

# **Nontraditional Careers for Lawyers**

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## Introduction:

**“The person who gets hired is not necessarily the one who can do that job the best but the one who knows the most about how to get hired.”**

-Richard Bolles<sup>1</sup>

It happens every year, the sunny days get shorter, the leaves begin to slowly change color, and children all over the country replace their pool toys and beach balls with colorful new pens and crisp loose-leaf paper. It is the inevitable change from Summer to Fall, often marked by not only a change in temperature and scenery but also a change in attitude. The laid-back, carefree attitude of lazy summer afternoons is suddenly replaced by the anticipation, anxiousness, and even excitement that accompanies the first day of school.

There is no place where these emotions are felt more strongly than in the first-year law classrooms across the country. And for good reason, the new students have essentially signed themselves up for an intense 3-year legal boot camp of which they know very little. Gone are those relaxed afternoons from undergrad spent watching the latest TV movie while talking on the phone making plans with your friends for that evening. Those carefree days get replaced with days full of intense classes and even more intense professors and classmates. Although the pressures of first year may sometimes get you down, it is imperative to keep focused on the reason(s) you came to law school in the first place.

Perhaps you have always had an interest in the law, perhaps you grew up with your parents telling you that ‘if you like to argue so much you should be a lawyer.’ Maybe your parents or other family members were lawyers so it was a natural

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<sup>1</sup> Greenberg 251

progression for you, or maybe you just love watching Law & Order. Whatever your reasons for coming to law school- keep them in mind.

Also, keep in mind any interests you possess that could lead you to focus on a particular area of law. After all, it is never too early to think about where your law degree may take you. You may find that you are cut out to work at a firm or maybe you are interested in government work, or public interest. However, if none of these prove to be your niche, do not lose hope, there *are* alternatives. That is where this information comes in handy. Included is a lengthy (yet definitely not exhaustive) list of alternative legal jobs. Use it as a reference that may spark your interest in another field.

Also included is a summary/explanation of popular alternative job areas as well as a compilation of helpful websites and books to use in this type of search. I hope that the following information is helpful. Good luck in your job search!

## First Steps:

So you do not want to practice law...

- 1) Find out why. Determining why you are considering an alternative legal job may help you find your niche.
  - a. 7 most common reasons:<sup>2</sup>
    - i. You do not think that you can get a job practicing law, and nonlaw jobs are easier to get<sup>3</sup>
    - ii. You cannot imagine working with people like your classmates or your professors<sup>4</sup>
    - iii. You have had (or are having) a bad work experience<sup>5</sup>
    - iv. You have other interests, and you just don't see how you are going to mesh those with practicing law<sup>6</sup>
    - v. You think law is boring<sup>7</sup>
    - vi. You do not like the adversarial nature of law, or it otherwise does not appeal to you emotionally<sup>8</sup>
    - vii. The whole reason you wanted a law degree in the first place is that you thought you could do anything with a law degree<sup>9</sup>
- 2) Other questions to ask yourself before beginning your search:<sup>10</sup>
  - a. Who am I?
  - b. What do I want?
  - c. What am I willing to give up to get what I want?  
-Deborah Arron, "What Can You Do With A Law Degree?"
- 3) Consider your preferences:<sup>11</sup>
  - a. What kind of articles are you drawn to when you read the newspaper?
  - b. What type of magazines do you read?
  - c. What types of book subjects catch your eye?
  - d. When you have substantive discussions with your friends what kind of topics do you discuss?
  - e. What kind of television shows do you watch?
  - f. Do you have many different interests or do you tend to focus intently on one interest at a time?
  - g. What about the classified ads in the paper- what type of ad catches your eye?
  - h. What type of school classes have you enjoyed (including law and undergrad classes)?

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<sup>2</sup> Walton 501

<sup>3</sup> Walton 502

<sup>4</sup> Walton 503

<sup>5</sup> Walton 504

<sup>6</sup> Walton 505

<sup>7</sup> Walton 506

<sup>8</sup> Walton 506

<sup>9</sup> Walton 507

<sup>10</sup> Walton 18

<sup>11</sup> Walton 514

- i. What did you want to do with your life before you began law school?
  - j. Do you have substantial experience in another field?
  - k. Ask your close family and friends for their insights into what they may see you doing in the future.
  - l. Consider visiting a career counselor to take a career related self assessment or to review your StrengthsFinders profile.
- 4) Also, consider crafting a tentative career plan before you start your search:<sup>12</sup>
- a. Strengths and weaknesses
  - b. Where would you love to be professionally in six months, 5 years, etc.
  - c. What classes do you like to take?
  - d. How many vacations would you want?
  - e. How many clients do you want?
  - f. What do you want your legacy to be?

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<sup>12</sup> Kosiarek 1

## General Nontraditional Legal Career Categories: <sup>13</sup>

- Alternative Dispute Resolution
  - Alternative Dispute Resolution includes, in part, negotiation, mediation, and arbitration. With the overflowing court dockets, high price tags, and significant time delays associated with classic litigation, alternative dispute resolution is becoming an increasingly popular option.
  - While it is true that not all ADR positions are considered “alternative” legal jobs there are a few in this area that do not require legal training, although the training may be very helpful. For instance, one may become an ombudsman, a domestic resolution specialist, or one may go into administration or management in firms that specialize in alternative dispute resolution. The opportunities are endless and diverse in this area!
- Business and Industry
  - Although traditionally lawyers have been found primarily in in-house counsel positions in business, this trend is changing. Now lawyers can be found in many different areas including management and administration.
  - In addition, some lawyers who have a strong interest in a particular area are willing to accept even entry-level positions in order to get a foothold in the area of their choice. Fortunately, many employers see the law degree as an asset to further job performance. This may lead to more rapid advancement in a particular field.
  - There are business-related courses that may be taken as part of your law degree if that is where your interests lie. In addition, you may have the opportunity to take classes for credit in the business law graduate program.
- Government Service/Criminal Justice/Law Enforcement
  - Job opportunities in government have always existed for lawyers. For instance, government agencies hire hundreds of new lawyers every time a new presidential administration comes into office. Lawyers can also choose to work at the local or state level. Although the vast majority of federal government jobs are concentrated in Washington, D.C., an attorney can participate in government work in any state.
  - There are also regularly positions open for law enforcement personnel. This includes everything from FBI agents to private investigators to local police officers.
- Public and Community Services
  - There are often many opportunities in this area for lawyers. Many associations are non-profit organizations and they require employees with legal training in order to “maintain their status and comply with annual filing requirements.” Although a background in business and a commitment to public interest also often will play a role, legal expertise is becoming more valuable in public and community services as these employment areas evolve.

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<sup>13</sup> Munneke, Nonlegal Careers for Lawyers iv

- Professional Services
  - Lawyers seeking employment in professional service firms often enjoy the opportunity to combine their legal expertise with their other interests (often the area they studied in their undergraduate training). These firms tend to focus primarily in one area of service; which can be attractive to a lawyer with a specific area of interest.
  - A lawyer beginning a career in professional service is given the “opportunity to combine their avocation with their vocation at the highest levels of professional service.”
- Publishing and Media
  - The world of the media is constantly expanding and evolving. Radio, newsprint, television, and of course the Internet, have created numerous opportunities for lawyers trying to pursue a job in this area. There are positions for lawyers at every level. Legal expertise, for instance, is useful in management positions; after all, even the presidents of some of the major studios have a legal degree. In addition, lawyers can be utilized to oversee the many contracts and other negotiations that take place between performers and the studio executives.
  - There is also a great need for legal reporters, authors, and commentators. A couple of examples of those with a legal degree that went on to work in this field are Geraldo Rivera and Catherine Crier.
- Educational Institutions
  - Every level of education at every type of school has numerous opportunities for lawyers. Besides the typical in-house counsel position at a university, there are positions in teaching, management, various student services, and fundraising (just to name a few). There are positions available from the elementary school level to the graduate degree level.
  - As an added benefit, in most public school systems you begin at a higher pay rate with an advanced degree. Also important to keep in mind, the higher you go in the education level with your job search the more emphasis will be placed on your academic credentials.
- Entrepreneurial Ventures
  - Many lawyers decide to start a venture on their own, to create a business from the ground-up. These businesses include law-related endeavors as well as other specialized projects. Although the number of lawyers going into this field is growing, it requires a person who is not too risk-averse and who can function without the stability of a definite paycheck. Entrepreneurs are those that “thrive on the independence, risk, creative energy, and uncertainty of genesis” that a new business venture typically entails.<sup>14</sup>

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<sup>14</sup> Munneke, Nonlegal Careers for Lawyers 144



## Specific Nontraditional Legal Career List

**“Winning is just a matter of getting up one more time than you’re knocked down.”**

-Dallas Green, Mets’ Manager<sup>15</sup>

### **Alternative Dispute Resolution:\***

- Administrative Judge\*<sup>16</sup>
- Administrative Law Judge\*
- ADR Intake Specialist\*
- Alternative Dispute Resolution Coordinator\*
- Arbitration Administrator\*
- Arbitrator\*
- Asylum Officer\*
- Civil Mediation Program Manager\*
- Contractor Industrial Relations Specialist\*
- Convenor/Facilitator\*
- Dispute Resolution Professional\*
- Domestic Relations Mediation Program Manager\*
- Domestic Relations Mediator\*
- Domestic Resolution Specialist\*
- Fair Housing Specialist\*
- Family Support Magistrate\*
- Hearing Officer\*
- Mediation Coordinator\*
- Mediator\*
- Neutral Advisor\*
- Ombudsman\*
- Ombudsman for Private Property Rights\*
- Small Claims Mediation Program Manager\*
- Small Claims Mediator\*
- Structured Settlements Professional\*

### **Business and Industry:**

- Corporations and Their Departments:<sup>17</sup>
  - Compliance Officer
  - Human Resources Manager
  - Benefits Manager
  - Finance Officer
  - Chief Financial Officer
  - Budget Officer
  - Government Relations and Public Affairs Director

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<sup>15</sup> Walton 3

<sup>16</sup> All entries marked with an asterisk may be found in JD Preferred.

<sup>17</sup> All entries without an asterisk may be found in Menneke, Nonlegal Careers for Lawyers 156-162.

- Consumer Affairs Director
- Public Relations Director
- Transportation Advisor
- Risk Manager
- Regulatory Compliance Manager
- Secretary of the Corporation
- Purchasing Agent
- Contract Specialist
- Contract Administrator
- Marketing Director
- Security Director/Advisor
- Information Technology Manager
- Intellectual Property Specialist
  - Applications Examiner\*
  - Conveyance Examiner\*
  - Copyright Examiner\*
  - Corporate Copyright Specialist\*
  - Corporate Director of Licensing\*
  - Foreign Filing Specialist\*
  - Health Care Licensing Manager\*
  - Intellectual Property Resources Director\*
  - Patent Administrator\*
  - Patent Examiner\*
  - Patentability Review Examiner\*
  - Patent/Technology Licensing Officer\*
  - Technology Transfer Community Outreach Professional\*
  - Technology Transfer Director\*
  - Trademark Examiner\*
- Securities Companies and Banks
  - Bank International Trade Specialist\*
  - Bank Investment Compliance Officer\*
  - Bank Probate Administrator/Officer\*
  - Banking Enforcement Advisor\*
  - Bankruptcy Analyst\*
  - Benefits Professional\*
  - Capital Market Consultant\*
  - Chapter 13 Trustee\*
  - Claims/Settlement/Termination Specialist\*
  - Community Reinvestment Act Director\*
  - Compliance Officer\*
  - Consumer Affairs Examiner\*
  - Corporate Finance Executive\*
  - Credit Examiner\*
  - Employee Benefits Trust Administrator\*
  - Escrow Agent\*

- Estate/Fiduciary Administrator\*
- Estate and Financial Planner
- Financial Enforcement Specialist\*
- Financial Institution Examiner\*
- Financial Services Sales Agent\*
- Futures Trading Investigator\*
- Investment Banking Officer\*
- Legal Advertising/Sales Literature Manager\*
- Legal Fee Auditor\*
- Legal Product Manager\*
- Loan Administrator\*
- Mutual Fund Administrator\*
- Pension Benefits Examiner\*
- Probate Accountant\*
- Public Finance Consultant\*
- Securities Compliance Examiner\*
- Trust Benefits Specialist\*
- Trust Examiner\*
- Trust Officer\*
- U.S. Trustee\*
- Workers' Compensation Auditor\*
- Securities Analyst
- Investment Banker
- Commercial Banker
- Financial Analyst
- Stock Broker
- Insurance Companies
  - Bankruptcy Claims Examiner\*
  - Casualty Claims Specialist\*
  - Civil Service Retirement Claims Examiner\*
  - Claims Representative/Manager\*
  - Commercial Claims Specialist\*
  - Dependent and Estates Claims Examiner\*
  - Document Compliance Specialist\*
  - Environmental Claims Specialist\*
  - Errors and Omissions Claims Manager\*
  - General Agent\*
  - General Claims Examiner\*
  - Health Insurance Specialist\*
  - Insurance Consultant\*
  - Insurance Fraud Investigator\*
  - Insurance Licensing Administrator\*
  - Insurance Licensing Consultant\*
  - Insurance Market Conduct Examiner\*
  - Insurance Officer\*
  - Insurance Policy Analyst\*

- Insurance Services Practice Group Head\*
- Insurance Specialist\*
- Issuing Specialist\*
- Liability Claims Analyst\*
- Litigation Examiner\*
- Loss and Damage Claims Examiner\*
- Medical Malpractice Claims Analyst\*
- Pension Investigator\*
- Personal Trust Product Manager\*
- Professional Liability Claims Analyst\*
- Professional Liability Insurance Program Marketer\*
- Professional Liability Underwriter\*
- Recovery Manager\*
- Risk Analyst\*
- Risk Manager\*
- Social Insurance Administrator\*
- Social Insurance Claims Investigator\*
- Transportation Claims Investigator\*
- Unemployment Insurance Administrator\*
- Veterans Claims Examiner\*
- Workers' Compensation Claims Examiner\*
- Workers' Compensation Program Specialist\*
- Sales Manager
- Insurance Agent
- Claims Adjuster
- Actuary
- Health Care and Pharmaceutical Companies
  - Hospital Administrator
  - Health Care Policy Analyst\*
  - Health Plan Member Services Coordinator\*
  - Hospital Planned Gift Manager\*
  - Hospital Risk Management Professional\*
  - Medical Sales Representative
  - Nursing Home Investigator\*
  - Ombudsperson
  - Geriatric Care Manager
- Real Estate Sales and Development Companies
  - Community Development Block Grant Coordinator\*
  - Development Specialist\*
  - Director of Real Estate\*
  - Fair Housing Community Educator\*
  - Fair Housing Test Coordinator\*
  - Housing Advocate\*
  - Housing Authority Director\*
  - Housing Programs Administrator\*
  - Housing Services Planner\*

- Land Agent\*
- Land Acquisition Manager\*
- Land Law Examiner\*
- Land Manager\*
- Land Preservation Director\*
- Land Protection Director/Specialist\*
- Lease Negotiator\*
- Real Estate Auction Project Manager\*
- Realty Specialist/Officer\*
- Register of Deeds\*
- Right-of-Way Agent\*
- Tenant's Broker\*
- Title Examiner\*
- Zoning Administrator\*
- Title Agent
- Mortgage Banker
- Mortgage Broker
- Developer
- High-Tech Companies (including patent protection, security, corporate officers)
  - Programmer
  - Systems Analyst
  - Contracts Specialist
- Energy Companies
  - Land Manager
  - Land Representative
  - Environmental Compliance Officer

**Civil Rights:\***

- Accessibility/Compliance Specialist\*
- Advocacy Coordinator\*
- Affirmative Action Specialist\*
- ADA Coordinator\*
- ADA Compliance Manager\*
- Civil Rights Analyst\*
- Civil Rights Coordinator\*
- Civil Rights/Affirmative Action Investigator\*
- Community Relations Specialist\*
- Conciliation Specialist\*
- Cultural Diversity Director\*
- Equal Opportunity Compliance Specialist\*
- Equal Employment Opportunity Manager/Officer\*
- Human Rights Administrator\*
- Judiciary AA/EEO Investigator\*
- Legal Compliance Officer\*

**Criminal Justice and Law Enforcement:\***

- Alcohol, Tobacco and Firearms Inspector\*
- Bank Fraud Investigator\*
- Border Patrol Agent\*
- Child Abuse Investigator\*
- Child Support Enforcement Case Analyst\*
- Civil Penalties Officer\*
- Civilian Complaint Review Board Officer\*
- Compliance Support Inspector\*
- Computer Crime and Security Specialist\*
- Computer Fraud Investigator\*
- Consumer Safety Inspector\*
- Crime Analyst\*
- Crime Prevention Coordinator\*
- Criminal Investigator\*
- Criminal Justice Administrator\*
- Criminal Research Specialist\*
- Customs Inspector\*
- Drug Enforcement Administration Special Agent\*
- Domestic Investigator\*
- Drug Investigator\*
- Economic Crimes Investigator\*
- Employment Investigator\*
- Enforcement Analyst\*
- Enforcement Professional\*
- FBI Special Agent\*
- Federal Trade Investigator\*
- Financial Enforcement Specialist\*
- Fines, Penalties and Forfeiture Specialist\*
- Foreign Service Narcotics Control Officer\*
- Forensic Investigator\*
- Fraud/White Collar Crime Investigator\*
- Fugitive Witness Investigations Specialist\*
- Game Law Enforcement Officer\*
- General Investigator/Inspector\*
- Hidden Assets Investigator\*
- Immigration Inspector\*
- Inspector General\*
- Intellectual Property Loss Investigator\*
- Internal Affairs Director\*
- Law Enforcement Specialist\*
- Missing Persons Investigator\*
- Postal Inspector\*
- Private Investigator\*
- Revenue Officer/Agent\*

- Securities Fraud Examiner\*
- Seized Property/Asset Management Specialist\*
- Software Piracy and Licensing Abuse Investigator\*
- Special Agent\*
- Treasury Enforcement Agent\*
- Victims Compensation Officer\*
- Victim Services Manager\*
- Welfare Investigator\*

**Energy and Natural Resources:\***

- Energy Advocate\*
- Energy Conservation Program Specialist\*
- Energy Efficient Officer\*
- Energy Regulatory Affairs Professional\*
- Mineral Appeals Analyst\*
- Natural Resources Specialist\*
- Public Utilities Specialist\*
- Renewable Energy Program Specialist\*

**Environmental Careers:\***

- Coastal Zone Resources Manager\*
- Conservation Field Representative\*
- Director of Environmental Affairs\*
- Director, Legislative Analysis and Environmental Policy\*
- Environmental/Public Health Advocate\*
- Environmental Claims Examiner\*
- Environmental Compliance Manager\*
- Environmental Consultant\*
- Hazardous Waste Management Consultant\*
- Marine Resource Management Specialist\*
- Remediation Specialist\*
- Resource Policy Analyst\*
- Safety and Occupational Health Specialist\*
- Technological Program Hazards Specialist\*
- Trade Association Environmental Staffer\*

**Ethics/Professional Responsibility:**

- Attorney Ethics Coordinator\*
- Attorney Ethics Investigator\*
- Bar Disciplinary Manager\*
- Client Protection Fund Director/Officer\*
- Corporate Ethics Director/Officer\*
- Ethics Auditor\*
- Ethics Commission Director/Officer\*
- Ethics Program Specialist\*
- Ethics Trainer\*
- Health Professions Investigator\*

- Hospital Ethicist\*
- Judicial Disabilities Commission Investigator\*
- Lawyer Assistance Program Director\*
- License Examining Specialist\*
- Professional Licensing Officer\*
- Professional Regulation Compliance Analyst Unauthorized Practice of Law Advisor\*
- Unauthorized Practice of Law Investigator\*

**Government Services:**

- Executive Branch
  - Law Enforcement Agencies (Please see **Criminal Justice and Law Enforcement**)
  - Diplomatic Agencies
    - Attaché
    - Cultural Affairs Officer
  - Intelligence Agencies
    - Aviation Security Specialist/Officer\*
    - CIA Clandestine Service Agent\*
    - Foreign Assets Control Intelligence Analyst\*
    - Foreign Service Diplomatic Security Officer\*
    - Industrial Property Clearance Specialist\*
    - Industrial Security Specialist/Officer\*
    - Information Security Consultant\*
    - Information Security Specialist/Officer\*
    - Intelligence Officer\*
    - Intelligence Research Specialist\*
    - Internal Security Specialist/Officer\*
    - Munitions Export Control Specialist\*
    - Intelligence Agent
  - Regulatory Agencies
    - Administrator
    - Staff Officer
    - Researcher
    - Public Affairs Director
    - Ombudsperson
- Judicial Branch
  - Judge
  - Judicial Administrator
  - Court Administration\*
    - Clerk of the Court
    - Court Researcher
    - Alternative Sanctions Coordinator\*
    - Assistant Circuit/District Executive for Legal Affairs\*
    - Attorney Admissions Deputy\*



- Bankruptcy Administrator\*
- Bankruptcy Appeals Clerk\*
- Bankruptcy Case Administration Manager\*
- Bankruptcy Examiner\*
- Bankruptcy Group Manager\*
- Case Calendaring Clerk\*
- Circuit/District Court Executive\*
- Court Administrator\*
- Court Analyst\*
- Court Mental Health Services Manager\*
- Court Operations Specialist\*
- Court Services Director\*
- Court Technology Advisor\*
- Deputy Clerk\*
- Disciplinary Administrator\*
- Estate/Probate Administrator\*
- Guardian Ad Litem\*
- Guardianship Clerk\*
- Jury Commissioner\*
- Land Commissioner\*
- Legal Documents Officer\*
- Parole Officer\*
- Pretrial Services Officer\*
- Probation Officer\*
- Registrar\*
- Reporter of Decisions\*
- Settlement Director\*
- Supervisor of Public Trust Accounts\*
- Training Professional\*
- Victim Services Coordinator\*
- Violations Bureau Manager\*
- Legislative Branch and Regulatory Affairs\*
  - Legislator
  - Legislative Aide
  - Legislative Committee Advisor
  - Constituent Relations Director
  - Media Relations Specialist
  - Congressional Affairs Specialist\*
  - Congressional Inquiries Program Manager\*
  - Congressional Liaison Specialist\*
  - Food Program Specialist\*
  - Intergovernmental Affairs Specialist\*
  - Legislative Affairs Specialist/Legislative Analyst/Legislative Director\*
  - Legislative Coordinator\*

- Legislative Correspondent\*
- Legislative Drafter\*
- Legislative Program Manager\*
- Legislative Representative\*
- Legislative Staff Director\*
- Manager of Regulatory Affairs\*
- Policy Advocate\*
- Policy Analyst\*
- Professional Legislative Committee Staff Director/Member\*
- Professional Licensing Board Compliance Officer\*
- Program Integrity Specialist\*
- Regulatory Analyst\*
- Regulatory Compliance Director\*
- Regulatory Impact Analyst/Program Specialist\*
- Regulatory Implementation Manager\*
- Telecommunications Regulatory/Policy Analyst\*
- The Military
  - Military Officer
  - Contract Advisor
  - Compliance Advisor

**Human Resources:\***

- Employee Benefit Plan Specialist\*
- Employee Disability Programs Manager\*
- Employee Relations Manager/Specialist\*
- Employment and Training Specialist\*
- Government Benefits Director\*
- Human Resources Director\*
- Lawyer Temporary Agency Manager\*
- Legal Career Counselor\*
- Legal Search Consultant\*
- Manpower Development Specialist\*
- Personnel Management Specialist\*
- Professional Standards Administrator\*
- Reemployment Rights Compliance Specialist\*
- Retirement Systems Administrator\*
- Salary Administration Specialist\*
- Social Security Disability Claimant Representative\*
- Veterans Program Specialist\*
- Veterans Reemployment Rights Specialist\*

**Human Services:\***

- Aging Services Program Specialist\*
- Child Support Collection Specialist\*
- Children's Advocate\*
- Director of Human Relations\*
- Elder Rights Specialist/Advocate\*

- Geriatric Care Manager/Advocate\*
- Mental Healthcare Ombudsman\*
- State Long-Term Care Ombudsman\*
- Women’s Rights Advocate/Domestic Abuse Specialist\*

**International Affairs, Trade, and Investment:**

- Commercial Loan Specialist\*
- Commercial Operations Specialist\*
- Country Risk Analyst\*
- Customs Entry and Liquidation Specialist\*
- Economic Development Director\*
- Economic Development Project Officer\*
- Export Administrator/Manager\*
- Export Control Specialist\*
- Export Credit Manager\*
- Export Control Specialist\*
- Export Credit Manager\*
- Export Factor\*
- Export Insurance Issuing Specialist\*
- Financial Institution Reform Advisor\*
- Foreign Affairs Specialist\*
- Foreign Service Officer\*
- Foreign Trade Zone Manager\*
- Immigration/Benefits Coordinator\*
- Import Compliance Specialist\*
- Import/Export Manager/Coordinator Agent\*
- International Affairs Specialist\*
- International Agency Liaison Officer\*
- International Human Rights Advisor\*
- International Relations Officer\*
- International Trade Specialist\*
- International Trade and Investment Consultant\*
- Library Foreign Law Specialist\*
- Manager of Export/Import Compliance\*
- Manager of Global Trading Documentation\*
- Munitions Export Control Specialist\*
- Passport and Visa Examiner\*
- Political Risk Insurance Officer\*
- Tariff and Regulatory Supervisor\*
- Trade Documentation Officer\*
- U.S. and Foreign Commercial Service Officer \*

**Labor Relations:\***

- Industrial Relations Specialist\*
- Labor Investigator\*
- Labor Management Relations Examiner\*

- Labor Negotiator/Mediator\*
- Labor Relations Clearinghouse Staff Member\*
- Labor Relations Consultant\*
- Labor Relations Manager/Specialist/Analyst\*
- Labor Relations Planning and Analysis Manager\*
- Wage and Hour Law Administrator\*
- Wage and Hour Law Compliance Specialist\*

**Public and Community Service:**

- Professional Associations
  - Bar Executive
  - Continuing Legal Education (CLE) Administrator
  - Association Executive
  - Meeting Planner
  - Membership Manager
- PACs (political action committee), Lobbying, and Campaigns
  - Director
  - Lobbyist
  - Governmental Affairs Officer
  - Researcher
- National and International Service Organizations
  - Director
  - Executive Director
  - Board Member
  - Financial Officer
  - Public Relations Officer
  - Researcher
- Unions
  - Union Representative
  - Shop Steward
  - Negotiator
  - Mediator
  - Arbitrator
- Foundations and Charitable Organizations
  - Director of Planned Giving
  - Director of Charitable Contributions
  - Fundraiser
  - Fund Manager
  - Grant Administrator

**Professional Service:**

- Accounting Firms
  - Certified Public Accountant
  - Accountant
  - Tax Advisor
  - Analyst
- Health Care Organizations
  - Health Plan Member Services Coordinator\*

- Healthcare Compliance Officer\*
- Hospital Planned Gift Manager\*
- Hospital Risk Management Professional\*
- Nursing Home Investigator\*
- Executive Director
- Administrator
- Manager
- Engineering and Architectural Firms
  - Architect
  - Engineer
  - Professional Engineer
  - Safety Advisor
  - Environmental Impact Officer
- Environmental and Land Use Management Firms
  - Land Use Manager
  - Government Affairs Manager
  - Compliance Officer
  - Environmental Specialist
  - Environmental Impact Officer
- Counseling Firms
  - Counselor
  - Advisor
  - Crisis Intervention Specialist
- Investigation Firms
  - Investigator
  - Private Investigator
- Personal Financial Services
  - Financial Planner
  - Stock Broker
  - Insurance Sales Representative
- Multiprofessional Firms
  - Medical Advisor
  - Accountant
  - Financial Analyst
  - Jury Selection Consultant
  - Trial Consultant\*
  - Litigation Support Consultant
  - Graphic Evidence Reconstruction Consultant
  - Document Manager
  - Economist
  - Title Abstractor

**Publishing and Media:**

- Print
  - Editor
  - Legal Publisher Account Representative\*
  - Literary Agent\*

- Writer
- Author
- Publisher
- Radio and Television
  - Producer
  - Assistant Producer
  - Actor
  - Law Correspondent/Reporter\*
  - News Commentator
  - News Anchor
  - Disk Jockey
- Film
  - Producer
  - Assistant Producer
  - Actor
  - Distributor
- General
  - New Product Development Professional\*
  - Public Affairs Specialist\*
  - Sports/Talent Agent\*

**Taxation:\***

- Estate Tax Examiner\*
- International Tax Analyst\*
- Property & Transaction Tax Manager\*
- Tax Agent\*
- Tax Law Specialist\*
- Tax Manager/Tax Planning Manager\*
- Tax Research Manager/Professional\*
- Technical Services Manager\*
- Trust Tax Manager\*

**Transportation:\***

- Admeasurer\*
- Boating Law Administrator\*
- Highway Safety Specialist\*
- Marine Inspector\*
- Marine Transportation Policy Analyst\*
- Traffic Management Specialist\*
- Transportation Specialist\*
- Transportation Safety Consultant\*
- Vessel Traffic Specialist\*

**Educational Institutions:**

- Primary and Secondary Education
  - Teacher
  - Principal
  - Assistant Principal

- Dean of Students
- Parent Liaison
- Ombudsperson
- School District Administrator
- Postsecondary and Graduate Education
  - Teacher
    - Paralegal Program Instructor\*
    - Business Law Professor\*
    - Criminal Justice Program Instructor\*
    - Dispute Resolution Teacher\*
    - Environmental Policy Teacher\*
    - Ethics Instructor\*
    - Labor Relations Instructor\*
    - Law and Anthropology Professor\*
    - Law and Economics Professor\*
    - Law and History Professor\*
    - Law and Psychology Professor\*
    - Law and Society Professor\*
    - Legal Administration Professor\*
    - Legal Studies Program Coordinator\*
    - Real Estate Instructor\*
    - Security Assistance Management Instructor\*
    - Tax Instructor\*
  - Dean
  - Assistant Dean
  - Dean of Students
  - Counselor
  - Pre-law Advisor
  - Ombudsperson
  - Career Services Director
  - Financial Aid Officer
  - Admissions Director
  - Admissions Recruiting Director
  - Student Services Director
  - Academic Support and Counseling Director
  - Affirmative Action/EEO Officer\*
  - Business Affairs Manager
  - Continuing Legal Education Administrator
  - Contract Staff Analyst\*
  - Disability Services Coordinator\*
  - Diversity Management Director\*
  - External Affairs Director
  - Federal/State Relations Professional\*
  - Fundraising and Development Director
  - Grants and Contracts Manager\*

- Healthcare Licensing Manager\*
- Judicial Affairs Officer\*
- Alumni Affairs Director
- Registrar
- Human Resources and Benefits Director
- Program and Center Director
- Information Technology Director
- Legal Education
  - Career Services Director
  - Financial Aid Director
  - Admissions Director
  - Admissions Recruiting Director
  - Student Services Director
  - Academic Support and Counseling Director
  - Marketing Director\*
  - Business Affairs Manager
  - Continuing Legal Education Administrator
  - External Affairs Director
  - Fundraising and Development Director
  - Alumni Affairs Director
  - Registrar
  - Human Resources and Benefits Director
  - Program and Center Director
  - Academic Support Director
  - Legal Research Director
  - Information Technology Director
  - Law Librarian
  - Sexual Harassment/Sexual Assault Counselor\*
  - Student Legal Affairs Officer\*
  - Trust Officer\*
- Lifetime and Continuing Education
  - CLE Administrator
  - Lifetime Learning Administrator
- Academic Research
  - Academic Fellow
  - Research Associate
  - Academic Researcher

**Information and Technology:**

- Information Technology Specialists
- Technology Consultant
- Web Site Designer
- Litigation Support Consultant
- Document Management Consultant
- Graphics and Animation Reconstruction Consultant
- Document Manager
- System Analyst



- Programmer
- Knowledge Management Specialist

**Entrepreneurial Ventures:**

- Consultant
- Professional Sports Agent
- Entertainment Agent
- Venture Capitalist
- Startup Specialist

## Job Search Websites:<sup>18</sup>

- **Attorney Jobs**
- [www.attorneyjobsonline.com](http://www.attorneyjobsonline.com)
  - Site containing thousands of jobs (legal and law-related) nationwide and abroad
  - Contains opportunities in law firms, corporations, public interest/advocacy groups, Federal, state, and local governments and courts as well as legal service organizations, international organizations, and colleges/universities
  - COST: Must pay monthly for access to the site
- **FindLawJob.com**
- [www.findlawjob.com](http://www.findlawjob.com)
  - Database boasting a list of virtually every law firm in the U.S. as well as international and corporate firms
  - Can use the site to perfect your cover letter, and have the FindLaw representatives print your resume, cover letter, and envelopes on specialized stationary
  - In addition, one may also purchase law firm contact information
  - COST: Cost is per firm, minimum order of 100 firms at \$2.25 per firm
- **The Legal Employment Search Site**
- [www.legalemploy.com](http://www.legalemploy.com)
  - Provides a list of links to other legal employment sites as well as links to several law school career services offices and general employment sites
- **Martindale-Hubbell's eAttorney**
- [www.eattorney.com](http://www.eattorney.com)
  - The first web-enabled recruiting site for both students and attorneys
  - Allows searchers to perform a free search of listed employers, or for 99 dollars a year you may (in addition to searching listed employers) post your resume on their site and view messages left by possible employers
  - COST: free search of listed employers, or \$99 for additional benefits
- **Emplawyernet**
- [www.emplawyernet.com](http://www.emplawyernet.com)
  - Contains one of the leading legal job databases, also known for online career development
  - May search job listings by area of practice, geographic location, years of experience, etc.
  - Site will deliver new listings to you that match your search criteria
  - In addition, the site provides the opportunity to network with other members
  - COST: students: \$7.95/monthly, professionals: \$14.95/monthly (more for additional advice from career advisors)
- **American Bar Association**
- [www.abanet.org](http://www.abanet.org)

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- Contains a career resource center that provides job postings, resume reviews, online profiles of attorneys in diverse practice areas, and career telecounseling, etc.
- COST: student: \$20 for membership, however, many of the services are available free of charge
- **Law.com**
- www.law.com
  - A comprehensive legal news and information network that connects attorneys to more than 20 award-winning legal publications online
  - This site is also used for national job searches
  - COST: subscribers must pay for access to the publications, however, one may create a free online profile for job searches and resume and cover letter management
- **iHireLegal**
- www.iHireLegal.com
  - Site containing information for thousands of employers
  - Registered members may post their resume and sign up for email notification of jobs that match their criteria
  - COST: registration is free and takes under five minutes
- **Lawyers Weekly Jobs**
- www.lawyersweeklyjobs.com
  - Nationwide database search
  - May sign up for notification of jobs posted that match your criteria
  - COST: search and email notification both free of charge
- **LegalStaff.com**
- www.legalstaff.com
  - Search local, regional and national listings for law firms, corporations' legal departments, and government agencies
  - May also search by employer and staffing agencies to check for openings
  - COST: no cost to create a free profile to search the employer database

More:<sup>19</sup>

- **Idealist.org**
- www.IdeaList.com
  - Sign up to receive email updates with legal news, job openings, and volunteer opportunities, etc.
  - Network with others of similar interests
  - Browse over 55,000 nonprofit and community organizations in 165 countries
  - COST: may register free of charge
- **StateJobs.com**
- Statejobs.com
  - Search private employer and state government opportunities by state
- **Overseasjobs.com**

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<sup>19</sup> Munneke, Nonlegal Careers for Lawyers 170

- [www.overseasjobs.com](http://www.overseasjobs.com)
  - “international job opportunities for professionals, expatriates and adventure seekers.”
  - Once registered, may view employer profiles, post resume, and receive automatic search results by email
  - COST: registration is free
- **Monstertrak.com**
- [www.monstertrak.com](http://www.monstertrak.com)
  - General job search site
  - Contains targeted job postings, job search tips, alumni networks, and more
  - Option of saving up to ten resumes online
  - COST: registration is free
- **LawMatch**
- [www.lawmatch.com](http://www.lawmatch.com)
  - With membership, you are included on the National Resume Bank which presents your resume to employers when they need a position filled
  - In addition, after filling out a profile, one will gain access to a database of online classifieds
  - COST: option of public profile (one month free or \$12/month for a minimum of 3 months) or confidential profile (\$29/month unless you meet specified criteria)
- **CareerBuilder.com**
- [www.careerbuilder.com](http://www.careerbuilder.com)
  - Recruitment resource using more than 130 local newspapers and newspaper websites online
  - Establish job search profiles, receive email updates of jobs of interest, apply for jobs, manage multiple resumes and cover letters
  - More than 300,000 continuously updated jobs
- **Yahoo! HotJobs**
- [www.hotjobs.com](http://www.hotjobs.com)
  - In addition to job search information this site also contains helpful information about writing effective resumes, networking, interviewing, and calculating your ideal salary
  - Thorough employer information
- **Dice**
- [www.dice.com](http://www.dice.com)
  - Technology job board
  - Search for jobs by keyword, job title, skills, city, state, or area code
  - May create a MyDice account which includes a resume posting, confidential profile, and job alerts (daily emails for new jobs posted)
- **Financial Job Network**
- [www.fjn.com](http://www.fjn.com)
  - A “virtual meeting place for financial professionals seeking career opportunities domestically (USA) and worldwide”
  - COST: no cost to register and all information is kept confidential
- **The Riley Guide**

- [www.rileyguide.com](http://www.rileyguide.com)
  - Site does not post jobs or resumes but provides information for sites that do
  - Contains general information about how to use the Internet effectively for a job search
  - COST: career information is free of charge
- **U.S. Courts**
- [www.uscourts.gov](http://www.uscourts.gov)
  - Information about employment opportunities in the federal judiciary, Federal Law Clerk system, Law Clerk hiring plan, and the Supreme Court Judicial Fellows Program
- **FedWorld.gov**
- [www.fedworld.gov](http://www.fedworld.gov)
  - Job search of open U.S. Federal Government Jobs
  - This site utilizes files created by the Office of Personnel Management and data gathered from hundreds of human resource offices in the government
- **Council on Foundations: Defining Philanthropy for the 21<sup>st</sup> Century**
- [www.cof.org](http://www.cof.org)
  - May search for jobs and/or post your resume for employer review
  - COST: posting a resume \$10/each/posted for one year, however, may search for jobs free of charge
- **FindLaw**
- [www.findlaw.com](http://www.findlaw.com)
  - May search for jobs by type, location, or practice area
  - Site also contains legal news, cases and codes, and message boards
  - COST: free use of career center
- **PSLawNet**
- [www.plsawnet.org](http://www.plsawnet.org)
  - “premier resource for career-related information in legal and law-related public interest work.”
  - COST: unlimited free access/The Ohio State University Moritz College of Law is a member school
- **The Association for Legal Career Professionals**
- [www.nalp.org](http://www.nalp.org)
  - Search online for job listings for legal career services, recruitment, professional development, and related positions
  - Also contains a NALP Directory of Legal Employers that provides demographic and other employment information
- **The American Association of International Law**
- [www.asil.org](http://www.asil.org)
  - Contains information regarding: internships in international law, fellowships and research opportunities, and pro-Bono opportunities, etc.
  - Membership includes 4 issues of the American Journal of International Law, discounts on ASIL publications, access to an online member services center, and the opportunity to participate and network in interest groups
  - COST: Student: \$30, New Professional \$85 -

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