



CAREER CLIPS

UW College of Law Career Services

March 2020

A Message from LexisNexis

Prepare to Practice - Lexis Practice Ready Certification Program: Lexis offers an online Prepare to Practice: Lexis Practice Ready Certification Program available to all law students nationwide. Upon completing Certification, students can then include their Certification status on their resume and LinkedIn profile.

Here is a description of the program:

Three short video modules walk through typical assignments summer associates will complete over the course of their summer associate experience. Upon completion of the three modules there is a 12-question exam that provides the opportunity to immediately test the skills learned in the modules. Upon successful completion of the exam the student's name will be added to the Lexis Advance Certification Registry.

Module topics include:

- **Module 1: Researching an Unfamiliar Topic**
- **Module 2: Transactional and Litigation Drafting**
- **Module 3: Legal Analytics**

This is an excellent opportunity for students to get up to speed before summer work. Students can [click here](#) to find more information and begin **Lexis Practice Ready Certification**.

Summer Associate Resource Kit: Taking on a summer associate position is a huge step in a student's legal career. Lexis has resources to help summer associates hit the ground running with the content they need to get up to speed and become a valuable part of the team from day one. The **Summer Associate Resource Kit** provides extensive coverage of what they need to know to excel in a law firm environment and complete tasks successfully.

There are two sections to this kit: **Summer Survival Guide** and **Summer Practice Guide**. The first section provides professional development and career support with practical tips prepared by attorneys and executives from top law firms to help throughout the summer associate program and as a practicing attorney. In addition, find a section where prominent lawyers share their top secrets to success. The second section includes checklists, forms, step-by-step guidance and practice notes to help summer associates complete research tasks and stand out to their peers.

Lexis Summer Access: All law school students have free, unrestricted access to using their Lexis Advance Law School IDs this summer. Students may use their Lexis Advance Law School ID for any purpose this summer. They may use it while working for a firm (whether they are paid or unpaid) and also for externships, internships, clerkships and summer classes.

Graduating 3Ls: Will receive FREE access to Lexis for 6 months after graduation from law school. Students do not need to take any further action to do so. Lexis IDs will stay on and will be switched from a law student account to a graduate account. With the exception of Public Records, students will have access to the same Lexis content that they had while in law school.

“Endurance is not just the ability to bear a hard thing, but to turn it into glory.”

- William Barclay

Events and Announcements

Coming Soon (TBA): Online Zoom Sessions with Ashli Tomisich, Director of Career Services

Untold Secrets: The Nexus of Networking, Fashion, Social Media

Professionalism: First Law Job Jitters

Employment Stats: As part of our ABA accreditation we are required to collect post-graduate employment information. There is a platform in POKES which provides the required survey. While we will follow up closer to graduation with 3L's, if you have secured summer or post-graduate employment, please take 3-5 minutes to complete the survey in POKES.

3L's: We MUST collect this data prior to graduation. As you will not be on campus to complete a paper copy, please complete this online. If you are still seeking employment, don't worry about it until May when we will prompt you to fill it out regardless.

To do this: Please note the box on the POKES log in home page titled 'Jobs and Job Offers' and select Post JD – Report Status, or Summer Job – Report Experience

Note: Clerkships have their own button (3rd from the top once you click 'accepted position'), if you are clerking, please fill that form out.

If a box is required(*) and you don't know/don't want to complete it, simply put in a few zeros to complete the survey.

Postings for All Students:

Rocky Mountain Region

Summer Internship/Externship – Nat'l Conference of State Legislatures – Denver, CO
Apply by 4/10/20

Posting for 1L's:

Rocky Mountain Region

Research Assistant – UW College of Law, Professor Jackson – Laramie, WY
Apply by 3/31/20

Outside the Region

Judicial Clerk, Judge Jonathan Kobes – US District Court – Sioux Falls, SD
Apply by 8/31/20 (you are encouraged to apply ASAP)

Judicial Clerk, Judge Scott Matheson – US District Court – Salt Lake City, UT
Apply by 9/1/20 (you are encouraged to apply ASAP)

Postings for 1L's and 2L's:

Law School Scholarship – Federal Communications Bar Assoc. Foundation
Apply by 3/31/20

Juvenile and Restorative Justice Scholarship – Proff Law
Apply by 4/30/20

Law School Scholarship – ChapmanAlbin
Apply by 6/15/20

Rocky Mountain Region

Summer 2020 Law Clerk Intern – Audubon – Denver, CO

Postings for 2L's:

Navy Judge Advocate – US Navy JAG
Apply by 4/3/20

Rocky Mountain Region

Judicial Clerk, Judge Sidney Thomas – US District Court – Billings, MT
Apply by 5/31/21 (you are encouraged to apply ASAP)

Outside the Region

Judicial Clerk, Judge Timothy Burgess – US District Court – Anchorage, AK
Apply by 5/1/20

Judicial Clerk, Judge Shon Hastings – US District Court – Fargo, ND
Apply by 6/1/20

Judicial Clerk, Judge Veronica Duffy – US District Court – Sioux Falls, SD
Apply by 6/17/20

Supreme Court Law Clerk – South Dakota Unified Judicial System – Pierre, SD
Apply by 7/17/20

Circuit Court Law Clerk (2 positions) – First Judicial Circuit – Mitchell or Yankton, SD
Apply by 7/17/20

Circuit Court Law Clerk (2 positions) – Second Judicial Circuit – Sioux Falls, SD
Apply by 7/17/20

Circuit Court Law Clerk – Third Judicial Circuit – Brookings, SD
Apply by 7/17/20

Circuit Court Law Clerk – Fourth Judicial Circuit – Deadwood, SD
Apply by 7/17/20

Telephone Interview Tips

Dress for the interview. It will improve confidence.

Keep your resume in clear view, for reference.

Have a short list of your accomplishments.

Have a pen and paper handy for note taking.

Take the call in a place where you will not be interrupted.

If using a cell phone, be sure you have good cell reception.

Print the word "SMILE" on a sticky note or piece of paper and set it in front of you.

Do not smoke, chew gum, eat or drink.

Keep a glass of water handy.

Do not interrupt the interviewer.

Practice with a friend, to receive feedback regarding how your voice comes across on the phone.

Have questions prepared for the interviewer/s.

Take your time - it is perfectly acceptable to take a moment or two to collect your thoughts.

Follow up with a thank you letter.

— Good Luck! —

Postings for 2L's, Continued:

Outside the Region

Circuit Court Law Clerk – Fifth Judicial Circuit – Aberdeen, SD
Apply by 7/17/20

Circuit Court Law Clerk – Sixth Judicial Circuit – Pierre, SD
Apply by 7/17/20

Circuit Court Law Clerk – Seventh Judicial District – Rapid City, SD
Apply by 7/17/20

Judicial Clerk, Judge Tena Campbell – US District Court – Salt Lake City, UT
Apply by 8/1/20 (you are encouraged to apply ASAP)

Judicial Clerk, Judge Brian Buescher – US District Court – Omaha, NE
Apply by 11/1/20

Postings for 2L's & 3L's:

Rocky Mountain Region

2020 Summer Paid Internship: Estate & Business Planning Legal Intern – Keller Law LLC – Craig or Steamboat Springs, CO
Apply by 3/27/20

2020 Summer Paid Internship: Natural Resources & Real Estate Legal Intern – Keller Law LLC – Craig or Steamboat Springs, CO
Apply by 3/27/20

Postings for 3L's:

Rocky Mountain Region

Attorney – Steven Titus & Associates, P.C. – Gillette, WY

Associate Attorney – Arnold Law Offices – Rock Springs, WY

Assistant Attorney General – State of Wyoming – Cheyenne, WY
Apply by 4/16/20

Family Law Attorney – Divorce Matters – Fort Collins, CO

Judicial Clerk, Judge Nina Wang – US District Court – Denver, CO
Apply by 3/31/20

Hearing Decision Manager – State of Colorado – Denver, CO
Apply by 4/1/20

Deputy District Attorney I – Adams County Colorado – Broomfield, CO
Apply by 4/2/20

Associate – Dufford Waldeck – Grand Junction, CO
Apply by 4/30/20

General Attorney, GS-0905-11/12 (Civil Rights) – US Dept. of Education – Denver, CO (+ other locations)
Apply by 6/11/20

Deputy County Attorney, Criminal – Cascade County Attorney's Office – Great Falls, MT

Lawyer – State of Montana – Helena, MT
Apply by 4/1/20

Postings for 3L's, Continued:

Outside the Region

Attorney – University of New Mexico – Albuquerque, NM
Apply by 4/8/20

Judicial Clerk, Judge Joshua Kindred – US District Court – Anchorage, AK
Apply by 4/1/20

Deputy State's Attorney – Pennington County – Rapid City, SD
Apply by 4/2/20

Staff Attorney, Supreme Court – South Dakota State Government – Pierre, SD
Apply by 4/3/20

Deputy/Senior Deputy Public Defender – County of Minnehaha – Sioux Falls, SD
Apply by 4/17/20

Prosecuting Attorney – City of Layton, UT
Apply by 4/11/20

Assistant Attorney General, Water Rights – State of Utah – Salt Lake City, UT
Apply by 4/17/20

Associate General Counsel – Utah State University – Logan, UT
Apply by 4/22/20

Law Clerk/Staff Attorney – Caribou County, Honorable Mitchell W. Brown – Soda Springs, ID
Apply by 4/10/20

Bilingual (Spanish/English) Staff Attorney – Trustpoint.One – Houston, TX
Apply by 4/11/20

Children's Attorney – International Rescue Committee – Dallas, TX
Apply by 4/25/20

Staff Attorney – Metropolitan Transit Authority of Houston, TX
Apply by 4/30/20

Term Law Clerk – US Judicial Branch – Tucson, AZ
Apply by 3/28/20

Judicial Assistant – Yuma County – Yuma, AZ
Apply by 4/30/20

Staff Attorney – Legal Aid Services of Oregon – Pendleton, OR
Apply by 6/30/20

Assistant General Counsel – PeaceHealth – Vancouver, WA
Apply by 4/12/20

Assistant General Counsel – Wichita State University – Wichita, KS
Apply by 4/23/20

Associate Attorney – Galloway, Wiegers & Brinegar, P.A. – Marysville, KS
Apply by 6/1/20

Deputy Public Defender – Scotts Bluff County – Gering, NE

In-House Counsel – Fidelity National Title Group – Omaha, NE
Apply by 5/10/20

Interested in a broader, nation-wide job search? Visit [POKES](#) and the [Intercollegiate Job Bank!](#)