. The Federal Financial Institutions Examination Council agencies also pay their interns significantly more than other government agencies. PILC provides funding for all 1Ls and 2Ls who spend their summers working in government, although there are salary caps for students who receive additional funding from another source. More information about NYU's summer funding program may be found [here](#).

### Citizenship Requirements and Background Checks

Virtually every federal government agency conducts a background check on any attorney or legal intern that it plans to hire regardless of whether the position requires high level security clearance. In addition, nearly all federal government agencies require candidates to complete a lengthy questionnaire about everything from past employment and residence to criminal history and drug use. Among the other factors that will be considered are tax filing and payment history, credit history, and an applicant's candor. DOJ also typically asks interns (including students who are externing at a US Attorney's Office as part of an NYU clinic) and permanent hires to provide information concerning any past treatment by mental health counselors.

If you have any concerns about undergoing a background check, we encourage you to speak with a PILC counselor. It bears repeating that students enrolling in government clinics and externships will be required to pass a background check.

Most attorney jobs with the federal government are open exclusively to US citizens. DOJ, for example, requires all employees and interns to be US citizens. If you are a non-citizen – even if you are a permanent resident – please consult [www.usajobs.gov/Help/working-in-government/non-citizens/](http://www.usajobs.gov/Help/working-in-government/non-citizens/) for guidance.

- **A Note about Drug Use:** The recency and frequency of any drug use will be considered by DOJ and other agencies, as will use in a state where the drug was purchased/used lawfully . While recent drug use may bar a student from an internship during law school, the Office of Attorney Recruitment and Management (OARM) at DOJ has told PILC that such drug use does not mean that the candidate is forever barred from employment by the DOJ. *You should always be truthful about your background, including your use of drugs.*
- **Dual Citizenship:** Holding dual citizenship usually does not bar employment by federal government agencies, including DOJ. Indeed, numerous students and alumni of NYU have been employed by the DOJ notwithstanding their dual citizenship. That said, security clearance may be delayed due to a candidate's dual citizenship. Please be advised that DOJ routinely asks dual citizens to submit a letter stating that they would be willing to renounce their non-US citizenship if asked (though it is rare that they actually ask candidates to renounce that citizenship).
- **International Travel and Residence:** Generally, travel abroad is not an impediment to hiring by federal government agencies, including the DOJ, though it may lengthen the time required to do a background check. For this reason, if you have traveled extensively, you should submit background paperwork as early as possible. If you have lived abroad during the last five years, you may have some issues with clearance. Students and attorneys need to have lived in the U.S. three (3) of the past five (5) years. Unless you fall within one of the excepted categories, e.g., federal or military employees, or dependents of federal or military employees serving overseas, candidates who have *lived* outside the United States for two of the past five years will almost certainly not be approved for appointments by the Department Security Staff.
- **Candidates' Use of Social Media:** The federal government will review applicants' social media posts as part of the security clearance process.
- **How PILC Can Help:** If you have concerns about your background check or security clearance, a PILC counselor will gladly contact the hiring arm of the agency to which you are applying in order to get some guidance. These offices have been responsive to NYU's inquiries in the past, and because of the volume of inquiries they receive, a PILC counselor is more likely to get a prompt response

than an individual applicant. DOJ's hiring arm, OARM, will not respond to any candidate who does not have an offer of employment from DOJ.

- **State and Local Government Background Checks and Related Matters:** Many attorney jobs in state and local government are open to non-citizens. New York State and New York City, for example, frequently hire non-citizens. (The NYS Excelsior Fellowship does, however, require fellows to be US citizens.) Although many state and local government agencies conduct background checks, they often are less extensive than the background checks conducted by federal agencies.

### Applying to be an intern or entry-level attorney at DOJ

The DOJ has three programs for law students and new attorneys:

1. The Summer Legal Internship Program (SLIP) (2L & pre-clerkship summers), which is a paid internship program
2. The Attorney General's Honors Program (post-graduate employment for 3Ls and judicial clerks or fellows who have not had other jobs after law school)
3. The Volunteer Internship Program (1L & 2L summers), which is an unpaid internship program

### SLIP and Honors Program "Participating Components"

The DOJ is a large institution with many parts, known as components, and applicants must choose or rank components. Large components are usually called divisions, e.g., Antitrust, Civil Rights, Criminal, Environment & Natural Resources and National Security. Each of these divisions has sections and offices within them. In addition, other offices that fall under the DOJ umbrella, such as the DEA and the Federal Bureau of Prisons often hire, and are listed as separate participating components in the DOJ SLIP and Honors Program. A complete list can be found at [www.justice.gov/agencies](http://www.justice.gov/agencies). Each year, the components participating in the Honors Program may be found at [www.justice.gov/legal-careers/honors-program-participating-components](http://www.justice.gov/legal-careers/honors-program-participating-components), and are usually announced on or about July 31.

The DOJ component that typically hires the largest number of new attorneys is the Executive Office for Immigration Review (EOIR). EOIR attorneys serve as law clerks to immigration administrative law judges throughout the country. There are usually a few opportunities for clerkships with non-immigration administrative law judges available through the DOJ Honors Program. These clerkship opportunities are usually through the Drug Enforcement Administration (DEA). DEA administrative law judges conduct formal hearings in connection with enforcement and regulatory cases brought by the DEA under federal statutes.

### Completing the SLIP and Honors Program Applications

DOJ uses the same on-line application and essay questions for SLIP and the Honors Program. There are two essay questions, plus space for additional information. The questions are:

1. Why do you want to work for the Department of Justice and what attracts you to the components you selected?
2. If you could tell the selecting official one thing about yourself, what would it be?

The first question is an opportunity to establish that you have researched and carefully selected the components to which you are applying. The second question is more or less a personal statement. Be sure to research the components you rank carefully.

Applicants should think carefully when ranking components, as employers take the rankings seriously. In most cases, the component will be one of the large Divisions (e.g., Antitrust, Criminal, Civil, Civil Rights, Tax) as opposed to the smaller sections within the Division. The Civil Division, however, identifies the particular sections as distinct components and, by doing so, allows applicants to rank sections within the Civil Division. Other Divisions do not permit applicants to rank the sections that interest them, and simply permit you to rank the Division as a single component (although you will be informed which sections are seeking interns/attorneys). Applicants may rank up to three components, but many components have informed PILC that they will only consider applicants who rank them first or second. Applicants should try to harmonize their rankings so that they make sense and do not seem random. For example, a student who wants to do criminal work should select all criminal law/enforcement/national security components, while a student who wants to do civil work should rank only civil components. Should you have a demonstrated interest in components in different areas of law, you should try to shed light on your selections in your essays. You should feel free to rank just one or two components if those are the only ones that interest you. Once you complete your application, you can log in any time to check the status.

A tip about DOJ's application process: after your interview, it may be helpful to have a recommender call or email one of the attorneys on your interview panel. For this reason, be sure to get the names and business cards of your interviewers. PILC counselors are available to speak with you at any time during the process.

### Applying to Volunteer Internship Positions at DOJ

Although a paid position through SLIP is certainly desirable, all interns at DOJ (whether paid or volunteer) are treated exactly the same. In fact, many DOJ attorneys have told us that they do not know which interns are paid and which are volunteers. So if DOJ is your first choice for your 2L summer, do not just apply to SLIP, apply as a volunteer directly to your top-choice components as well. PILC will provide you with funding if you decide to take an unpaid internship with DOJ during your 1L and/or 2L summer. See [www.justice.gov/legal-careers/volunteer-legal-internships](http://www.justice.gov/legal-careers/volunteer-legal-internships) for information and listings. The application process for volunteer positions is decentralized, which means you may apply as a 2L or a 1L for any component that is interesting to you. Notably, while a limited number of components participate in the SLIP program, virtually every DOJ component hires summer interns. Since the SLIP Program is not available to 1Ls, the DOJ does all of its 1L hiring through its volunteer internship program.

## Additional Career Options for Lawyers in Government

### Presidential Management Fellows Program

Individuals who want to focus on public policy should look beyond “attorney” positions. An excellent pathway to federal policy-making is the Presidential Management Fellows Program (PMF). The PMF is a two-year post-graduate fellowship that places hundreds of students in public policy and management positions within executive agencies. Each year, different agencies opt to participate in the PMF.

PMF usually accepts applications during a two-week window that begins around late September or early October. PILC will post the application dates in the Docket and on CSM as soon as they are released. Once you are selected as a PMF fellow, you still need to apply for and receive an offer of placement from an agency. Candidates typically have 12 months to find a placement. For more information, see <https://www.pmf.gov/become-a-pmf/2018-application/>. Although placements usually are not in legal positions, PMF fellows are often given an opportunity to do a 6-month rotation in another agency or office within an agency, which may enable you to have an experience doing legal work. An overview of the PMF application process for 2018 is available at <https://www.pmf.gov/become-a-pmf/2018-application.aspx>. At the time of publication of this Handbook, an overview of the 2019 application process was not yet available.

### Legislative Counsel Positions

Individual legislators and committees hire attorneys. These opportunities often usually found through networking. From time to time, jobs for individual legislators may be posted on [CSM](#) or found on [www.indeed.com](http://www.indeed.com) and other websites, a few of which are listed below:

- For campaign and Capitol Hill jobs, check [groups.google.com/group/jobsthatareleft?hl=en](https://groups.google.com/group/jobsthatareleft?hl=en), <http://thehill.com/resources/classifieds/employer>, and <http://hillzoo.com/>.
- [Roll Call Jobs](#) features jobs in government affairs and lobbying.
- Opportunities to work in the US Senate may be found here: [www.senate.gov/employment/po/positions.htm](http://www.senate.gov/employment/po/positions.htm).
- Opportunities in the U.S. House of Representatives are posted on [www.house.gov/content/jobs/](http://www.house.gov/content/jobs/).

### Fellows Program, US Supreme Court

Each year, the US Supreme Court hires 4 fellows who have a demonstrated interest in the judiciary process and approximately 2 years of relevant professional experience for a 1-year, paid (GS-15, Step 3) program. Fellows are placed with the Supreme Court, the Administrative Office of the United States Courts, the Federal Judicial Center and the United States Sentencing Commission. The program provides fellows with practical exposure to judicial administration, policy development and education. Fellows typically have 2 or more years of professional experience, and there is a preference for applicants who are completing judicial clerkships. [More information can be found here.](#)

## Appendix A: Timelines for Law Students Seeking Government Jobs

## 1L YEAR: Fall

- Update your resume.
- Make a list of organizations to which you want to apply with their application deadlines.
- Meet with a PILC Counselor after October 15.
- Attend government events and information sessions, and check the docket regularly for details.
- Apply to competitive government offices on or around December 1. Under NALP rules, 1Ls may not apply for summer positions until December 1.
- If you are open to a wide variety of government offices, apply to less competitive offices after exams.
- If you are considering a career in urban law and policy, attend the information session on October 2 from 1-2pm in Furman Hall 214 about the new Moelis Urban Law & Public Affairs Fellowship Program.
- Check the websites of the government offices where you are applying to find out when they are accepting applications and how to apply. Follow the application instructions carefully!
- Sign up for [PILC Summer Funding](#) and the [PILC Fair](#)—separate registration is REQUIRED!—no later than December 1. All JD students are eligible for summer funding if they work in the public sector. You may receive summer funding regardless of whether you receive financial aid.

## 1L YEAR: Spring

- Attend the PILC Fair on February 7-8, 2019 (advanced registration is required).
- If you are interested in the US Department of Justice (DOJ), attend the info session about the application process for the DOJ Student Legal Internship Program (SLIP) in March 2019.
- Attend the information session on government summer internship opportunities for rising 2Ls if you are interested in spending your 2L summer working for a federal, state or city government agency.
- As you plan for 2L year, start thinking about areas of interest (Antitrust, Tax, Environment, etc.) and take courses in those areas.
- Another good way to signal an interest in government, especially for those who may work for a law firm after their second year, is to take a clinic/externship such as the [Government Civil Litigation Externships](#) in the Eastern or Southern District of New York or to do a term-time internship with a government agency. At least several federal government agencies offer term-time internships in their New York (Region 2) offices.

## 1L YEAR: Summer

- Check which employers are coming to Early Interview Week (EIW), as each year a few government employers interview 2Ls.
- Attend the PILC/Guarini Summer Series in Washington, DC. If you are not in DC for the summer, check in with a PILC counselor about this event so that we can help you arrange to attend it!
- Beginning on or about July 15, check the University of Arizona's [Government Honors & Internship Handbook](#) (the "Arizona Handbook," 2018-19 Password is **icecream**) for the latest deadline

information. Many government employers have early deadlines. For example, the DOJ's SLIP application is always due the Tuesday after Labor Day.

- Beginning in late August, check weekly to see who is coming to fall On Campus Interviewing (OCI), as many government employers interview 2Ls.

## 2L YEAR: Fall

- Continue checking to see if government employers are attending fall OCI and apply for interviews accordingly.
- Keep checking the [Arizona Handbook](#) (2018-19 Password is **icecream**) as new government summer internships can open up.
- Attend government events and information sessions. Check [the Docket](#) regularly for details.
- Sign up for [PILC Summer Funding](#) no later than December 1 if you plan to spend at least 8 weeks of your summer working for a government employer. All JD students are eligible for summer funding if they work in the public sector. You may receive summer funding regardless of whether you receive financial aid.

## 2L YEAR: Spring

- Consider attending the [PILC Fair](#) in February.
- Check to see which government employers are attending Spring OCI and apply for interviews accordingly.
- Consider applying to the [DC Legislative and Regulatory Process Clinic](#).
- If you may be interested in a post-grad position at DOJ, attend the info session about the DOJ Attorney General's Honors Program in March 2019.

## 2L YEAR: Summer

- Check which employers are coming to Early Interview Week (EIW), as each year a few government employers interview 3Ls for post-grad jobs.
- Attend the PILC/Guarini Summer Series in Washington, DC. If you are not in DC for the summer, check in with a PILC counselor about this event so that we can help you arrange to attend it!
- Beginning on or about July 15, check the [Arizona Handbook](#) (2018-19 Password is **icecream**) for the latest deadline information. Many government employers have early deadlines. For example, DOJ's Honors Program application is always due the Tuesday after Labor Day.
- Beginning in late August, check weekly to see who is coming to fall On Campus Interviewing (OCI), as many government employers interview 3Ls.

## 3L YEAR: Fall

- Continue checking to see if government employers are attending fall OCI and apply for interviews accordingly.

- Keep checking the [Arizona Handbook](#) (2018-19 Password is **icecream**) for the latest deadline information.
- If you are considering working for the government in a non-legal capacity, consider applying for the [Presidential Management Fellows \(PMF\) Program](#). The application usually is open for 14 days beginning in or about late September.
- Refer to/use [USAJOBS.gov](#), which is the federal government hiring clearinghouse.
- Check individual agency websites. Some government agencies will have an occasional opening for entry-level attorneys.

### 3L YEAR: Spring

- Continue checking the [Arizona Handbook](#) (2018-19 Password is **icecream**) and [CSM/Symplicity](#) because some post-grad federal Honors Programs, administrative law clerk positions, and state honors and/or fellowship programs have deadlines in the spring.
- Check [CSM/Symplicity](#) regularly as government offices will post opportunities as they arise.

## Appendix B: Resources for Conducting a Search for Government Jobs and Internships

## Resources for Conducting a Government Job or Internship Search

There are many ways to find legal work in the government through NYU Law, and there are even more publicly available avenues to identify attorney jobs in the federal government, as well as in state and local government.

## Early Interview Week and On Campus Interviewing for Post-Grad and 2L Summer Intern Hiring

Some government offices interview students for post-grad or 2L summers jobs on campus. Typically, a few come to [Early Interview Week](#) (EIW) in August, while others attend fall [On Campus Interviewing](#) (OCI). Among the government employers that have recently come to EIW or OCI to hire 3Ls are the US Department of State, the Office of the Comptroller of the Currency, the Federal Trade Commission, the US Department of Labor, the New York City Law Department and the Internal Revenue Service. The US Department of State, the Federal Reserve Board, the New York City Law Department and the Social Security Administration have come to campus during EIW or OCI to hire 2Ls for summer jobs. We strongly encourage you to keep abreast of EIW and OCI schedules and bidding deadlines by continually checking CSM. OCI bidding opens on August 25, 2017.

## PILC Fair and Spring OCI for 1L Summer Intern Hiring

A number of government offices interview students for 1L summer jobs at the PILC Fair, and a few others may participate in Spring OCI. 1Ls should sign up for the PILC Fair by the December 1 deadline. Bidding on employer interview slots takes place in January, but if you have not signed up to attend the Fair, you will not be eligible to bid!

## CSM/Symplicity

Government employers often post attorney positions and internships on NYU Law's proprietary system, [CSM/Symplicity](#). You should therefore check CSM frequently.

## Equal Justice Works Conference and Career Fair

Each fall, [Equal Justice Works](#) hosts a conference and career fair that public interest employers, including government agencies, attend to interview candidates for entry-level attorney positions and summer internships. NYU Law will subsidize the registration fee for students wishing to attend this conference. This year, student registration opens on August 14, 2017 and closes on September 13, 2017.

## USAJobs

Most attorney positions in the federal government are filled through a competitive application process, and most agencies post their openings on [USAJobs](#). Some agencies that hire attorney advisors to assist their ALJs on an as-needed basis also post positions on USAJobs.

## The Arizona Handbook

The best place to find entry-level positions and internships in the federal government is by checking the University of [Arizona's Government Honors & Internship Handbook](#), which is commonly known as the "Arizona Handbook," and which is available to our students for free. Many state and some local government offices (e.g., Washington State and Colorado Attorneys General) fill entry-level attorney positions through their own form of an honors program, and some of these programs also are posted in the Arizona Handbook. The password for the Arizona Handbook this year is **icecream** (it changes every July).

## The Plum Book

A smaller number of federal government attorney positions are filled through political appointments, which are posted in the [United States Government Policy and Supporting Positions](#), commonly known as the "Plum Book." The Plum Book is posted every four years, immediately after the presidential election. In 2012, when the last Plum Book was published, there were more than 8,000 positions available. For lawyers, there were positions in the White House Counsel's office and the Vice President's Office, and there were General Counsel, Deputy Counsel and Chief Counsel positions in various executive agencies, as well as many special advisor positions. More information about these positions, their classification within the civil service system, as well as the tenure of particular positions may be found in each Plum Book publication.

## PSJD, Idealist and Indeed

Many government employers post on more general job search websites, including [PSJD](#), [Idealist](#), and [Indeed](#).

## The National Association of Attorneys General (NAAG) Website

To find out the latest developments in the offices of the state Attorneys General throughout the country, including job opportunities, visit the website of the [National Association of Attorneys General](#).

## Administrative Law Judge (ALJ) Law Clerk and Attorney Advisor Hiring

There are more than a handful of federal government agencies that have recently hired 3Ls for positions assisting their ALJs, and they have posted as follows:

- [Atomic Safety and Licensing Board, Nuclear Regulatory Commission](#)
- [Department of Agriculture](#)
- [Department of Health and Human Services, Departmental Appeals Board](#)
- [Department of Labor](#) (Note: various offices nationwide hire, and each of these offices has its own process and deadline)

- [Federal Energy Regulatory Commission](#) (Applications are typically accepted between January and March of a student's 3L year)
- [Federal Mine Safety and Health Review Commission](#) (Hiring is done on an as-needed basis, and applications are typically accepted in the spring of a student's 3L year)
- Securities and Exchange Commission: Hiring of ALJ law clerks is done on an as-needed basis, and when available, openings will be posted on [USAJobs](#) and [www.sec.gov/alj](http://www.sec.gov/alj).

## Appendix C: Table of Select Federal Government Employers for 3Ls

Agency, Fellowship, Website	Location	Last Known or Current Deadline	Practice Area	Notes	NYU Alumni contact(s)	NYU Contact Email
Administrative Conference of the United States <i>The Williams Fellowship</i> <a href="https://www.acus.gov/williams-fellowship">https://www.acus.gov/williams-fellowship</a>	Washington, DC	Rolling	Administrative Law	Hiring occurs on an ongoing basis and there is no set date on which the fellowship will begin or end.		
U.S. Air Force <i>Judge Advocate General (JAG)</i> <a href="https://www.airforce.com/careers/specialty-careers/jag/overview">https://www.airforce.com/careers/specialty-careers/jag/overview</a>	McGuire Air Force Base, NJ	Interviewing during fall OCI	Various	3Ls must submit all application materials online on or before the 10th of the month (i.e., March 10, September 10 and November 10) prior to the selection board that you elect.		
U.S. Army <i>Judge Advocate General (JAG)</i> <a href="https://www.goarmy.com/jag.html">https://www.goarmy.com/jag.html</a>	Various – domestic and abroad	3Ls must submit online application no later than 11/1/18. This employer is participating in fall OCI on 9/25/2018 for 2Ls for Fort Belvoir, VA and for 3Ls for various locations.	Various	3Ls applying for active duty and reserve duty positions follow different procedures	Josh Rosenthal '18 (Army Reserves)	<a href="mailto:jar951@nyu.edu">jar951@nyu.edu</a>
					Karsten Erickson '17	<a href="mailto:kee276@nyu.edu">kee276@nyu.edu</a>
U.S. Army Corps of Engineers <i>Chief Counsel's Civilian Honors Program</i> <a href="http://www.usace.army.mil/ChiefCounselOffice/HonorsProgram.aspx">http://www.usace.army.mil/ChiefCounselOffice/HonorsProgram.aspx</a>	Various	10/15/2018	Various (see website)	Typically, this office comes to fall OCI, but no date available as of date of publication	Carolyn Kelly '10, carolyn.e.kelly@usace.army.mil	<a href="mailto:carolyn.e.kelly@usace.army.mil">carolyn.e.kelly@usace.army.mil</a>
Central Intelligence Agency <i>Legal Honors Program</i> <a href="https://www.cia.gov/careers/opportunities/support-professional/attorney.html">https://www.cia.gov/careers/opportunities/support-professional/attorney.html</a>	Washington, DC	Rolling; typically opens on June 1.	Government Security	In the past, the deadline has been rolling for post-grad positions. For 2L summer positions, application opens on June 1 and best to apply early.	For name and contact info for a recent grad, please contact PILC	
Civilian Board of Contract Appeals <a href="http://www.cbca.gov/board/honorsattorney.html">http://www.cbca.gov/board/honorsattorney.html</a>	Washington, DC	Last known date 9/30/2017	Government Contract Disputes			

<p>Comptroller of the Currency, Department of the Treasury</p> <p><i>Chief Counsel's Employment Program for Law Graduates</i></p> <p><a href="https://careers.occ.gov/careers/explore/business-and-operations/legal/honors-attorney.html">https://careers.occ.gov/careers/explore/business-and-operations/legal/honors-attorney.html</a></p>	Various	No Honors Program commencing in fall 2019	Banking Regulation	<p>If you wish your resume to be kept on file, you may send a cover letter and resume to Almonte, Jason</p> <p><a href="mailto:Jason.Almonte@occ.treas.gov">Jason.Almonte@occ.treas.gov</a> and address the cover letter to Jason Almonte, Esq., Special Counsel, Office of the Comptroller of the Currency, US Treasury Department</p>	Kevin Kirby '17	<a href="mailto:ksk382@nyu.edu">ksk382@nyu.edu</a>
<p>Congressional Research Services</p> <p><i>American Law Division, CRS Law Recruit Program</i></p> <p><a href="http://www.loc.gov/crsinfo/opportunities/law-recruit.html">http://www.loc.gov/crsinfo/opportunities/law-recruit.html</a></p>	Washington, DC	Last known date 11/1/2017	Legislative			
<p>Consumer Financial Protection Bureau</p> <p><i>Office of General Counsel, Enforcement Division</i></p> <p><a href="https://www.consumerfinance.gov/about-us/careers/students-and-graduates/">https://www.consumerfinance.gov/about-us/careers/students-and-graduates/</a></p>	Washington, DC	Last known deadline was 9/10/2017	Consumer Financial Fraud	Note: Mary McLeod '77 is the General Counsel	Adrienne Warrell '14	<a href="mailto:awarrell@gmail.com">awarrell@gmail.com</a>
<p>U.S. Copyright Office</p> <p><i>Barbara A. Ringer Copyright Honors Program</i></p> <p><a href="http://copyright.gov/about/special-programs/ringer.html">http://copyright.gov/about/special-programs/ringer.html</a></p>	Washington, DC	9/15/2018	Copyright	Hiring typically occurs by the end of March		
<p>Court of Appeals for the Second Circuit Staff Attorney's Office</p>	New York, NY	Interviewing at OCI	Judiciary	Last deadline was Oct. 17, 2016	Leonid Grinberg '18	<a href="mailto:lq2651@nyu.edu">lq2651@nyu.edu</a>
<p>Court of Appeals for the Third Circuit Staff Attorney's Office</p> <p><a href="http://www.uscourts.gov/careers">http://www.uscourts.gov/careers</a></p>	Philadelphia, PA	Mid-October	Judiciary			
<p>U.S. Department of Energy</p> <p><i>Honors Attorney Program</i></p> <p><a href="http://energy.gov/gc/honors-attorney-program">http://energy.gov/gc/honors-attorney-program</a></p>	Washington, DC	Has not hired 3Ls in several years; used to hire every other year.	Energy	Last recruitment deadline was Oct. 10, 2014	K.C. Michaels '12	<a href="mailto:kenneth.c.michaels@gmail.com">kenneth.c.michaels@gmail.com</a>

<p>U.S. Department of Homeland Security</p> <p><i>Honors Attorney Program, Office of General Counsel</i></p> <p><a href="https://www.dhs.gov/homeland-security-careers/honors-attorneys">https://www.dhs.gov/homeland-security-careers/honors-attorneys</a></p>	Washington, DC	9/4/2018	Various; National Security, Cybersecurity	OGC will accept applications for the 2019 Honors Attorney Program from August 1, 2018.	Brian Eschels '16	<a href="mailto:bpe215@nyu.edu">bpe215@nyu.edu</a>
<p>U.S. Department of Housing &amp; Urban Development</p> <p><i>Office of General Counsel Legal Honors Program</i></p> <p><a href="https://www.hud.gov/program_offices/general_counsel/legal_honorsprogram">https://www.hud.gov/program_offices/general_counsel/legal_honorsprogram</a></p>	Washington, DC, and regional offices nationwide	Check website starting late-summer/early fall 2018.	Housing	OGC will accept applications for the 2019 Honors Attorney Program from August 1, 2018.		
<p>U.S. Department of Justice</p> <p><i>Attorney General's Honors Program</i></p> <p><a href="https://www.justice.gov/legal-careers/entry-level-attorneys">https://www.justice.gov/legal-careers/entry-level-attorneys</a></p>	Washington, DC, and Various	9/4/2018	Various	The application opens on July 31st and closes the Tuesday after Labor Day.	Leah Calvo '15	<a href="mailto:leah.r.calvo@gmail.com">leah.r.calvo@gmail.com</a>
					Andrew Grubin '15 (AFMLS)	<a href="mailto:andrew.d.grubin@gmail.com">andrew.d.grubin@gmail.com</a>
					Allison Nichols '15 (USAO SDNY)	<a href="mailto:allisonnichols@gmail.com">allisonnichols@gmail.com</a>
<p>U.S. Department of Justice</p> <p><i>Bristow Fellowship, Solicitor General's Office</i></p> <p><a href="https://www.justice.gov/osg/employment-opportunities#bristow">https://www.justice.gov/osg/employment-opportunities#bristow</a></p>	Washington, DC	9/1/2018	Appellate Litigation	Applications are accepted between July 15 and September 1 of the preceding year. Fellows are appointed for a one-year period typically starting in July.		
<p>U.S. Department of Labor</p> <p><i>Office of the Solicitor Honors Program</i></p> <p><a href="https://www.dol.gov/sol/honorsprogram/how-to-apply.htm">https://www.dol.gov/sol/honorsprogram/how-to-apply.htm</a></p>	Washington, DC, and Various	10/5/2018	Employment, Labor		Katherine Mastman '09	<a href="mailto:katymastman@gmail.com">katymastman@gmail.com</a>
<p>U.S. Department of State</p> <p><i>New Attorney Program, Office of Legal Adviser</i></p> <p><a href="http://www.state.gov/s/l/3190.htm">http://www.state.gov/s/l/3190.htm</a></p>	Washington, DC	9/1/2018	Various; Foreign Policy; International Law	Typically will participate in fall OCI on 9/12/2018 for 2Ls and 3Ls.		

Environmental Protection Agency <i>Office of the General Counsel's Honors Fellowship Program</i> <a href="https://www.epa.gov/careers/honors-legal-fellowship-program-epas-office-general-counsel-ogc">https://www.epa.gov/careers/honors-legal-fellowship-program-epas-office-general-counsel-ogc</a>	Washington, DC	2/1/2019.	Environmental; Administrative Law	Two-year fellowship.	Tom Glazer '12	<a href="mailto:tom.glazer@gmail.com">tom.glazer@gmail.com</a>
Environmental Protection Agency <i>Regional Honors Attorney Fellowship</i>	Various	Check website	Environmental	Deadlines not available as of date of publication		
Federal Communications Commission <i>Attorney Honors Program</i> <a href="https://www.fcc.gov/general-counsel/general/attorney-honors-program">https://www.fcc.gov/general-counsel/general/attorney-honors-program</a>	Washington, DC	Check website	Communications	Two-year program. Last known deadline was Sept. 11, 2017		
Federal Deposit Insurance Corporation <i>Legal Division Honors Program</i> <a href="https://www.fdic.gov/about/legalhonors/application.html">https://www.fdic.gov/about/legalhonors/application.html</a>	Washington, DC	9/30/2018	Banking Regulation	Must apply online. Minimum B average or equivalent or be in the top 33% of your law school class required.		
Pension Benefit Guaranty Corp. <i>Office of Chief Counsel</i>	Regional Offices: Atlanta, Boston, Dallas, San Francisco, & Washington, DC	Participating in fall OCI on 9/14/18 for paid 2L internship program	Bankruptcy; ERISA	Sometimes hires 3Ls at the end of the 2L summer internship. Check Arizona Handbook and www.usjobs.gov for any online application process		
Federal Reserve Board <a href="https://www.federalreserve.gov/careers/attorney.htm">https://www.federalreserve.gov/careers/attorney.htm</a>	Washington, DC	Attending EIW 2018	Banking	Typically hires 2Ls for summer or term-time internships. Sometimes does entry-level post-grad hiring		
Federal Trade Commission <i>Entry Level Attorney Program, Bureau of Competition</i> <a href="https://www.ftc.gov/about-ftc/bureaus-offices/bureau-competition/careers-bureau-competition/attorney-hiring-bureau-0">https://www.ftc.gov/about-ftc/bureaus-offices/bureau-competition/careers-bureau-competition/attorney-hiring-bureau-0</a>	Washington, DC	Participating in fall OCI on 9/5/2018. Online deadline is 9/10/2018.	Antitrust; Business & Competition		Charlotte Slaiman '14,	<a href="mailto:charbar10@gmail.com">charbar10@gmail.com</a>
					Rebecca Weinstein '16,	<a href="mailto:Rew269@nyu.edu">Rew269@nyu.edu</a>

Internal Revenue Service, Department of Treasury <i>Office of Chief Counsel Honors Attorney Program</i> <a href="https://www.jobs.irs.gov/resources/job-descriptions/apply-office-chief-counsel">https://www.jobs.irs.gov/resources/job-descriptions/apply-office-chief-counsel</a>	Various	Participating in fall OCI on 9/6/2018 (3Ls, 2Ls; LLMs). LLMs should also promptly check in with Clara Solomon in OCS	Tax		Andrew Wass '14	<a href="mailto:Awass17@mac.com">Awass17@mac.com</a>
U.S. Marine Corps <i>Judge Advocate General (JAG)</i> <a href="https://www.marines.com/becoming-a-marine/officer/marine-corps-law-program.html">https://www.marines.com/becoming-a-marine/officer/marine-corps-law-program.html</a>	Various locations domestically with opportunities to deploy abroad	Participating in fall OCI on 10/1/2018	Various	Applicants usually must apply online. Recruiting contact is First Lieutenant Brittany Oman who may be reached at <a href="mailto:brittany.oman@marines.usmc.mil">brittany.oman@marines.usmc.mil</a>	David Jastrab '16	<a href="mailto:djastrab@gmail.com">djastrab@gmail.com</a>
National Labor Relations Board <i>Honors Program</i> <a href="https://www.nlr.gov/who-we-are/careers/honors-program-application">https://www.nlr.gov/who-we-are/careers/honors-program-application</a>	Washington, DC, and Regional Offices		Labor	This office used to hire each fall, but has not run its Honors Program since the fall of 2016	Jeanette Markle '10,	<a href="mailto:jeanettehaton@gmail.com">jeanettehaton@gmail.com</a>
National Security Agency (NSA) <a href="https://www.nsa.gov/careers/">https://www.nsa.gov/careers/</a>	Washington DC		National Security; Administrative Law; International Affairs	Agency participated in EIW several years ago. Check online for any openings. Security clearance takes close to one year		
National Oceanic and Atmospheric Administration <i>Attorney Honors Program, Office of General Counsel</i> <a href="https://www.gc.noaa.gov/honors_program.html">https://www.gc.noaa.gov/honors_program.html</a>	Washington, DC, and Regional Offices	Check website	Natural Resources Conservation	Last known deadline was 11/16/17	Regina Hsu '17	<a href="mailto:rjh422@nyu.edu">rjh422@nyu.edu</a>
U.S. Navy <i>Judge Advocate General (JAG)</i> <a href="http://www.jag.navy.mil/careers_careers/opportunities_sp.html">http://www.jag.navy.mil/careers_careers/opportunities_sp.html</a>	Various	10/12/2018	Various		Amy Zajac '16	<a href="mailto:acz255@nyu.edu">acz255@nyu.edu</a>
					Ann Preiss '14	<a href="mailto:avp987@gmail.com">avp987@gmail.com</a>
Nuclear Regulatory Commission <i>Honor Law Graduate Program</i> <a href="http://www.nrc.gov/about-nrc/employment/honor-law.html">http://www.nrc.gov/about-nrc/employment/honor-law.html</a>	Washington, DC	No deadline available as of date of publication.	Environmental law	Last known deadline was 09/08/17	Joseph Lindell '11	<a href="mailto:jal596@nyu.edu">jal596@nyu.edu</a>

<p>U.S. Office of Personnel Management</p> <p><i>Presidential Management Fellows Program</i></p> <p><a href="https://www.pmf.gov/becomeapmf/index.aspx">https://www.pmf.gov/becomeapmf/index.aspx</a></p>	Washington, DC	Last year, OPM accepted applications from 10/23/17 - 11/6/17. Start checking website on September 1.	Various; Policy	Last known deadline was 11/6/17 <a href="https://www.pmf.gov/become-a-pmf/2019-application/">https://www.pmf.gov/become-a-pmf/2019-application/</a>	Leigh Hartman '16	<a href="mailto:leigh.hartman@law.nyu.edu">leigh.hartman@law.nyu.edu</a>
<p>U.S. Postal Service</p> <p><i>Law Department Honor Attorney Program, Office of the General Counsel</i></p> <p><a href="http://about.usps.com/careers/welcome.htm">http://about.usps.com/careers/welcome.htm</a></p>	Washington, DC and 7 Field Offices	Check website	Administrative law; commercial litigation; procurement; labor and employment; and appellate litigation	Three-year Honors Program usually leading to a permanent position	Caroline Rieger Brownlie '07	<a href="mailto:Caroline.R.Brownlie@usps.gov">Caroline.R.Brownlie@usps.gov</a>
<p>Securities and Exchange Commission</p> <p><i>Chair's Attorney Honors Program</i></p> <p><a href="http://www.sec.gov/exchange-commission-washington-dc-sec-chairs-attorney-honors-3l-judicial-clerkship-selectees/">exchange-commission-washington-dc-sec-chairs-attorney-honors-3l-judicial-clerkship-selectees/</a></p>	Washington, DC	Has not run Honors Program in several years	Securities-related; various divisions			
<p>Supreme Court of the United States</p> <p><i>Fellows Program</i></p> <p><a href="http://www.supremecourt.gov/fellows/default.aspx">http://www.supremecourt.gov/fellows/default.aspx</a></p>	Washington DC	As of date of publication, no dates for the 2019-2020 fellowship year.	Federal Judiciary			

# Appendix D: Table of Select State and Local Government Employers for 3Ls

<p>California Department of Justice  <i>Attorney General's Honors Program</i>  <a href="http://oag.ca.gov/careers/honors/introduction">http://oag.ca.gov/careers/honors/introduction</a></p>	<p>Various cities in California</p>	<p>10/23/17</p>	<p>Civil, Criminal or Public Rights</p>	
<p>California Department of Justice  <i>Earl Warren Solicitor General Fellowship</i>  <a href="http://oag.ca.gov/careers/honors/introduction">http://oag.ca.gov/careers/honors/introduction</a></p>	<p>California</p>	<p>10/23/17</p>	<p>Appellate Law</p>	
<p>City of Palo Alto  <a href="http://www.cityofpaloalto.org/">http://www.cityofpaloalto.org/</a></p>	<p>Palo Alto, CA</p>	<p>N/A</p>	<p>Environmental; Land Use; Transportation</p>	<p>Program offered every other year; should be offered again for 2019-2021</p>
<p>Colorado Attorney General  <i>Fellowship Program</i>  <a href="https://coag.gov/employment/fellowships">https://coag.gov/employment/fellowships</a></p>	<p>Denver, CO</p>	<p>11/16/18</p>	<p>Civil or Criminal Litigation</p>	
<p>Massachusetts Office of the Attorney General  <i>Honors Fellowship Program</i>  <a href="https://www.mass.gov/service-details/the-attorney-generals-fellowship-program">https://www.mass.gov/service-details/the-attorney-generals-fellowship-program</a></p>	<p>Massachusetts</p>	<p>9/18/18</p>	<p>Various</p>	
<p>New York City Department of Housing Preservation &amp; Development  <i>HPD-HDC Housing Fellows Program</i>  <a href="https://www1.nyc.gov/site/hpd/about/hpd-hdc-housing-fellows-program.page">https://www1.nyc.gov/site/hpd/about/hpd-hdc-housing-fellows-program.page</a></p>	<p>New York, NY</p>	<p>N/A</p>	<p>Housing</p>	<p>The next HPD Fellowship is expected to be run for fall 2019.</p>
<p>New York City Law Department  <i>Entry-Level Attorney Positions</i></p>	<p>New York City</p>	<p>Will attend fall OCI on September 18, and will interview 2Ls and 3Ls</p>	<p>Various</p>	<p>Alana Mildner '16  <a href="mailto:alana.mildner@law.nyu.edu">alana.mildner@law.nyu.edu</a>   Eric David Phillips '17  <a href="mailto:edp294@nyu.edu">edp294@nyu.edu</a></p>

<p>New York City Law Department Corporation Counsel Honors Fellowship <a href="http://www.nyc.gov/html/law/html/careers/corporation-counsel-clerkship.shtml">http://www.nyc.gov/html/law/html/careers/corporation-counsel-clerkship.shtml</a></p>	New York, NY	10/27/17	Various	
<p>New York State, Office of the Governor Excelsior Service Fellowship Program <a href="http://www.law.nyu.edu/sites/default/files/upload_documents/NYU%20Excelsior%20Service%20Announcement%202018-20.pdf">http://www.law.nyu.edu/sites/default/files/upload_documents/NYU%20Excelsior%20Service%20Announcement%202018-20.pdf</a></p>	Albany and various cities in New York	1/22/19	Various	See PILC Counselor
<p>New York State Senate NYS Senate Graduate Fellowships <a href="http://www.nysenate.gov/newsroom/articles/new-york-senate-graduate-fellowships">http://www.nysenate.gov/newsroom/articles/new-york-senate-graduate-fellowships</a></p>	Albany, NY	9/6/18 - 6/26/19	Legislative	
<p>Ohio Attorney General's Office Simon Karas Fellowship <a href="http://www.ohioattorneygeneral.gov/Careers/Internship-Opportunities/The-Simon-Karas-Fellowship">http://www.ohioattorneygeneral.gov/Careers/Internship-Opportunities/The-Simon-Karas-Fellowship</a></p>	Columbus, OH	12/01/17	Appellate	
<p>Ohio Legislative Service Commission LSC Legislative Fellowship Program <a href="http://www.lsc.ohio.gov/fellowship/default.htm">http://www.lsc.ohio.gov/fellowship/default.htm</a></p>	Columbus, OH	4/2/18	Legislative	
<p>Oregon Department of Justice Honors Attorney Program <a href="http://www.doj.state.or.us/career/Pages/honors_attorney_program.aspx">http://www.doj.state.or.us/career/Pages/honors_attorney_program.aspx</a></p>	Various cities in Oregon; majority of openings are in Salem	Opens mid-August; Rolling	Various	
<p>Sacramento State Center for California Studies California Senate Fellows Program <a href="http://www.csus.edu/calst/senate/">http://www.csus.edu/calst/senate/</a>  Executive Fellows Program <a href="http://www.csus.edu/calst/executive/">http://www.csus.edu/calst/executive/</a></p>	Varies (in California)	Opens Oct 2018	Various	Requirements and process may differ for each of the 4 fellowships. Please review each the sites for each fellowship program.

<i>Jesse Marvin Unruh Assembly Fellowship Program</i> <a href="http://www.csus.edu/calst/assembly/">http://www.csus.edu/calst/assembly/</a>  <i>Judicial Administration Fellowship Program</i> <a href="http://www.csus.edu/calst/judicial/">http://www.csus.edu/calst/judicial/</a>				
State of Washington Attorney General <i>Honors Program and Judicial Clerks</i> <a href="http://www.atg.wa.gov/3ls-judicial-clerks">http://www.atg.wa.gov/3ls-judicial-clerks</a>	Various cities in Washington	8/15/18	Various	

Appendix E: Select List of Federal, State and  
City Government Agencies That Hire Summer  
and/or Term-Time Legal Interns in NYC and  
in Cities Other Than Washington, DC

Note: this list is not intended to be comprehensive. Contact information is subject to change. Deadlines are not included as they often differ for 2Ls and 1Ls.

- A single asterisk symbol (\*) denotes that the employer typically interviews 1Ls at the PILC Fair
- A single pound symbol (#) denotes that the employer often seeks term-time interns.

### Federal employers

#### \*Commodities Futures Trading Commission (Eastern Region), NYC Office

- Last known recruitment contact: Michael Berlowitz, Esq., Senior Trial Lawyer ([mberlowitz@cftc.gov](mailto:mberlowitz@cftc.gov))

#### Department of Education, Office of Civil Rights – DC Offices and Regional Enforcement Offices

- <http://governmenthonors2016.arizonahandbooks.com/index/article/684>

#### \*Department of Health & Human Services (Region 2)-NYC Office

- Last known recruitment contact in Region 2: Joel Lerner, Esq., Chief Counsel, Region II ([Joel.Lerner@hhs.gov](mailto:Joel.Lerner@hhs.gov)).
- For hiring in other regions, please see [www.hhs.gov/ogc/careers/apply.html](http://www.hhs.gov/ogc/careers/apply.html)

#### Department of Housing and Urban Development-Office of Fair Housing and Equal Opportunity-NYC Office

- Last known recruitment contact: Tang-Chi Yeh, Esq., Equal Opportunity Specialist ([Tangchi.Yeh@hud.gov](mailto:Tangchi.Yeh@hud.gov)).
- [portal.hud.gov/portal/page/portal/HUD/program\\_offices/fair\\_housing\\_equal\\_opp](http://portal.hud.gov/portal/page/portal/HUD/program_offices/fair_housing_equal_opp)

#### \*Department of Labor-Office of the Solicitor Civil Rights and Labor-Management Division

- <http://governmenthonors2016.arizonahandbooks.com/index/article/744>
- Last known recruitment contact in NY Regional Office: Elena Goldstein, Esq., Attorney ([NYSOLintern@dol.gov](mailto:NYSOLintern@dol.gov) Attn: Elena Goldstein).

#### Department of Veterans Affairs-NY Regional Office

- Last known recruitment contact: Michael J. Berger, Esq.
- [www.benefits.va.gov/newyork](http://www.benefits.va.gov/newyork)

#### \*Environmental Protection Agency, Various regional offices

- Check Arizona Handbook
- Honors Clerkship Program for the Office of Administrative Law Judges: <https://www.epa.gov/careers/legal-internships-and-clerkship-programs-epas-office-administrative-law-judges>

#### \*Equal Employment Opportunity Commission (NY District Office), Newark and NYC Offices

- Last known recruitment contact: Konrad Batog and Margaret Malloy, Trial Attorneys/Intern Coordinators ([nydo.internship@eoc.gov](mailto:nydo.internship@eoc.gov))
- [www.eoc.gov/eoc/jobs/intern-ny-legal.cfm](http://www.eoc.gov/eoc/jobs/intern-ny-legal.cfm)

#### Federal Aviation Administration, NY Office

- Last known recruitment contact: Alfred Johnson, Esq., Regional Counsel ([Marianna.Perero@faa.gov](mailto:Marianna.Perero@faa.gov) Attn: Alfred Johnson).
- <https://www.faa.gov/jobs/students/internships/>

#### Federal Deposit Insurance Corporation, NY Regional Office

- Last known recruitment contact: Carol S. Levy, Esq. Managing Attorney (LSO), New York Regional Office ([LegalJobsNYRO@FDIC.gov](mailto:LegalJobsNYRO@FDIC.gov) Attn: Carol S. Levy).
- [www.fdic.gov/about/legalinterns/index.html](http://www.fdic.gov/about/legalinterns/index.html)

#### Federal Reserve Bank of New York

- Recruitment contact: Phyllis Cecero ([phyllis.cecero@ny.frb.org](mailto:phyllis.cecero@ny.frb.org)).
- [www.newyorkfed.org/careers/summerlawclerk.html](http://www.newyorkfed.org/careers/summerlawclerk.html)

#### Federal Reserve Bank of Philadelphia

- <https://www.philadelphiafed.org/careers/internships>

#### \*#Federal Trade Commission, NY Regional Office

- Recruitment contact: Robert Cancellaro, Esq., Senior Investigator and Internship Coordinator ([rcancellaro@ftc.gov](mailto:rcancellaro@ftc.gov)).

#### \*National Labor Relations Board (Region 2 and 29), Manhattan and Brooklyn

- Last known recruitment contact for Region 2 (Manhattan): Geoffrey E. Dunham, Esq., Hiring Coordinator, Region 2 ([geoffrey.dunham@nrlb.gov](mailto:geoffrey.dunham@nrlb.gov)).
- Last known recruitment contact for Region 29 (Brooklyn): Kathy Drew King, ([Kathy.Drew-King@nrlb.gov](mailto:Kathy.Drew-King@nrlb.gov)).
- [www.nrlb.gov/who-we-are/careers/job-descriptions-and-listings/student-positions-law-non-legal](http://www.nrlb.gov/who-we-are/careers/job-descriptions-and-listings/student-positions-law-non-legal)

#### \*#US Securities & Exchange Commission, Various regional offices

- Intern recruitment contacts in New York: Greg Baker, Esq. and Hane Kim, Esq.
- Each year various regional offices hire summer interns: <https://www.sec.gov/ohr/current-students-link.html>

#### Social Security Administration-NY Office

- Recruitment contact: Michelle L. Christ, Esq., Assistant Regional Counsel ([michelle.l.christ@ssa.gov](mailto:michelle.l.christ@ssa.gov)).
- [www.ssa.gov/ny](http://www.ssa.gov/ny)

### State Employers

#### Empire State Development Corporation, NYC Office

- Last known recruitment contact: Ruth Parris, Human Resources Assistant ([rparris@empire.state.ny.us](mailto:rparris@empire.state.ny.us)).
- <https://esd.ny.gov/>

## Metropolitan Transit Authority

- Last known contact: Frank Rivera ([FRRivera@mtahq.org](mailto:FRRivera@mtahq.org))

## \*New Jersey Office of the Attorney General (NJ Department of Law and Public Safety), Trenton and Newark

- Both offices are accessible by train
- Last known recruitment contact for Newark office: Megan Cordoma, Esq., Deputy Attorney General ([megan.cordoma@dol.lps.state.nj.us](mailto:megan.cordoma@dol.lps.state.nj.us)).
- Last known recruitment contact for Trenton and Voorhees offices: Philip J. Espinosa, Esq., Deputy Attorney General ([philip.espinosa@law.dol.lps.state.nj.us](mailto:philip.espinosa@law.dol.lps.state.nj.us))
- [www.nj.gov/oag/law/internship.htm](http://www.nj.gov/oag/law/internship.htm)

## \*New York State Attorney General's Office, NYC Office

- Recruitment contact: Sandra Jefferson Grannum, Esq., Bureau Chief, Legal Recruitment Bureau
- [https://ag.ny.gov/job-postings#Student Positions - Law Students](https://ag.ny.gov/job-postings#Student%20Positions%20-%20Law%20Students)

## New York State Department of Financial Services

- Last known contact: Anna MacCormack, Esq., Financial Fraud & Consumer Protection Division, ([internships@dfs.ny.gov](mailto:internships@dfs.ny.gov))
- <http://www.dfs.ny.gov/about/careerdfs.htm>

## \*New York State Division of Human Rights, Bronx HQ Office

- Recruitment contact: Barbara Klar, Intern Coordinator ([bklar@dhr.ny.gov](mailto:bklar@dhr.ny.gov))
- [www.dhr.ny.gov/internship-opportunities](http://www.dhr.ny.gov/internship-opportunities)

## \*Port Authority of NY and NJ

- [www.panynj.gov/careers/summer-internship-program.html](http://www.panynj.gov/careers/summer-internship-program.html)

## Washington State Attorney General's Office

- Last known recruitment contact: Letrice Tobin, Human Resources Consultant
- For 2Ls: [www.atg.wa.gov/2l-fall-recruitment-program](http://www.atg.wa.gov/2l-fall-recruitment-program)
- For 1Ls: [www.atg.wa.gov/2ls-1ls-volunteers](http://www.atg.wa.gov/2ls-1ls-volunteers)

## Waterfront Commission of New York Harbor

Last known contact: Paul Babchik, Esq. ([pbabchick@wcnyh.gov](mailto:pbabchick@wcnyh.gov))

## City Employers

### CUNY Office of the General Counsel

- Last known contact: Oscar Deonarine ([oscar.deonarine@cuny.edu](mailto:oscar.deonarine@cuny.edu))

### \*Newark Law Department

- Recruitment contact: Angela Foster, Esq., Chief of Staff for the Department of Law ([FosterA@ci.newark.nj.us](mailto:FosterA@ci.newark.nj.us)). E-mail application to Ms. Foster and Cc Clyde L. Otis, Esq., First Assistant Corporation Counsel ([otisc@ci.newark.nj.us](mailto:otisc@ci.newark.nj.us)).

- <http://www.ci.newark.nj.us/government/departments/law/>

#### NYC Civilian Complaint Review Board

- [www.nyc.gov/html/dcas/html/work/summerintern.shtml](http://www.nyc.gov/html/dcas/html/work/summerintern.shtml)

#### NYC Conflicts of Interest Board

- Last known contact: Amber Gonzalez, Esq. ([Gonzalez@coib.nyc.gov](mailto:Gonzalez@coib.nyc.gov))

#### \*NYC Department of Consumer Affairs

- [www1.nyc.gov/site/dca/about/jobs.page](http://www1.nyc.gov/site/dca/about/jobs.page)

#### \*NYC Department of Education

- [schools.nyc.gov/Careers/default.htm](http://schools.nyc.gov/Careers/default.htm)

#### NYC Department of Environmental Protection

- [www.nyc.gov/html/dep/html/job\\_opportunities/internships.shtml](http://www.nyc.gov/html/dep/html/job_opportunities/internships.shtml)

#### NYC Department of Housing Preservation and Development

- [www1.nyc.gov/site/hpd/about/employment.page](http://www1.nyc.gov/site/hpd/about/employment.page)

#### \*NYC Department of Investigation

- <http://www.nyc.gov/html/law/html/careers/honors.shtml>

#### # NYC Department of Investigation, Office of the Inspector General for the NYPD

- Recruitment contact: Asim Rehman, Esq. General Counsel ([arehman@oignypd.nyc.gov](mailto:arehman@oignypd.nyc.gov))

#### \*NYC Department of Parks & Recreation

- [www.nycgovparks.org/sub\\_opportunities/internships.html](http://www.nycgovparks.org/sub_opportunities/internships.html)

#### NYC Department of Small Business Services

- <http://www1.nyc.gov/site/sbs/about/careers-at-sbs.page>

#### NYC Economic Development Corporation

- [www.nycedc.com/aboutus/careers/workingatnycedc/pages/workingatnycedc.aspx](http://www.nycedc.com/aboutus/careers/workingatnycedc/pages/workingatnycedc.aspx)

#### \*NYC Fire Department, Legal Bureau

- [www.nyc.gov/html/fdny/html/home2.shtml](http://www.nyc.gov/html/fdny/html/home2.shtml)

#### NYC Health & Hospitals Corporation

- <https://employment.nychhc.org/careers.html>

#### \*NYC Housing Authority

- Last known contact: Howard Korman, Esq.
- <http://www1.nyc.gov/assets/nycha/downloads/pdf/jobs-law-transactional.pdf>

#### NYC Housing Development Corporation

- [www.nychdc.com/pages/Join-Us.html](http://www.nychdc.com/pages/Join-Us.html)

#### NYC Human Resources Administration

- Last known contact: Allegra Maple ([maplea@hra.nyc.gov](mailto:maplea@hra.nyc.gov))
- [www.nyc.gov/html/hra/html/home/home.shtml](http://www.nyc.gov/html/hra/html/home/home.shtml)

#### \*NYC Law Department

- Recruitment contact: Stuart Smith, Esq., Director of Legal Recruitment
- Interviews 2Ls during OCI
- [www.nyc.gov/html/law/html/careers/honors.shtml](http://www.nyc.gov/html/law/html/careers/honors.shtml)

#### NYC Office of Emergency Management

- [www.nyc.gov/html/oem/html/home/home.shtml](http://www.nyc.gov/html/oem/html/home/home.shtml)

#### NYC Office of Labor Relations

- Last known contact: Victor Levy, Esq., ([vlevy@olr.nyc.gov](mailto:vlevy@olr.nyc.gov))

#### \*NYC Police Department, Legal Bureau

- [www.nyc.gov/html/nypd/html/home/home.shtml](http://www.nyc.gov/html/nypd/html/home/home.shtml)

#### NYC Transit Authority

Last known contact: Diane Nardi, Esq., ([diane.nardi@nyct.com](mailto:diane.nardi@nyct.com))

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**General Questions**

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**Counseling Appointments**

[pilc.appointments@nyu.edu](mailto:pilc.appointments@nyu.edu)

**Summer Funding Questions**

[law.pilcgrant@nyu.edu](mailto:law.pilcgrant@nyu.edu)

