



College of Law
Career Services Office

CAREER CLIPS: APRIL 2024



You're Almost There

The end of term is near! Each year we are required by the ABA, as part of our accreditation, to report employment for the graduating class. If you are a 3L, please remember to complete the employment survey in POKES as you lock down your post-grad position. Thank you!

If you are soon entering a career in public service (government or non-profit), you may be eligible for Public Service Loan Forgiveness (PSLF). Make yourself aware of the process by visiting the [official PSLF website](#). Other PSLF resources are also available through [AccessLex](#).

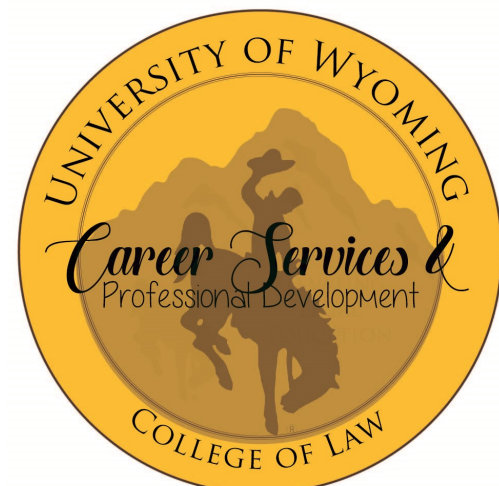
Lastly, please remember that Tim, Lisa and Michell are available to notarize your Bar application materials, which have a hard filing deadline of April 19th for Wyoming. In addition, numerous resources are available in the POKES [Resource Library](#) in the Bar Information folder.

Resources

[Public Policy Deadlines](#)

[Government Honors Deadlines](#)

⇒ *Apply for these opportunities through the link provided in the POKES Resource Library under [Job Search Subscriptions](#)*



First Job Jitters:

How to Nail the First Impression

START WITH WHY - UNDERSTAND THE ASSIGNMENT

This process can be dependent on your supervisor. They may offer clear, concise, simple directives or unclear, incomplete, or hurried expectations. Regardless, try not to leave their office without a standard set of questions answered. Carry a form or checklist with you each time you visit with them, so you can ask follow-up questions.

LEARN ABOUT YOUR NEW ASSIGNMENT

- Who is the client?
- What is the expected format of the assignment?
- Who is the final recipient of the assignment?
- When is the deadline?
- What is the billing/client number, if applicable?
- Do you need to code into the billing process/track time, etc.?
- How much time should the assignment take?
- How would the attorney prefer you to follow up?
- Should you spend additional time reading background files?



Then move forward in understanding the facts, performing a cost-benefit analysis, and focusing on complete research - all while continuing to communicate with your supervising attorney (early and often).

Review the details of each step of the process through the First Job Jitters information found in the [POKES Resource Library](#)!

Clerkships

1Ls:

Judge Allison Eid - Denver, CO

Apply by 2/1/26

2Ls:

Judge Morgan Christen - Anchorage, AK

Apply by 4/7/24

Judge Jennifer Sung - Portland, OR

Apply by 4/12/24

Judge Alice Senechal - Fargo, ND

Apply by 5/31/24

Judge Kelly Rankin - Cheyenne, WY

Apply by 6/11/24

Judge Mark A. Moreno - Pierre, SD

Apply by 6/17/24

Judge Philip Brimmer - Denver, CO

Apply by 6/28/24

Judge Sidney Thomas - Billings, MT

Apply by 6/28/24

Oregon Judicial Department - Salem, OR

Apply by 8/19/24

Judge Anthony Johnstone - Missoula, MT

Apply by 12/31/24

Judge Allison Eid - Denver, CO

Apply by 2/6/25

Judge Charlotte Sweeney - Denver, CO

Apply by 3/31/25

3Ls:

Judge Colette B. Davies - Billings, MT

Apply ASAP

Judge Peggy Hunt - Salt Lake City, UT

Apply ASAP

Judge Kevin M. Saxby - Anchorage, AK

Apply ASAP

Judge Jessica Fehr - Billings, MT

Apply ASAP

Judge Mason Simons - Elko, NV

Apply ASAP

Kodiak Superior Court - Kodiak, AK

Apply ASAP

Judge Christine M. Arguello - Denver, CO

Apply ASAP

Judge Maritza Dominguez Braswell - CO Springs

Apply ASAP

Judge Robin Cooley - Cheyenne, WY

Apply ASAP

Judge Kelly Rankin - Cheyenne, WY

Apply by 4/5/24

Judge Stephanie Hambrick - Yellowstone NP, WY

Apply by 4/30/24

Colorado Judicial Branch - Fort Collins, CO

Apply by 4/30/24 (several vacancies)

Judge Casey Parker - Cheyenne, WY

Apply by 5/19/24

Judge William Martinez - Denver, CO

Apply by 5/20/24

You are encouraged to apply for clerkships ASAP, instead of waiting until the deadline.

For clerkship nuts and bolts, visit the [POKES Resource Library!](#)

Six Salary Negotiation Mistakes You Don't Want to Make

by [Charles Volkert](#)

Overstating Accomplishments

If discovered, even the slightest overstatement of your credentials could cast serious doubts on your credibility.

Seeming Arrogant

Know how to draw the line between conveying confidence and appearing self-important.

Not Being Assertive Enough

Present your accomplishments and salary expectations in an assertive, confident manner if you're to receive the best possible offer.

Laying Your Cards on the Table

Too Soon

Delay discussing compensation for as long as possible. An employer becomes increasingly committed to hiring you.

Ignoring Other Aspects of an Offer

Consider other elements of a job offer that may be equally valuable (i.e. bonus structure, floating holidays)

Drawing a Line in the Sand

Issuing an ultimatum is usually counterproductive and may cause negotiations to fall apart.

Recent Job Postings

(For a complete list of job openings, visit [POKES](#))

All Students:

Remote Part-Time Intern (Unpaid) - Trine Law Firm

ROCKY MOUNTAIN REGION

Intern - Manning Legal Services, LLC - Jackson, WY

Apply by 5/1/24

Summer Law Clerk / Associate in Fall 2024 or 2025 - Bailey Stock

Harmon Cottam Lopez, LLP - Cheyenne and Afton, WY

Apply by 4/30/24

OUTSIDE THE REGION

Summer Interns (Unpaid) - Nevada Attorney General

Apply by 5/24/24

1Ls:

OUTSIDE THE REGION

Administrative Assistant - Schlimgen Law Firm, LLC - Spearfish, SD

1Ls & 2Ls:

Public Lands Externship - National Wildlife Federation

ROCKY MOUNTAIN REGION

Summer Clerk - Sundahl Powers Kapp & Martin, LLC - Cheyenne, WY

Apply by 4/1/24

2024-2025 Board of Advocates Coordinators - UW College of Law

Apply by 4/3/24

Intern, Fall 2024 - US EPA Region 8 - Denver/Remote

Apply by 4/15/24

Summer Intern - Schumacher Law, PC - Riverton, WY

Apply by 5/15/24

Summer Intern - Gerry Spence Method at Thunderhead Ranch, WY

Apply by 5/15/24

2025 Brownstein Summer Associate - BHFS, LLP - Denver, CO

Apply by 6/17/24

OUTSIDE THE REGION

Farmworker Justice Summer Fellow - Northwest Justice Project, WA

Recent Job Postings Continued

2Ls:

ROCKY MOUNTAIN REGION

Conservation Law Fellow - PERC - Bozeman, MT

Teaching Assistantships - UW College of Law

Apply by 4/9/24

3Ls:

ROCKY MOUNTAIN REGION

Gen. Practice Atty. - Burke Holguin & Smith, PC - Grand Junction, CO

Deputy District Attorney - 14th Judicial District - Craig, CO

Deputy District Attorney - Sixth Judicial District - Durango, CO

Attorney - State of WY Public Defender - Gillette, WY

Associate Attorney - Kirven Law, LLC - Sheridan, WY

Assistant Attorney General - WY AG's Office - Cheyenne, WY

Associate Attorney - Eric F. Phillips & Associates - Rock Springs, WY

Conservation Counsel - PERC - Bozeman, MT

Staff Attorney - City of Montrose, CO

Apply by 4/17/24

In-House Counsel - Jackson Hole Trust Company - Jackson, WY

Apply by 4/30/24

OUTSIDE THE REGION

Assistant Director of Admissions - U of Oregon Law - Eugene, OR

Associate Counsel - AIDEA / AEA - Anchorage, AK

Staff Attorney - 4th Judicial District Court - Elko, NV

Deputy State's Attorney - Butte County - Belle Fourche, SD

Attorney, Appeals & Protest Unit - State of Arizona - Phoenix, AZ

Apply by 4/3/24

Attorney, Legal Enforcement - Railroad Commission - Austin, TX

Apply by 4/3/24

Sr. Financial Analyst, Legal FP&A - Amazon.com - Seattle, WA

Apply by 4/3/24

Associate Attorney - Smith, King & Simmons, PC - Gordon, NE

Apply by 4/4/24

Counsel, Real Estate Portfolio Management - Carvana - Phoenix, AZ

Apply by 4/7/24

AFTER THE JOB OFFER...

⇒ Law Firm Dress Code for Men and Women

⇒ Guide to Business Attire

⇒ Essential Lawyer Outfits for Success in Any Setting

⇒ 10 Habits for Successful Email Communication

⇒ Law Firm Telephone Etiquette Best Practices

Congrats Class of 2024!



Fill out your
Employment
Survey
through
POKES!

Upcoming Events

- ⇒ ABA Virtual Business Law Spring Meeting
([register online](#))
4/4/24 - 4/6/24
- ⇒ 2024 Solo, Small & Rural Law Forum, Laramie, WY
Free for Law Students
-virtual option available-
([register online](#))
4/18/24 - 4/19/24
- ⇒ [NACC's Child Welfare Law Career Fair](#) - Free Event!
Salt Lake City, UT
8/11/24
([register online by 7/31/24](#))

A graphic with the text "good luck" in a large, black, cursive font, and "ON FINALS" in a smaller, black, bold, sans-serif font below it.

Recent Job Postings Continued

3Ls Continued:

OUTSIDE THE REGION

Public Defense Attorney - Benton County - Kennewick, WA

Apply by 4/10/24

Litigation Associate Attorney - WEMED, LLP - Portland, OR

Apply by 4/18/24

Assistant City Attorney - City of Alamogordo, NM

Apply by 4/19/24

Personal Injury Attorney - The Matian Firm, APC - Houston, TX

Apply by 4/19/24

Commercial Underwriting Counsel - Old Republic Title - SLC, UT

Apply by 4/20/24

Associate Counsel - Selene Holdings - Dallas, TX

Apply by 4/24/24

Staff Attorney District Court - ND Court System - Dickinson, ND

Apply by 4/25/24

Associate General Counsel - Metrio - Oklahoma City, OK

Apply by 4/27/24

Attorney, Compliance - Paycom Payroll, LLC - Oklahoma City, OK

Apply by 4/27/24

Attorney, Advisor - US EPA - Seattle, WA

Apply by 4/27/24

Law Clerk/Staff Attorney - Twin Falls County - Twin Falls, ID

Apply by 4/30/24

Attorney - Arizona Department of Revenue - Arizona City, AZ

Apply by 5/1/24

Attorney, Misdemeanor I - Comal County - New Braunfels, TX

Apply by 5/3/24

****Be sure to check out the [outside scholarship website!](#)****